504 Help Wanted Office-Clerical

RECEPTIONIST - Part Time Cashier experience helpful. Flexible appointment Mon thru Fri. 8am-5pm. Eaton Nursery, W. Bloomfield 661-3440

RECEPTIONIST/SECRETARY Entry-level position with Bloomfield Hills law firm. Typing 50 wpm+, word processing experience helpful. Medical benefit. Call Joyce Luson 647-1212

Receptionist/Secretary BIRMINGHAM

Prestigious Real Estate Company needs person with general office skills. Phone manner and typing experience a must. Call 644-5300 for interview appointment

RECEPTIONIST

Relations at real estate developer seeks a professional receptionist/secretary. Pleasant phone & typing skills. Pleasant work environment, superior benefits. Salary commensurate with experience. Call Marianne at

Receptionist
26400 Town Center Dr., Suite 165
Novi, Michigan 48050

RECEPTIONIST NEEDED
Full time for a Rochester mortgage company. Please call Margaret 656-9330

RECEPTIONIST Needed to answer phones, some light bookkeeping, general office help. Non smoking office. Hour 471-4500

RECEPTIONIST/SECRETARY
For Southfield law firm. Typing and phone skills. For interview call 559-5620

RECEPTIONIST NEEDED for doctors office in Troy. Must have good communication skills. Exceptional and outgoing. Salary $6 to $6.50 an hour. Call 879-6545

RECEPTIONIST
Very friendly, experienced person for 8 year old Farmington Hills law studio. Full time. Tues.-Sat. Send resume in confidence to: Box 24, Box 248001, Farmington, MI. 48024

RECEPTIONIST
Medical practice seeking days. Must be able to work weekends. Experience preferred. Excellent benefits. Call Monday-Friday, 9 to 5 ask for Diane. 851-2200

RECEPTIONIST NEEDED for busy Troy house. Must be neat, must be able to type, computer experience helpful but not necessary. Call Joyce Photographics 26721 Plymouth Rd., Livonia, Mich. 48150

RECEPTIONIST/SWITCHBOARD
Mature person needed to assist present staff with phones, mailing, typing, etc. Joining to Jewish Community Center, 6600 W. Maple Rd., W. Bloomfield, MI 48322 Please - no phone calls

RECEPTIONIST - downtown commercial art studio seeking person for busy office. $200/wk to start with 2 yrs. exp. in phone, typing, filing, 1 phone & general office help. Send resume to Attn Diane 422 Westbridge Detroit, Mi. 48228

RECEPTIONIST
Part time, Wed., Thurs., Fri., 9-5 pm. Must have business typing, filing, letter writing. Send resume to Young Presidents Organization, Suite 10, Farmington Hills, MI. 48024 478-8200

RECEPTIONIST/SECRETARY
Computer corporation requires enthusiastic, self-starter with aptitude/interest for detail, organization & people. Light typing, some word processing. Mon.-Fri. 8:30-5:30. Call Beth between 1pm - 5pm 489-9680

RECEPTIONIST
Birmingham/Southfield area professional office is seeking an additional mature, bright, personable individual to handle phone & financial assistance duties. This work 3 days, noon-5pm. Mail Basic Four word processing software. Please mail resumes including salary requirements to: Dickey & Associates, Inc., 1750 S. Telegraph Rd., Suite #102, Bloomfield Hills, MI. 48013. attention Sandy.

RECEPTIONIST/CLERICAL
Washington Teen 50 company seeks organized & dependable individual. Front desk position requires good phone & math skills, typing, & some filing. Word processing experience helpful. Non smoking quality environment. Competitive wage offered. Paid benefits include, life & medical insurance, vacation, holidays, & a Profit Sharing Plan. Apply at: 32900 Capitol, off Farmington Rd. Livonia.

RECEPTIONIST
Entry-level position for growing property management firm. Location is Farmington Hills/Novi area. The successful applicant will have excellent typing skills, pleasant phone voice and professional appearance. Proficiency with adding machine & basic knowledge of word processing also desired. Competitive benefits are available. Resumes only. No phone calls, please.

Certified Realty, Inc.
24350 Joy Rd., Suite 8
Redford, MI 48239

RECEPTIONISTS SECRETARIES

Pleasant phone manner & ability to work without supervision a must! Long & short term assignments available in downtown & new Center areas. Excellent pay & benefits. Please call for an appointment interview

MGM
Office Services

Ren Cen 567-6566
Southfield 557-6040

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Switchboard Operators

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Kelly Services, the leader in temporary services, has excellent opportunities available in a variety of exciting industries for Receptionists and Switchboard Operators. We have IMMEDIATE assignments

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Troy 362-1180
Rochester .852-8800
Livonia. . .522-4020
Westlans. .729-1040

KELLY SERVICES

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Not an agency, never a fee
Equal Opportunity Employer M/F/H

