504 Help Wanted Office-Clerical

KEYPUNCH/
KEYTAPE OPERATORS
Experience required. Day and afternoon shifts available.
Farmington area. 474-1136

KEYPUNCH OPERATOR
Must type 45 wpm, keypunch experience not necessary. Data entry experience helpful. Full time day position in Troy. Excellent benefits package. $4.40 an hour. Apply at 28244 Ford Rd., Garden City, Mon.-Fri. 8am-4pm.

JTPA FUNDED
LEGAL SECRETARY
Full or part-time for Bloomfield Hills firm using WordPerfect 5.1. Must be experienced. 433-1414

LEGAL SECRETARY for prestigious Detroit Law Firm. Salary Negotiable. Training Over $20,000/yr. to start.
Call Sophie at ONIFORCE 646-7661

LEGAL SECRETARY for Bloomfield Hills law firm. Must have 2 years litigation, WordPerfect a must. Excellent benefits. Call Judy 642-8400

LEGAL SECRETARY - downtown Birmingham. Personal injury practice. Use WordPerfect 5.1 required. Contact Donald MacAlister, 642-9010

LEGAL SECRETARY
18 attorney firm, in Bloomfield Hills, has positions in litigation and non-litigation. Must have litigation experience. Salary dependent on experience. WordPerfect 642-1920

LEGAL SECRETARY
Full or part time, for Bloomfield Hills Law Firm. Minimum 2 years legal experience preferred. Excellent $ plus benefits. Salary commensurate with experience. Please call 646-6500

LEGAL SECRETARY - Downtown Detroit law firm with 18 attorneys seeks secretary with experience in negligence and/or worker's compensation. Typing speed of 40-70 w.p.m. and Word Perfect experience necessary. Liberal benefit package including profit sharing, prescription, dental, life and long-term disability insurance. Personal days per year, vacation, pension plan, 401K plan and participation stipend. Salary negotiable. For confidential consideration, submit resume to Office Manager, 2000 First National Building, Detroit, MI. 48226. Non-smoking office. An Equal Opportunity Employer

LEGAL SECRETARY NEEDED
Small Livonia law firm
Word Perfect 5.1 skills needed
522-9090

LEGAL SECRETARY
for Southfield firm. Minimum 1 to three years experience in personal injury law. Contact Mike Raven 552-8500

LEGAL SECRETARY
Experienced litigation support office, Troy. Call weekdays, 9am-5pm
879-5545

LEGAL SECRETARY
Michigan corporation seeks polished background corporate position. Strong communication & typing skills needed. Call Thomas Executive Search 355-4140

LEGAL SECRETARY, full time, 4 years + experience. WordPerfect 5.0 & strong litigation background essential. Send resume, Kenneth Rosen, Esq., 675-7445 Bloomfield Hills, Suite 340, Birmingham MI 48010

LEGAL SECRETARY
Southfield Corporate Law firm seeks experienced Secretary. Must have excellent WordPerfect 5.1 and grammatical skills, dependability, flexibility and ability to work as part of a team. Benefits Please call 424-8444

LIVONIA AREA. Part time legal help wanted. 4-5 hours per day Mon-Fri. Various job duties. Interviews before 8am/3pm. 475-3500

Local Ford dealer seeks automotive showroom sales secretary. Must have pleasant personality, light typing & organizational skills. No experience necessary. Apply with new car sales manager. 538-5600

MACINTOSH with Canvas software for graphic design company. Pay up to $20,000/yr. Call Mrs. Spencer at ONIFORCE 357-0641

MASS - 1 experience secretary for west established engineering design firm $9 50/hr Call Sarah at ONIFORCE 357-0644

Master Your Software Package

Personal, customized computer training through ENTECH SERVICES. Enhance Training Strategies. Word Perfect, Lotus 1,2,3, Harvard Graphics and Paradox are some of the packages available. Call for details

ENTECH
SERVICES, INC.
528-1444, ext. 151

NORTHVILLE LAW FIRM seeks full time secretary with excellent typing and communication skills. Salary negotiable to P.O. Box 648, Northville, MI 48167

OFFICE HELPER/PART TIME
With office and computer experience. Work mornings, Mon-Fri. Apartment 9 30am-4pm. 378-9500

OFFICE HELP
Must be organized, self motivated quick learner, dependable person. Must be able to work other and handle responsibility. Apply 25215 Glendale & 8 Mile between Telegraph & Beech Daly

OFFICE HELP NEEDED
for manufacturing representative firm in the Farmington area. Opportunity to work in a pleasant environment. Part time during training period. Call 489-8090

OFFICE MANAGER for W Bloomfield health care facility. Excellent with Microsoft Word and must have phone system. Excellent written & oral skills. Fast paced office. Call for application. 661-1700

