EMPLOYMENT

504 Help Wanted Office-Clerical

MACINTOSH WORD PROCESSORS
NEEDED
• Top Dollar
• Graphics a plus
CALL TODAY
WOLVERINE TEMPORARIES
358-4270

OFFICE ADMINISTRATION
Environment consulting firm needs dynamic business professional to work in our Farmington Hills office. We are currently seeking a motivated, career-minded individuals for the following opportunities:

ACCOUNTING SPECIALIST
• Have extensive experience with Lotus, Paradox, Dbase IV & Word-Perfect 5.1
• Be able to design & maintain management operating reports
• Associates degree in Accounting preferred.

WORD PROCESSOR
(Full time and Part time)
• 2 years experience with Word-Perfect 5.1. Knowledge of Data Base programs a plus.
• Excellent typing (60 wpm) with good attention to detail, excellent spelling & grammatical skills.
• Table experience preferred.

Please submit resume and salary requirements to:
EnscoTech Midwest, Inc.
39251 Country Club Drive
Suite B-40
Farmington Hills, MI 48331
EOE
313-489-0806

OFFICE CLERK - part time, flexible hours, $5 an hour. Farmington Hills 471-4121

PAYROLL CLERK
High volume payroll experience needed for manufacturing facility in northern suburbs. CONTROL DATA experience is preferred. Bachelor's degree & Lotus required. Salary $25,000 to $30,000.
Call or send resume.
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410 Fee Paid
Agency

POSITIVE, OUTGOING PERSON to fill part-time office position in one of Michigan's premier home furnishing showrooms. Includes nights and weekends. Experience preferred. Computer knowledge a plus! Must possess excellent Customer relation skills. Call for an immediate appointment, 642-0070 or apply in person at:
Scott Shuptrine
41111 Michigan/Grand Road
Bloomfield Hills

RECEPTIONIST
For pleasant non-smoking law office in Southfield 1 yr. experience. Light typing. Approx. 30 hrs/wk. 358-0111

RECEPTIONIST
Full time, for fast-paced professional Troy office. Excellent benefits. Send resume to: Barbara C. 1680 Crooks Road, Troy, MI 48084

RECEPTIONIST
For a Wild & Crazy Office
Call Beth 642-8590

RECEPTIONIST. Busy sales office requires specialized receptionist to handle phones & diverse duties. Must have excellent phone presence & good typing skills. Send resume to Jim Maddon, P.O. Box 509, Plymouth 48170

RECEPTIONIST
Part time for busy Birmingham commercial Real Estate office. Must be able to handle busy multi line phone system and light typing. Knowledge of Real Estate terminology helpful. Hours needed 1 to 5pm Mon. thru Fri. $7/hr. Call Mary at 646-7701

RECEPTIONIST, PART-TIME
Mon-Fri., 1-5pm. Receptionist & secretarial duties. Will train. Must have pleasant phone personality. Send letter of interest with salary requirements to: Kurth Insurance Agency, 28525 Warren, Garden City, MI 48135

504 Help Wanted Office-Clerical

FRONT DESK RECEPTIONIST needed for doctor's office. Mature, ambitious, friendly person to greet patients and answer phone, etc. Must be flexible. Some evenings & Saturday mornings. Send resume to: Mrs. Jud Carr, C/O 618 Helen, Garden City, MI 48135.

RECEPTIONIST - EXPERIENCED
For busy office. PC knowledge of WordStar and Lotus. Hours 8:30-5 Mon.-Fri. Pay commensurate with experience. Send resume to:
Retirement Funding Corp., 30100 Telegraph Rd., Bu. 170, Birmingham, MI 48025

RECEPTIONIST
Major Livonia manufacturer has opening for Room or Dimension experienced professional. To $7.50/hr. Call Rose at UNIFORCE 473-2931

RECEPTIONIST/CLERICAL. Full time, with benefits. Must have at least one yr. experience in Word-Perfect data entry. Excellent phone skills. Ideal home typing. Send resume to: Novamed Technologies 17801 Newburgh Rd, Livonia MI 48150

RECEPTIONIST
full time, light typing & answering phones. Birmingham area. Ask for Denise 647-9780