RECEPTIONIST for market research firm in Birmingham. Start immediately. Generate offer ____ Call Renee, 9am-5pm 540-5332

RECEPTIONIST for busy Southfield law firm. Experienced with typing background helpful. Must be dependable & possess initiative 354-4030

RECEPTIONIST - Birmingham clinic. Part time position requires good typing skills & pleasant phone manner. Mon.-Thurs., approximately 25 hrs. 647-0030

RECEPTIONIST - Looking for a bright, outgoing person with multiple line experience & light typing for fast growing New Center area wholesale grocer. Reply to: E. Robertson, 1331 Holden, Detroit 48202, phone (313)873-0199

RECEPTIONIST for busy law firm located in Town Center. Must be mature person with ability & desire to handle busy PBX system, do light typing & library filing. We will train the right person. Good benefits, salary commensurate. Contact Cheri, 353-7620

RECEPTIONIST - PART TIME
Computer Software Company looking for responsible person with excellent typing, phone manner & general office skills. Hours are 3 days, noon-5pm. Mail Basic Four word processing software. Please mail resumes including salary requirements to: Dickey & Associates, Inc., 1750 S. Telegraph Rd., Suite #102, Bloomfield Hills, MI. 48013. attention Sandy.

RECEPTIONIST/SECRETARY needed immediately. Telephone, typing, computer. Excellent people skills, mature personality. Send resume & salary requirements to Reception/Secretary, 6689 Orchard Lake Rd., Suite 222, W. Bloomfield, MI 48322

RECEPTIONIST
Livonia based wholesale distributor seeking Receptionist with pleasant phone manner. Responsibilities will include light typing, filing and use of PC. Qualified candidates please call Mari Mon.-Fri. from 9AM-4PM at 591-3111

RECEPTIONIST/Office Assistant
Growth company in Plymouth has entry level Receptionist/Office Assistant position available. Duties include answering phones, filing, light typing, data entry. Some experience required. Send resume to Box 23A, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Our Dearborn office is looking for a bright, outgoing person to work in our lobby on a Martin telephone system. Must have office experience and be able to type 45wpm. Time keeping experience helpful. Overtime necessary. Send resume to Personnel Manager, Attention Annette, 2500 East Nine Mile Road, Warren, MI 48091

RECEPTIONIST
Rapidly growing manufacturing company has an immediate need for a receptionist. Must have excellent communication skills & experience with telephone systems. Also responsible for Federal Express & UPS mailings. Light typing ability necessary. Full time with excellent benefits. Call Maureen for interview at 838-0066

RESPONSIBLE non-smoker for small Farmington Hills sales office. Accounts Payable/Receivable and computer knowledge a must. Good typing & communication skills necessary 455-6014

SALES ADMINISTRATOR

We are a world leader in servo-hydraulic materials and engine testing equipment. We have a contract and quote analyst position available.

Qualified candidates are asked to contact or send complete resume with salary history to

SCHENCK PEGASUS
Management Resources
P.O. Box 1287
Troy, MI 48099
(313) 689-9000

EOE

SALES OFFICE SECRETARY
Mature, take-charge secretary needed, in Southfield, for new automotive supplier sales office. Looking for an organized self-starter, with minimum of 10 years experience, to handle a variety of responsibilities. Accurate typing, pleasant phone manner and strong written communication skills are required. Word processing or computer experience a plus - will train on our equipment. Send resume, and salary requirements to: Box 334, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CONSTRUCTION SECRETARY for fast paced construction office. Must type 70 wpm, operate word processor and have excellent secretarial skills. Salary commensurate with experience. Send resume to: Stolia, Inc., 390 Town Center Dr., Dearborn, MI 48126

LEGAL SECRETARY TRAINEE for law firm in Troy. Type 50wpm. Send resume to: Dory, 1189 W. Long Lake, Troy, MI 48098

DESIGN STUDIO SECRETARY

Gorman's, the leader in Contemporary design, has an immediate opportunity for a Secretary/librarian in our Southfield Design Studio.

Outgoing personality & experience as a Detail Person are a Must. All Medical, including dental. Apply in person: Gorman's, Telegraph at 12 Mile. Ask for Ms Eder.

SECRETARIAL HELP/PART-TIME
For Real Estate, 2 days per week. Ask for Dave.
358-5240

Secretarial

SALES SECRETARY

We're DataCard, the world leader in making high quality recording products and services to the plastic card market. We have an immediate opening in our Sales Office for a Sales Secretary located in West Bloomfield.

You will provide secretarial support to field sales representatives in this fast-paced position. Responsibilities include answering phones, typing sales proposals, maintaining the customer base, and other secretarial duties.

As a qualified candidate, you should have 1-2 years previous secretarial experience, preferably in a sales environment, with typing of 60 + wpm, above average written and verbal communication skills and the ability to be flexible. Previous personal processing experience is a plus.

