EMPLOYMENT

504 Help Wanted Office-Clerical

Inventory Control Order Processing Clerk

Experienced individual required for data entry, order expediting and order processing responsibilities in a high-volume purchasing environment.

The individual selected has good communication skills and organized and accurate. Previous experience in an IBM-PC is a must.

We offer a competitive starting salary, excellent fringe benefits and regular compensation incentives based on performance.

If you are qualified and wish to join a profitable, growth oriented company, send resume including salary history to:

ASSISTANT VICE PRESIDENT
FITNESS MANAGEMENT CORP.
P.O. BOX 2040
FARMINGTON HILLS, MI 48333

LEGAL SECRETARY - Small Down Birmingham law firm has immediate opening. WordPerfect required. Salary commensurate with experience. 642-1330

LEGAL SECRETARY
Experienced, for Farmington Hills general practice firm. Full time leading to full time. Salary commensurate with experience. 489-7070

LEGAL SECRETARY for small civil practice firm. Requires solid Word Perfect skills, experience in litigation, probate, workers compensation & appeals. Send resumes & salary to: Ms. Harper, 680-8811

LEGAL SECRETARY
Farmington Hills attorney with general practice and an emphasis on collection matters seeks a high skilled knowledgeable individual with proven ability to handle office management. 737-7170

LEGAL SECRETARY
MICHIGAN CORPORATION
Seeker & Secretary, experience 10 + years Civil Litigation sought for key position. Professional and relaxed office environment. Comprehensive benefits. Call Arthur Thomas at 355-4140

LEGAL SECRETARY TO $26,500
Plush suburban firm, strong litigation needed. Benefits include year end bonus, 401K, profit sharing.
LEGAL SECRETARY, $25,000
Defense litigation, product liability & pipe. Well known firm. Opportunity to advance. Full benefits.
LEGAL SECRETARY TO $24,000
Prestigious firm, probate or bankruptcy experience helpful or 2 years litigation.
ALL FEES COMPANY PAID
772-8780
SHELLING PERSONNEL SERVICES
Evening & Sat. Appts. Available

MAIL ROOM/SUPPLY CLERK
Non-smoking company seeks, mail/supply clerk. Applicant must be energetic, responsible, maintain a good driving record. Full time with flexible hours including some evenings & Saturdays. Send resume to: Supply Clerk, P.O. Box 300, Southfield, MI. 48037.

MARKETING SECRETARY
Leading national corporation needs word processing and clerical skills for creative atmosphere. To $8/hr. Call Sara at LINFORCE 357-0036

MEDICAL BILLER
Small Bloomfield office seeks responsible individual with good typing, filing & phone skills, to work with computer & insurance. Medical benefits available. Send resume to: Medical Biller, P.O. Box 634, Troy, MI. 48099

MESSENGER/ FILE CLERK wanted for full time position in our home office in Bloomfield Hills. Person must be responsible, detail oriented & have reliable transportation. Duties include: court filing, hand delivering legal documents, intern office filing & misc. projects. Please forward resume to: Human Resources, 2000 Bloomfield Hills Parkway, Ste 110, Bloomfield Hills, MI 48304.

OFFICE ASSISTANT for small but busy Manufacturing Co. Diversified duties: word processing, filing & light accounting. Will train. General office procedures & computer experience required. Great job for resourceful self starter. Resume to WHEELDREBANG, 33180 Industrial Rd. Livonia 48150

504 Help Wanted Office-Clerical

LEGAL SECRETARY
For general litigation and corporate law firm. Challenging position for experienced and well organized person with Wordperfect 5.1 knowledge. Send resume & salary expectation to: Hafer, Stettens & Schrader, 31000 Grand River, Ste. 340, Farmington Hills, 48336
NO PHONE CALLS PLEASE

MARKETING POSITION, Birmingham, 7 yrs exp. preferred in marketing, degree top grades required with good written & oral communication skills. Salary open. Fee paid.

ANSWERING SERVICE - needs reliable dependable person for absentee owner. Good phone experience & typing, $6/hr. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

MORTGAGE PROCESSOR
$30,000 FEE PAID
Retail mortgage experience needed for growing firm. Excellent environment and growth potential. Full benefits, suburban location. Mark, 649-3900 or FAX resume to 645-3326.
SHELLING PERSONNEL SERVICES OF TROY

OFFICE ASSISTANT
For small sales office. General office duties. Apple/Mac experience helpful. Customer service and organizational skills essential. Send resume and salary requirements to:
DESIGN INCENTIVES
24841 W. Warren
Dearborn Hts, MI 48127

OFFICE CLERICAL PART TIME.
1-5:30pm. Good typing skills. Apply at person. 13340 Merriman Road, Livonia.

