504 Help Wanted Office-Clerical

CAREER OPPORTUNITY
Southfield office needs individual who can produce high volume, detailed work with minimal day-to-day supervision (a self-motivator). Bookkeeping & communications skills a must. Requires previous A/R & legal background. Excellent benefits & compensation package. Please send resume to: Box 354, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CAREERS!!

BILLINGUAL SECRETARY $25,000
Fluent English & Spanish knowledge Must be able to read & speak German

STENO SECRETARY 23,000
Excellent word processing & shorthand

RECEPTIONIST $13,500
Busy switchboard, light typing, data entry, minimum 1 year experience

SALES SECRETARY $21,000
Fast paced position, minimum 2 years experience

ACCOUNTS PAYABLE $17,000
Computer experience a plus, minimum 2 years experience

MARKETING SECRETARY $24,000
Word processing, good typing, must be an expert with WordPerfect 5.1

Additional Positions Available
Covering Wayne County & Nationwide
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills: 737-5750
Southfield: 552-9060
Livonia: 591-2221
Troy: 585-2720
An Equal Opportunity Employer

CLERICAL/DATA PROCESSING
Part time Clerical position & data processing. Light computer operations. Evening hours. Responsibilities include, typing (50-60 wpm) and filing. Knowledge of computers, Good resume to: Clerical, DP, PO Box #300, Southfield, MI 48037

CLERICAL
Our pay off department is seeking an individual with 2 plus years of mortgage banking background or an underwriting background. Mortgage documents in general. Qualifications include accurate typing, quick comprehension, excellent problem solving and communication skills & the ability to work under deadline pressure. Responsibilities include research and analysis of wide correspondence, handling irate customers, and assisting the general manager of logging systems. Title processing or closing experience a plus. If you are a self motivated assertive individual looking for a challenge & opportunity for advancement, this position will appeal to you. Competitive benefits package is offered. Qualified candidates should apply Mon., Tues. Between 9-4
HUMAN RESOURCES
FIRST FEDERAL OF MICHIGAN
MORTGAGE CORPORATION
27555 FARMINGTON RD
FARMINGTON HILLS, MI 48334
Equal Opportunity Employer M/F/H

CLERICAL - POSITION, part-time filing, switchboard substitute, light typing, general clerical duties for growing Southfield law firm. Call Susan between 9-12 noon 352-5040

CLERICAL
Position available in Promotional/Incentive department requiring a organizational skills. Accounts payable/receivable & computer experience a plus. Non-smoking company. Send resume to PRO PRO PO Box #300, Southfield, MI 48037

CLERICAL/RECEPTIONIST
for small Troy firm
680-0020

CLERK - TEMPORARY
Full time Mon-Fri, 8 to 3:30 p.m.
Assignment to approx 4/30/92
Immediate need for dependable, well organized individual to maintain customer files, inquiries, & order sales or marketing programs. Performs copying & QCing functions, including preparing & collating printouts for related programs
$6.hr. and benefits. Call company or apply in person to: AMS - PA, 28533 Evergreen, Suite 400, Southfield, MI 48076 FAX 313 352-0765

COMPUTER POSITION available part time, for organized responsible person. Must have experience with spreadsheet and Word Perfect or related program. Flexible hours. Send resume to: AVD, 41135 Vincent Ct., Novi, MI 48375. Attn: Office Manager

504 Help Wanted Office-Clerical

QUALITY ASSURANCE CLERK to prepare samples and submissions of production batches for automotive paint manufacturer. Duties would include telephone, customer relations, typing, computer, filing and other office machinery. Qualified applicants send resume to:
Personnel Administrator
Red Spot Westland, Inc.
4150 S. Edwin
Westland, MI 48185
An Equal Opportunity Employer

CLERICAL - good math & 10 key calculator skills. Typing 40-50 wpm. Must enjoy phones & customer service work in busy office. Full time. 2 years experience preferred. Call Susan 352-1566

