504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY - high tech firm in Troy is seeking a responsible individual for front desk position to greet visitors, direct telephone calls & complete typing of routine business correspondence. Previous reception experience helpful but not necessary. Accurate typing skills required. Pleasant personality a must. Pleasant working atmosphere, salary & benefit package provided. Send qualifications to Receptionist, PO Box #451, Lathrup Village, MI 48076

RECEPTIONIST
Professional firm in Southfield, seeks an enthusiastic, mature receptionist to handle busy switchboard, greet clients, handle mail, and perform various clerical duties. Strong typing skills required (minimum 45 w.p.m.). You must be a people person with good public relations skills, business sense and versatility. Important, challenging position in a professional environment. Starting wage $5-$6.50 hour depending on experience. Send resume to P.O. Box 563, Southfield MI 48037.

RECEPTIONIST - for Dearborn Law firm. Good telephone & typing skills necessary 336-8000

RECEPTIONIST WANTED
Answer the phones, light typing & filing. Also some light bookkeeping. Experience preferred. Birmingham area. Please call 645-5770

RECEPTIONIST - Part time for medical office in Livonia. Typing, dictaphone, good spelling, pegboard. Will train to do billing. Call Mary Ann 427-6223

RECEPTIONIST - General Office. Good typing skills required & good phone manners necessary for this full time Livonia position. Contact Mr. Giunt Mon. - Fri. at 422-1511

RECEPTIONIST - for sales office in Birmingham, type 40 wpm accurate. Must be self starter & enjoy people. Salary $11K. Call Lil at Uniforce 646-8501

RECEPTIONIST
for Northville Insurance Agency. Must have good telephone skills. Light typing, general office duties. Send resume to: C.A.E., 660 Griswold, Northville, MI. 48167

RECEPTIONIST/TYPIST
An enthusiastic individual needed with excellent phone skills, and typing accuracy for busy investment firm. Memorywriter & computer skills helpful. Mrs. Reiss 644-2110

RECEPTIONIST - Ideal for high school grad. Nice Livonia based firm looking for full time receptionist with basic office skills & pleasant phone manner. Call between 10am-3pm. 427-8990

RECEPTIONIST/TYPIST, wanted for Bloomfield Hills law firm. Pleasant phone voice and manners, light typing skills, and automobile for various office errands. Full time, hourly wage, plus mileage reimbursement. 642-1100

RECEPTIONIST/GENERAL OFFICE Experienced in typing, 10 key adding machine & small office procedures. Non smoker preferred. Reply to Box #220, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST-
ENTRY LEVEL POSITION
No experience necessary. Willing to train. Must be 18. Position will require telephone & light clerical duties. Successful candidate will train for secretarial position. Apply in person, Southfield Office Plaza, 17000 W. 8 Mile, Suite 349, Southfield, MI.

RECEPTIONIST
Entry level position available immediately for person with 1-2 years office/clerical experience. Pleasant phone manner necessary. Excellent benefits with room to advance. If you like to keep busy, this one's for you! Apply: Waterbed Gallery, 33575 Schoolcraft Rd., Livonia

RECEPTIONIST
Personable, well organized individual for busy West Bloomfield Temple office. Typing skills a must. Congenial surroundings. Call Mrs. Shapiro 661-5700

RECEPTIONIST/SECRETARY
Start at $12,000
We seek an ambitious individual with good typing skills and excellent telephone personality. Responsibilities include: General correspondence, report typing, greeting visitors & vendors, PBX Switchboard operation and some clerical duties. We offer a deluxe working environment in Southfield, health benefit package, paid holidays and vacation. Call Fitness Management Corp., Thurs & Fri. between 3 & 4pm only, ask for Ms Tripoli 642-4200

RECEPTIONIST
Well established Westland firm seeking to fill receptionist/general office position. The ideal candidate must have strong office & business machine skills. Type 50WPM min. Accuracy of utmost importance. Prefer local area resident with some experience. Starting salary $10,500 - $12,000. with excellent fringe benefits. Submit detailed resume including salary desired to: Box 226, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RENTAL AGENT
For large apartment complex in Troy. Some office experience required. Must enjoy working with the public. Hours - 11am-to 7pm Mon. thru Thurs., Sun. 10am to 6pm with Fri. & Sat. off. Good salary and benefits. Please contact Marlene Hamilton at 643-6644

REPORT WRITER
Immediate position. Must have strong background in writing and/or English. Good organizational & verbal skills required. Full time. Benefits. $12,500. Downtown Detroit. Call for interview 962-0550

SALES SECRETARY
Entry level. Candidates will have initiative and excellent secretarial skills. Full-time position including some evenings and Saturdays for a fast-paced Southfield company. Send resumes to: P. O. Box 300, Southfield, MI 48037, Attn: SS/EC or call 353-3311, Ext. 217

Sales Secretary
Fast-paced 1 girl sales office in Troy, Michigan, is looking for a full time Sales Secretary. Wide variety of duties including answering phones, preparing quotes and typing. Requires 2 + years secretarial experience or comparable education, typing 60 wpm and good organizational skills. DataMyte Corp. offers a good compensation package including profit sharing and very challenging environment. If interested, send resume to: Corporate Offices at DataMyte Corp., 14960 Industrial Rd., Minnetonka, Mn. 55345.
An Equal Opportunity Employer
A wholly owned subsidiary of Allen Bradley Co.