OFFICE CLERICAL - Livonia firm needs full time office person for a variety of responsibilities. Phone contact with customers, manage accounts receivable & more. We require a high school diploma and basic computer skills. Salary and benefits commensurate with skills. Call between 3-4PM. 427-3810

OFFICE CLERICAL - Full time position for experienced individual with basic clerical skills (typing, data entry, reception/switchboard). Forward resume and salary requirements to:
PERSONNEL MANAGER
P.O. Box 2000
Bloomfield Hills, MI. 48305-2000
An Equal Opportunity Employer

OFFICE CLERK
Barton Malow, Michigan's second largest privately held corporation, has an immediate opening for a office clerk. Candidates must have excellent general office skills. We offer competitive salary and fringe benefits. Send resume in confidence to: Barton Malow Co., Attention Human Resources, 27777 Franklin Rd., Suite 800, Southfield, MI. 48034.

OFFICE/DATA PROCESSING
Person needed. Environmental testing facility. Computer experience a must. Send resume to: HVLI, P.O. Box 74804, Romulus, MI 48174

OFFICE PERSONNEL
Immediate positions available for all of the following skills:
SECRETARIES/TYPISTS
WORD PROCESSORS
(Kazarian/Berry Experienced Preferred)
CLERKS/RECEPTIONISTS
DATA ENTRY OPERATORS
OVERTIME PAY, HOLIDAY PAY, BONUSES, FREE PAID INSURANCE
Livonia, 484-2100
Southfield, 352-1300
SNELLING TEMPORARIES
NEVER A FEE

OFFICE POSITION - PART TIME available for small publishing company in Canton. Ideal for non-smoking college or co-op student. Person required Great job for resourceful self starter. Resume to WHEELDREBANG, 33180 Industrial Rd. Livonia 48150

504 Help Wanted Office-Clerical

OFFICE ADMINISTRATOR/ SECRETARY
Needed full time position with diversified duties. Must have clerical experience. Computer knowledge a must. ALL benefits paid. Duties include light typing, data entry, and answering phones. Please apply at:
2240 Avon Industrial Drive
Rochester Hills, MI 48309
An Equal Opportunity
Affirmative Action Employer

OFFICE HELP/FERRARIS - Part time for busy real estate office. Should possess typing & good phone skills. Must have own car for errands & should be familiar with the Birmingham, Bloomfield area. Great for high school/college student Ed. Hr. Call 8am-5pm644-8570

OFFICE MANAGER $24,700
Plush suburban office in Bloomfield In Oak Park. Must have excellent clerical & telephone skills for fast paced office. Casual dress O.K. Hrs. are Mon-Fri., 9:00-5:30pm. Send resume to: P.O. Box 21066, Detroit, MI 48221

OFFICE PERSON
Suite in accounting firm. Light typing, answering phones. Design & textbee 422-2782

ORDER ENTRY CLERK
Entry level. Full-time position, available in Livonia, for Data Processing Co. Typing 40-50 wmp & experience with 10 key calculator. $5.45 per hr. Call Ann at
Extension 5218 at 458-7000

PARALEGAL/SECRETARY
Detail oriented, self starter. Bookkeeping/collection experience helpful. Southfield area. 847-8500

PAYROLL
Clawson firm needs person Days for duties. Hours 1089 from 2nd through 10th of month, 30-40 hours/month. Previous experience. $6/hr. Call Schostak Bros. & Co., Inc. to set up interview at 357-8187

PAYROLL CLERK
Full time position available assisting Payroll Administrator. Candidate must possess excellent number ability and be detail-oriented. Some computer knowledge helpful. We train. Benefits available. Please call Schostak Bros. & Co., Inc. to set up interview at 357-8187

PERFECT FOR SENIORS
Southfield property management firm needs part-time, on-call office help. Flexible hours. Call Margie at 352-3300

PERSONNEL ASSISTANT
Entry level position. Applicant should be a leading. Phone, typing 35 wpm. Long term temporary.
ARBOR TEMPS 459-1166

PHOTOGRAPHY STUDIO is looking for a creative, friendly individual to act as office receptionist/clerk full time including some evenings & Saturdays. Birmingham Area. Call Annette Mon.-Wed., 1pm-5pm 642-1702

FAST-PACED W. Bloomfield office needs full time receptionist/Office General Clerical. Duties include phones, filing, typing, errand running. Applicant must be organized plus. Depending firm, good benefits. Call 649-5600 or FAX resume to 649-3326.
SNELLING PERSONNEL SERVICES OF TROY

RECEPTIONIST/TYPIST
Must be motivated with strong phone skills & typing 35 wpm. Min. 3-5 years experience. Send resume to: ASI, 24955 Hallstead Rd., Farmington Hills, MI 48335.

RECEPTIONIST - Opportunity to work in delightful environment. Part time position for responsible, mature person. Franklin area. 626-2451

RECEPTIONIST/CLERICAL
Needed by wholesale automotive distributor. Must be computer literate. Call Maureen or Linda at 477-1911
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

RECEPTIONISTS
Full and part time positions available throughout the Metro Detroit area. Must be a self-motivated, enthusiastic individual with excellent communication and telephone skills. Typing and word processing skills required. Please drop off a resume and fill out an application at:
29280 Northwestern Hwy. (a mile N. of 12 Mile on E. side of the road in the Northwest Plaza at Apartments Unlimited.