OFFICE MANAGEMENT
Self-motivated, non-smoking Book-keeper/Office Manager with fast-paced Southfield Office Construction experience preferred, but will train. 4 computer programs. Submit resume to Box A262, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE PERSON - part time leading into full for insurance repair contractor. Must have 3 years experience, good phone manners & good typing. Salary, vacation. 535-7660

ORDER ENTRY position for fabrication window blinds manufacturer. Experience preferred but entry level acceptable. Full time permanent position only. Blinds & Designs, Ask for Maria at 471-6990

PARALEGAL Downtown Detroit Law Firm requires paralegal with experience in Wills, Trusts, 30-35 hrs a week. Salary negotiable. Send resume to Box 288 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME Office Clerk - Some typing experience, filing, etc. Will train. Call Mike Fox 347-8700

PART TIME SECRETARIAL
WordPerfect, good spelling, cordial phone manner. Commerce area, Birmingham/Troy area 642-8330

RATE CLERK
Major transportation company in Troy area seeks conscientious individual with knowledge of rates and geographics. Good communication skills required. Rating/tariff experience preferred. Must be computer literate. Non smoking environment. Excellent benefits package. Send resume and salary requirements to Box 288 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer
Minority Female Owned Company

IMMEDIATE Part Time position available for Receptionist/Typist in Farmington Hills. Excellent telephone manner a must. Typing 50wpm. WordPerfect experience a plus. 11 30am-2 30pm. For interview call 313-489-1600

RECEPTIONIST - Do you have what it takes to join our modern private practice in the Southfield area? Please send resume to P.O. Box 516, Clarkston MI 48017

504 Help Wanted Office-Clerical

PARALEGAL Downtown Detroit law firm is looking for paralegal with 2 - 3 yrs. experience in Commercial Finance and/or Real Estate. Good benefits and negotiable salary. Send resume to: Box 198 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART-TIME LEGAL SECRETARY
Needed for non smoking Law Firm in Troy. Experienced in Workmans Compensation & Computers.
Call Barb 641-7860

PERMANENT, PART TIME
Work order clerk. Fast-paced Classic firm needs mature, office-experienced, motivated person Mon-Fri, 1-6pm. Good communication/organizational skills, plus typing 45 wpm, extensive phone usage/typing. $6/hour. Call Judy, Mon-Fri, 11am-Noon 583-2945

PRIVATE BUSINESS COLLEGE seeks Administrative Assistant to Vice-president/dean. Requires superior people, communication, writing & management skills, experience in management sales, staff supervision & problem solving. Must be computer skills especially Wordstar, WordPerfect, dBase III + & Lotus. Supply Clerk. Call Judy, Mon-Fri, 11am-Noon 583-2945

PRIVATE BUSINESS COLLEGE
seeks Administrative Assistant to Vice-president/dean. Requires superior people, communication, writing & management skills, experience in management sales, staff supervision & problem solving. Must be computer skills especially Wordstar, WordPerfect, dBase III + & Lotus. Supply Clerk. Call Judy, Mon-Fri, 11am-Noon 583-2945

PURCHASING CLERK
Multi-faceted property management firm seeking an industrious Purchasing Clerk for a very busy office. Applicant needs previous experience and computer knowledge. Send resumes only with salary requirements to: LGJ Enterprises 29250 Somerset Dr., Inkster, MI. 48141

REAL ESTATE MANAGEMENT Firm in Farmington Hills needs full charge bookkeeper. Computer experience preferred. Also Secretary/Receptionist with book-keeping experience needed. Salary & benefits commensurate with experience. Remit resumes to: 31000 Northwestern, Suite 110, Farmington Hills, MI 48334

RECEPTIONIST
Experience necessary
Call 464-7078
ETD Temporary Service

RECEPTIONIST
Full time. Bookkeeping, answering phones and computer work.
355-2742

RECEPTIONIST
Needed for CPA firm. Experience necessary. For appointment call Coleen at 626-2400

RECEPTIONIST
For dental office
part time 626-2104

RECEPTIONIST for market research firm, previous experience a must, typing 35 wpm. Resume to Receptionist, 20300 W. 12 Mile, Suite 102, Southfield MI 48076

RECEPTIONIST
Mature experienced person needed for busy Farmington Hills Spa. Apply in person. Tamara Institute, 32520 Northwestern Hwy.