SALES SECRETARY
Person needed for full time, permanent position in busy Redford distributorship. Excellent office skills needed, word processing knowledge a plus, good job for recent high school graduate, nice location, good benefits. For appt. 538-0200

ADMINISTRATIVE ASSISTANT
The Troy regional office of a major restaurant chain in the Personnel Dept. Seeking a diversified individual who enjoys a challenge and sporting public relations. If you possess strong organizational skill, initiative, word processing experience and can work independently and have high energy level, we need you. Excellent benefits and salary package. Respond with resume to: H. Czikay, 1650 W. Big Beaver, Ste. 100 A, Troy, Mich., 48084.
An Equal Opportunity Employer

SECRETARIAL/ACCOUNTING for small direct marketing firm in Riverview. Typing, secretarial skills required. Knowledge of accounting and/or microcomputers a plus. Beautiful surroundings with maximum career growth potential. $18,000 plus benefits to start. Send resume with references to: Office Manager, 2217 Franklin St., Detroit, MI 48207. No phone calls please!

SECRETARIAL HELP WANTED
Typing, filing. Full time. Troy area. 8:30am-5pm. 643-8890
An Equal Opportunity Employer

SECRETARIES & typists for leading advertising firm, type 55 wpm, must be poised with professional image, will train on Panasonic typewriter, immediate employment for qualified people. Call Sally at Uniforce 357-0646

SECRETARIAL - Light office skills & delivery. $6.00 an hour plus mileage. Send resume to: I. V. Support, 12892 Farmington Rd., Livonia, MI 48150

SECRETARIES
WORD PROCESSORS
KEYPUNCH OPERATORS
Summer is here and do we have the jobs for you! Earn now, play sooner. If you are looking for a career or ready for a challenge, join the winning team at Snelling Temporaries. We have long and short term assignments. All areas. We offer: same week paychecks, Holiday pay, referral bonuses, incentive bonuses, plus much more! Work when and where you want. If you possess skills and abilities in the above areas, don't hesitate...
CALL
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SNELLING TEMPORARIES
Licensed by Snelling & Snelling Inc.
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BOBLO ISLAND WINNER
CAROL RATHMELL
330 Tara
Troy
Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m. weekdays by Friday to claim your two FREE passes.
591-2300, ext. 404
CONGRATULATIONS!

SECRETARY/ASSISTANT
Southfield company needs an energetic, experienced secretary, able to work long hours as needed with administrative capabilities, knowledge of computers/word processors and strong organizational skills. Qualified applicants reply to P.O. Box 300, Southfield, MI 48037 or call 353-3311, ext 217

SECRETARY - Assist busy executive. Letter know-how & word processing experience, or will train recent grad if good typist. Resume in person or by mail: TWI International, 7001 Orchard Lake Rd., 420C, West Bloomfield, MI., 48322-3608

SECRETARY/BOOKKEEPER, entry level position for one-person office. Good typing skills. Call for appointment, 9AM-5PM, 356-4310

SECRETARY/BOOKKEEPER-Full time, experienced in accounts payable/receivable, good phone skills. West Bloomfield area. 624-6500

SECRETARY/CLERK-Troy corporation seeking an individual with excellent typing & organizational skills. Responsibilities will include but are not limited to typing, filing, copying & general office functions. Individual should be familiar with micro computers. Accounting background helpful. Position reports directly to the Corporate Controller. Send resume and salary history to: J. Haskell, P.O.Box 7002, Troy, MI 48007-7002
An Equal Opportunity Employer

SECRETARY
CPA Firm, located at 12 & Telegraph, has immediate opening for mature Secretary with 2-5 yrs. experience. Must be well-organized with strong verbal & grammatical capabilities, type accurately at 70 WPM & have (1) year experience supervising. Word Processing & editing skills are required. Experience with Word Star - A Plus! Send resume to: Debbie, 30100 Telegraph Rd., Ste. 222, Birmingham, MI. 48010

SECRETARY
Excellent opportunity for a young, aggressive, person to learn sales secretary skills. Requires good typing skills, pleasant personality, good attention to detail & team spirit.
349-3940
NOVI

SECRETARY - for construction company in Garden City. Bookkeeping necessary. Send resume to Box 158, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
for busy growing marketing research firm in Southfield. Looking for experience in employee management, word processing and excellent typing skills. Require team player who can adapt to job flexibility & pressures of busy environment. Send resume with salary requirement to: Dorothy at Nordhaus Research, 20300 W. 12 Mile Rd., Southfield MI 48076

SECRETARY
Full time with benefits. Typing & telephones. Resume required. 646-6604

SECRETARY. Full time position Bloomfield Hills sales office. Excellent typing skills, and good telephone manor required, shorthand a plus. Call 332-5630

SECRETARY
Full-time Secretarial position available for a Rehabilitation Services Manager of an expanding Health Care & Services facility. Health Care experience is not necessary, however, successful candidate must have excellent typing & dictation, clerical & organizational skills, and a knowledge of P.C.'s or a willingness to learn. Please send resume & salary history, to: Walter Reling, 39000 Chase Rd., Romulus, MI. 48174.
Equal Opportunity Employer M/F