RECEPTIONIST
General office work. Note experience. Plush offices with Fortune 500 company. To $7.00/hr. Call 649-8600 Call flash at UNIFORCE 848-8500

RECEPTIONIST/SECRETARY
Part time position with hi-tech computer company. Knowledge of PC computers and WordPerfect a Plus. Send resume to: Dr. of Personnel, P. O. Box 87112, Canton, MI 48187

RECEPTIONIST for high energy computer company in Troy. Benefits included. Send resume to: PWT Inc., Attention: Personnel, 660 Kirts Blvd., Suite 100, Troy, MI 48084
No phone calls please

RECEPTIONIST
for fast paced family practice. Some evenings & rotating Saturdays required. Livonia 425-0780

RECEPTIONIST/OFFICE CLERICAL
for insurance agency in Bloomfield Hills. Good typing & phone skills a must. Call April 851-2280

RECEPTIONIST
full time position.
Weekdays, Livonia area.
462-6118

RECEPTIONIST
A personable, well groomed switchboard receptionist. Light typing, filing for brokerage office located in Bloomfield Hills. Call 647-3600

RECEPTIONIST - typing 40 wpm, experience with multi-line phones, pleasant sound. Good pay.
Call Pat at
ETD Temporary Service

RECEPTIONIST, FULL-TIME
Candidate must enjoy people. Duties include: answering phone, greeting customers, typing data entry & other misc. office duties. Apply in person: 33345 Grand River, Livonia.

RECEPTIONIST
With light book keeping experience for CPA office in Bloomfield Hills. Send resume to Personnel Dept., 1800 Woodward Ave., Ste. 200, Bloomfield Hills, MI. 48304.

RECEPTIONIST/CLERK
Troy professional office seeking immediate, full time, experienced person. Computer experience desired. Various duties, competitive salary. Call Donna Hance, BPGRO, 8:30-5pm. 649-5155

RECEPTIONIST
Medical office seeks pleasant, self-motivated receptionist. Filing, computer knowledge & accuracy a must. Pleasant work environment. Benefits & salary commensurate with ability. Send salary requirements to: 784 Dennison Ct., Bloomfield Hills, MI. 48302-7027

RECEPTIONIST
Leading marketing research firm needs part-time receptionist. 2-3 days per week, 8am-5pm, Monday thru Friday. Professional manner, light typing skills, excellent people communication skills. Experience preferred. 737-5315, ext 353
An Equal Opportunity Employer

RECEPTIONIST
FEE PAID
To $13,000
Troy company seeking your professional front desk skills. Data entry skills a plus. Light typing, phone, filing fun, good benefits. Call 649-5600 or FAX resume to 649-3326.
SNELLING PERSONNEL SERVICES OF TROY

RECEPTIONIST
A full time receptionist position is available in our Farmington Hills office. We are a seasoned, mature, professional and dedicated person to handle a busy front desk. Excellent phone and organizational skills are a must. We are a quality oriented company and are committed to customer Service. Full benefit package available, salary negotiable. Please call Maureen or Linda at 477-1911
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

RAPID ADVANCEMENT
$14,000 FEE PAID
Challenging Receptionist position in a lovely location. Lots of day to day challenges. Exceptional benefits package and an opportunity to grow with a company. Company requires typing of 60. Call Janice today for an opportunity of a lifetime. 851-3060.
SNELLING PERSONNEL SERVICES
FARMINGTON HILLS

RECEPTIONIST needed in Livonia area. Good telephone skills and basic typing ability. Computer knowledge a plus. You must be between 18-21 years old and a resident of Wayne County (not Detroit). Mature people call for appt. 464-1880
An Equal Opportunity Employer

RECEPTIONIST/TYPIST
Temporary long/short term assignments are available with company in the Livonia, Southfield, Farmington & Novi area for candidates that have the following requirements:
• Excellent communication skills
• Fast work speed
• Busy multi-line phone system
• Ability to work 40 hrs. per week
If you have these qualifications, apply in person, bring drivers ID & Social Security Card.
ACRO SERVICE CORP.
12197 N. Laurel Park Dr., Ste. 184
Livonia at 6 Mile & I-275

RECEPTIONIST
Two part time positions available in social service agency. Must be able to work:
1. Sundays from 3pm to 8pm & Tuesdays & Thursdays from 4pm to 8pm or
2. Mondays, Tuesdays & Thursdays from 10am to 3pm.
Interested applicants must have good communication skills; must be able to work under pressure; & must be available for additional hours if necessary. Previous switchboard experience a plus. Applications accepted at: St. Vincent & Sarah Fisher Center, 27400 W. 12 Mile Rd., Farmington Hills, MI 48334
An Equal Opportunity Employer
No Phone Calls Please