RECEPTIONIST/GENERAL OFFICE
30 hours per week. $5/hr. to start. Good people skills. 7 Mile & Middlebelt area, Livonia 478-8900

RECEPTIONIST
7 lines, busy, professional Southfield office Word Perfect. 10 wks. $7.
TEMPSTAFF 645-0900

RECEPTIONIST - 56 wh hour. Full time or part time. Michigan Institute of Real Estate, 17199 Laurel Park Dr. N., Suite 40, Livonia, MI 48152. Call 478-4585

RECEPTIONIST - Good phone manners, light typing & clerical duties. Good benefits. Send resume to: Box #3848, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Busy construction office in West Bloomfield has an opening for a mature receptionist with good communication skills. Must have good typing & word processing. Permanent, full-time position. 737-8800

RECEPTIONIST - For Bloomfield Hills office. Entry level position. Duties include: telephone, general office, word processing. Send resume to: Personnel Manager, 838 W. Long Lake Rd., Suite 250, Bloomfield Hills, MI 48302.

RECEPTIONIST/Assistant for Roofing Materials Dr. office. Must have basic clerical skills & excellent personality for dealing with people. Experience helpful, but will train natural qualified person. To apply, phone 8am-7pm. 852-8466

RECEPTIONIST
Full time position for enthusiastic responsible person with good communication skills. Previous experience required. Resume with salary required. Send resume to:
AVQ, 41133 Vincent Ct., Novi, MI 48375. Attn: Office Manager.

RECEPTIONIST
Receptionist needed two weekends a month, (hours - Saturday 9-5, Sunday 11-4) plus two weekday afternoons 1-5, for a prestigious real estate firm in Birmingham. General office duties, light typing.
Call Margie at 644-5300

RECEPTIONIST/Secretary. Butler Paper, a Fortune 500 Co. is seeking an experienced and mature receptionist. Duties will include typing, invoice auditing and filing. We offer a competitive salary and excellent benefits. Please send your resume with salary requirements in confidence to: BUTLER PAPER, PO Box CN5580, Livonia MI 48150

RECEPTIONIST/
WORD PROCESSOR
Looking for a mature, enthusiastic, hardworking self-starter with a pleasant personality to work in a professional environment in Bloomfield Hills. Excellent typing, grammar & spelling skills required. Word Perfect 5.0 a must, with at least 1 solid yr. recent office experience. Ask for Betty 258-5900

RECEPTIONIST/SECRETARY
Expanding Computer Co. seeks responsible person for light clerical and telephone. Apply in person Mon thru Fri, 8-5pm. 33211 Plymouth Rd. Livonia.

SALES ASSISTANT
$320. Weekly No Fee
Great Livonia firm! Top benefits! Advancement! Need cheery person with 1-5 yrs. sales office experience. RBS ASSOCIATES AGY. 540-4130

504 Help Wanted Office-Clerical

RECEPTIONIST/CLERICAL
Part time position with major skilled receptionist with good typing skills. Computer experience is helpful. Hours will be Monday - Friday, 8am to 12:30pm every day. Livonia area. Must be proficient in word processing & transcription. Some bookkeeping experience preferred. To arrange interview call Harvey:
474-8090

Secretary
LEGAL SECRETARY
Maryland Casualty Company is one of the nation's top 25 property and casualty insurers. We are currently seeking a Secretary for our growing Bingham Farms staff legal office who is a motivated, self-starter with a minimum of 2 years office experience, 65+ wpm typing, dictaphone, WordPerfect and strong spelling/language skills. Experience in the legal field, particularly in personal injury and worker's compensation is also required, as well as familiarity with medical terminology.
We offer a competitive salary and comprehensive benefits, including 401k savings plan. Please send resume and salary history to: Debbi Casteel, Maryland Casualty Co., 3910 Keswick Road, Baltimore, MD 21211. Or, FAX your resume locally to: Bingham (313) 540-6805. EOE. Smoke Free.