SECRETARY
FULL CHARGE
Livonia, Call 10-2: 425-8900 or After 5: 941-8759

SECRETARY-Full & part time position. Past office experience required. For interview call Dennis Harlan-Entertainment Consultants. 451-0044

SECRETARY - Immediate opening, 3 days/wk. In Southfield for mature, experienced secretary who likes variety. Must be flexible, able to handle fast pace & like people. Good grammar, typing & general office skills a must. Word processing helpful. Call Judy 351-2601

SECRETARY - Immediate opening. Type 55, WPM, word processing, dictation, excellent office skills. Apply: 9101 Freeland, Detroit, S. off West Chicago between Schaffer & Greenfield. 272-8304

SECRETARY - legal trainee, recent high school graduate willing to learn legal, 55 - 60 wpm, full time, call Rhonda 641-7800

SECRETARY - National Health organization, excellent typing and filing skills, coordination of assignments with volunteers, specializing in interpersonal skills. Send resume to: Executive Director, 29500 Southfield Rd., Southfield, MI 48076

SECRETARY - Need highly qualified & organized secretary with some legal experience in leasing, UCC filing & knowledge of contracts. Must have excellent typing & shorthand ability with experience on word processor & PC computer. Salary commensurate with experience. Send resume to P.O. Box 78, Bloomfield Hills, MI 48303-078, Att: Executive Vice-President

SECRETARY
Needed for law firm, 8 Mile and Telegraph area. No experience necessary. Call Kim at 537-6400

SECRETARY needed. Can work into consulting position. Orchard Lake service company. $200 week salary. Call after 6PM: 333-7315

SECRETARY - Part-time. Duties include typing, filing, phone, errands. Experience helpful. Send resume to: 21100 Fern, Oak Park, MI., 48237.

SECRETARY, part time, small office in Troy. Hours 8:30am-12:30pm. Possible full time in future. Must have experience. $6 an hour to start. 669-3730

SECRETARY NEEDED-for one girl office in Southfield, no typing or shorthand needed. Must have good phone temperament, medical background helpful. 5 days. 644-0303

SECRETARY
Novi employer has an immediate opening for an executive secretary. Position requires strong experience in typing, shorthand, data reporting which requires mathematical skills & computer terminal usage. Excellent fringe benefits. Call Judy for appointment at: 313-478-9700

SECRETARY - PARALEGAL
Birmingham. Will train bright, college-educated male or female to be a lawyer or paralegal and help them with school expenses. Nice office. Nice pay. 645-0750

SECRETARY-PART TIME
Mature person with good Secretarial skills needed for 15-25 hours per week. Shorthand required. Must be dependable and conscientious. Town Center, Southfield. Call Mr. Matson, 352-0620.

SECRETARY
Part time position in educational setting. Word processing & secretarial experience required. Hours. Tues-Thurs, 2pm-7:30pm, Sat., 8:30am-12. Send resume to: Personnel Office, Walsh College, 3838 Livernois, Troy, MI 48084

SECRETARY
Part time, flexible hours in a full service personnel office. Minimum 50 wpm. typing, word processing experience preferred.
Please send resume or apply at the main information desk in the hospital
Human Resources Dept.
OAKLAND GENERAL HOSPITAL
27351 Dequindre
Madison Heights, MI., 48071
Equal Opportunity Employer M/F

SECRETARY, Part-time, for Presbyterian Church in Canton. We need a self-starter with typing, filing, word processing, phone and general office skills. Call 459-0013

SECRETARY - Permanent, part-time evening position. Must be available 5:30pm-9pm & Saturday morning. High School Graduate only - need apply in person: 24865 W. 5 Mile Rd., Suite 4, Redford.

SECRETARY
Phone answering & light bookkeeping for Troy area business. $4.50/hr. 661-0101 or 528-1390

SECRETARY/RECEPTIONIST
Part time. 1pm-5pm, typing & general office.
Troy area. 524-9495

SECRETARY/RECEPTIONIST - Part time position for engineering office in Farmington Hills. Typing, filing, purchasing & shorthand required. CRT experience helpful. To arrange interview call Mr. Daves 474-4140.

SECRETARY/RECEPTIONIST
Troy area, TV Sports Network, Pass, seeks a secretary with excellent phone skills & ability to typing 70 w.p.m. Experienced with memory typewriter helpful.
Call Nancy 583-7600

SECRETARY/RECEPTIONIST
needed for Birmingham computer company. Experience with IBM PC computer & Wordstar Program a must. Typing, accounting, phone & basic secretarial skills needed. Qualified persons only need apply. Please call 647-5010

SECRETARY/RECEPTIONIST
sharp person needed to assist accounting dept. in data entry. Must be capable of handling phone. Excellent typing & communication skills. Word processing a plus. Walled Lake area. Send resume to: Personnel, Ste 196, 6689 Orchard Lake Rd. W. Bloomfield, MI 48233

SECRETARY/RECEPTIONIST
Part time, 10am-2pm, 5 days per week. Position will become permanent full time in fall. 4 line phone system, light typing (55wpm), general office duties. Telegraph & 13 mile area. Submit replies in writing to PO Box 1012, Bloomfield Hills, Michigan, 48013

