504 Help Wanted Office-Clerical

SECRETARY

Real estate company seeks an entry level/full time secretary (ideal opportunity for recent high school graduate). Typing & Word Processing or speedwriting are required. Ability to project a professional image over phone is a plus. Excellent salary available for the right person. Benefits include medical, dental, life, disability insurance & vacation. Please send resume to Westfieldrd/Walker Development, Pete, Dept. GO, P.O Box 2295, Farmington Hills, MI 48333.

SECRETARY (receptionist, technology sales). Typing 50 wpm. Skills, $12/hr. Call Alice at Uniforce 473-2931

SECRETARY/RECEPTIONIST good typing & math skills, computer word processing experience preferred but not required, full time permanent position, Bethevile/Canton. Ms. Elam. 697-3000

SECRETARY/RECEPTIONIST Manufacturing plant looking for intelligent, hard-working people. Some typing, some math skills, but will train the right person. Call Dan at 459-4700

SECRETARY RECEPTIONIST RenCen area mfg company is looking for person for our front desk position. Must type 40wpm, pleasant telephone voice. Office experience is necessary. Please send resume to PO Box 07475, Detroit, MI 48207

SECRETARY/RECEPTIONIST

Front desk position, pleasant suburban firm. WordPerfect experience 1-3 years preferred. Willingness to travel a plus. Paid $15,600 772-9700

SNELLING & SNELLING

SECRETARY - Small manufacturer in Livonia wants person to do letters & proposals from Michael Bury. Call Paul, 261-1770

SECRETARY - SUMMER Starting July 2nd thru August. Busy Canton law firm. Full time Typing, word processing & good telephone skills required. 459-1300

SECRETARY/TYPIST needed for small Dearborn CPA firm. Computer and telephone skills required. Please send introduction letter with salary requirements to P.O. Box 4027, Dearborn, MI 48126

SECRETARY/TYPIST $1,300/MO

You must have the following qualifications:

Must be well groomed
Must have pleasant personality
Must be willing to work evenings and weekends
Must have excellent typing skills

For info, call Sue, 12-5pm 851-7555

SECRETARY
UNIQUE OPPORTUNITY
Structured Settlements

To assist me in my Northville based Structured Settlement Co. Excellent secretarial skills including word processing, (Word Perfect preferred). Life insurance and or Casualty Claim experience helpful. Must have with ability to assume responsibility and work under pressure. You will be exposed to all facets of the exciting and challenging world of structured settlement annuities. Please send resume with salary history to: Structured Settlements PO Box 2584, Livonia MI 48151-2564.

SECRETARY Wanted for busy Law firm. Good typing and organizational skills. Send resume to: 15984 Beech Daly, Redford, MI 48239. 534-7488

504 Help Wanted Office-Clerical

SECRETARIAL

Our Residential Branch Administration Department is seeking an individual with excellent secretarial skills. Qualified candidate must have excellent typing skills & word processing, preferably Professional Write. Individual will be responsible for answering phones, filing, sorting incoming mail, & other secretarial duties. Various clerical duties include distributing reports, completing special surveys & questionnaires, and assisting our branch offices with support. A complete benefit package including an Employee Stock Ownership Plan is being offered. Qualified candidates should apply Mon-Fri, 9am-4pm or send confidential resume stating salary requirements to:

Human Resources
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

SECRETARY Major International ship line needs full time sales secretary. Good typing ability and PC knowledge are pre-requisite. People skills, organizational skill and initiative required. Competitive salary & benefits package offered. Career opportunity. Livonia 462-4900

SECRETARY

Rochester Hills office needs secretary with word processing experience. Familiarity with Multimate a plus. Full time position in a pleasant non-smoking office. $15,000-$17,000 based on qualifications. Call Jocelyn 853-5700