RECEPTIONIST/ CUSTOMER SERVICE
$16,000
THE POSITION:
Enthusiastic, businesslike, professional Receptionist (with extensive customer service involvement).
THE CANDIDATE:
Conscientious self-starter with excellent telephone manner and the ability to handle customer relations on good phone skills. Must have switchboard experience, word processing and would enjoy assisting our members.
THE COMPANY:
Where USA Health Spas Executive Offices in West Bloomfield, is leader in the fitness industry for over 35 years.
THE REWARDS:
Excellent starting salary, life and health care coverage, paid holidays and vacations, professional work environment, spa membership, full tuition reimbursement and much more.
Call Ms. Berry at:
FITNESS USA HEALTH SPAS
737-7200

SALES SECRETARY
Seeking mature person for fast paced non-smoking Livonia sales office. Position requires pleasant phone manner, excellent typing, computer & organizational skills. Send resume to: 2829 Steamboat Springs, Rochester Hills, MI 48309

SECRETARIES
Temporary position for long & short term assignments are available with excellent company in the western Oakland area. Positions for individuals that meet the following requirements:
• 1-5 yrs. secretarial experience
• Type minimum 55 wpm
• Experienced processing data Lotus 123 or wordperfect 5.0 or 5.1
• Excellent communication skills
If you meet these qualifications, call or apply immediately for appointment at 641-1100
ACRO SERVICE CORP.

504 Help Wanted Office-Clerical

RECEPTIONIST
To $18,000
Growing marketing company seeks phone person to handle calls for this promotable position.
Send resume or call:
DIVERSIFIED RECRUITERS CO.
27780 Novi Road, Ste.108
Novi, MI 48377-3437
All Fees Co. Paid 344-8700

RECEPTIONIST person needed to answer telephones and do light clerical duties. Hours, 8 AM - 5 PM, Mon. - Fri. No prior entry experience preferred. Typing speed 50 wpm minimum. Southfield area. 353-4110

SALES SECRETARY
Non-smoking company seeks sharp individual with strong phone and good secretarial skills to work outside hours. Typing, organized and ability to work well with others a must. Send resume to: Bill Jones, Personnel, P.O. Box 300, Southfield, MI., 48037.

SALES SECRETARY
Busy sales office seeking a Secretary with excellent typing, telephone, and organizational skills. Word processing/spread sheets helpful. Pleasant telephone manner. For an interview, call
Mary Cleveland at 474-0800

SECRETARIAL/CLERICAL
Send resume or call resume to: 30600 Telegraph Rd., Suite 3345, Birmingham, MI., 48010.

SECRETARY/
ADMINISTRATIVE ASSISTANT
Birmingham 424-8188 seeking well qualified individual to perform administrative duties. Word processing, Word processing/spread sheets (WordPerfect/Lotus 123). Some bookkeeping. Good pay and benefits for right person. Please send resume to: 888 Brown, Ste. 240, Birmingham, MI., 48009, Att: Chris.

SECRETARY/BOOKKEEPER
IBM AS and Lotus experience required. Please send resume, Write Fisher Center, 27400 W. 12 Mile Rd., Farmington Hills, MI 48334
An Equal Opportunity Employer
No Phone Calls Please

SECRETARY - Experienced secretary for Troy CPA firm. Must be experienced in word processing, shorthand/machine transcription and prior CPA firm experience preferred. Send resume & salary requirements to: BDO Seidman, 26555 Evergreen Rd., Suite 245, Troy, MI., 48084

SECRETARY
Experienced, fast growing SE Michigan engineering consulting firm. Position requires minimum of 3 years secretarial experience including computer literacy (word processing & lotus spreadsheet), excellent written/verbal communication skills, Responsible individuals typing, processing & filing of letters, transmittals, reports, specifications & contract documents, bid tabulations, meeting minutes, etc. Qualified candidate should submit resume, references & salary history to: McKinley & Associates, Inc. 456 E. Cady St., Northville, MI. 48167. Attention: R. Warner
— Equal Opportunity Employer M/F —

SECRETARY - Fast growing small business needs Secretary with good speaking voice, pleasant attitude, typing, filing and answering phones. If interested please call Jodie between 8AM-5PM 535-4808

SECRETARY
For YMCA program department. Minimum high school diploma & 3 years of office experience. Experience with word processing. Typing is necessary. $13,000/year and full benefits. Call 851-2100 Farmington Rd., N. Mile N. of 12 Mile.

SECRETARY - Full time. Typing, organizational & math skills a must. $13.50 hr. Call Sally at Uniforce. Attention: Tammy. 24450 Evergreen, Southfield, MI 48075.