RECEPTIONIST, general office for Farmington window blind manufacturer. Must have good phone skills, some office experience necessary. Permanent full time only. Blinds & Designs Ask for Marie 471-6990

RECEPTIONIST
Mature person needed for part time position. Evenings & weekends. Busy animal hospital in Rochester. Applicants should be pleasant & enjoy working with people. 651-5009

RECEPTIONIST - Immediate opening for an articulate, speaking personality in Birmingham ad agency. Must have good typing & clerical skills. Full time, good pay & benefits. Call Susan Rober. 649-7330

RECEPTIONIST/BOOKKEEPER
Needed for electronics school. 1 yr. experience or equivalent in education required. Send resume to 16900 W 9 Mile, Ste 150, Southfield, MI 48075

RECEPTIONIST, experienced preferred, pleasant personality and good attitude necessary. Must be conscientious. Full time permanent position. Good pay & benefits. Apply in person, 24733 Southfield Rd Lathrup Village. 8 30 to 4 30

RECEPTIONIST NEEDED
For busy retail sales office. Full time & part time positions available. Must be experienced, have good communication skills & a positive attitude. Ideal for mature person. Birmingham office - ask for Bill Frohwein. 642-8100

RECEPTIONIST/SECRETARY
Automotive sales office looking for a responsible person to handle daily office work and incoming phone calls. Word processing experience helpful. Send resumes to Office Manager, 12787 W Laurel Park Dr., Suite 318, Livonia, MI 48152

RECEPTIONIST - SWITCHBOARD OPERATOR
With experience for manufacturing plant in Wixom area. Additional duties will include light typing, operation of FAX machine and UPS/Postal machine. 8 30am-5pm. Excellent salary & benefits. Send resume to: Box 244, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - FULL time. Accurate typing skills. Real estate knowledge helpful. Call Real Estate, 652-6500

RECEPTIONIST - Animal Hospital, approximately 30 hrs/wk, alternate Sat. Denver Hospital to 24261 Greenfield Rd. Southfield MI

RECEPTIONIST
Needed for small & crazy Center.
Call Barb 464-7075
ETD Temporary Service

RECEPTIONIST
General office. WordPerfect. Troy agency $8/hr
TempStaff 645-0900

RECEPTIONIST - Birmingham/Bloomfield office seeks competent, mature person call for confidential interview - ask for Ruth 433-3335

RECEPTIONIST - Small Southfield law firm, non smoking, experience preferred. Telephone, typing, filing, general office computer knowledge helpful 827-7000

RECEPTIONISTS
Several openings. Multi lines, good image. 30-50 wpm. Some jobs typing not required

ARBOR TEMPS. 459-1166

RECEPTIONIST/SECRETARY
for fast paced Southfield office. Must be able to handle multiple phone lines. Typing a must. Computer a plus. Send resume & salary requirements to 21477 Bridge St Southfield 48034

RECEPTIONIST. With enthusiasm, needed for new company, looking to add staff. Must be experienced with excellent communication skills, typing and data entry. Call Marie HOME PROTECTION ONE
932-5660

RECEPTIONIST-EXPERIENCED
for 10 attorney firm in Bloomfield Hills. Salary commensurate with ability. Send resume and salary requirements to: Office Manager, 6893 Telegraph Rd. Bloomfield MI 48010

RECEPTIONIST
We have an excellent opportunity for a mature individual in a busy professional office environment. This challenging entry level position involves answering all incoming calls & greeting visitors for our division. Added responsibilities include administering typing tests, filing, typing & other related activities as assigned. If you enjoy dealing with people, have a pleasant personality and are able to work under pressure in a highly confidential area, you owe it to yourself to come in & apply. Mon.-Fri. 9am-5pm. A salary range of $5.50-$6.00/hr as well as a competitive benefits package is being offered.
HUMAN RESOURCES
HIRAM N SUND
MORTGAGE CORPORATION
37555 FARMINGTON RD
FARMINGTON HILLS, MI 48334
Equal Opportunity Employer M/F/H

RECEPTION/SALES OFFICE
TO $18,000
A division of a national corporation is seeking an individual experienced in handling phones in a fast paced environment. This position also requires good typing skills & some computer knowledge. If you enjoy a fast pace and are looking for a challenge along with personal growth, this sales environment may be for you. Call 545-4200
OFFICE MATES 5

504 Help Wanted Office-Clerical

RECEPTIONIST needed for Plymouth office. Pleasant personality to handle phone, greet people, handle the finance and/or Real Estate. Good benefits and negotiable salary. Send resume to: Box 198 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY
Experienced for busy front desk position. Must be able to type paper on coming phones as well as typing miscellaneous correspondence. Word processing required. Micro computer a plus. Salary, $15-$18,000. Please send resume to Personnel Department, 27780 Novi Rd., Suite 250, Novi, MI 48377-3427

RECEPTIONIST/SECRETARY
Part Time for Growing
VIDEO COMPANY
Good telephone manner & people skills. Typing, organizing, sales assistant. Some computer & video equipment knowledge helpful. Send resume & salary history to Personnel Department, Box 731, Dearborn Heights, MI 48127.