SECRETARY-RECEPTIONIST
WEST BLOOMFIELD
...needed for W. Bloomfield Realtor. Prefer Real Estate or related experience but must have good organizational & typing skills, pleasant telephone manner. Prefer non-smoker. Contact Karen at 643-6543

CHAMBERLAIN
SECRETARY/RECEPTIONIST
Livonia area firm seeking experienced individual with good verbal and written communication skills to handle telephones and variety of other secretarial duties. Must type 60-70 wpm., and have good grammar and spelling abilities. Word processing experience preferred. Send resume and salary requirements to: Box 174, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST-Must have good phone voice & manners. Skills needed are: accurate typing, good letter writing, grammar & punctuation. Non-smoker. Advise salary requirments. Send resume to Box 214 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
ROPERTY MANAGEMENT
Growing Southfield office offers excellent opportunity. Accurate typing and record keeping experience. Paid benefits. Fee paid. $15,000. Call Rob at 353-2090.
After 5 PM. Appointments Available
SNELLING & SNELLING

SECRETARY (Sales)
For national company. Must have top skills and word processing. Minimum 2 years experience. Fast paced atmosphere in new Southfield office. Competitive salary, company paid benefits. Send resume to: Box 144, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Sales & Marketing Co. Experience & Word Processing preferred. Birmingham area. Call Linda, 258-9897

SECRETARY
Secretary needed in a fast-paced corporate office setting. Requirements include extensive knowledge and working experience with WANG work processing and familiarity with various software programs, ability to coordinate travel arrangements, conference planning and appointments. The incumbent will possess effective communication skills (oral and written) and five years of secretarial experience in an administrative management environment. A highly motivated and organized individual is needed to meet the challenge and variety of this position. We offer an excellent benefit package and competitive wages. Send resume including salary history to:
MERCY HEALTH SERVICES
28550 Eleven Mile Rd.
Farmington Hills, MI.,48018
An Equal Opportunity Employer

SECRETARY
Small Southfield sales office needs mature person for Front Desk receptionist/secretary position. Excellent telephone & typing skills required. Includes general office duties, word processing & some computer work. Excellent working conditions & benefits. Non smoker preferred. Call 352-2090

SECRETARY - to work in Medical Office. Typing required. Prefer Billing experience but will train. Send resume or apply at: 7290 Sheldon Rd., Canton, MI. 48187

SECRETARY/TYPIST
80wpm minimum, starting salary $5-$6 range, good benefit package. 464-1133

SECRETARY Wanted- Good typist, mimeograph, computer, phone, records. 10-12 hrs. per week. Phone 646-5207

SECRETARY
With some shorthand & word processing skills for modern downtown Birmingham law office. Send resume to: Law Office, 300 E. Maple, 3rd Floor, Birmingham, MI 48011.

SECRETARY - 20 hrs. + per wk. Typing, word processing, data entry, general secretarial & billing skills, assembling tax returns & people oriented person. Please send resume & salary requests to: 30700 Telegraph Rd., Suite #2675, Birmingham, MI., 48010.

SERVICE REP
needed for Livonia temporary agency. Must have excellent communication skills, interviewing techniques and be service oriented. Recent degree in Human Resources or related degree desired. Experience in related field will be considered. Send resume and salary requirements to:
ACRO TEMPORARY SERVICES
17177 N. Laurel Park Dr., #131,
Livonia, Mich., 48152
Att'n.: Account Manager

SOUTHFIELD - full time position, secretary, typing 65 wpm, must be accurate, shorthand, light bookkeeping, call 645-0741

SOUTHFIELD leasing company needs person for Customer Service with pleasant phone manners and good typing skills. Send resume to: LAC, 20000 W. 12 Mile Rd., Southfield, MI 48076, Att: Shirley

STAFF ACCOUNTANT
Growing real estate development company located in Birmingham. Real estate & computer experience preferred. Send resume to: P.O. Box 1120, Birmingham, MI 48012.

STOCK BROKERAGE FIRM needs administrative assistant. Farmington Hills branch of local NYSE member firm. Financial services background preferred. Salary commensurate with experience. Call Sharon between 9am-12 noon. 855-3177

STUDENTS
Now is the time to apply for Summer positions, we have long and short term assignments available.
Troy office. Good office skills and telephone manner a must
- SECRETARIES
- WORD PROCESSORS
- SWITCHBOARD/RECEPTIONIST
- FILE CLERK
- DATA ENTRY

Call today for an appointment
MGM
OFFICE SERVICES
474-7766

SWITCHBOARD
OPERATOR/CASHIER
needed for an auto dealership. Pleasant working conditions and opportunity for advancement. Excellent fringe benefit program. Apply in person at:
ALAN FORD
1845 S. Telegraph
BLOOMFIELD HILLS

SWITCHBOARD OPERATOR
needed immediately. No experience necessary. Apply at: Farmington Hills Chrysler Plymouth, 29301 Grand River at Middlebelt.