SECRETARY I
INTERNATIONAL CORPORATION
Michigan based company seeks two years work experience, 55 wpm typing, knowledge of word processing from within, tuition reimbursement. Call Arthur Thomas at 355-4140

TEL-TEC, a growth oriented company located in Farmington Hills, has full time position available for a sharp, motivated person who can type at least 60 wpm, possess clerical experience preferred but will train the right person. You must be 18-21 and a resident of Wayne County (not Detroit) to be eligible for the program. Call for appt. 464-1880

SECRETARY
New position in 2 man law firm across from Somerset Mall. Wordperfect experience essential and personal being helpful. Send resume: Franklin D. Koory, 3155 W. Big Beaver, Ste. 100, Troy, 48084.

SECRETARY - part time, 25-30 hrs. Typing. Send resume to: V.B.C. Inc., 45400 Grand River, Unit H, Novi, Mich 48375

SECRETARY: Real estate secretary, receptionist. Prefer experienced but not absolutely necessary. Good speaking voice and pleasant attitude. Full time position. Farmington Hills area. Ask for Broker: 474-3303.

SECRETARY/RECEPTIONIST
For CPA firm. Full or part time. Send resume to: Secretary, 7125 Orchard Lake Road, Suite 106, West Bloomfield, MI 48322.

SECRETARY/RECEPTIONIST
Troy law firm seeks highly motivated, full time. Skills required: accurate typing, good grammar and communication, word processing experience. Please call 643-8002

SECRETARY/RECEPTIONIST
Part time to assist various departments. WordPerfect 5.0/5.1, Alpha 3 and Lotus helpful. Apply in person, 1400 N. Woodward, Suite 150, Bloomfield Hills. 644-5400

SECRETARY RECEPTIONIST. Good organizational skills, good typing ability, pleasant telephone manner. Word processing experience helpful. Full time with benefits. Begin immediately. Send resume to: Seniors Unlimited, 53 W. Huron, Pontiac, MI 48342. Attn. Dorothy

SECRETARY/RECEPTIONIST
Telephone, billing. Typing 50wpm, computer experience. Full time position. Southfield office. 358-3732

SECRETARY/RECEPTIONIST
Southfield law office. Legal experience necessary. Bank/corporation, 70-80wpm, WordPerfect 5.1. Salary dependent. Call 313-354-5540

SECRETARY/RECEPTIONIST -
If Farmington Hills machine shop has immediate, full time opening for person with good, all around office & phone skills. Good computer skills required, recent experience in manufacturing office, must be self starter. Salary negotiable, benefits, paid holidays & vacation. Please send resume to Personnel Dept. P.O Box 4234, Farmington Hills, MI 48332 Attn Mary

SECRETARY
Southfield construction/property management company is seeking experienced individual with excellent organizational, communication and typing skills. Must be proficient with Word Perfect. Send resume with salary requirements to: Secretary, P. O. Box 3011, Southfield, MI., 48086

SECRETARY TO V.P.
$23,000 No fee
Advancement opportunity in Livonia! Great benefits! Need 60 wpm typing, speaker/typing, 3-5 yrs experience.
RBS ASSOCIATES AGY 540-4130

SECRETARY
Troy law firm with trusts. Office experience. WordPerfect & excellent typing skills essential.
643-4444

SECRETARY - Troy. For manufacturing rep sales office. Required sales clerical and computer skills. Must be good at telephone customer contact and have number skills. Call 9-4 daily 648-3100

SECRETARY - West Dearborn general practice law firm needs part time, computer friendly experienced Secretary. Hours/Days flexible. Compensation negotiable. 277-2585

504 Help Wanted Office-Clerical

SALES SECRETARY
Applications being accepted for an experienced sales and general office secretary for specialty metal company. Required skills include shorthand, error free typing, familiarity with computers & word processing software, excellent telephone manners & a dedication to customer service. Mail resume to: 2V Industry, Inc. Attn. L.O. Hale, 46583 West Rd., Wixom, MI 48393

SECRETARY - Part time for older adult program, Pontiac office of a non-profit agency. Experience in WordPerfect and Word processing. Resume To: Director, RSVP, Catholic Social Services/Oakland, 50 W. Huron, Pontiac, MI., 48341.
An Equal Opportunity Employer

SWITCHBOARD OPERATOR
Front office position for individual with sharp operator skills. The right candidate must be articulate & upbeat & able quickly to handle a large call volume on multi line system. Experience on Rolm CSX helpful. Salary & benefits.
Join the team of Michigan's largest tow operator.
HAHN TRAVEL - SOUTHFIELD, MI
Call Ms. Green between 2-5pm
352-4000

SWITCHBOARD OPERATOR
Experienced with multi-line phone, help with general office duties, light typing. Apply in position, Contractors Lumber, 30600 Ann Arbor (near Lewen), Livonia

SWITCHBOARD OPERATOR
Fast paced Southfield company desires receptionist with superior telephone manners and a pleasant front desk appearance for a busy switchboard. Send resume to: P.O. Box 300, Southfield, MI. 48037.