SECRETARY

Small Birmingham advertising agency is seeking an intelligent, energetic, self-motivated individual to assist the President and Creative Director. Pleasant office environment. Must have good verbal and organizational skills. 2 yrs prior experience required & type 80 wpm. Computer experience a must. Send resume and salary requirements to: Secretary, 30100 Telegraph, Suite 222, Birmingham, MI 48010

SECRETARY/ WORD PROCESSOR
$16,000 FEE PAID

Good MAC word processing starts you here. Full benefits. Nice suburban location. Call Sue at 649-5900

SNELLING & SNELLING OF TROY

SECRETARY
$19,000-$21,000 FEE PAID

Nationwide Construction firm has immediate opening in their engineering department. Requirements include a minimum of 2 years secretarial experience in automotive or engineering field. Typing, word processing and excellent verbal and written communication skills a must. Excellent benefits. Call Mary at 464-0909

SNELLING & SNELLING

SWITCHBOARD OPERATOR/ RECEPTIONIST Farmington Hills manufacturer offers a part time position as switchboard operator/receptionist. Good communication skills and some typing experience required. Send resume to:

DIAMOND AUTOMATION
23400 Haggerty Rd.
Farmington, MI 48024

TELEMARKETER/SALES, Dimingham, bright, personable individual to sell training program for IBM main frame computers. Hard work, great earning potential. Fee paid

EXECUTIVE - secretary - Troy, 60 wpm typing, shorthand 80, dictaphone, excellent opportunity for very professional candidate. Full benefits $18,000. Fee paid 258-1584. Livonia MI 48151-2564.

SECRETARY Wanted for busy Law firm. Good typing and organizational skills. Send resume to: 15984 Beech Daly, Redford, MI 48239. 534-7488

504 Help Wanted Office-Clerical

SECRETARY. Small growing company needs customer service secretary with skills to support sales manager. Excellent growth opportunity. Call Diana 540-5290

APPLICATIONS are being accepted for all positions, full and part time. Apply within. Downey Bank, 1973 Farmington Rd., corner of School Craft

ATTENTION Hiring. Ruilpart time evening cooks. Starting up to $8 per hour. Paid vacation, company meal discounts. No experience necessary. Apply within 2-4pm daily. Grotundi Flower, 20005 Orchard Lake Rd, Farmington Hills 851-7404 An Equal Opportunity Employer

ATTENTION HOMEMAKERS Arby's is your escape from the kids this summer! Earn $4 an hour & evening shifts available. Call Frank at 524-0400 for more information.

BAKER/Helper for small Bakery in the Livonia/Farmington area. Full time position.

BARTENDER Experienced. Part time, evenings. Bay Pointe Golf Club, W. Bloomfield. Call Debbie after 3pm. 360-0600

BARTENDER Experienced or someone willing to learn. 6 eves /wk. 4pm-midnight. Salary negotiable. Ann Arbor's Restaurant, Westland Call Jim 422-8903

BARTENDER. PM shift, part time. Experience a must. Apply The Oaks on Mushroom, corner of 10 Mile & Southfield, Mon thru Sat.

BREAKFAST COOK PREP COOK SANDWICH COOK Full time, benefits, career advancement opportunity for these day time positions

RICHARD & REGS 2 Locations Downtown Birmingham

BUS PERSON Needed for private club in Birmingham. Full time, good wages and working conditions. Call Tues thru Fri, 9am-3pm 644-2500

BUS PERSON Full time. Day & Midnight Shift. Earn extra. 27235 Ford Rd. Dearborn Hts 563-1331

CASHIER For gourmet Coffee shop, out Catering Company in Farmington Hills area 737-5190

CASHIER, Pizza Maker and Delivery help wanted. Full or part time positions. Apply at Primos Pizza 33321 W. 7 Mile, Livonia

CHEF Fine dining experience. Creative working chef. 651-8351

CHEF Must be experienced in broiler and saute. Excellent wages Call Mondays

Mr. Z's Stead House
Five Mile/Inkster Rd.
537-5500

COOK - Full time, days. Apply in person. Hunter House Coffee Shop, Coarse, 25345 W. 8 Mile, Redford Beech Daly/Telegraph 532-8754