TELEPHONE RECEPTIONIST - Immediate opening, 2 or 3 days/wk. in Southfield, on AT&T System 75. Must be mature, like people, and have clear, pleasant telephone voice. Call Carol 351-2602

TELEPHONE RECEPTIONIST
Full or part time, weekends & midnights. Light typing required with a paid training period.
SUBURBAN ANSWERING SERVICE
Farmington 471-1081

TELLER
3-4 days per week. Part time position at our Livonia office. Teller experience required. Good typing & math skills. Excellent starting salary. Apply in person, 10am-3pm.
Detroit Federal Savings
10982 Middlebelt
An Equal Opportunity Employer

TRANSCRIPTIONIST/SCOPIST
For court recorders computer. Good english skills & knowledge of steno. Part time evenings & weekends & will train. 425-1550

TYPIST - EXPERIENCED
Busy telephone, bookkeeping skills. Excellent working conditions. Madison Heights Area. 2 positions available. 398-1200

TYPIST
for Court Reporter to type transcripts on your word processor. Call after 4PM 981-1825

TYPIST - Immediate full time position for word processing evenings 4 to midnight in Southfield office. Typing of 55wpm, knowledge of Digital a plus. Ability to work independently a must. Salary & full company benefits. Send resume & cover letter to Kathy Kassel, Intracorp, 26211 Central Park Blvd., Suite 500, Southfield, MI 48076

TYPIST NEEDED for court reporter. Must live in 12 mile Northwestern area, and have own equipment. 557-9190

TYPISTS
Outpatient facility located in Garden City has full & part-time openings. Applicant must have typing skills of 60 WPM, good spelling and grammar. $5.46 an hour to start. Call Beverly, Mon. thru Fri. 9am to 12 Noon at
565-7577
An Equal Opportunity Employer

TYPIST
You'll enjoy this nice friendly office. All you need is good typing, some word processing and general office experience. $12,000 to start. Good benefits. Fee paid. Call Eleanore at 353-2090.
After 5 PM. Appointments Available
SNELLING & SNELLING

WARRANTY Shipping Clerk - should have excellent phone manner, pleasant personality, accuracy, legible handwriting. Starting pay $4 per hour. Apply in person: 20800 Chesley, Farmington.

WORD PROCESSING
Experienced professionals needed. Positions available at some of the largest firms in the area. If you are experienced in any of the following:
- DISPLAY WRITE III
- LOTUS 1-2-3
- MULTI-MATE WORD PERFECT
- WORD STARR
- XEROX 860

Receive top pay, vacation & holiday pay, excellent benefit package, bonuses. Ask about our $1000 Scholarship. Permanent positions also available.
TEMPORARY RESOURCES
356-1616
Southfield - Troy - Livonia
Taylor - St. Clair Shores - Ann Arbor

WORD PROCESSING OPERATORS
A Kelly job is at your fingertips
If you have good word processing skills, pick up the phone and call Kelly! We can put you to work right away on long and short-term assignments with some of the best companies in the area.
To find out more about going to work for America's number one name in temporary help, call today.
352-5220
Southfield
KELLY SERVICES
The "Kelly Girl" People
Not an employment agency
- never a fee
Equal Opportunity Employer M/F/H

WORD PROCESSOR/SECRETARY, Part time for Farmington Hills Life Insurance Agency. Excellent opportunity to learn and advance. Good typing skills needed. Shorthand and/or life insurance experience a plus. Salary commensurate with experience. Farmington Hills.737-2770

WORD PROCESSOR/SECRETARY, For Farmington Hills Life Insurance Agency. Excellent opportunity to learn and advance. Good typing skills needed. Shorthand and/or life insurance experience a plus. Medical, Dental and other benefits. Salary commensurate with experience. Farmington Hills. 737-2770

Word Processor
Experienced individual proficient in Multimate word processing is needed in the Southfield area. Short or long term position with excellent benefits. Ask about our vacation and holiday pay and our 401K plan. Call Today!
ENTECH SERVICES, LTD.
Franklin Center, Southfield
354-0500

WORD PROCESSORS for major Fortune 500 company, Wang, IBM PC & Decmate. Will train on Decmate, call Marie at Uniforce 646-7663

505 Help Wanted Food-Beverage

ACCEPTING Application for:
The Donut Depot
20745 Farmington Rd.
Farmington Hills, MI
Flexible hours. Insurance available. All shifts. 477-6655

ARE YOU TIRED OF THE REST?
Work for The Best! OLGA's Kitchen, Westland Mall, is now hiring:
- Cooks
- Host Persons
- Wait Persons

For Day & evening shifts. We offer:
- Flexible schedules
- Excellent Pay
- Meal Discounts
- Good working conditions!

So, if you're looking to move up to The Best, apply in person at the Fresh Food Restaurant,
OLGA'S KITCHEN
WESTLAND MALL

ASSISTANT MANAGER
Established volume oriented Ann Arbor Restaurant accepting applications for an entry level assistant manager position. Applicant must be people oriented & possess excellent communication & organizational skills. Experienced need only apply. Send resume to: Cottage Inn Management, 508 E William, Ann Arbor Michigan, 48104

ATTENTION
Experienced food handlers.
Call Future Force 532-7666

BAKERS - FULL-TIME
Midnights, Experienced or will train. Apply in person: 29207 Southfield Rd., In Farrell's Shopping Plaza.

BAR PERSON- Experienced wanted. Apply in person after 6pm: Copa Lounge, 22322 Schoolcraft, between Telegraph & Outer Drive.