RECEPTIONIST/SECRETARY
Immediate openings in Southfield Office. Seeking full time with good typing and word/processing experience. Must be pleasant, poised and courteous. Please send resume with salary requirements to P.O. 284 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/
GENERAL OFFICE
$ 17,000
Livonia office seeking responsible, light typing 3-5 yrs general office experience. Knowledge of WordPerfect. Fee paid
473-7210
Steven J. Greene Personnel

RECEPTIONIST
An opportunity is available in a Birmingham residential builder & property management firm. The individual should have good telephone & typing skills with the ability to handle a variety of general office duties. Send resume to: Benecick & Kruse Development Corp., 1600 Woodward, Suite 250, Bloomfield Hills, MI 48304. Attention Marsha

SALES SECRETARY
Non smoking company seeks sharp individual with initiative and good secretarial skills to work flexible hours. Typing 40 wpm and ability to work well with others a must! Send resume to: Sales Secretary, P O Box 300, Southfield, MI., 48037

SALES
SECRETARY
Fast paced sales office of this employee oriented distributor needs your 2-3 years experience. Great benefits. Salary $15,500. Call Terri, 464-0909

SNELLING
PERSONNEL SERVICES

SECRETARIAL, Word Processing, some Books needed. Must be accurate for sales office
Farmington Hills area 100, 5167 W Maple, W Bloomfield, MI 48322

SECRETARY/
ADMINISTRATIVE ASSISTANT
Full time position for Bloomfield Hills CPA firm. Must be proficient in WordPerfect and possess excellent communication and organizational skills. Lotus 123 and database experience is a plus. Send resume with salary requirements to:
PO Box 725
Bloomfield Hills, MI 48302-0565

SECRETARY/BOOKKEEPER
Experienced person, part time for Troy real estate development company. Call 8am-5pm. 643-7576

SECRETARY/CLERK TYPIST
A leading international company has immediate opening for a highly motivated, entry-level Secretary/Clerk Typist with excellent short hand & computer skills (WordPerfect) Good spelling and ability helpful in requirements and in confidence to Human Resource Department, PO Box 66, Troy, MI 48099
An Equal Opportunity Employer

SECRETARY needed for Bloomfield Hills office. Individual must have excellent typing, proof reading, telephone, organization & grammar skills. Individual must be able to communicate & work well with others. Computer experience is required. Apply in Box 287, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/PART TIME
Rochester financial planner seeks sharp non-smoker with good secretarial skills. 656-9090

SECRETARY
Part time summer position
Also accepting resumes for full time. Troy area McIntosh Micro Sort word. Mac Draw, Excel. Typing 45-50 wpm. Shorthand a plus
ICO
29250 Calahan
Roseville MI 48066
774-0100 or 778-8048

SECRETARY
Receptionist. Light word processing for temporary jobs
TempStaff 645-0900

SECRETARY/RECEPTIONIST
Self-motivated, non-smoking person for fast-paced Southfield General Contractors office. Good typing skills a must. Call 569-3300
Send resumes to Box A262, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia Michigan 48150

SECRETARY
Short & long term 50 wpm. Experienced necessary. Call 464-7075
ETD Temporary Service

SECRETARY
To $23 000
Marketing dept of major company is looking for your excellent typing and word processing skills. Promotion opportunity. WordPerfect a plus
DIVERSIFIED RECRUITERS CO
27780 Novi Road Ste 106
Novi, MI 48377-3427
Ask Fees Co Read 344-8700

SECRETARY
$22,000
FEE PAID
Several top suburban firms have positions for organizational, word processing, and shorthand skills. Full benefits. Call Mark at 649-3900 or fax/mail your resume 649-3528
SNELLING PERSONNEL SERVICES
OF TROY

SECRETARY
1 person Southfield law office, and trust experience in WordPerfect preferred. 559-9063

Seeking a Permanent Job?
Would you like to earn money on a temporary assignment while our permanent division finds you that right job? With our two divisions we can help you fulfill both needs. Excellent position. Call today, ask for Mike Irving
• Secretarial
• Typist
• Receptionist
• Clerks
• Data Entry

Temporary Resources
737-1711
Permanent Staff
737-5750
An Equal Opportunity Employer

SENIOR
SECRETARY
$20,000 PLUS FEE PAID
National stable employee oriented suburban company offers excellent working conditions, lovely location, and stimulating opportunities to someone who can type at least 50 wpm. Shorthand is a plus. Call Mary Fallon today at 851-3660.
SNELLING PERSONNEL SERVICES
FARMINGTON HILLS

STAFF AUDITOR
Suburban bank is accepting resumes for a full time staff auditor position. Banking background preferred. Some accounting or auditing experience helpful. Starting rate $6.03 per hour. Excellent benefits package. Please mail resumes to:
FIDELITY BANK
2681 INDUSTRIAL ROW
TROY MI 48084
An Equal Opportunity Employer

TELEPHONE OPERATOR TYPIST needed. Experienced only. Day shift. Call Kelly at 514-0040

504 Help Wanted Office-Clerical

SECRETARY/WORDPROCESSOR
Full time position in professional office with pleasant working environment. Workpower 5.0 or 5.1, general office skills and pleasant phone manner desired. Competitive salary and benefits. Send resume to McKenna Associates Inc.,
38955 Hills Tech Dr., Suite 200,
Farmington Hills, MI 48331.
An Equal Opportunity Employer