CLERK TYPIST - Part time, with wholesale distributor of optical goods, Downtown Rochester 651-4808

CONSULTING firm needs executive secretary. Word Perfect and Lotus. Up to $.30/hr. Call Mrs. Sloan at UNIFORCE 357-0037

CUSTOMER SERVICE-Sales Office needs typist, computer, general bookkeeping, LOTUS and WordPerfect required. Temp. minimum 3 mo. Manufacturer. Rep. experience & plus. Must be team player. 349-0320

CUSTOMER SERVICE
Entry Level
A Walled Lake/Wixom area service company has a full time entry level opening for Customer Service.
Customer contacts & assorted other office functions. Opportunity for advancement. Call 347-3649

DATA/PENTY/CLERICAL
Big Beaver and Coolidge, Troy. Relocating to Troy headquarters. Go to P.O. Box 1321, Troy, MI, 48099.

DATA ENTRY - Entry level for busy Southfield law firm. Hrs. 8:30-5. Minimum 2 yrs experience in litigation. Call Office Manager, 649-1330

DATA ENTRY SUPERVISOR. Entry level to learn the positions, business, evenings & midnights. To supervise 20 people, we will train. Hospitalization, 100% college reimbursement, savings plus program and career advancement. Resume or apply in person: 12612 Folsom Rd. Farmington Hills MI 48024 att: Pamela Cunningham

DATA ENTRY/SECRETARY
$18,000 - $20,000, fee paid
Stable, growing, Title Insurance Company offers excellent benefits, tuition reimbursement, dental and savings bond plan to someone who has either executive secretarial experience or legal experience
Call Mary-Petrocy 851-3660
SNELLING PERSONNEL SERVICES
FARMINGTON HILLS

EXPERIENCED Bookkeeper for Real Estate Office in Farmington Hills. Ask for Ann 851-9700

FORTUNE 500 high tech firm needs executive secretary with DW 4. Up to $20,000/yr. Call Mis Smith at UNIFORCE 646-8500

FULL TIME Insurance Sales Secretary State Farm, wested lake area 624-7267

GENERAL clerical aide Must be 18-21 years old, clerical experience necessary. Live in Wayne County Call 261-0500 Ext. Michael

GENERAL OFFICE WORK
Books keeping, Typing, etc
Excellent salary, full benefits
Call for appointment. 422-7090

GENERAL OFFICE
Part-time Prior experience preferred. Apply in person Sheraton Oaks, 27000 Sheraton Dr., Novi

GENERAL OFFICE
Permanent position for person to do various office functions for large retailer $ Meet/interest a lot.
Mr Cerin 353-0160, ext 471

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

LEGAL SECRETARY/
WORD PROCESSOR
Experienced Secretary available with a few term in Farmington Hills. Must have minimum of 2-3 years Legal Secretary experience & skills in word processing. Excellent benefit program including, Thrift Plan, dental & vision care. Salary income with experience. Please send resume to Law Office of Ronald A. Pierce, attention Personnel, The Metro Park Building, 37000 Grand River, Suite 350, Farmington Hills, MI 48335
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

GENERAL OFFICE - Phone, typing & computer experience preferred. Hours 10am-2pm immediate opening Call Pat: 458-0420

GENERAL OFFICE
Immediate full time position for sharp individual with excellent organizational skills. Health agency in Southfield. Experience in phone communications, typing & filing. Billing & insurance knowledge preferred. Call Ms Marus for appointment. 354-2995

HUMAN RESOURCE
Seeking a motivated & goal oriented individual to join our HR team. Qualifications: BA/BS in either Human Resource or Personnel Management, 2-3 years experience with emphasis on recruiting, orientation, communication, compensation, & training program development. We offer an excellent, competitive compensation & benefit package including 401K. Submit resume in confidence with salary expectations to: Wade Trim Group Inc., 729 W. Ann Arbor Trail, Plymouth, MI 48170. Attn: Human Resource Dept.
An Equal Opportunity Employer