BAR PERSON - EXPERIENCED
Plymouth Area. Must be good with people. Mostly days. Pleasant working conditions, good wages. Mission Hills Golf Club. 453-1047

BARTENDER WANTED
Old Redford area.
531-6295

BARTENDER. Now hiring, full and part time. Apply in person The Box Bar & Grill, 777 W. Ann Arbor Trail, Plymouth, See Art.

Bates Hamburgers
If you have experience in fast food service or are willing to learn, we pay more than you might expect. Full and part-time, all shifts. Uniforms furnished. Apply in person 8am-11am and 3pm-5pm
33406 Five Mile, Livonia
9 Mile & Middlebelt Rd.
Farmington Hills

BEVERAGE MANAGER
Immediate opening for beverage manager at the Holiday Inn Fairlane area. Experience required in lounge operation, technical skills and supervisory duties. Salaried position with excellent benefit package. Mail resume to: Holiday Inn Fairlane, 5801 Southfield Sevice Dr. Detroit MI. 48228

BOB EVANS in Livonia is hiring full time people, different positions available on both day & eve. shifts. Benefits, 5 day work wk. with 2 days off together, competitive wages. You must have hustle! Please apply in person at 13911 Middlebelt at Schoolcraft

BUSERS
Part time
Ryan's Tavern 624-1000

BUS HELP & DISHWASHERS
Full or part-time. All Shifts. No experience necessary. Excellent summer & weekend job. Good money & opportunity to advance. Ram's Horn, 28990 Orchard Lake Rd., (between 12 & 13 Mile Rd.) 855-8882

BUSPERSONS dishwashers
Apply in person only. Rams Horn, 20385 Middlebelt, Livonia.

BUS PERSONS
Experienced but will also train. Private Country Club. Good Pay + Commission. Apply in person, Tues. thru Sunday, 10am-6pm: 40941 W. 8 Mile, Northville.

BUS PERSONS
to work full time days in fast-paced Deli. Apply in person:
ERNIE'S DELI
35572 Grand River
Farmington Hills
(in Muirwood Square)

BUS PERSON & VALET for The Round Table Club in Plymouth. Interviews by appointment. Call Randy at 453-1632.

CARLOS MURPHYS
NOW HIRING
FOR THE FOLLOWING POSITIONS
Line Cooks - Prep Cooks & Dishwashers. Apply in person only between 2-4pm Mon. thru Fri. 29244 Northwestern Hwy., Southfield
An Equal Opportunity Employer

CHARLEY'S OF LIVONIA
Hiring:
DISHWASHERS
LINE COOKS
Days & nights, full or part time.
Apply in person:
31501 Schoolcraft Rd.

CHEF/COOK
Aggressive broiler chef wanted. Apply at Ernie's Kings Mill, 16655 19 Mile at Garfield.

COCKTAIL SERVERS
Apply in Person
J.L. BEAGULL
24230 W. 6 Mile Rd.
(1 blk. W. of Telegraph)

Put No. 1 to Work For You
CENTURY 21
Get in on the ground floor. Century 21, Suburban has just opened a brand new office in:
PLYMOUTH
We are now interviewing new and experienced individuals for the following areas:
- RESIDENTIAL
- RELOCATION
- COMMERCIAL INVESTMENT

Stop in or call DENNIS or NAN 455-5880 for coffee and conversation.
Century 21
Suburban
188 N. MAIN,
PLYMOUTH, MI 48170
455-5880

COOK - RELIEF
Full time position at nice facility in Novi. Prefer experience, but will train. New wage scale.
BEVERLY MANOR
24500 Meadowbrook Rd.
Novi, 477-2000

COOKS
All shifts, excellent pay and good opportunity to advance. 28990 Orchard Lake Rd. between 12 & 13 Mile Rd.855-8882

COOKS
Applications now being accepted:
- HOT LINE
- SANDWICH/SALAD
- PREP
- DISHWASHER

Top Pay & Benefits! Full or part-time. Day or evening. Flexible hours. Apply in person 2-5pm:
Sweet Lorraine's Cafe, 29101 Greenfield, N. of 12 Mile.

COOKS CASHIERS
Days & nights, full or part time, $4 to start days, $3.75 nights. Pay increase after 90 days. Good benefits. Hardy's of Novi 349-4480

COOKS & DISHWASHERS needed full & part time. Please apply in person Plymouth Hilton Inn, 14707 Northville Rd., Plymouth.

COOKS & DISHWASHERS
Full & part time. Good pay, benefits available. Apply Mon. thru Fri., 10am-5pm: Jonathon B. Pub, 12 Oaks Mall, Novi.

COOKS
DISHWASHER
WAIT STAFF
HOST/HOSTESS
Full or part time. Apply in person, Plymouth Hilton Hotel, 14707 Northville Rd. Plymouth

COOKS - FULL TIME/NIGHTS
BARTENDER - PART TIME
DISHWASHER/BUSPERSONS
(All shifts)
Apply in person:
MacKinnons
126 E. Main, Northville

COOKS, kitchen assistant, wait staff, dishwasher. Apply in person Nipponkai Japanese restaurant, 511 W 14 mile, Clawson. 288-3210

COOKS
Must be experienced, with good references, full or part-time. Days or evenings. Benefits. Apply at: Alla's Family Dining, 11 & Greenfield or Call 559-8222

COOKS needed - weekends & evenings, part or full time. Apply: 2-6 pm., Patty's Pub, 1809 Wayne Rd., Westland.