For your contributions, DataCard rewards you with an excellent compensation and benefits package. For immediate consideration, please send your resume to:

T. Dahmen, DataCard Corporation
7001 Orchard Lake Road
#230A, W. Bloomfield, MI. 48322

DATACARD CORPORATION

SECRETARIES
A major trade association located in Southfield seeks experienced secretaries to complement their products, services and marketing division. 2 years secretarial experience, accurate typing, (60 wpm) and excellent oral and written communication skills are required. Print production and financial services experience would be a plus. We offer competitive salaries and an excellent benefit package. Send resume including salary requirements to: Human Resources, P. O. Box 5210, Detroit, MI. 48235

SECRETARY
Farmington Hills Interior Design Co. Flexible hours. Part-time. Call Mr. Gamer. 855-8840

SECRETARY - for N. Oakland corporation. Lots of customer contact, bright, self starter & must be independent. $1300/mo. Call Louise at Uniforce 646-8500

SECRETARY- For well established, 3 secretary Bloomfield Hills law firm. Word processing skills a must. No previous legal experience required. 647-5111

SECRETARIES
RECEPTIONISTS
WORD PROCESSORS

You are
URGENTLY
Needed

WE OFFER:
- Top pay
- Holiday pay
- Referral bonuses
- Insurance program
- Same week pay checks

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SELLING TEMPORARIES
NEVER A FEE

SECRETARIES
WORD PROCESSORS
JOB SEARCHING?

Make the time in between jobs a positive experience by working as a temporary in a variety of companys for you.

- Top pay
- Medical/life insurance
- Vacation/holiday bonus
- Free word processing training
- No fee for permanent work

SEARCH OUT
MANPOWER
TEMPORARY SERVICES
353-8780

SECRETARY/Administrative Asst. for auto insurance company in Birmingham. Secretarial experience required. Insurance knowledge helpful but not necessary. Salary commensurate with qualifications. Excellent benefits. Please send resume to PO Box 522, Birmingham, MI 48012.

SECRETARY
Bloomfield Savings & Loan is currently seeking a secretary to work in their busy Administrative department. Qualified candidate must possess proficiency in typing skills (60wpm), word processing experience, Lotus 1-2-3 experience preferred, ability to work with numbers, excellent inter-personal skills, an ability to organize & prioritize multiple tasks. Please send resume & salary requirements to: Bloomfield Savings & Loan, Attn: Personnel Dept., P.O. Box 12380, Birmingham, MI 48012. An Equal Opportunity Employer

SECRETARY for international firm, located in the Belleville area. Experienced & word processing required. Please send resume to: 41200 Coco Cola Dr., Belleville, MI 48111. Attn: Cathy.

SECRETARY - Full time to work with 3 manufacturing representatives in small office in Farmington. No experience necessary. 475-8811

SECRETARIES - full time, professional organization. Word Perfect experience necessary. Fast learner, able to work under pressure. Excellent benefits. Salary commensurate with experience. 552-9761

SECRETARY- Full Time
Pleasant working conditions. Strong typing skills (Word Perfect a plus). Knowledge of office machines. Must enjoy working in an atmosphere with teenagers. Call Jeanette 9-5 at Birth Control Organization. 350-2760

SECRETARY - General experience on Word Processor & phone answering required. Good benefits. Full time, Birmingham area. 258-2660.

SECRETARY - good typing, light shorthand, good communication & organizational skills. Full benefits & good working conditions. 3000 Town Center in Southfield. Call 353-9723

SECRETARY
Growing office needs secretary for full time position. Applicants must have strong typing skills, good communication & typing skills. No shorthand required. Excellent salary & career growth potential. Please submit resume to: Box 342, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Leasing company needed person with excellent typing skills, shorthand a plus. Must be personable, self-motivated, commensurate with experience. Benefits are good. Call 348-3300 Northwestern Hwy., Farmington Hills, 48018. Attn: Secretary

SECRETARY - Secretarial research firm needs top-notch secretary skilled in word processing, telephone & general office procedures. Salary based on ability. Resumes only to: Charles Group, 31800 Northwestern Hwy., Suite 350, Farmington Hills, MI 48018.

SECRETARY
Needed for busy insurance office. Computer experience preferred. General office duties. Farmington Hills area. Maggie 626-2778

SECRETARY
Needed for Troy area real estate office. Typing, shorthand, computer skills. Competitive salary. Benefits. Apply 3842 Rochester Rd., Liberty Plaza, between Barclay & Maple

SECRETARY - PART-TIME
Social services agency seeks experienced individual to type & light bookkeeping. Send resume to: Box 370, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY- Part Time
Typing skills, filing, other general office duties. Morningt. Livonia.
Call: 522-8558

SECRETARY
Position available immediately in our Madison Heights office. Skills required include typing of 50wpm, receptionist responsibilities, IBM PC, Lotus 1-2-3, & word processing knowledge. Applicants must have a high school diploma with at least 2 years of secretarial experience. Please forward resume to:

Johnson Controls Inc., Dept 02,
PO Box 1003, Ann Arbor, MI 48106.
Equal Opportunity Employer M/F/H

SECRETARY
Position available in sales office of well-known manufacturing company, a chance to use your good secretarial skills. Qualifications are typing, ability use of office equipment, knowledge of word processing, a desire to learn & ability to work with figures. Good starting salary. Full benefits including dental. 13 Mile & Coolidge area. Send resume to: Box 384, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SECRETARY/RECEPTIONIST
Part-time. Mon., Tues., Wed., Thurs. Send resume to: 4036 Pine Lake Dr., Bloomfield Hills, MI. 48013

SECRETARY/RECEPTIONIST

Automotive supplier is looking for a person with good typing & communication skills. Salary commensurate with experience. Send resume to: Box 986, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

505 Help Wanted Food-Beverage

COOKS
COME JOIN OUR TEAM!

Do you need FULL TIME work? Do you enjoy cooking & preparing food? If you do, stop in and see what we're all about. Immediate openings are available on the day or night shift. We offer:

- Excellent benefits
- Opportunity to advance
- Competitive starting wages

Experience an asset, but not necessary. If you enjoy meeting new people & have an enthusiastic personality, apply daily in person at the following BIG BOY locations:

Rochester Rd. & M-59
16 Mile & Rochester Rd.
Livernois & Walton
Or
Top of Troy Big Boy
(I-75 & Crooks)

Elias Brothers RESTAURANTS

Equal Opportunity Employer

SECRETARY/RECEPTIONIST
Downtown Birmingham corporation needs full-time professional secretary/receptionist. Must have congenial telephone and excellent typing skills. Call Mrs. Malcolm at 644-5374.

SECRETARY Receptionist, mature, dependable, non smoker, for one person office. Light typing. Call Grace Co. Excellent phone, typing & bookkeeping skills required. Computer skills helpful. 334-3213. 489-5955

SECRETARY/RECEPTIONIST
Professional, friendly, and enthusiastic phone manner, wanted for versatile position. Above average typing, grammar & spelling mandatory, legal experience preferred.

An Equal Opportunity Employer

SECRETARY/RECEPTIONIST
Must be a self starter with excellent typing, shorthand and organization, at least 5 years experience, a minimum of 2 years experience. Starting salary commensurate with skills. Please send resume & salary requirements to: Administrative Assistant, 24 Inc., 1538 E. Michigan Ave., Ypsilanti, MI 48198.

SECRETARY

SALES SECRETARY/ ADMINISTRATOR

Central Business Centers, a leading reseller of PC systems and a growing division of Centel, a $1.4 billion telecommunications company, has an immediate opening for a secretary in our new Birmingham office.

We are seeking a flexible, detail-oriented individual who can handle a variety of responsibilities. Candidate should have administrative and secretarial experience. Typing 60 wpm and shorthand 80 wpm. Word processing and PC experience in a sales environment important. This fast paced candidate will be able to work independently and report to a manager who spends much of his time out of the office. This position will be responsible for interfacing with customers including computerized sales order tracking and problem solving.

Our starting salaries are competitive and our benefits package is one of the most comprehensive in the industry. For immediate consideration, please forward your resume to: Richard Urich, Personal & Confidential, Central Business Centers, 355 S. Woodward Ave., Suite 258, Birmingham, MI 48013.

Equal Opportunity Employer
Male/Female/Handicapped/Vet

CENTEL

SECRETARY

Southfield manufacturer has an immediate opening for a secretary. Good typing and telephone skills a must. Excellent working conditions and benefits included. Please submit resume to: Personnel Manager, P.O. Box 2020, Southfield, MI 48037.
An Equal Opportunity Employer

SECRETARY

Standard office skills, word processing beneficial. Engineering firm with complete benefit package. Send resume to:

ECS/ROUSH
12011 Market St.
Livonia, MI., 48150

SECRETARY-TROY
2-3 man sales office. Flexible 30 hrs. wk.; Mon-Fri. Call for details. 362-3530

SECRETARY WANTED-For sales department of large national company. Typing 60 wpm & office skills required. Must be good with customers. Telemarketing experience a plus. Full or part time position available. Call. 313-443-5862

SECRETARY
We are an international insurance adjusting company seeking an accounting secretary. Must starting at minimum type 60 plus WPM, dictaphone experience, excellent comprehension and a word usage a must. Able to use 10 key calculator a plus. Excellent salary & benefits. Please send your resume to: Michigan Claim Service, P.O. Box 2040, Farmington Hills, MI 48333. Attn: Joe Cocotle.
Equal Opportunity Employer

SECRETARY with knowledge of word processing & dictation equipment. Prefer legal experience but not required. Please call Carmichael for appointment 961-0335