JUNIOR level Word Processor/Secretary. Word Perfect 5.1 required. Proofreading and Lotus to $8.50/hr. Call Susan at UNIFORCE 646-8500

KEYLINER, experienced with knowledge of Centura Publishers Seasonal part-time Starting immediately 333-1300

KEYPUNCH OPERATORS
We are accepting applications for afternoon positions in our Livonia office. Please call for an appointment.
Indata Corp 422-8002

LEGAL SECRETARY for 2 associates in Troy law firm. Hrs. 8:30-5. Minimum 2 yrs experience in litigation Call Office Manager, 649-1330

LEGAL SECRETARY
SOUTHFIELD DEFENSE LITIGATION FIRM - GOOD BENEFITS AND OUTSTANDING WORKING CONDITIONS 354-6644

LEGAL SECRETARY - TROY
Defense litigation, word processing, spelling, organizational skills. Send resume & salary expectations to P.O. Box 394, Troy, MI 48099

LEGAL SECRETARY - Birmingham law firm seeks experienced legal secretary. Immediate opening for individual with Word Perfect knowledge. Heavy litigation in small paced office Call Jan 644-4433

- LEGAL SECRETARY POSITION
- LANDLETTE is a medical malpractice Bloomfield Hills law firm. Must be organized, able to prepare and file all types of pleadings, including Court of Appeals. Send resume to: Norma Butler, c/o 3853 Telegraph Rd., Ste. 103, Bloomfield Hills, MI 48302. Only experienced legal secretaries need apply.

LOOKING FOR a Special person to share some Temporary July 15,1991 to January 15,1992. Hours 9am-4pm Monday through Friday.
Overlefed position in busy direct mail operation. Requires good driving record and current driver's license. Must have good clerical skills & attention to detail. Must be reliable, dependable, a team player and self-motivated

Send resume with salary requirements and references to: Box 355 Target Marketing Services, Attention Ann, 29630 Orchard Lake Road, Farmington Hills, MI 48334

LOVE YOUR JOB
$14,560 FEE PAID
Imagine sitting at the huge, beautiful front desk of a large plush office located in a new Farmington Hills atrium building. This friendly, growing, professional company offers a fantastic benefits package and a competitive salary. Fee paid vacation after only 6 mos. If you have an outgoing personality & can type 50 wpm
Call Ann Marie at 851-3660
SNELLING PERSONNEL SERVICES
FARMINGTON HILLS

MAPLE/TELEGRAPH RDS.
Two to Four hrs. per Day.
Minimum 65 Wpm Typing & Computer Skills
Good Phone Skills
Light Bookkeeping &
Great Secretarial Skills.
$5.00 per hr. Call 258-6400
9am to noon ONLY

OFFICE ASSISTANT Full-time, minimum typing and computer skills required. Send resume and salary expectations to ROBERTA RATZ, 3143 W. 12 Mile Rd. Berkley, MI 48072

504 Help Wanted Office-Clerical

LEGAL SECRETARY - for Downtown Detroit firm, competitive salary & benefits.
Legal secretarial & word processing skills required. Reply in confidence with resume & salary requirements to: Box 340, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY for Southfield law firm with offices in downtown, located smaller building. Basic word processing skills required. Social Security experience a plus. Compensation commensurate with qualifications. Send resume to: Weisberg & Weisberg, 21850 W. 11 Mile Rd., Suite 202, Southfield, MI 48076. Or call, 350-1000

LEGAL SECRETARY
$24,000
Challenging & diversified position with small Farmington Hills firm. Good organizational skills. Lots of variety. Opportunity to advance. Full benefits. Call Ann 722-8750
SNELLING PERSONNEL SERVICES

MAIL ROOM/SUPPLY CLERK
Immediate full time opening, mail/supply clerk. Applicant must be energetic, responsible & have a good driving record. Full time with 1-5pm. Good communication/organizational skills, plus typing 45 wpm. Send resume to: Supply Clerk, P.O. Box 300, South field, MI, 48037.