COOKS & UTILITY PEOPLE - good starting wage, some benefits, opportunity for advancement. Apply Holiday Inn Livonia West. 17123 Laurel Park Dr. 464-1300

DALY RESTAURANT
EVENING SHIFT
All Positions - Apply in person:
31500 Plymouth Rd., (at Merriman)

CHI CHI'S
Mexican Restaurant now hiring for the following positions. Buspersons, Dishwashers, Line Cook, Hot & Cold food preparation, Bartenders, Cocktail Servers, Food Servers, Day & night positions available. Apply in person.
Chi Chi's Restaurant
corner of Middlebelt & Schoolcraft

COOK& COUNTER PERSON
Part & full-time positions - for Deli in Livonia. Apply in person, 3pm-6pm: 15215 Farmington Rd., Livonia

COOK - experienced for full time afternoons, 11am-7pm. Clancy's Bar & Grill, 32350 West 8 Mile Rd., Farmington Hills 477-7177

COOK - EXPERIENCED
Full time afternoons. Apply in person, ask for Kevin at:
MR. Z's STEAK HOUSE
27331 Five Mile, Redford., 537-5600

COOK
Now taking applications for excellent part and full time evening shifts. Experience preferred. Fully air conditioned kitchen, excellent working conditions. Apply by appointment
Blakeney's Ranch House
Farmington Hills 477-3340

DISHWASHERS & Kitchen Help
Apply in person:
Bobby's Country House
35780 Five Mile, Livonia

Grade I Chefs
and
Kitchen Assistants
Positions available for Grde I Chefs and Kitchen Assistants in a full service retail food department. Excellent opportunity. Must have previous experience. For further information and appointment, call Mon. thru Fri., between 9 am & 4 pm.
270-1295
Farmer Jack Supermarkets

DINING ROOM HOSTESS
part time for senior citizens dining room. Must enjoy working with senior citizens. Some experience preferred or will train. Approximately 30 hours per week.
APPLY IN PERSON
Franklin Club Apts
28301 Franklin Rd
Southfield

HOSTESS/HOST
Full & Part Time positions available. Apply between 3-5, Mon.-Fri. at:
MIDTOWN CAFE
139 S. Woodward, Birmingham.

HOSTPERSON'S-Part time. Apply in person between 2pm-4pm, 15800 Middlebelt, Livonia. 522-5600

HOUSEKEEPERS NEEDED
Please apply in person.
Plymouth Hilton Inn,
14707 Northville Rd., Plymouth.

HUDSONS
TWELVE OAKS RESTAURANT
is now accepting applications for the following permanent openings. Dishwasher/Stock - full time position. Also Dishwashers and Waitpersons - part time positions. Apply in person: Personnel office, Third level, Mon. thru Fri.

Immediate Openings
WAIT PERSONS
BUS HELP
MAINTENANCE PERSON
DESK CLERKS
MAIDS
Apply in person
Mitch Housey's Compton Village
28500 Schoolcraft, Livonia

KITCHEN HELP
Catering company located in Novi needs kitchen help. Call between 9am-1pm. 344-2890

KITCHEN HELPER - Birmingham Catering Firm needs reliable, organized person for variety of duties. Morning Prep, Clean Up & Food Service. 540-4149

KITCHEN HELP NEEDED
Apply in person, 2-4pm:
The New Copper Door
8701 Inkster Rd., Westland

KITCHEN SUPERVISOR
for senior citizens complex in the city of Southfield. Experience in cooking & supervision required. 40 hour work week, good working conditions, benefits. Salary based on experience. Send resume & salary requirements to:
DIRECTOR OF FOOD SERVICES
28301 FRANKLIN RD
SOUTHFIELD 48034

MACHUS 160
is now hiring for the following positions:
Cooks - Full/part-time
Dishwashers - Full/part-time
We are looking for reliable, friendly people to join our staff. Apply in person only after 3pm.
160 W. Maple
Birmingham

MARY ANN'S Kitchen a casual fresh fast-food restaurant located at 2711 N. Woodward, Bloomfield Hills - needs experienced kitchen Help, cheerful counter person. Apply in person.

MAX & ERMA'S is a chain of restaurants operating in six markets throughout the Midwest. We are known for gourmet hamburgers, pasta, specialty sandwiches & salads and an eclectic mix of entrees. Our new bar & lounge are well known in the Northwest area. To fill our expanding needs we have openings for:
COOKS
Full Time - Nights Only
EXPEDITER
Nights
HOSTESS/HOST
Part Time
WAITER/WAITRESS
Days & Nights
We offer excellent starting wages & benefits in a fast-paced, fun-filled work environment.
Apply in person or call Jim McMillan for an appointment at:
855-0990
Max & Erma's, 14 Mile & Orchard Lake Rd. (Hunters Square Shopping Center), Farmington Hills.