SECRETARY - W. BLOOMFIELD
Temple Israel is seeking experienced secretary with good writing and communication skills, WordPerfect experience helpful. Congenial atmosphere, competitive compensation package. Mail resume to: Secretary, Care of Temple Israel, 5725 Walnut Lk. Rd., W. Bloomfield, MI 48323

SENIOR SECRETARY
$22,000 No Fee
Excellent opportunity with major Southfield company. Benefits! Generous raises! Need 80 wpm typing and shorthand.
BRIAN ASSOCIATES AGY. 540-4130

SOUTHFIELD STEEL Company has an immediate opening in Accounts Receivable. Must be good at detail, experience necessary. However, salary commensurate with a high academic grade average. Please send resume to Steel Company, P O Box 330, Southfield, MI 48037-0330

SUPPLY CLERKS
Large corporation in downtown Detroit is looking for physicians, invalids, individuals to work in shipping & receiving department. This full time position includes benefits and is ideal for someone who is company interested candidates forward resume to
Supply Clerks
P O Box 778
Detroit, MI 48231

SWITCHBOARD OPERATOR
Relocating expanding company seeks individual with initiative and good secretarial skills to work flexible hours. Typing 40 wpm and ability to work well with others a must! Send resume to: Sales Secretary, P O Box 300, Southfield, MI., 48037

THE TROWBRIDGE
The finest in Senior Living has full and part time positions available for Concierge (receptionist) on the front desk and evening shift. Excellent wages and benefits. Call for information and interview

TITLE INSURANCE AGENCY
desires part time, with full time potential, secretary. Real estate experience and word processing (WordPerfect) skills necessary. 642-1115

TRANSCRIPTIONIST - part time position available in professional firm in Southfield. Must possess strong dictaphone & word processing skills. Experience with office procedures required. 552-0550

TYPIST - Farmington Hills corporate office is seeking typist/word processor, must type 65 wpm, can be learn and non smoker, call 489 6555

WORD PROCESSING
WHIZ
Your skills will be appreciated here. Need people and who enjoy using technical or legal terminology a plus $17,500 Call 464-0909
SNELLING
PERSONNEL SERVICES

WORD PROCESSING personnel needed. WordPerfect/Micro Soft Word. Word Perfect 5.0 preferred. Low volume, and all other software needed. Top pay. Paid holidays. Temp-Mail. Insurance. Over Time Pay
SNELLING
TEMPORARIES
Livonia Southfield
464-2100 352-1300
NEVER A FEE

WORD PROCESSOR
Experienced word processor. Short & long term assignments Call 464-7078
ETD Temporary Service

WORD PROCESSORS
NEEDED
WordPerfect 5.1
Displaywrite 3 & 4
Decmate
NBI
Wang
Lotus 1-2-3
Wordmate

We are recruiting word processors for long & short term assignments in
DETROIT
LIVONIA
SOUTHFIELD
TROY
Hurry & call today for your appointment

TOP PAY & BENEFITS
CORPORATE
PERSONNEL
SERVICES
Livonia 261-1320
Troy 965-2020
Southfield 398 8900
Detroit EOE
NO FEE

Wordprocessors
UP TO $10
ALL SOFTWARES
Wordwise Temporaries
358-4270

Word Processor
Needed, part time, 60 plus wpm. McIntosh/Macintosh Word experience helpful. Marketing Research Company located in Troy. Excellent Salary. Call Helen Pearson
643-6699

505 Help Wanted Food-Beverage

BAKERY HELP-WILL TRAIN
APPLY IN PERSON
24551 W 12 Mile Road, Southfield

BROILER COOK - Full time 8 AM - 8 PM, 5 days a week. Must be experienced with fish. Excellent wages. Apply at Lighthouse, 29 Mile & Schoenherr at Merritman Ask for Laura or Greg

COOK
Experienced full time. Apply in person at The Pub, 23634 Haggerty Farmington Hills

COOK
Experienced only. Private country club. Top pay and good benefits. Ask for Chef 349-5384

505 Help Wanted Food-Beverage

AN EXPERIENCED CULINARY
Professional is needed to accommodate increased business levels. Full benefits. 5 day week & competitive salary. Apply in person
BEVERLY HILLS GRILL
31471 Southfield Rd.
Between 13 & 14 Mile Rds

BILL KNAPP'S
Is looking for energetic, self motivated people for positions of
• COOKS
• SERVERS
Paid summer training for Fall positions
Farmington restaurant, apply at 36650 Grand River Ave. For Westland restaurant apply at: 18995 South Land Park Drive, Livonia
A GREAT PLACE TO WORK!