SECRETARY/Word processor, for Wed. of Big 3, experience in Word Perfect, Multimate, Lotus preferred. Apply Write 3 or 4. Salary $16,700. Call Carolyn at Uniforce 646-6158

SKILLED TYPIST
needed for part time or full time position. Interesting work in Southfield. 559-1690

SR. ACCOUNTANT
Bachelors degree in accounting or business administration. Minimum of 2 yrs. experience in double entry systems & fund accounting. Supervisory experience, payroll, finance & cash flow forecasting management. Beginning salary $22,600. For more information call Wayne Mitchell 643-2550

Equal Opportunity Employer
Male/Female/Handicapped/Vet

START NOW!!!
We offer TOP PAY & EXCEPTIONAL BENEFITS! Both long & short term assignments are available for the following:

WORD PROCESSORS
ADMINISTRATIVE ASSISTANTS
SECRETARIES
DATA ENTRY
TYPISTS & CLERKS...

TRAINING provided for those who type 55 wpm. Call today for an interview.

ENTECH SERVICES, LTD.

Farmington Hills. 737-1744
Troy 588-5610
Auburn Hills. . . 377-4980

STATEWIDE co. offers a general office position with chance for rapid promotion in Southfield branch office. Job involves correcting legal documents on word processors. Phone answering, copy & mailing. We require an individual who is self-motivated, self-managing, is able to work under pressure & has excellent typing skills & phone etiquette. Earnings begin at $7.50 per hour. $100 bonus after 1 month. Network Reporting Corp.1-800-632-2720

An Equal Opportunity Employer

STENO-CLERK CITY OF NOVI
The City of Novi is accepting applications for the position of Steno-Clerk. Salary $17,598 plus COLA and a comprehensive fringe benefit package. This position requires: general office, clerical, communication skills & a minimum typing speed of 55WPM, minimum shorthand 80WPM. Obtain & submit application by April 4-1988 to Pers.

CITY OF NOVI
Personnel Dept
45175 W. 10 Mile, Novi
An Equal Opportunity Employer

STUDENTSI
GO TEMPORARY!
FOR THE SUMMER
Now is the time to apply for
SUMMER WORK. We have long & short term assignments available

- General Secretarial
- Word Processors
- Switchboard/Receptionists
- File Clerks
- Data Entry

Put your skills to work!
Call for an appointment today!

MGM
Office Services
474-7766

SWITCHBOARD OPERATOR
Some Sort clerical. Tom. Holiday Ford. Farmington Hills. 474-1234

SWITCHBOARD
RECEPTIONIST
An outgoing personality and professional appearance needed for front desk. Good typing skills and experience preferred. Typing 50 wpm, essential. Apply Call Personnel Manager, 643-6310.

TAKE-CHARGE type person for small manufacturing office. Must have computer and bookkeeping experience. References required. Send resume & salary history to: Advanced Polymer, 40300 Plymouth Rd, Plymouth, Mi 48170.

TELEMARKETERS - for major Southfield firm. Day & evening shifts available. Excellent pay. Call for interview call Tamara, Diversified Personnel Resources. 443-0056

TELEPHONE INTERVIEWER
Part time. No sales. Some office work. Farmington Hills area.
Call 851-2232

TRAFFIC/INVENTORY CLERK
Farmington Manufacturer seeks reliable person for entry level position for Traffic/Inventory position. Must be familiar with Data Entry & processing; shipping & freight experience - a plus. Full time position. Company offers solid North Main skills. Excellent entry-level opportunity. Send resume to: Personnel Manager, Clarkesley Industries, 20775 Chesley Dr., Farmington, Mi. 48024.

TYPIST/CLERICAL WORK
50 wpm, entry level position.
Call 471-4422

TYPIST/RECEPTIONIST for CPA firm. Experienced in typing financial statements. Full time. Call for appointment. 356-7506

TYPISTS
Desire "on-call" typists to work full time hours on as-needed basis. Minimum requirements are the ability to type 55 wpm. Send resume to: Kelly Services, Attn: Marketing Manager, PO Box 080056, Rochester Hills, MI., 48309-0056

UTILITY CLERK
Applications now being accepted for part time the department of Water & Sewer, City of Wayne. Examples of work are: typing, filing, memorizing, etc. Approximately 20 hours week, $4.50 per hour. Apply in person: City Hall Annex, 19 Wayne Community Center, 4635 Howard, Wayne, MI. 48184

An Equal Opportunity Employer

WANTED - Accounts Payable Clerk, Cashier, Warranty Clerk. Experience preferred. Excellent benefits. Apply in person only: Red Holman Pontiac, 35300 Ford Rd, Westland.