MORTGAGE CLOSER
Established Birmingham mortgage company seeks individual closer experienced in FHA/VA/conventional closing. Salary commensurate with experience Contact Nancy at: 433-3300

OFFICE ASSISTANT - personable take-charge person needed for franchise company. IBM PC experience a must. Send resume with Kevin Livonia area. Call Jean at 591-9411

OFFICE CLERICAL
Northwest Detroit company seeks a dependable individual for an entry level position. Qualified candidate must be proficient in business skills with excellent telephone skills. Computer experience preferred. Light 2-3 & WordPerfect a plus. Wal Trainer. Excellent benefits package. Send resume to: Receptionist, Roger Zell, Loft Co., P.O. Box 413, Farmington Hills, MI 48332-0413
An Equal Opportunity Employer

OFFICE HELP - PART TIME
Doing light typing, filing & sales. 2-3 days per week, $5/hr. Radford 534-0071

OFFICE PERSONNEL
Immediate full and part time openings for experienced staff in:
- Word Processors (full software)
- Receptionist/Switchboard
- Typists
- Data Entry

Top Wages. Temp-Med Insurance. Paid Holidays & Overtime Pay

SNELLING
TEMPORARIES
Livonia 464-2100 Southfield 352-1300
NEVER A FEE

OPENING for full time staff position in Insurance Agency, located in Northville. Experience helpful. Please send resume along with salary history to: 21250 Haggerty River Drive South, Southfield, MI 48075 Attn: Personnel Director

PAYROLL SUPERVISOR
Top $ $ $ Benefits
Fast Paced, Major West Suburban Firm! Great benefits! Advancement! Need 2 years plus payroll and general Accounts Payable experience.
HIS ASSOCIATES AGY 534-4136

PHONE CONSOLE OPERATOR/
RECEPTIONIST
Experience with Northern BLS console helpful, but not necessary. Light office duties required in conjunction. Hours are 7:30 - 3:30pm, Mon-Fri. Paid benefits. Apply in person between 9-11 or 2-4 pm, anytime during that week between 8:30am to 11am and 1:30pm to 4pm to:
PSI, 11900 Mayfield, Livonia

504 Help Wanted Office-Clerical

OFFICE MANAGER needed for Troy mental health clinic. Experience required in billing, insurance, computer, bookkeeping and payroll. 4 days per week. Call Pat 524-9648

OPERATOR/RECEPTIONIST
Southfield business seeking person for light receptionist duties in pleasant light data entry environment. Mon-Fri, 8am-5pm. Send resume or letter to: Box 350 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

ORDER PROCESSOR
Personable and dependable individual needed to process orders. Includes solving sales & must! Word processing & telephone skills a plus. Hours are required. Interested applicants forward resume and salary requirements to: P.O. Box 30087, Bloomfield Hills, MI, 48301
An Equal Opportunity Employer

PART TIME RECEPTIONIST
12:30-5pm, 5 days/wk, busy Southfield office. Light typing, good technique, professional appearance, organized, reliable, responsible & pleasant. Apply at Exotic Rubber & Plastics, 34700 Grand River, Farmington, MI

PERMANENT, PART TIME
Work order clerk. Fast-paced Clean firm needs mature, office-experienced, motivated person Mon-Fri, 1-5pm. Good communication/organizational skills, plus typing 45 wpm. Send resume to: Supply Clerk, P.O. Box 300, South field, MI, 48037.