SECRETARY - PART TIME
Ideal 30 hours per week, experience with computer operating and spreadsheet. To $9.50/hour.
Call Patty at 851-8000 646-7663

WORD PROCESSOR
Must have exp. on
DATA ENTRY CLERKS

Top pay for your skills! Call today for an appointment. Holiday Pay, Bonuses, Temp-Med Insurance, Top wages

Livonia, 464-2100
Southfield, 332-1300

SNELLING TEMPORARIES

504 Help Wanted Office-Clerical

SECRETARY
CORPORATION
We are seeking a secretary with strong skills (53 + words) and a cheerful personality for advancement potential. Competitive salary, M/M, dental, tuition reimbursement.
Call Karen Thomas, 336-4140

SECRETARY/RECEPTIONIST
For Birmingham Office. Responsibilities include Accounts Receivable, typing at least 60 wpm, data entry, answering telephones. $12,480 to $14,560. Benefits after 90 days. Send resume to: 30600 Telegraph Road, Suite 1301, Bingham Farms, MI 48010. Attn: Office Manager.

SECRETARY/RECEPTIONIST
Farmington Hills Law Office has opening for person with good secretarial and phone skills. Must be able to meet public. Use of computer & music. Type 50-60 wpm. Recent 3-4 years Secretarial experience. Salary commensurate with experience. Call Monday through Thursday, 8am-5pm. 473-8305

SECRETARY
TRANSCRIPTION TYPIST
Part-time. Multiplication of Word Processing experience. Pleasant surroundings. Call Mrs. Hoffman at Roskop & Associates, 28555 Evergreen Rd., Ste. 1513, Southfield, MI 48076

TELEPHONE REPORTERS
Southfield firm seeks full & part-time reporters. Must have knowledge of credit reports. Good typing skills & clerical experience required. Respond with brief resume to P. O. Box 256 Detroit, MI. 48231-0256

ATTN: HARRY
(Marketing)
An Equal Opportunity Employer

TYPING, light bookkeeping, familiar with computers. 40 hours per week. Southfield location.
Call for Interview, 258-1130

TYPIST/GENERAL OFFICE

FAST paced manufacturing firm, Livonia area, seeking experienced typist for two positions. Good data entry. Knowledge of shipping procedures helpful. Must be organized, handle a variety of routine duties. Good pay, fringe benefits. Blue Cross. Dental. 401k and pension. Send resume to: P. O. Box 2355, Livonia, MI. 48150.

WORD PROCESSORS
RECEPTIONISTS
DATA ENTRY CLERKS

Top pay for your skills! Call today for an appointment. Holiday Pay, Bonuses, Temp-Med Insurance, Top wages

Livonia, 464-2100
Southfield, 332-1300

SNELLING TEMPORARIES

505 Help Wanted Food-Beverage

ASSISTANT MANAGER with pizza experience for Hungry Howies Pizza & Sub location. Please send resume at 8477-2172

BARTENDER
1 Day/week. Experienced only. Apply in person at Botsford Inn, 28000 Grand River, Farmington Hills.

BAR & WAITSTAFF NEEDED, experience preferred. Apply in person: Body Rock Cafe, 19245 W. 8 Mile, Detroit.

Bill Knapp's Restaurant
Bloomfield Hills
(Telegraph/Long Lake)
Now hiring for:
• COOKS
• SERVERS
• HOST PERSONS
• BUSSERS
We provide flexible scheduling, paid training, a stimulating environment and management opportunities for motivated, dependable individuals. Benefits available. Apply now! An Equal Opportunity Employer

BLUE WOODCATCH/HELP WANTED
Cooks $5.58/hour
Servers & Delivery Persons
$5.67/hour Full & part time
Call Sam 354-1144

BUSSER
Part time, days. Will train. Immediate opening. Buffets, 18730 Northville Rd., Northville 348-3490

CASHIER/HOSTESS
Full or part time evenings.
Mario's Restaurante, W. Bloomfield.
Call 3-5pm 851-2500

505 Help Wanted Food-Beverage

ASSISTANT MANAGERS/
SOUS CHEFS
3 Unit company seeking experienced self motivated personnel who are creative, enthusiastic and take pride in their work. Salary commensurate with background. Send resume to 15800 Middlebelt Rd., Livonia, MI. 48154, or fax 421-8721
Northwestern Hwy., Franklin Plaza. 354-2232

COOK
Experienced, an all aspects of line cooking. Evening hours. Great opportunity for benefits. Call
SWEET LORRAINE'S
In Southfield
559-5986

COOK - SHORT ORDER
Athens Restaurant, Apply in person at: Rene's Bar & Grill, 31022 Ann Arbor Trail, Westland

DELI COUNTER HELP, Sandwich prep., cashier & more. Flexible hours. Apply at Farmington Hills area Coal for interview. 478-7820

DISHWASHER, LINE/PREP COOK, WAITSTAFF (days). Apply in person at:
45701 Grand River Novi.