WESTSIDE Manufacturing Firm needs a person for inside order desk & expediting. Must have amount of drafting background necessary. Pay is commensurate. Benefits are an established company. Call for an appointment 326-1602

WORD PROCESSOR - full time. Evenings, Mon - Thurs, 5pm - 9pm, for Southfield law firm. Legal experience & knowledge of word perfect desired. Please send resume & salary requirements to: Office Manager, 17117 W. 8 Mile Rd, Suite 1400, Southfield, MI 48075

WORD PROCESSOR
Must have excellent typing and organizational skills as well as good communication skills and people. Experience with EXXON VYDEC 1400 word processor is required. Please send resume and salary requirements to: Administrative Assistant, ZEI, Inc., 1159 E. Michigan Ave., Ypsilanti, MI 48198

WORD PROCESSOR
Large Southfield law firm located in Southfield is looking for a person with at least 2 years working experience. We are looking to create professional quality business documents using a word processor, and a cheerful attitude under pressure. If you possess these qualifications, please call Wendy 569-9700 ext. 353.

WORD PROCESSORS
EXEC' SECRETARIES

Needed for a variety of interesting assignments at leading companies. Are you computer wise when working on a word & long term assignments. Excellent salary & benefits. No fee. Call now for an interview.

MGM
OFFICE SERVICES
Ren Cen 567-6566
Southfield 557-6040

Word Processors

IMMEDIATE
LONG-TERM POSITIONS
TROY/NORTHWESTERN

Big 3 automaker in need of word processors for Troy, Mich. Must be experienced. TOP PAY and EXCEPTIONAL BENEFITS! If you have experience in any of the following software - Call Us!

DATA BASE 3
LOTUS 123
SYMPHONY
DISPLAYWRITE III
MULTIMATE
WORDPERFECT
BURROUGHS

Additional training available for those who are willing to work!

ENTECH
SERVICES, LTD.

Auburn Hills. . . 377-4980
Farmington Hills. 737-1744

WORD PROCESSOR
For southfield law firm. Legal experience a must. PC/WordStar experience helpful but willing to train. Excellent benefits. Salary commensurate. Hrs. Send resume to: Box 103, 3000 Town Center, Southfield, Mi. 48075.

505 Help Wanted Food-Beverage

ACCEPTING applications for Pantry position in fine dining restaurant in downtown Plymouth. Call Randy at 453-1632.

ALL POSITIONS AVAILABLE
D. Alexander's Restaurant. Currently is now accepting applications for full & part time positions. Starting pay is $4.75 per hour with no experience necessary. Ideal place for college student. Many benefits with liberal meal policy. Apply within between 1-5pm at: 27900 Orchard Lake Rd. corner of Orchard Lake & 12 Mile, Farmington.

ATTENTION - Are you dependable, hard working, get along well with people? If you are then you're what we're looking for. The Original Pancake House is now hiring for all positions persons. Great hours, pay & benefits. No experience necessary. Apply in person between 2-4pm at 19355 W 10 Mile, Southfield.

ATTRACTIVE, RELIABLE Person to work behind bar. Apply in person. Bobby's Hostesses, We'retsit. Flexible hours. Excellent wages. Apply in person, 629 Bowers, Birmingham.

BAKERS SQUARE RESTAURANT & pie shop is seeking waitstaff, cooks, dishwashers, host/hostess and weekend janitor. We offer flexible work schedules, employee discounts, free food, plus & competitive wages. Inquire at: 6846 Sheldon Rd. between 3pm-5pm

BANQUETS & CATERING

PART TIME
Waiters/Waitresses - $3.20 per hr
Assistant Cooks - $3.50 per hour
Cooks - $5.15 per hour
Bartenders - $45 per shift
Dishwashers - $5.10 per hour
Custodial - $5.10 per hour
Apply in person
Mon-Sat 10AM-4PM
Roma's of Livonia
27777 Schoolcraft
Roma's of Garden City
32500 Cherry Hill at Venoy
Romeo of Bloomfield
3101 E. Telegraph
N. of Square Lake Rd

505 Help Wanted Food-Beverage

BAR PERSON NEEDED
Moby Dick Lounge.
5452 Schoolcraft, Detroit
Apply 1pm-2pm, Mon. thru Fri.

BARTENDER
Experienced only. Apply in person at The Golden Mushroom, 18100 West 10 Mile Road, Southfield.

BARTENDER/WAITRESS/WAITER
Apply in person. Ronely Mooney, 3011 Orchard Lake Rd., Keego Harbor.

BIRMINGHAM AREA
Experienced wait staff, bartenders & cooks. Apply within: Incredible Edible, 31231 Southfield, Birmingham.

BOB EVANS RESTAURANT hiring for full & part time positions. Waitresses, bus help, on call operators & kitchen preparation. Days & evenings. Apply in person at: 19911 Middlebelt Rd., Livonia, Mich.