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478-4691

NOW HIRING
COOKS - PREPS
DISHWASHERS
HOST/HOSTESSES
Apply in Person
DIGGER'S
30555 Grand River, Farmington Hills

Midnight Manager And Crew
Salary negotiable with experience. Meals and uniforms furnished. Apply in person 8am-11am and 3pm-5pm.
Bates Hamburgers
33406 Five Mile, Livonia

NEW DELI in Walled Lake. Opportunity for full & part time. Wait staff, cooks, counter help & dishwashers. Relish Tray Deli, 602 N. Pontiac Trail 669-1611

NOW HIRING
DISHWASHERS/$4.25 HR.
PREP-COOKS/$4.75 HR.
LINE COOKS/$5 HR.
PORTERS/$5 HR.
PANTRY/$4.75 HR.
Apply in person only, no phone calls please.
NORTHVILLE CHARLEY'S
41122 W. 7 Mile Rd., Northville

PANTRY HELP, days, Mon thru Fri, 8am-4pm. Also experienced Hostess/Host needed, good salary. Apply within 2-4pm. Red Timbers Inn, 40380 Grand River, Novi. No phone calls please.

PASTRY PERSON - FULL-TIME
Days. Experience preferred. Apply in person: 29207 Southfield Rd., In Farrell's Shopping Plaza, Southfield.

PIZZA DELIVERY
Must have own car. Canton area. 459-5514: or 654-2145

PIZZA MAKER for mid-seven area. Experienced or food service student. Career opportunity. 478-8298

RESTAURANT HELP
Cook, Bartender, Waiter, Cocktail Waitress & Bussers
Experienced, with references. Near RenCen. Call 9am-3pm. 259-3273

RESTAURANT JOBS
Application will be accepted for; Line cooks, wait staff, bartenders, bus persons, & dishwashers. Apply in person Mon-Fri
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1560 Woodward Ave,
Bloomfield Hills.

Restaurant

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Little Caesars is currently remodeling our Sylvan Lake unit into a Little Caesar Family Fun & Pizzeria. We are currently accepting applications for hourly crew people to work either full or part time, day or evening shifts. We offer a great work environment and a fun atmosphere for all. If interested, please apply in person or call;
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Family Fun
& Pizzeria
2360 Orchard Lake Rd.
Sylvan Lake, MI. 48033
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restaurant

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Consider the difference: At Red Lobster, you'll enjoy a very pleasant working environment, earn excellent starting pay (prior experience not necessary), paid vacation and holidays and be eligible for group health and dental insurance, flexible scheduling, profit sharing and savings plan, employee meal discount and more. For immediate consideration, apply Monday-Friday, 2-4 PM.
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Part time. Flexible hours. No weekends, holidays or nights. $3.75 hr. to start. Livonia area. Call 523-4911, ext. 4911

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HOUSE PERSONS
HOUSEKEEPERS
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AM/PM SERVERS
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START AT $4.25 PER HR
Part time 11am-3pm to work in senior citizens dining room. Will Train. Good working conditions. Meals & uniforms furnished.
APPLY IN PERSON
Franklin Club Apts
28301 Franklin Rd.
Southfield

WAIT PERSON/BUS PERSON
Full or part time. Apply within: Alexander The Great, 34733 Warren, Westland.

WAIT PERSON, day & night shift. Available immediately. Good working conditions. Novi area. Bridgit or Frank. 348-4404 or 4405

WAITPERSONS, BUSPEOPLE & Dishwashers. Apply at: Moys Restaurant, 18825 Middlebelt, Livonia.

WAITPERSONS
Day & night positions, experienced. Bittes, 18730 Northville, Northville, Michigan. 348-3490

WAITPERSONS-for private club in Southfield, full and part time, experienced only. Apply at 21631 Lahser Rd., Southfield, between 8 & 9 mile, from 2:30pm-5:30pm.

WAITPERSONS
Full & part time
Apply in person only. Rams Horn, 20385 Middlebelt, Livonia.

WAIT PERSONS
Good Hours - good working conditions. Ram's Horn Restaurant, Southfield. 353-3232

WAIT PERSONS
wanted full & part time. Apply: J. R.'s Bar, 39859 W. 10 Mile Rd., Farmington Hills. 474-5975

WAIT PERSONS WANTED
for permanent full & part time positions. Apply in person between 2-4pm at: Beau Jacks, 4108 W. Maple, Birmingham.

WAIT PERSON 4 lunches, 1-3 dinners available. Interview by appointment. The Round Table Club, Call Randy, 453-1632.

WAITRESSES/WAITERS
Experienced only for day shift. Apply Mon. thru. Fri. 3 to 6pm. at The Golden Mushroom, 18100 W. 10 Mile, (corner of Southfield & 10)

WAITRESSES (Waiters)
Bus Person, Dishwashers. Must be experienced. Full or part time, days or evenings. Apply at: Alla's Family Dining, 11 & Greenfield, or call 559-8222

WAITSTAFF,Cooks & Buspeople! Good pay. Benefits available. Apply in person:Sneaky Petes, 15231 Farmington Rd., Livonia.
Or Call 261-5551

WANTED: HAPPY SMILING FACES for all shifts. Earn some extra summer money working at Burger King. 12 mile & Northwestern Hwy Southfield, Contact Manager.

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		Union Lake	363-1511
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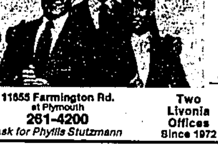

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