COOK - PART TIME Experience required The Beach Tap 453-7272

COOK - part time days, short order. Call Murphy's at 425-9836

Sauteed broil and pastry. Experience necessary. Full time nights. Royal Oak area. 540-7006

COOKS/DAIRY & WAIT STAFF All shifts, apply within 7-9pm. Farmers Pride Restaurant 1870 S. Wayne Rd. Westland. 728-9330

COOKS- Immediate opening. Apply in person. Andona's Family Dining, 1620 North Telegraph, Near Ford Rd

COOKS NEEDED full or part time. Experience necessary. Good pay. Apply in person Mama Mia, 27279 Plymouth Rd, Livonia.

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS for Day Chef, Day Cook & Salad Prep positions. Apply at Mc Kinnon's 126 E Main St. Northville

APPLICATIONS are being accepted for all positions, full and part time. Apply within. Downey Bank, 1973 Farmington Rd., corner of School Craft

ATTENTION Hiring. Ruilpart time evening cooks. Starting up to $8 per hour. Paid vacation, company meal discounts. No experience necessary. Apply within 2-4pm daily. Grotundi Flower, 20005 Orchard Lake Rd, Farmington Hills 851-7404 An Equal Opportunity Employer

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Sauteed broil and pastry. Experience necessary. Full time nights. Royal Oak area. 540-7006

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COOKS- Immediate opening. Apply in person. Andona's Family Dining, 1620 North Telegraph, Near Ford Rd

COOKS NEEDED full or part time. Experience necessary. Good pay. Apply in person Mama Mia, 27279 Plymouth Rd, Livonia.

505 Help Wanted Food-Beverage

COOK. Some experience in Line Cooking. Due to the strong sit-off we will do some training for the right individual. We offer paid vacations, excellent starting salary, medical, uniforms & health insurance program Call Mr. Ed at 261-3080 or apply in person at: Beau Jacks, 4106 W. Maple, Between 2-4pm Mon-Sat. 626-2630

COOK/DISHWASHER. Downtown. All shifts available. Apply in person Gary Southfield Charities, 19701 W 12 Mile Rd. Southfield 559-4400

COOKS, Pizza Makers & Dishwashers, full & or part time, day & night. Grotundi Flower, 20005 Orchard Lake Rd, Farmington Hills Classic 7 Mile Rd. Livonia 348-2440

COOKS - SHORT ORDER Days or nights. $6.00 per hour to start. 12 Hi Pub, Southfield. Call 353-0018

COOKS WANTED - Day & night shift Apply Sarah Nick, Near or Dearborn Appointment 354-1760

COOK WANTED - for gourmet carry out & catering operations Farmington Hills area 737-5190

COOK: Wanted, line & banquet position. Full time hours. Experienced helpful. Call from 12 to 4, Fellows Creek Golf Club. 728-0105

• Day Cook
Small, full service luxury hotel has immediate openings for full time position. Great benefits
Apply in person
The Westin at GARDEN HOTEL
42100 Crescent Blvd
Novi Town Center

DELI - mature persons - full or part time, will train, good pay, flexible hours. Fruit Market, Farmington Hills 476-7766

DELIVERY & COUNTER HELP - Full or part time. Apply at: Stamatos & Poppas Pizzeria, 6860 S. Haggerty, Belleville 697-8538

DONABLE Dietary Aide needed. 3pm-8pm days. $4.40/hr. Plymouth Ct. Nursing Center 453-7800

DIETARY ASSISTANTS We are currently interviewing for part time afternoon/evening shifts. Schedule will include weekdays and weekend work. Previous food service experience is preferred. You may apply in person or send resume to Personnel Department GARDEN CITY HOSPITAL 6245 N Inkster Road Garden City, MI 48135 421-3300, ext. 4277 An Equal Opportunity Employer

DIETARY COOK, AIDES & PORTER Day & evening shifts available. Full or part time positions area. Apply at: Oak Hill Care Center, 34225 Grand River, Farmington Or call. 477-7373, extension 34

DIETARY Full & part time for senior apt. building in Westland. No experience necessary.