PLACEMENT
COUNSELOR
(PART-TIME)
A major temporary service in the Livonia area has an immediate part time opening for someone Mon - Fri, 1pm - 5:30pm. You must enjoy a fast paced environment & work on the telephone. 1 year office experience required.
Call Jill at 477-0575

PONTIAC garden center, Orchard Lake & Telegraph area needs person part time, mornings, must know computer literate - plant knowledge helpful. Call Bernhart unsen 476-1735
An Equal Opportunity Employer

RECEPTIONIST
For busy Optometric office Full time Canton area. 981-5832

RECEPTIONIST/
PERSONNEL CLERK
For Farmington Hills commercial finance company. Communication skills & experience. Send resume to P.O. Box 3139, Farmington Hills, MI, 48332

RECEPTIONIST/SECRETARY
Seeking to work in Southfield location. Hrs are noon to 8 pm with weekends work. Must have articulate voice & pleasant manner. Must have High salary to start. Call Mr. Dendis for interview after 12 noon 827-7114

RECEPTIONIST for Rochester Hills CPA office. Mature individual for multi line telephone system & client interaction. Some word processing & filing duties. Send resume with salary requirements to: Rochester CPA Associates PC, 445 S. Livernois Rd. Rochester Hills, Michigan 48307. No telephone calls.

RECEPTIONIST/
GENERAL CLERICAL
An enthusiastic, self-motivated individual is needed to answer phones and do general clerical duties. Light typing and phone voice and ability to handle fast paced environment needed with salary negotiable to 42300 depending on experience. Send resumes to Box 358 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
We have an immediate 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, admitting patients, tests, filing, typing & other related activities as assigned. If you enjoy dealing with people, have a pleasant telephone voice and are able to work under pressure in a fast-paced environment, we invite you to yourself to come in & apply Mon. thru Friday, 8am. A competitive benefit package is being offered.
HUMAN RESOURCES
FIRST FEDERAL OF MICHIGAN
MORTGAGE CORPORATION
27555 FARMINGTON RD
FARMINGTON HILLS, MI 48334
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

PROFESSIONAL Self-motivated Receptionist needed for growing Co. SalesTyped experience a plus. Personnel Director, 31 E. Long St., Ste 210, Bloomfield Hills, MI 48304

RECEPTIONIST with light typing 8:30am-5pm Mon-Fri. Benefits Resume to: Quadrants, Inc., Carla Ward, 31423 Stark, Livonia, MI 48150 or phone 261-9600

RECEPTIONIST/General Office to $17,000 Needs 40 wpm 3-5 yrs experience WordPerfect 473-7210
Women Owned Business

RECEPTIONIST/TYPIST
Experience preferred. Salary range $15,500 to $18,000 depending on skills. Send resume to P. O. Box 33087, Bloomfield Hills, MI, 48303

RECEPTIONIST For Private Country Club Full-time, 8:30 to 5pm. Tues, thru Sat. Must be experienced in general office duties. Call Barbara at 7-18-91 Call 313-437-7337

RECEPTIONIST
For small Southfield related firm. Multi-line experience only. General office duties. Benefits. Send resume & salary requirements to: Personnel Department, P.O. Box 214 W. 14 Mile, Suite 49, Bloomfield, MI 48322

RECEPTIONIST SECRETARY
Full time position for fast paced consulting firm. Position involves multi line telephone system, typing, positive attitude, good verbal skills & desire to help people. Terrific working conditions. Call Mr. Hume to Ms. G. Lipsec, 30 W. Big Beaver, Ste. 200, Troy, MI 48084

SALES SECRETARY
Non smoking company seeks sharp individual with good sales and good secretarial skills to work flexible hours. Typing 40-wpm and ability to work in a fast paced office. Send resume to: Sales Secretary, P O Box 300, Southfield, MI 48037

SALES SECRETARY
Fast paced company seeking experienced sales secretary. Must have staff 2-3 years experience word processing and perfect a plus. $18,000 + bonuses, benefits. Fee paid. Call Lynn at 464-0909
SNELLING PERSONNEL SERVICES

NEEDED IMMEDIATELY
Secretary for 3 days per week working for an attorney in Birmingham. Experience in using word processor required. Legal experience helpful but not required. Call Ms Warren at 642-9222