DISHWASHERS
Mature, responsible. Full & part time
COOKS
Full and part time, nights
Apply in person: Roman Forum Restaurant, 41801 Ford Rd., Canton 981-2030

IMMEDIATE HIRING
Bar-B-Que Pit
24273 Middlebelt, N. of 10 Mile
Pizza makers, delivery persons, kitchen helpers. Full & part time. Mon-Fri, 2pm-7pm.
No Phone Calls Please

505 Help Wanted Food-Beverage

COOK - Full or part time, afternoons & evenings. Apply in person, 2-4pm, Mon-Fri, at: Jon's Goodtime Bar & Grill, 37563 Cherry Hill (1½ blocks W. of Inkster Road).

DEPENDABLE, hardworking, experienced people needed for Banquet Waitstaff. Please inquire at:
Laurel Manor Banquet & Conference Center, 39000 Schoolcraft Rd., Livonia

DISHWASHER
$5.25 per hour.
Full time, Ryan's Tavern, 3100 W Maple (W. of Inkster Rd.) 524-1000

EXPERIENCED HOLIDAY HELP
Wait & buss staff. Apply at: Walnut Creek Country Club, 2800 Joslyn Rd., B. Lyon. 313-437-7337

FOOD PREP & DELIVERY
Mon. thru Fri. Apply in person. Hungry Howie's Pizza & Subs, 2170 Cass Lake Rd., Keego Harbor. 683-8383

JOIN THE NEW MUER
RESTAURANT CONCEPT
PALS
All positions available for a restaurant opening mid November. Only PEOPLE LOVIN', FUN LOVIN', WORK LOVIN' people need apply. In person, 10-6, Mon.-Sat., 5836 W. Maple, (E. of Middlebelt)

KITCHEN MANAGER
For small social club. Must be reliable & dependable. Hours 9-5. Write to: Northwest Alano Club, 33344 Ann Arbor Trail, Westland, MI. 48185.

KITCHEN PANTRY and UTILITY
Required for Southfield restaurant. Experience helpful. Prime for interview appointment, bethe, 3-5pm. 348-3355

LA LUNA GRANDCAFFE
Now accepting applications for front-of-the-house staff. 642-7070

MR. B'S RESTAURANT
Southfield location now hiring
Apply at: Mr. B's Pub
215 S. Main, Royal Oak

NEWLY REMODELED NIGHT CLUB
Has immediate Waitstaff, Bartender, Staff & Bandmaster. Apply: Bi-111 East M-36, US-23 to exit 54, head W. 1 blk. (bet. Brighton/Ann Arbor)

OLGA'S KITCHEN
Now hiring Servers, days & eves. No experience necessary. Earn up to $15/hour. Apply in person at: 17651 W. 13 Mile, (at Southfield Rd.)

PIZZA MANAGER - Full time. Needed immediately. Benefits available. Apply in person at: Hungry Howie's area. Call for interview: 395-7727

PROFESSIONAL WAIT STAFF & Bartenders needed. Excellent earnings. Apply in person only at: Franklin Street Brewing Co., 1340 Franklin St., Detroit.
Mon-Fri, 2pm-7pm.
No Phone Calls Please

505 Help Wanted Food-Beverage

MR. SPORTS - Both Locations
Now hiring wait staff, bartenders & door persons. Apply in person at: The Farmington Hills or Redford locations between 7pm-10pm, or call 534-7420 for an interview. 474-6484

PROMINENT, PRIVATE CLUB in Birmingham area has immediate openings for servers and bus personnel. Call 8am-5pm Tuesday-Saturday for details. 646-6050