DIETETIC TECHNICIAN PART TIME To work weekdays and weekend days. Will train. Generous food selection, maintaining Cardex system & recording patient information. Must have a minimum of 2 yrs. tech program, eligible for registry in the A.D.A. If interested, come by apply in person or send resume to Personnel Department GARDEN CITY HOSPITAL 6245 N Inkster Road Garden City, MI 48135 421-3300, ext. 4277 An Equal Opportunity Employer

DISHWASHERS Full time nights. Apply in person Skyline Club, 2000 Town Center Drive, Suite 2800, Southfield 350-9898

DRIVERS & ASSISTANT MANAGER Drivers earn $5.00 hr + tips. Apply at 1820 S. Rochester

EXPERIENCED line cook needed for night shift. Livonia restaurant. Full time. Must be dependable. 525-7640

505 Help Wanted Food-Beverage

DISHWASHERS
Earn up to $5.00/hour
Night shift Italian Cuisine.
Call Joe in Plymouth
Call Libby 454-1444

DISHWASHER
Wanted, must be 18 or older
Apply in person 7 Mile Ave
for John or Mark 535-7765

FOOD SERVICE EMPLOYEE
Retail self-service operation. Individual needed to assume group leader responsibilities. Previous experience and references required. Good pay, wages, and benefits. Southfield area. Call 9am-2pm for appointment 424-4606
Equal Opportunity Employer M/F

HEALTHY fast food restaurant in Summit Mall, Pontiac needs full time Manager & Assistant Manager, and full time and part time counter and kitchen help. Excellent compensation. Call Lisa Cincotta 681-6870, 334-2444

HOST/HOSTESS, part time nights. Wait Person, nights Bus Person, days. Apply in person Hero's Deer Park, 3865 Plymouth Rd. Livonia 425-1830

HOST/HOSTESS - Part time. Must be available days, evenings and be able to work weekends. Apply at Botsford Inn, 28000 Grand River, Farmington Hills

HOSTPERSON Responsible, mature, experienced. Apply Mon thru Fri. The Golden Mushroom, 18100 W. 10 Mile, (corner 10 Mile & Southfield

JANITORIAL POSITION now open for night shift. Starting pay up to $7. Company discounts. Apply at beneath. Apply Mon thru Fri, 2-4pm. Grotundi Flower, 20005 Orchard Lake Rd., Farmington

KITCHEN HELP Full time and part time openings exists for a person who wants a steady income, benefits and pleasant surroundings. Apply in person

Donnin Convalescent & Nursing Center needs a kitchen helper. Duties include assembling prepared foods for serving. Loading the dishes, and other related duties. This is a part-time position, 4:30 to 7:30pm. No experience necessary. If you are a self-starter who works at a pace that keeps up with the atmosphere, apply in person to

Donnin Convalescent
and Nursing Center
29270 Merriick, Livonia, MI 48152

LINE COOK - Experienced, afternoons. Heavy saute & cook to order. Must be well organized. Apply in person between 2-5pm. Plymouth Radisson, 14707 Northville Rd., Downtown Plymouth
No phone calls please

LINE COOK - Full time evenings, experienced in broiler & saute. Apply in person. Plymouth Landing, 340 N Main, Plymouth

LINE COOKS
Earn up to $7.00/hr
Day & night shifts Full time
Starter with E of I-275 in Plymouth. Call Tom 454-1444

MANAGEMENT
We are now accepting applications for Restaurant Manager. Positions are available in Grand Rapids, Royal Oak & Livonia. Candidates must have a minimum of 2 years full service experience. Excellent starting salary. Benefits include medical, dental, life insurance, 401K, paid vacations, etc. Send resumes: Human Resources, Round Table, 31 Woodward, Royal Oak MI 48073 Attention Frank Gotts 549-3045
An Equal Opportunity Employer