SWITCHBOARD OPERATOR
Birmingham 646-7001

Contingent position available. Must be able to work, call schedule including all holidays. Interested applicants may come in and complete an application at:
DMC HEALTH CARE CENTERS
WEST LAND
41939 W. 12 Mile Rd.
Novi, MI., 48337
Affiliated with The Detroit Medical Center. An Equal Opportunity Employer.

SWITCHBOARD POSITION
Full time. $200/month to start. EXPERIENCED ONLY. Please call between 9:30am-11am. 442-0550

Rolm or Horizon experience. Experience on 45 line system with growing Farmington area company. $7.50/hr. Call Ruth at UNIFORCE 473-2935

TELLERS
Suburban bank has part time positions available for tellers. Teller experience required. Pay commensurate with experience. Full benefits package pay $6.58 per hour. Apply in person Mon., Sept. 16 from 9am-5pm at 29811 Industrial Rd., Livonia (off Grettot between 14 Mile & Maple Rd.)
An Equal Opportunity Employer

TEMPORARY RECEPTIONIST
For busy Farmington manufacturer could lead to permanent. Excellent phone manner and word processing skills. Send resume to: P.O. Box 650, Northville, MI 48167

TYPIST - needed 11-2 daily. Experience on Wordperfect 5.1 a plus. Salary, at least 50wpm, $10/hr. Call Joan. 540-4880

WORDPERFECT 5.1
Administrative assistant position for Livonia 300, 1 yr. Call Sharon at UNIFORCE 646-7661

WORD PROCESSING
Immediate opportunity for qualified word processors with experience on Multimate, Officewriter or WordPerfect. To $8.50/hr. Call Sally at UNIFORCE 357-0648

WORD PROCESSOR
For growing Farmington law firm. 3 years experience. Pleasant working conditions for hard-working, competitive salary and benefits. Send resume to: Box 706, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORD PROCESSOR for busy Farmington Commercial Real Estate office. Must have excellent typing speed of 70wpm & accuracy, punctuation, proofreading skills & telephone experience. Must be able to handle busy multi-line phone system. Knowledge of Real Estate terminology helpful. Salary commensurate with experience. Send resume to: Box 706, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORD PROCESSOR
LEGAL SECRETARY
Bloomfield Hills law firm seeks experienced legal secretary for deposition and word processor for litigation/ Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORD PROCESSOR
2ND SHIFT
Transcription/secretarial duties. Non smoking office. Superior benefits & salary. Pleasant, outgoing manner for a busy medical/legal office. Professional appearance, word processing/computer knowledge. 5PM to 1:30 AM. Send salary requirements & resume to: Box 706, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

505 Help Wanted Food-Beverage

ALBIES PASTY & SUB SHOPS
Expanding to Howell, Michigan. Join a growing company with a great future. Experienced, self-motivated Managers. Resume to P. O. Box 52285, Livonia, MI., 48152

ASSISTANT MANAGERS
Experienced only for Lone Star Restaurants. Call Kathy, Mon.-Fri., 1-5pm 262-1780

HIRING experienced Banquet Wait Staff & Set Up Crew. Willing to work both weekdays & weekends. Inquiries at the Laurel Manor Banquet & Conference Center, 39000 Schoolcraft Rd., Livonia. 462-0770

BANQUET POSITIONS AVAILABLE
Bus Help & Set-up Help
Dishwashers, Wait Staff (18/older)
Uniforms provided. Weekend days & nights. Excellent for students & homemakers. Call 10am-3pm for appointment, ask for Chef 728-0105

BOOKKEEPER
Day host position with book keeping experience necessary
Experience necessary
OCEAN GRILLE
Birmingham 646-7001

BUDDY'S PIZZA - LIVONIA
Now hiring AM and PM Cooks, Prep/Line/Pizza. Excellent wages, flexible scheduling, great team work atmosphere. No experience necessary, we will train! Apply in person anytime, 33805 Plymouth Rd.

BUS PERSON
DISHWASHER
PREP COOK
Apply in person
BEVERLY HILLS GRILL
31471 SOUTHFIELD RD
BETWEEN 13 & 14 MILE ROS

BUSPERSONS & DISHWASHERS
Full & part time - all shifts. No experience necessary. Ram's Horn, 27235 Ford Rd., Dearborn Heights. 563-1331

BUSSER/VALET Parking Attendant, 2-3 lunch plus, 2-3 dinner shifts per week, valid drivers license required, excellent tips. Round Table Club in Plymouth, 453-1626

505 Help Wanted Food-Beverage

BANQUET SERVERS
Part time.
The Plymouth Manor 455-3501
Ask for Chuck

BAR PERSON - Days, full time. Bar, grill $4.50/hour. Redecorated. Apply Woodward Bowl, 30000 Van Horn at Allen Rd.