BUDDY'S PIZZA • LIVONIA
Now hiring Sous/Sauce Cook. Full time position, some experience preferred. Excellent wages, benefits available. Great opportunity for advancement and growing company. Please call for appt 261-2550

CAFE BONHOMME
Accepting applications for "Chef's Assistant" full time position available, some experience necessary. However, motivated candidate with high academic grade average. Please send resume to Head Chef, Cafe Bonhomme, P.O. Box 330, Southfield, MI 48037-0330

COOK for broiler and/or Sauteed position. Part time, weekends, night shifts. Mayflower Hotel in Plymouth. 453-1632

COOK
Good pay & benefits. Great opportunity for the right person.
Apply at
Sweet Lorraine's Cafe
In Southfield, 559-5986

COOKS - EXPERIENCED Full or part time, all shifts. Hostess - Dishwasher. Apply at: Mimi's Family Dining 28750 Plymouth, or call 427-4850

COOKS
Full time, days & evenings. Breakfast experience helpful. Apply with or SAGE'S, 25038 Middlebelt

COOKS
Part/full time available. Excellent wages. Flexible hours. Apply in person within Tues. thru Fri., 2-4pm. John & Jacob Tree Bar & Grill, 27133 Cherry Hill. It's place to meet or eat

COOK
WAIT PERSONS
Days or Afternoons
We are looking for a few new team members. Flexible hours, competitive wages & benefits. Apply in person
LIVONIA BIG BOY
Plymouth & Farmington Rds
421-4349

COWLEYS Wait Staff & Bar Tenders. Apply Mon thru Thurs. 2-4 at 33338 Grand River or call 476-9000 ask for Jim 353-9338

DAY BREAD BAKER - Full time position 9 AM - 3 PM. Must be experienced. Involves some over-the-counter. Apply within Livonia Charley's Restaurant & Merriman Ask for Laura or Greg

DISHWASHER, part time. Friday and Saturday nights, 5 PM - 1 AM. Mayflower Hotel in Plymouth. 453-1632

Due to increased business
MOUNTAIN JACKS
is currently seeking career minded professionals who want to serve the best prime rib in town. If you are a proven performer as demonstrated by experience & references you may qualify for our staff as a
• Working chef
• Kitchen manager
• Sous chef
• Assistant kitchen manager

Apply in person - 28207 W Warren Dearborn Hts

EMBASSY SUITES
SOUTHFIELD
Has immediate openings for the following positions
• SALES MANAGER
(2 years sales experience, corporate market required)
• SOUS CHEF
(Pastry chef, Sous Chef Line experience with large volume requisite banquet operation)
SERVERS
Restaurant lunches and cocktails. Please respond to:
EMBASSY SUITES SOUTHFIELD
28100 Franklin Rd.
SOUTHFIELD, MI 48034
NO PHONE CALLS PLEASE
An Equal Opportunity Employer

FAST FOOD - Ages 16 - 19 $23 000 yr. 5 day work week. Excellent benefits. Previous supervisory experience or college degree helpful. Apply at Carter's Ask for Chef
Farmington Hills 553-8630

FOOD/SERVICE COOK MANAGER
Needed for volume retirement community. Must have 5 years experience, initiative, and related experience. Salary commensurate with position. Responsibilities also include purchasing, budgets, menu planning and food preparation. Good customer work history and salary requirements to Ms. Terry, P.O. Box 3045, Birmingham MI 48009

FULL TIME wait staff. Days & nights. Bartender, full time days (just full time nights). Part time host staff. Experienced only. Please call Jewel Tree's Carmel's, Birmingham, 645-7600 between 10am-4pm 293-8260

HOST/MAITRE'D/WAITSTAFF
Must have strong food & beverage experience. Apply in person Wednesday & Thursday, 2 pm - 5 pm at Birkland Inn, 28400 Grand River Ave. Farmington Hills

LINE COOKS
Now hiring Sous/Sauce Cook. Full time position, some experience preferred. Excellent wages, benefits available. Great opportunity for advancement and growing company. Please call for appt 261-2550
CAFE BONHOMME

MEAT MANAGER Cracker Barrel. Competitive pay. Call Terry 313-397-2940 per week. Northville area 348-3650

HAMADA HOTEL of Southfield now accepting applications for Assistant Food & Beverage Manager. Must have and be seeking must have at least 2 years experience in a supervisory management. Also must be a highly motivated individual. Apply in person 29225 Telegraph Rd Southfield

505 Help Wanted Food-Beverage

HOTEL
AB Kitchen Personnel Needed.
Resumes to: Box 252 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

KITCHEN HELP. All positions. Competitive starting wage. Willing to train. Apply in person. Bloomfield Charley's, 5656 W. Maple, W. Bloomfield

NOW HIRING experienced PM Wait Staff, AM and PM Dishwashers and Cooks. Apply in person at Jonathan's Family Restaurant, 40345 Michigan Ave., Canton