MANAGER - For small fruit/juice and pop bar. Weekends are required for full operations. Experience helpful. Leave name & phone. 737-2400

MANAGER 3 yrs food management experience. Degree preferred. To $22,500 to start. 473-7210
Steven J Greene Personnel

505 Help Wanted Food-Beverage

NOW HIRING all shifts, starting at $5 an hour. Apply at Burger King, 32704 Grand River, Farmington

RESTAURANT
YOUR EMPLOYER OF CHOICE
EL TORITO

If you're seeking a fun work environment and a great group of people to work with, we have the following full and part-time openings:

WAITERS/WAITRESSES
BUSSERS
HOSTS/HOSTESSES
COCKTAIL SERVERS
BARTENDERS

Energetic and ambitious team members enjoy excellent benefits including competitive salaries. Apply Monday through Saturday, between 11 AM - 6 PM

EL TORITO
26551 Evergreen
Southfield

WAIT PERSON - EXPERIENCED Must have liquor & food experience. Apply in person, Mr. C's Steak House, 23231 Ford Rd. Dearborn

WAITPERSON, full time. Apply in person The Box Bar & Grill, 777 W. Ann Arbor Trail, Plymouth

NIGHT MANAGER
Wanted to open Friday 5pm, 5 nights/week at ice cream parlor in downtown Northville 348-2660

PANTRY COOK
Full time, days & benefits. Must have culinary school training & experience. Apply in person Mon thru Fri., before 11am or after 2pm at the Skyline Club, 2000 Town Center Drive, Suite 2800, Southfield 350-9898

RESTAURANT Assistant Manager. Fast paced & lounge. Looking for positive energetic, experience person South Lyon - Milford area. Call owner 1-358-2210

UPTOWN DELI
Help wanted, experienced preferred in fast paced deli. Evenings only. Apply in person - 28948 Orchard Lake Rd Farmington Hills 626-3715

WAITPERSON
Full & part time. Apply in person at Wing Yee, 37097 W. 6 Mile, Livonia

WAIT PERSON
needed for private club in Birmingham area. Full time, days. Good wages and working conditions. Call Tues thru Fri, 9am-3pm 644-2500

WAIT PERSONS - Days and weekends, no nights. Fast paced deli. Good tips, experience preferred. Call Lucille 453-7080

WAIT PERSONS now being hired for day & evening shifts. Apply within. Royal Restaurant, 16825 Middlebelt, Livonia

WAITPERSON WANTED
Days only, full or part time. 10 Mile & Telegraph area
Ask for Louie 357-3570

WAIT PERSON WANTED, days or nights. Apply in person Holiday Inn Livonia Mall, 7 mile & Middlebelt 476-7870

WAITRESS/WAITER - Experienced only. Apply in person The Golden Mushroom, 18100 W. 10 Mile, (corner 10 Mile & Southfield Rd)

WAIT STAFF. Must have experience & able to work & flexible schedule. Apply Botsford Inn, 28000 Grand River, Farmington Hills

WANTED - temporary summer employment for cook and/or cooks assistant for 270 bed hospital in Westland. Call 729-6610

505 Help Wanted Food-Beverage

WAIT STAFF. For retirement complex. Short hrs 4-8:30pm paid holidays. Ideal for housewives & students. Call after 12. 352-0208
An Equal Opportunity Employer

WAIT STAFF NEEDED Apply in person from noon - 5pm. 16690 Telegraph, Redford Community Club. Have fun while you work.