BARTENDERS
Nights & Weekends. Some management duties included in job. Good working conditions in a fun smoke phere. Sheehan's On The Green, 8 Mile at 275. 420-0648

BATES HAMBURGERS
33406 Five Mile, Livonia
22261 Middlebelt, Farmington.
Full & part time, days, meals & entrees available. Apply in person 8am to 10am & 3pm to 5pm.

BOB EVANS SOUTHFIELD
Now hiring evening waiters & waitresses, good pay, premium benefits. Also hiring kitchen cooks, start $5.50-$5.75 hr. Full benefits.
Do not phone!
Apply 1014 E Telegraph

BUS ATTENDANTS
$3/hr. plus tips. Apply in person: 22575 Farmington Rd.
Farmington Hills, MI 48336 477-1000

CAFETERIA HELP
13 mile & Telegraph, Deyarmk. Mon. thru Fri. All positions. Food prep, Servers, Cashiers, Bus & Dish utility. Hours are 8 hour benefits available. For appointment. 683-1708

CASHIERS, WAIT STAFF (AM & PM)
COOKS, Dishwashers/Bus Person
Great hours, great pay.
Jane's Place Cafe. 334-3840

COOK FULL-TIME
Three days around. Dearborn Heights area. 4pm to Midnight. Good Pay. Call 274-8400

COOK
Our contemporary American cuisine offers an excellent opportunity for an experienced Cook.
Lunch & dinner shift.
OCEAN GRILLE
Birmingham 646-7001

COOK - PART TIME
CHAITER'S CHANGE
Apply in person:
7640 N. Wayne Rd., Westland

COOKS, Full or Part-Time
Mr. B's Food & Spirits
423 Main, Rochester Area
Call. 651-6534

COOK (short order) wanted. Also waitress wanted. Apply in person Mon., Wed., Fri., 2-4pm, Cowsey, 33334 Grand River, Farmington.

COOKS & KITCHEN MANAGER
Good pay. Full and part time. Day & evening shifts. Apply in person 27225 W. Warren, Dearborn Hts.

COOKS WANTED
At Mr. B's Farm. Must be willing to work nights and weekends. Wages negotiable. Apply in person:
24555 Hallek Rd., Novi

COOK, 3-11 PM, 2 openings. One for line Cook, one for cold foods (Garde-Manger). Benefits.
352-1632

COUNTER/BAKER - Great for homemaker. Yogurt shop, baking & light food preparation. 10-4. Part time. Ask for Brian. 352-8556

COUNTER PERSON
For small Livonia/Farmington area gourmet bakery. Nice place to work. Full time. 477-1720

COUNTER SALES
BUS PERSON
Apply in person:
RICHARD'S DRESS
273 PIERCE ST.
DOWNTOWN BIRMINGHAM

DELI COUNTER PERSON
part time. Mon. thru Fri. 8:30am-3pm. Flexible for 4 days, experience not necessary. 356-7260

DIETARY AIDE - needed, dependable, part time days. Eve., 3-6pm. 7 days/week & 40 hr/wk. Plymouth Ct. Nursing Center 455-0510

WORKING HEAD Dishwasher & part time Dishwashers for Banquet Center, inquire at Laurel Manor Banquet & Conference Center, 39000 Schoolcraft Rd., Livonia. 462-0778

DISHWASHER
Mayflower Hotel in Plymouth. 453-1632

DISHWASHER WANTED
Good pay, days only. Mike & Telegraph area. Call Louis at 937-3375

EXPERIENCED COOKS ONLY
Apply within.
JALAPENO PETE'S
33230 Grand Rd., Westland

FAMILE'S CHICKEN
Shift manager, position requires experience in food service. Full time. Offers opportunity for future advancement. Call Julie 362-7374

GREENERY EXTENDED CARE CENTER
COOKS WANTED
Day and swing shift available. Therapeutic cooking background required. Company paid health insurance available. Work in an enthusiastic environment.
Apply in person Monday through Friday between 8am and 3pm at
24225 Grand River
Farmington, Mich
(between Farmington Rd. & Drake)

HOST/HOSTESS
& BANQUET SERVER
Apply in person at Clarion Hotel, 31125 W 12 mile Rd., Farmington Hills, MI 48334

HOST PERSONS/BUS HELP/CUSTODIANS needed for Newest Greek Restaurant. Must be hard worker, between 16-21 years old and live in Wayne County (not Detroit). If interested call for an appt 464-1880
An Equal Opportunity Employer

HOST PERSON & WAIT PERSON
Full/part time. Both shifts.
Apply in person: Thomas's Restaurant, 33811 Plymouth, Livonia

HUNGRY HOWIE'S PIZZA now accepting applications for experienced Drivers, must have good driving record. Also full & part time Assistants & Pizza-Makers Opportunities and management available. Please contact Tony after 4pm. 721-0600

KENNY'S FOOD & SPIRITS now hiring part time bus persons, experienced wait & bar persons. Must be able to work weekends. Please call between 10am-1pm 459-4020

KENTUCKY FRIED CHICKEN
In Birmingham needs cashiers, general kitchen help for evening shift 4pm-10:30pm. Full or part time. Earn $4.50-$4.00 per hour.
Call for appointment 646-0068

LINE COOK - PM SHIFT
Matt Brady's Tavern
31231 Southfield, Birmingham
642-8422

LONG JOHN SILVER'S
positions available, breakfast/part time, days or nights. Apply in person 264-50 Plymouth Rd. Redford, 30210 Ford Rd., Garden City.