BUDDY'S PIZZA is now hiring for the following positions:
Lunch Wait Staff
Mid Afternoon Staff
PM Host Staff
Excellent wages for responsible, conscientious workers. We will train you to be a part of Buddy's team. Please apply in person anytime at 33605 Plymouth Rd., Livonia

BURGER KING
Help Wanted! All Shifts!
Up to $5. an hr. Ages 15 & up.
Please apply at: BURGER KING
32704 Grand River, Farmington

BURGER KING
Now hiring - all shifts. Premium wages, flexible hours. Present application Mon. - Fri., 1-5 pm for immediate interview at:
28333 Ford Rd., Garden City

BUS HELP
needed in newly remodeled restaurant evenings. Apply in person at:
ERNIE'S RESTAURANT
MUIRWOOD SQUARE
Grand River at Drake

BUS PERSON
Part time Nights. No Sundays
Now! 476-7154

- BUS PERSONS
- DISHWASHERS

We offer: Competitive wages, flexible hours (night shift finished by 10pm), pleasant working conditions, employee discounts.
Apply in person 2-5pm

BONANZA
FAMILY RESTAURANT
38350 W. 10 Mile Rd.
Farmington Hills

BUSBERS
Full/part time - Nights
Ryan's Tavern
624-1000

CARLOS MURPHY
NOW HIRING

Cocktail servers
Bartenders
Door person
Line cooks
Host/hostess
Dishwashers

Apply in person only
Between 2-4pm Mon thru Sat.
29244 Northwestern Hwy
Southfield
An Equal Opportunity Employer

CASHIER
needed in newly remodeled restaurant, nights. Previous experience preferred. Apply in person:
ERNIE'S RESTAURANT
MUIRWOOD SQUARE
Grand River at Drake

CATERING COMPANY located in Novi is looking for responsible people to make & wrap sandwiches. Call between 9 & 1 348-2590

CHEF - Wait persons, time cooks, expedition, & assistant manager trainee. Blue Sky BBQ Restaurant, 19411 W. 10 Mile, Southfield.

COOK and DISHWASHER
Experienced. Evenings. Good pay. Saucy's Bar & Grill, Plymouth. 477-7177

COOK- FULL TIME
For nursing home operation. 30 hrs. per week. Come in by April 6th to complete application with manager. Must have 2 years of references. Perry Nursery School, 1541 Washtenaw, Ann Arbor, MI. 662-9577

COOK, full or part time. Some experience necessary. Your effort and dependability will be rewarded. Apply at PADDY'S PUB, betw. 11am-2pm, Mon-Fri, 1809 N. Wayne Rd., Westland.

COOK, full time days & weekends. $5-17 per hour. Great benefits with AAA. Apply at Henry Center, 25600 11 Mile Rd., Farmington Hills. Call for interview. 476-8016

COOKS AND CASHIERS WANTED
All shifts. Kentucky Fried Chicken, 8275 Wayne Rd/Cherry Rd., Westland. 422-5190

COOKS, BAR STAFF
& Wait Staff
Grix & Gibby's.
Call: 437-4161

COOKS - BUSSERS
A.M. BARTENDER
Apply in person, between 2-4pm:
El Nibble Nook Restaurant,
27725 W. 8 Mile, Livonia

COOKS
Excellent wages, fringe benefits. Qualified cook in family style restaurant. Apply in person Monday 2-4pm. Guernsey Farms Dairy, 21300 Nevi Rd., Northville. Located Dairy.

COOKS, EXPERIENCED
For day & night shifts. Full time. Livonia restaurant. Call Sherwood 11AM-6PM 525-7640

COOKS experienced, full & part time, days or midnights. Rams Horn, 27235 Ford Rd., Dearborn Heights. 563-1331

COOKS
Experienced line and prep. Able to handle volume. Good salary. Benefits possible. Full and part time positions available. Apply: Old Potter Place, 24735 W. Warren, Dearborn Hgts.

COOKS-Interested in professional cooking environment. Competitive wages, experience necessary. Call Chef Tom. 626-3341

COOKS
Must be experienced in breakfast & short order grill. Ask for Neal.
Nan 593-4150

COOKS, PANTRY COOKS
Dishwashers & Bus people. Apply in person, Plymouth Hilton, 14707 Northville Rd., Plymouth

COOK & WAITRESSES WAITERS-Nights full & part time. Starting Gale Saboon & Restaurant, 135 N. Center St., Northville.

COOK/WAIT STAFF
Full time for Plymouth grill club. Experience preferred. Call before 5pm 453-1800

COOK - 20 hour week at Senior Citizen residence. Good minimum requirements: high school diploma with previous cooking experience in institutional setting. Experience in food & menu preparation. Flexible hours & days. Apply to: Marilyn Oakland West 39250 W. 10 Mile, Farmington Hills or call 474-7300

COUNTER HELP
needed in newly remodeled restaurant. Must have slicing machine experience. Apply in person.
ERNIE'S RESTAURANT
MUIRWOOD SQUARE
Grand River at Drake

COUNTER PERSON for sandwiches in Wrapping Video Golf Club. Full or part time. Apply in person: 20500 Newburgh, Livonia.