SECRETARIAL
For LANDLETTE MEDICAL Malpractice, experienced Rochester Hills Mortgage

STREAMWOOD
DESIGN CENTER
852-8434

SECRETARIAL - Small manufacturing representative office. Basic office skills needed. Full time $5/hr. Perfect for mature person. Non-smoking Livonia office 458-9160

SECRETARY EXPERIENCED for Home Sales office. Must possess a minimum 60 wpm, good phone skills & excellent organizational skills. Send resume to Box 352, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY for Farmington Hills general practice attorney. Mon, Wed, Fri. Word processor experience required 661-2676

SECRETARY - Minimum of 5 years exp. Word Perfect 5.1 required. Min 5.1 Previous international business experience helpful. Send resume to: Box 355 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Large regional Detroit firm with excellent growth record has immediate opening for a Senior Secretary. Top pay & Southfield location. Must have strong skills and desire to work in environment to qualify & a friendly, professional manner. WordPerfect experience preferred. Call Mr. Fortner Redzimski & Co. 26200 American Dr. Ste. 300, Southfield, MI 48034
An Equal Opportunity Employer

SECRETARY
One person office - computer, typing, word processor
Novi 476-1315

SECRETARY/RECEPTIONIST
Full time Secretary for busy sales and entertainment sales required. Please send resume to: Box 338, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

SECRETARY
FULL TIME
TEMPORARY OPPORTUNITY
Highland Superstores has a full time temporary opportunity available at our Corporate headquarters in Plymouth. We are currently seeking an individual with 2 years secretarial experience. Requirements include: PC knowledge, good typing skills & excellent communication skills. Knowledge of WordPerfect or Lotus 1-2-3 preferred.

We offer an opportunity to work in a dynamic, fast paced environment. Excellent benefits and employee discount plan. Please send resume or apply in person to:

HIGHLAND SUPERSTORES
Corporate Human Resources-S
909 N. Sheldon
Plymouth, MI 48170
An Equal Opportunity Employer

SECRETARY/MARKETING
A national medical management company in north Farmington Hills, is seeking an individual with excellent organizational, communication and typing skills. Background seeking a plus. Must have positive attitude. Please call or send resume
MedVisor
30057 Orchard Lake Rd., Suite 200, Farmington Hills, MI 48334.
An Equal Opportunity Employer

SECRETARY/RECEPTIONIST
needed for Farmington Hills real estate office. Must have accurate typing and light bookkeeping ability, to be dependable. Ask for Manager at: 474-3303

SECRETARY/RECEPTIONIST
Looking for better pay? How would you like to work for a real estate corporation director. If you enjoy working with people & have a positive attitude & are a articulate person call Mr. Warren for personal interview at 477-7141

SECRETARY RECEPTIONIST
$18,000
Be the front desk "PR" person for this famous automotive sales office. People ability & good word processing skills will be appreciated here. Fee paid. Call Bernie 464-0909
SNELLING
PERSONNEL SERVICES

SECRETARY - top notch. Full time. Troy firm needs your skills. 1 year secretarial experience, shorthand, Word Perfect a must, type at least 50wpm. Excellent benefits & salary. Flexible hours available. Call Lisa 828-3290

SECRETARY
We currently have a part time opening in our Regional Group Office for a mature individual. We are always working in a fast paced setting. This position requires good secretarial skills, proficiency in the use of the typewriter & personal computer, strong spelling, excellent grammar skills & attention to detail. This position also requires the ability to work well independently, to meet deadline pressure, the ability to prioritize work accuracy & attention to detail are a must. Minimum 3 years exp. in a major national life insurance company. We offer competitive salary, excellent benefits & the chance to assist in a rapidly growing environment. Salary begins between $17,500-$18,500 For confidential consideration, please mail your resume to Cecile Cole, Minnesota Mutual 777 Boston, Bloomfield Hills, MI 48009 777
An Equal Opportunity Employer