MANAGER
Dining Room. Experience required. Full benefits. Great opportunity for the right person. Call
Sweet Lorraine's Cafe. 559-5985

MANAGERS ASSISTANT. Small Southfield restaurant seeks help to prep and assemble food, full & part time positions available. Flexible hours and & great work environment. Call Cathy 8 days 352-5370

NOW HIRING Day Wait and Food Help. Apply in person Pizza Hut, 35300 W 10 Mile, Farmington, at Grand River

NOW HIRING FOR ALL SHIFTS
Lots of hours available. Apply at McDONALD'S, 720 Ann Arbor Rd., Plymouth, or call 453-4780

PANTRY (salad & kitchen prep) Full time/Eves. Experience helpful. Apply in person, 22575 Farmington Rd. or call AFTER 3PM 477-1000

505 Help Wanted Food-Beverage

LIVONIA CHARLEY'S Restaurant is now hiring for day and evening, full and part time positions. Waitstaff, Bussers, Bartenders employment available. Apply in person:
31901 Schoolcraft, Livonia.

MAX & ERMAS
LIVONIA'S HOT SPOT
is looking for energetic people to fill the following positions. Dishwasher, Bussers, Line Cooks. Part or full time available. Flexible hours. Competitive benefits and wages. Apply in person, Mon.-Fri., 2-3pm, 31714 W. 8 Mile, (Laurel Park place next to Jacobson).

MITCH'S
4000 Cross Telegraph Rd
Waterford
Hiring now for:
COOKS
WAIT STAFF
BUS HELP
Full/Part time. Competitive wages. Apply in person only.

LUXURY HOTEL seeking a talented Pastry Chef. Hours negotiable but flexible. Send resume or apply in person: Executive Hotel, 100 Renaissance Blvd., Northville, MI 48076 Attn: Food & Beverage Manager.

PIZZA MAKER
Experienced only. Flexible hrs. Top pay. Apply in person: 24286 Novi Rd., Novi, or call 348-1111

REFRIGERAN, HVAC license required. Must be well versed in electrical, plumbing and carpentry. Maybower Hotel in Plymouth. Room & board provided if needed.
453-1632

RESTAURANT MANAGER -
Experienced needed; working Kitchen Manager/Chef, night shift. Day & High Volume Bar which includes Wine Service. Apply in person between 3-5pm at:
SHIELD'S RESTAURANT,
25101 Telegraph, Southfield.
No Phone Calls

RESTAURANT MANAGER
Minimum 2 years fine dining managerial experience & must Chairsketch Restaurant is seeking a well organized people-motivating individual to assist in maintaining our fine dining facility. Must be able to work weekdays, weekends, holidays as needed. Benefits available to those who qualify. Apply in person.
HOUSE OF HUNAN - DEARBORN
22900 Michigan
Mon.-Thurs. 3pm-3pm
An Equal Opportunity Employer

RESTAURANT MANAGERS
All locations. Outside. Good pay and benefits. Send resume to: Mr. B's Pub 215 S. Main, Royal Oak, MI 48067.

RESTAURANT STAFF
• Bussers
• Cooks
• Host/Hostesses
Apply in person:
Tavern On 13, 17600 W. 13 Mile
847-7747
A Unique Restaurant Corp. Venture.

RETAIL/SPECIALTY FOOD
Suburban location. 5 day week, day hours. $ 14,000, great benefits. Contact: Ann Marie Prevost 932-1170 Harper Associates, 29111 Middlebelt, Farmington Hills, MI 48334

SALVATORE SCALLOPINI
Auburn Hills, now hiring Line Cook and Dishwasher, experienced only. Apply in person, 2-4pm, at:
2612 N. Squirrel Rd. (at Walton)

SAUTE COOK
excellent growth opportunity under Chef Fernando. Must have experience required, competitive pay, benefits. Uniforms. Ernesto's Italian Restaurant 453-2002

SERVERS
Full & part time positions. Apply in person between 2-4pm. Ted's, 845 Opdyke, Auburn Hills 373-4440

SERVERS
Part time and full time, days position available. Great benefits. Apply in person 2-4pm Mon.-Fri.
THE GROUND ROUND
30005 Orchard Lake Rd. or
Farmington Hills
3310 N. Woodward
Royal Oak

SHENANDOAH COUNTRY CLUB
In W. Bloomfield is now hiring
Wait Staff &/hour.
Please call 683-6383

SHORT ORDER COOK and Wait Person needed for Orchard