WAITSTAFF NEEDED-Excellent working conditions, paid vacations, benefits available. Apply in person. Sneaky Pete's, 15231 Farmington Rd, Livonia 261-5551

$$$$$$
BOB EVANS SOUTHFIELD
Now hiring experienced servers & grill cooks. Premium pay
Apply 10% Mile & Telegraph

506 Help Wanted Sales

A
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AND GARDENS
Office provides FREE PRE-LICENSE training to qualified individuals. Paid FIELD TRAINING after licensing. Other Training/Work-You-Learn choice of location. Potential 1st year earnings in excess of $32,000. Call ROY HACKER 476-7006

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We prefer sales experience but will train the right individual. Contact Sales Manager Bruce Cousineau Dodge, 14875 Telegraph, Redford 538-1500

ART CONSULTANT to service a corporate clientele. Sales and or back ground necessary. Art Expression 649-3380

ASSISTANT MANAGER & sales Part time/full time, experience necessary, in fun retail atmosphere evenings and weekends. Apply in person T-Shirts Plus, Fairlane Town Center 441-2990

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For a personal interview contact.
JACQUELINE STEUER
COLDWELL BANKER
737-9000 477-4353

BEST SALES person in Livonia/Northwest counties to head up sales force in residential property for a growing real estate development company that is expanding into the area. Please send resume to
324 Rolling meadows
Lake Orion, MI 48359

BIRMINGHAM BEAD STORE Seeks manager. Must be creative and responsible. Downtown Birmingham, excellent hrs. Apply in person 280 N. Woodward.

BRIDAL GOWN SALES- For busy Farmington Hills & Rochester Salon. Full/part time opening. Must be outgoing, dependable & friendly. Will train. Experience preferred. Debbie or Sharon 851-5111 656-0035

CANVASSERS & Phone Solicitors needed immediately for Home Window Co. Great pay.
Call 729-0220

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Turn your selling experience into a successful interior decorating career. Interior Decorating Den. Ms. Edwards 855-8640

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K & E HAULING & SALVAGE General hauling. Will haul 15 yds per yard. Appliances pickup available. Roofing tearoff & haul-aways. $40-$60 per set. Free est. Call Gary. 335-9247

WEE-HAUL Grass - Basement - Yard Clean-Up Contractor Clean-ups. Fast service Rates Rates 563-9750

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HEATING/COOLING/ELECTRICAL Expert Service. Satisfied customers a must. Fully Licensed & Insured. For estimates please call: 531-3510

110 Housecleaning

GENERAL CLEANING Home & Apartment Quality Work - Fair Prices Call Al, leave message 293-8296

GENERAL HOUSECLEANING by Joyce & Jenny. Reasonable rates, references 728-6819 563-2661

SUNSHINE CLEANING Residential & Light Commercial Farmington Hills, Bloomfield Hills, Birmingham. Call Maria 477-9633

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Expert Lawn Care
Complete yard clean up. Weed, shape, trim, shrubs, mulch, prune, Plant, stripping & weed. Free est. 351-2383 or 533-8684

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20FT.X30FT. GARDEN $20.
DAY SERVICE
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• An Earth Month Special
5-6 Ft. Spruce-$120, 6 Ft. $165, Flowering Pear 12 Ft $89, 15-20 Ft $195, Trees Free $99. Large Locust, Ash & Maple, $225-$250. Minimum of 5 Tree Planting.

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IT'S NEVER TOO EARLY to have a professional landscape design service turn your ordinary yard into a showcase environment for your home. We have 18 yrs of professional experience in specializing in custom stone & brick patios & walkways, retaining walls, plantings & sprinkling systems. For a free estimate call:
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BOULDERS
• Decorative & Driveway Stone
• Topsoil & Peat • Topsoil Mix
• Shred Bark & Wall Stone
• Interlocking Pavers & Patio
• Blocks & Landscape Timbers
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SPECIAL
Burlap Balled 18-24" Potted
$15.00 WITH COUPON
Colorado Blue Spruce up to 8-9'
Shade Trees, Evergreens
Flowering Crabs & More
SPRING & SUMMER CLEAN-UP
All types of odd jobs done
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• Homeowners • Prompt Delivery
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