SENIOR SECRETARY
$22,000 No Fee
Excellent opportunity, with major Livonia firm! Great benefits!
General clerical! Need 60 wpm typing and shorthand!
RBS ASSOCIATES AGY. 540-4130

INTERNATIONAL
TELEMARKETER!
Immediate opening! Candidate must possess previous telemarketing experience and be familiar with international shopping. The position is full time, Mon-Fri, 9-5 but time. For more information, please call Susan at

ENTECH
SERVICES, INC.
336-8888

504 Help Wanted Office-Clerical

SECRETARY/RECEPTIONIST
High-tech Livonia company seeking a full time Secretary/Receptionist. Word Perfect and phone experience required. Excellent working environment and compensation.
Please call 462-2880
Or fax your resume to 462-4538

SECRETARY/Stenographer
Small fast paced team oriented office looking for individual with good communication and office skills. Stenographer, typing must be excellent benefits. Send resume with salary requirements to:
2200 N. Canton Center Road, Suite 170, Canton, MI, 48187.

SECRETARY TO $22,000
Troy north: Dabbledown, excellent clerical skills and super communications for their sales department. Shorthand a plus.
DIVERSIFIED RECRUITERS CO.
27730 Novi Road, Ste 104
Novi, MI 48377-3421
All Fees Paid 344-6700

TEMPORARY OFFICE MANAGER/Leasing Agent - For townhouse complex in north Farmington. Good phone manner and prior experience helpful. Call 10-5pm 334-6262

TERMINIX INTERNATIONAL - General office duties. Benefits. Full time training provided. Good pay & benefits, DCBS, Dental. Strong personal attitude, good verbal skills & desire to help people. Terminix International Novi 349-1070
W. BLOOMFIELD COUNTRY Club seeks sharp Receptionist. Phone, typing, menu, member contact. 855-1800, ask for office.

505 Help Wanted Food-Beverage

BAKERS KEYBOARD
World's Oldest Jazz Club
Now hiring Experienced Bartenders, waitresses & Host/Hostess (no previous experience necessary). Call 964-1201, 1-5 pm weekdays
20510 Livernois, Detroit, MI 48221

BARTENDER & COOK
Need responsible, dependable people to work part or full time. Free meals provided. Fox Hills Golf & Country Club, Plymouth 453-7272

BATES HAMBURGERS
33406 FREEMAN LIVONIA
2391 MIDDLEBELT
(FARMINGTON HILLS)
ALL SHIFTS
FULL & PART TIME
Meals & uniforms provided. Apply in person 8am-10am & 2pm-5pm

BREAKFAST COOK-EXPERIENCED Part time or full time. Call Ms. Gail 455-4754 Gail Alex, in downtown Plymouth, for interview 454-8410

COOK - experienced only, full time 4 days, 1 night. Apply 9-11am, 2-4pm. 31425 W. 12 Mile Rd, Farmington Hills

COOKS-BAR STAFF/WAIT STAFF
Apply in person
Keyboard Lounge, 1870 Wayne Rd, Westland 728-9330

DENNY'S
RESTAURANT
IN WESTLAND
We are remodeled for an exciting new look by July 22, 1991
Positions available
- Hosting
- Wait Staff
- Dishwashers
- Cooks

To apply and receive a same day interview, visit our OPEN HOUSE at DENNY'S IN PLYMOUTH at 39550 Ann Arbor Rd. on WEDNESDAY JULY 17, 1991 from 10am-4pm

EXPERIENCED Santa Cook position. National food chain is seeking a friendly, dependable person to management. Pleasant operations with challenging position offers you an excellent salary, commission and benefit package. Training provided. If interest contact Tim at 354-2299

RESTAURANT STAFF Cooks, wait staff, bus persons. Hiring now. Bartenders. Dishwashers. Apply in person. Hours 11 - 2 pm. 3pm-5pm at TAVERN ON 13 13 Mile at Southfield, or at Tavern Mae (formerly Michael's) a unique restaurant corporation restaurant