SERVERS & HOSTESSES
Be part of Oakland County's finest Italian Restaurant.
• Full professional training.
• Employee & family discounts.
• Benefits available.
• Excellent wages
R.I.K.'s 855-8489

WAITERS & WAITRESSES
Must have experience and transportation. First impressions Temporary Agency
248-540-3044

WAIT PEOPLE - DAY SHIFT
Bill Knapps Restaurant
24300 Evergreen, Southfield.
359-3860

WAIT PERSON & Bus person
Part time. Mariony's fish & Chips Restaurant, 24350 W 10 mile, Southfield 356-2055

WAIT PERSON - experienced, salad person & short order cook. Apply: Cafe Vincenzo, 29300 Ford Rd., Garden City. 421-5020

WAIT PERSON, lunch hours and weekends. Family style restaurant. Plymouth/Northville area. Contact Bob or Frank. Experienced only please. 420-2124

WAIT STAFF, BARTENDER
Days or nights, Livonia Area
Call, ask for Lucciano or Bob
442-2229

WAIT STAFF
Have fun, while you work at
Hungry Howie's Pizza Club
Apply in person 12-7pm
16589 Kercheval Rd., Detroit
(E. of 8 Mile)

506 Help Wanted Sales

ACCOUNT EXECUTIVE SALES
AND INSIDE SALES
Career opportunity with southeastern Michigan's largest supplier of highpower computer systems, equipment, networks and software. Highest commissions in the industry with bonus, profit sharing, 401-K retirement plan, medical/optical/dental insurance, car allowance, and expense reimbursement.
Industry experience is a must for the outside sales position. Call
Bob Gibson 459-0148 ext. 251 to arrange an interview
Call Dave Fisher at 489-0148 ext. 352 to arrange an interview for the inside sales position.

505 Help Wanted Food-Beverage

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Metro Detroit's premier steakhouse is soon opening it's newest location in LIVONIA. Just west of Ladbroke DRC and we are now hiring opening crew!
We have openings for Metro Detroit's finest:
Lunch Wait Staff, Dinner Wait Staff, Service Assistants, Assistant Dining Room Supervisor, Bartenders, Cocktail Servers, Assistant Bar Manager, Preps, Cooks, Sous Chef, Assistant Kitchen Manager, Busperons, Dish Machine Operators, Utility Person, Maintenance, Host Hostess, Dining Room Managers, Assistant Managers
Flexible schedule, full & part-time.
Advancement opportunities with a growing organization.
Two years of experience preferred.
Apply in person at:
MOUNTAIN JACK'S.
31501 Schoolcraft
Livonia, MI 48150
EOE

HOME & SERVICE GUIDE

DEADLINES: 4 P.M. TUESDAY FOR THURSDAY EDITION / 4 P.M. FRIDAY FOR MONDAY EDITION — TO PLACE YOUR AD CALL 591-0900

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Mini blinds, refrigerators, baseboards included 326-2986

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Experienced Gardeners
Complete Yard Clean-Up
Weeding, Pruning, Plants
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Complete landscape service. New landscaping installed. Old landscaping restored. Remove old sod & install new. Shrubs & trees installed. Custom made beds. Clean-ups. Tree trimming. Install new deck & fence. Weeding, decks, siding & bricks to make look like new. Serving Bloomfield, Southfield Call for Free Est. 354-3213

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BOULDERS
• Decorative & Driveway Stone
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Complete lawn & outdoor landscaping, sodding & seeding. Shrubs & Trees. Fertilizing supplies. Underground sprinklers installed & serviced. Timeless Trees. Trenching, Dozer & Sump Pump burial. Drainage problem solving. Backhoe work, tractor work, pipe pulling, trucking - BIG OR SMALL
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Fall clean-ups, dethatching
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Call Green Ranger Landscaping
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Lawn maintenance, landscaping, fall removal, snow removal, Christmas decorating 451-1508

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Fall clean-up, gutter cleaning, hedge trimming, dethatching & shrub removal. Call for free Est 525-8054

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Specializing in dust free drywall & plaster repairs. Licensed/Insured. Small jobs welcomed 482-2550

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