PART TIME/FOOD SERVER
Early evenings. No experience necessary. Westland Call Lois 729-3946
An Equal Opportunity Employer

PASTRY CHEF
Evening position. Great opportunity. Call
Sweet Lorraine's Cafe
559-5986

RAMADA HOTEL of Southfield is now accepting applications for Wait Staff & Bartender. Full or part time. Apply within 28225 Telegraph Rd., no phone calls

RESTAURANT/LOUNGE
Upscale business hotel seeking experienced Food & Beverage Manager & bartenders. Full & part time available. Competitive wages & benefits. Apply in person
HOTEL DANIELSTE (12 Oaks Mall)
27790 Novi Rd, Novi
Equal Opportunity Employer M/F/H

Restaurant Management

EL TORITO
YOUR EMPLOYER
OF CHOICE
It is time to make your career move, make the choice to work with the best. Member of Chevie-El TORITO RESTAURANTS El Torito offers a place that is quality focused, rewarding and rewards based on ability and performance. We are seeking individuals who are a cut above of professional management staff

DEPARTMENT MANAGERS

If you have 2 plus years dinner house experience and the initiative, drive and dedication so very necessary for success, you're our ideal Employee of the Month. In return, we offer

• Top salaries
• Quarterly bonus program
• Recruiting bonus
• Major Medical/Dental
• Life insurance
• Retirement/401 K plan
• Paid vacations
• Comprehensive training and Development
• Education reimbursement
• Child Tuition

For immediate consideration, fax your resume to Jack Hoffman at 313/31 3144 - dial 6 to his attention, or apply in person at

EL TORITO
26551 Evergreen
Southfield, MI. 48076
An Equal Opportunity Employer

RESTAURANTS
THE RATTLESNAKE CLUB
300 River Place
Detroit, MI 48207
(At Campau on the Detroit River)

RIVER PLACE INN (Hotel)
1000 River Place
Detroit, MI 48207
(Mc Dougall at the Detroit River)

Downtown fine dining restaurants are now hiring experienced wait staff & bussers. Apply in person Monday - between 3pm-5pm or by appointment only. Call 259-9474

SERVERS, Host/Hostesses, Cocktail waitress. Good pay. Terrace Room Apply 2 pm - 5 pm Mon - Fri. Holiday House 3310 N. Woodward Royal Oak. Between 7 Mile & 8 Mile

WAIT STAFF & BARTENDERS
Part time positions. Apply in person. The Hunt Club, 29800 Haggerty Rd. between Maine & Newburgh

506 Help Wanted Sales

A CAREER IN REAL ESTATE
SALES WITH US IS A REAL JOB
Our company has a proven record of success and we are confident we guarantee you a minimum annual income of $25 000 in your chosen territory.
DON'T GAMBLE WITH YOUR
SOUTHFIELD AREA CAREER
CALL KELLY 644-4700
REAL ESTATE ONE, INC.
Bloomfield - Birmingham

ACCOUNT EXECUTIVE SALES
Job opportunity in the southeast Michigan's largest supplier of high technology communications equipment networks and software. High end commissions in the industry with unlimited potential. Ideal candidate will have 3 years sales experience, preferably in medical, office, dental or equipment sales. Call Mr. Ken Cantor (president) Call
CANTOR COMMUNICATIONS
313 459-8300

A GREAT PLACE TO WORK!
REAL ESTATE ONE, INC.
Chart your course for real estate success with Michigan's leading company!
Management Opportunities
Associate Training
Relocation
Career Development
Unlimited Income Potential
Call Kelly 455-7000

506 Help Wanted Sales

ABSOLUTE ground floor opportunity. Unique affordable appearance product. Best MLM product plan. Great recruiting & support system. Demonstrings 496-0400 (No fee)

ADMISSIONS - Maine Modeling School & Agency, looking for sales person for Southfield area. Commission only, no retail, high earning potential. 358-1125

advertising sales
ATTENTION AGGRESSIVE
COLLEGE STUDENTS
Earn 25% straight commission selling self help advertising books to businesses. Call MO Advertising 477-7403

ADVERTISING SALESPERSON
Prestigious marketing company seeking self motivated salesperson to work out of their home. Full or part time. Earn 100% commission. Excellent bonus program. Send resume to: EYP Publications, 6230 Orchard Lake Rd., Suite 270, W. Bloomfield, MI 48322

AGGRESSIVE PERSON
With INDUSTRIAL Cutting Tools background. Call by phone throughout the U.S. Customers supplied. Salary plus commission
532-2220

AGGRESSIVE

Sales people needed to call on companies throughout the country. Work part 2 days a week, Thurs & Fri. All expenses paid. $500 and up. Call Mr. Marvin 348-4798

A Serious Income

Lots of my friends are earning from $3000-$12,000 per month.
Would you like to be in my friend?
REQUIREMENTS. Honesty, integrity, humanity. Common sense & A willingness to work.
Call: 313-264-9570