WABEK COUNTRY CLUB
Full & part time food staff as well as full & part time service assistant. Please apply in person 4000 Club Gate Dr., Bloomfield Hills, MI 855-8700

WAIT PERSONS - HOST PERSON
Part time nights Accepting applications Harry's 34825 Plymouth Rd. 425-1830

505 Help Wanted Food-Beverage

COOKS & KITCHEN HELP
$5.58 /hr, full/part time, flexible schedule. Excellent benefits. Apply in person between 2-4pm, Mon-Fri. Chik's, 20901 Haggerty Rd. Novi

COOKS WANTED
Apply in person
RAMS HORN RESTAURANT
Orchard Lake Rd. between 13 & 14. Apply either

DELI HELP WANTED
Full or part time, Apply in person. Apply in person, Tweeners Pizza & Party Shop, 24600 W. McNichols.

DINING ROOM & Kitchen staff. Now accepting applications for Le Lupa Grancarte, 183 N. Woodward, Birmingham 642-7070

EMBASSY SUITES
SOUTHFIELD
Has immediate openings for the following positions
• SALES MANAGER
2 years previous experience.
Excellent salary & benefits
• SOUS CHEF
Minimum 1 year Sous Chef prior experience with large volume restaurant catering operation
SERVIERS
Restaurant lunches and cocktails. Please resume and by resume or application to Human Resources Director
EMBASSY SUITES SOUTHFIELD
28100 Franklin Rd.
SOUTHFIELD MI 48034
NO PHONE CALLS PLEASE
An Equal Opportunity Employer

EXPERIENCED SHORT
Wanted for Downtown Plymouth restaurant For interview. 453-4933

MANAGER WANTED
Fast food Restaurant
Earn up to $300 per week
Ask for Mr. Ed 557-6826

MANAGER - 3 yrs experience fast food management. Career opportunity. Call Mr. Ed 10 to 1 from 7 Mile. Excellent benefits 473-7210
Steve Ferrand Personnel

NEAT DEPENDABLE PEOPLE
person needed to run employee food service in the Northville area. Must be friendly, make good sandwich & salad bar prep & fring. Hours are flexible
313-546-9003 for interview

NEW STORE OPENING
BUDDY'S CARRY-OUT
Attention energetic, self starters.
Now taking applications for:
COUNTER HELP & DOUGH MAKERS, PIZZA COOKS
Full & part time- will train- competitive wages
JOIN THE BUDDY'S TEAM
Apply in person at:
3637 Maple Rd
S.E. corner Maple & Lahser
Tues-Fri, 11am-3pm

POSITIONS AVAILABLE
• Bartender
• Cooks
• Host Person
Apply at:
El Nibble Nook Restaurant
27725 W. 8 Mile, Livonia
474-0755

Restaurant
Management Opportunity
National food chain is seeking a friendly, dependable person to manage their pizza operations. This challenging position offers you an excellent salary, commission and benefit package. Training provided. If interest contact Tim at 354-2299

RESTAURANT STAFF Cooks, wait staff, Bus persons. Hiring now. Bartenders. Dishwashers. Apply in person. Hours 11 - 2 pm. 3pm-5pm at TAVERN ON 13 13 Mile at Southfield, or at Tavern Mae (formerly Michael's) a unique restaurant corporation restaurant

WABEK COUNTRY CLUB
Full & part time food staff as well as full & part time service assistant. Please apply in person 4000 Club Gate Dr., Bloomfield Hills, MI 855-8700

WAIT PERSONS - HOST PERSON
Part time nights Accepting applications Harry's 34825 Plymouth Rd. 425-1830

505 Help Wanted Food-Beverage

WALLPAPER & PAINTING
Free Estimates
20 years Experience
Chris 261-7911

WALLPAPER REMOVAL
INSURED
ARNOLD GOLDIN 356-0496

471-2600
Papering Removal Painting
Plastering resisted repairs

285 Wall Washing

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