DALY RESTAURANT

Immediate openings for all positions. Day & evening shifts.
- Free meals
- Vacation pay
- Friendly working environment
- Good pay
- Paid breaks

Apply in person:
31500 Plymouth Rd., Livonia

505 Help Wanted Food-Beverage

DANISH CLUB OF DETROIT
High chef, pastry personnel, reset bartender & dishwasher. Excellent work conditions, pay & benefits. Apply in person.

DELI HELP - days also Counter help & Sandwich makers. Apply in person: Jerry's Deli, 27227 Telegraph Rd. Corner of Maple & Telegraph

DINO'S & Crusty's Pizza is now hiring for the Westland & Canton locations. Pizza makers need no experience & we like to promote from within. Drivers need their own vehicle & make up to $8. hr. Management positions available. Call 981-0900 or apply at:
Dino's & Crusty's, 2 Rd. & Sheldon, Canton after 4pm

DISHWASHER & BUSPERSON
Day & night shift. Apply in person: Hacci Bake' & Spirits, 36445 Plymouth Rd., Livonia.

DISHWASHER
Day Shift. $5 per hr. to start. Apply in person: Sandy Dander Restaurant, 33 Mile & Mill, Northville.

DISHWASHER
Part time nights. $4.50/hr to start. Apply Mon-Sat 9am-3pm. Jonathon D. Pub, Twelve Oaks Mall, Novi.

DISHWASHERS
Full/part-time
Ryan's Tavern 624-1000
3100 W. Maple Rd. W. of Haggerty.

DISHWASHERS NEEDED
Competitive wages.
626-3341

DISHWASHERS - nights. Apply after 2pm Mon thru Fri. Simpkins, 27815 Middlebelt, Farmington Hills.

EARN UP TO $10. an hour - $5. an hour Guaranteed. No experience necessary - as a Wait Person. Waitresses, CASHIERS positions available. Farmington Hills. 553-2191

FARMINGTON Hills restaurant needs: Day Prep Staff, Bus Help, Pantry & Prep. Days or nights, full or part time. 851-4094

GENERAL OFFICE
Full time. Heavy phone, filing & excellent typing. Farmington Hills area. 855-0313

GRILL COOK - EXPERIENCED
Apply in person.
LERIGHT'S COFFEE SHOP
678 S. Wayne Rd., Westland

HELP WANTED
SUBWAY SANDWICHES & SALADS
Day & night positions needed, part time only. Flexible hours. $3.50 for nights, $4 for days. Apply in person: 43087 Ford Rd., Canton, Grand Central Station Plaza.
8561 N. Wayne Rd., Westland Plaza

HIRING - DAYS & MIDNIGHTS
41210 Ford Rd., Canton. 981-3333
Good starting wage. Advancement opportunities available.

HOLLY'S is now hiring part time bartenders, no experience necessary. Hours are negotiable - 1020 W. Ann Arbor Rd. Plymouth.

HOST/HOSTESSES
Neat, outgoing, attractive individuals with wardrobe for the fine dining restaurant. Full & part time. Romanian's, W. Bloomfield. Call Ann, 1pm-10pm 855-8511

HOST PERSONS
Ryan's Tavern. 624-1000
3100 W. Maple, W. of Haggerty.

HOST & WAIT PEOPLE
International House of Pancakes is looking for people for your inside & takeout/carry out. Day & evening shifts available. Apply at any participating location of America's leading restaurant industry.
All shifts available.
Newly remodeled Stores
Paid vacations, employee meals & paid vacations
Please apply in person, Mon. thru Fri., between 2:00 & 5:00, at the following locations: 280 N Hunter, Birmingham; 1932 N Woodward, Royal Oak

LINE COOK
DISHWASHER
Immediate opportunity for above positions. Apply in person: O'Sheehans of Northville, 43333 7 Mile Rd.

THE PANTRY
PANTRY HELP
For day and evening shifts. Benefits include free meals. Apply: Southfield Hills, Call Sondra. 474-4900

MR. STEAK IS Hiring: Cooks, Prep Cooks, Wait staff, Host/Hostess, Dishwashers & Hostess/Host.
Apply in person at: 44401 Ford Rd., near Sheldon, Canton, MI.

NATURAL FOOD Supermarket seeking manager for expansion. Qualified applicants will have natural foods cooking experience as well as sales & strong organization & ability. Non smoking. $300 a wk. for 50 hrs. Apply in person: Good Food Company, 33521 W. 8 Mile, Livonia, or fax resume to: 477-4440

NIGHT HOST PERSON
No Sundays, experience preferred, wages. Nov. 478-7152

NOW HIRING all positions, Waiters/Waitresses, Host/Hostesses, Bartenders, Cashiers, Busboys. Apply in person: 37123 6 Mile, Livonia.

NOW HIRING
Japanese Garden City
Fancy Food, Kitchen Helper

NOW HIRING: Cooks, wait staff, bus person.