ASSISTANT MANAGERS POSITION OPEN - NEW KITCHEN GLADIOR. GREAT OAKS MALL ROCHESTER. INTERVIEW BY APPT ONLY CALL CHRIS 537-1300

AUDIO/VIDEO
SALES SPECIALISTS
Hi-Fi SPECIALIST is a premier audio/video home entertainment center with a reputation for being the product, innovation & customer service. We are looking for dedicated Sales Professionals who have at least 2 yrs. commission sales experience selling TV's & audio/video home entertainment equipment. If you're serious about your career, forward your resume in confidence to: Director of Personnel, Hi-Fi Specialist, 22320 Woodward Ave, Ferndale, MI. 48220

AUTO SALES
Large Oldsmobile dealership needs an experienced salesperson. Good pay plan, company-paid Blue Cross, Holiday and vacation, profit-sharing & pension plan. Will consider recent leasing, financial, furniture, insurance or real estate sales experience. Apply now, recent college grad See Sid Charnock

Charnock Olds
24555 Michigan Avenue, Dearborn
1 block W. of Southfield Rd.
565-6500

BI-LINGUAL/
SPANISH
Expanding local catalog/services business into Mexico. Need motivated people with connection in both USA & Mexico seeking financial freedom by using Spanish/English speaking skills. For information call
680-3421

CELLULAR
Sales Representatives
We are hiring a few enthusiastic, hard working, sales representatives to add to our cellular division. A background in cellular phone sales would be beneficial, but is not required. Generous salary & benefits package coupled with previous sales experience would be important consideration. Please send a resume to:
HENDERSON GLASS INC
Cellular Division
2230 Elliott, Troy MI 48083

COLORADO PRIME - the national leader in the food service industry for over 15 years, currently offering opportunity for hungry individuals looking for a career in sales (Detailers in the Wayne County)

• No cold calling
• Qualified leads
• Training seminars
• Complete training
• Rapid advancement
• Full time sales force

For confidential interview call Mr Campbell at 462-9230

CUSTOMER SUPPORT
REPRESENTATIVE
Hovnanian Enterprises, Inc., Michigan's largest Builder, is interviewing for a person to work in our sales office machines and to be involved in customer support. Good communication skills are important. Five personnels are important. Hovnanian offers a competitive program and opportunity for advancement

Send resume to
Hovnanian Enterprises Inc.
41160 Bridge Street
Novi, MI 48375-1300
Ann. General Sales Manager

EARN $25 000 PLUS Your First year in Marketing. Training Location for Livonia, Farmington and Farmington Hills Residents. We are willing to train and work with you
Call 478-6008

506 Help Wanted Sales

AUTO SALES
NEW CAR Dept
excellent opportunity for the right individual. Experience preferred. Applicant must be dependable and have a strong desire to succeed. Apply in person
Town & Country
DODGE
31015 Grand River
FARMINGTON

BUILDING CONTRACTOR
SALESPERSON
Building material distributor has position for an aggressive self-motivated career salesperson to make daily sales calls, Wayne, Oakland & Livingston counties. Must have 2 years experience in building material sales. Read prints and do own estimating. Will pay a base salary and commission. Auto and business expenses reimbursed. Profit sharing. Blue Cross, Life, Dental, Disaster benefits. Please apply in person between 9 AM - 3 PM at Wimsett Building Materials, 34340 Van Born, Wayne

CARPET SALES PEOPLE WANTED
Salary plus commission in home sales. Experienced helpful or will train anyone with closing experience. Call Gary 332-5100

DECORATOR SALES
Part time hours for full time pay. Exclusively for Farmington Hills location. Retail sales of wallcovering & window treatments. Paid training. Work just 2 days a week. Thurs & Fri. All expenses paid. $500 and up. Call Mr. Marvin 348-4798

EARN YOUR YEARLY INCOME
Per month !! I could show you how to earn your yearly income per month would you be interested? 24 hr. recorded message 486-1040

ENGINEERING & Sales liaison needed for automotive sheet metal stamping. Send resume to
31700 Middlebelt Rd. Ste 125
Farmington Hills, MI 48334

ENTHUSIASTIC, ENERGETIC individuals needed for telemarketing. Mon.-Thurs $300 week salary + commission & bonus. Work right person. 425-8535

ENTRY LEVEL - Base + commission to $32 000. Degree + 1 yr. sales or equivalent. Call Mr. Bidd 313-261-1700
Steven J. Greene Personnel

EXPERIENCE NOT NECESSARY
Are you looking for for people who want to earn $400 - $1500 per week commission? Competitive salary, management opportunity. For interview call Mr. Bidd 559-4040
(313) 823-2900

FLEX TIME - INSIDE SALES AND Contract Coordinator for food service company. Experience a plus but will train the right candidate. Excellent salary range. Send resume