504 Help Wanted Office-Clerical

JAPANESE BI-LINGUAL
International corporation needs candidate who speaks & writes Japanese with word processing & light bookkeeping skills. Call Cathy UNIFORCE 357-0036

JOBS! JOBS! JOBS!
• Word Processing Secretaries
• Data Entry Clerks
• Receptionists
NEEDED IMMEDIATELY
CONTEMPRA
583-9500
BENEFITS NO FEE

KEYPUNCH OPERATORS
Start the New Year out right at Indiko Corp. We are now accepting applications for full time positions on our afternoon shift in Livonia. Please call & schedule an appt. 422-9002

LEGAL SECRETARY - PART TIME
For Troy insurance defense law firm. 2 days per week. 1 year legal experience. Call 848-1330

LEGAL SECRETARY - Southfield area law firm needs exp. word processing and secretarial skills. Light experience required. Shorthand helpful. 540-4100

LEGAL SECRETARY - Minimum 3 yrs. experience in Wayne County required, experienced in corporate & estate plan document preparation preferred. Very good pay & benefits. Send resume. Deadline Requirements for Box 1800, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Experienced
Flexible hours in Farmington office
645-8236

LEGAL SECRETARY
part time, experienced. Call Farmington Hills law office. Flexible hrs.
851-8406

LEGAL SECRETARY
Must have Personal Injury Litigation and Word Perfect experience. Non smoker. Farmington Hills area. Ask for Mark. 737-8400

LEGAL SECRETARY needed for Birmingham law firm. Must have corporate & litigation experience. Good salary & benefits. Call Donna 646-8292

An Equal Opportunity Employer

LEGAL SECRETARY
Partner in downtown Litigation firm seeking a experienced secretary. Must have WordPerfect knowledge. Salary commensurate with ability. Apply to: Kathleen Wheeler, 1200 Buhl Bldg, Detroit, MI 48226

LEGAL SECRETARY/Receptionist. For Bloomfield Hills law firm. Minimum of 3 years legal secretarial experience. Knowledge of WordPerfect required; good interpersonal skills, grammar and proofreading abilities a must. Prefer non-smoker. Call 642-4545

LEGAL SECRETARY - Law office experience preferred but willing to train the right person. WordPerfect 5.0 skills a must. Salary commensurate with experience (paid benefits). Send resume to: Robert S. Pavlock P.C., 27777 Franklin Rd., Ste. 1540, Southfield, MI 48034

LEGAL SECRETARY - PART TIME
3-4 days per wk for Farmington Hills law firm. 5 yrs experience. Word Perfect 5.0. 932-3500 ext. 247

LEGAL SECRETARY - Experienced WordPerfect 5.0/5.1 & domestic Salary negotiable. Call 9:30-2:30, Farmington Hills. 851-7050

LEGAL SECRETARY - Birmingham, experience, litigation, WordPerfect, medical benefits, free parking, small dynamic firm. 540-7880

LEGAL SECRETARY - Part Time
Experienced. Able to work independently. Word Perfect 5.1. Days - Mon. & Wed. 532-0200

LEGAL SECRETARY
Farmington Hills, 1 yrs office exp. $7.50 per hour. Some experience preferred. 855-0400

LEGAL SECRETARY
ADMINISTRATOR
Highly skilled, 5-8 years litigation labor & plus, 2 attorney firm, Bloomfield Hills. Salary commensurate. Benefits to: PO Box 7364, Bloomfield Hills, MI 48301

LEGAL SECRETARY
Busy Southfield law firm has an immediate opening for a full time mature qualified Secretary with several years of responsible legal experience. We are looking for a dependable, productive, and flexible person with word processing and organizational skills. Grammar, punctuation and written communication skills are essential. Compensation commensurate with qualifications. WE convey qualified applicants with resumes. Ask for Liz 354-1140

504 Help Wanted Office-Clerical

LEGAL SECRETARY
For Ren-Cert Law Firm. We're looking for a highly organized individual with 2 yrs. legal experience. Duties include: Typing/Communication skills, Administrator, 258-8300

LEGAL SECRETARY for managing partner of Farmington Hills law firm. Civil litigation and business practice. Advanced skills, WordPerfect, non-smoking. Excellent salary, benefits & opportunity. 626-8000

LEGAL SECRETARY
Southfield law office, legal experience preferred. Business litigation/bankruptcy/estate planning. Typing 70-80wpm. WordPerfect 5.1. Contact Debbie (313)354-5340

LEGAL SECRETARY
SUBURBAN POSITION
Our client seeks highly skilled professional secretary with 2+ years litigation for partner position. Excellent salary, M/M, dental, disability, pension. Call Arthur Thomas, 355-1140

LEGAL SECRETARY
Experienced, dependable person for one person office in Royal Oak. Responsibilities include answering phones, typing, 1014 WP 50, billing, filing, etc. Must have good phone skills and work well with customers. Hours are flexible. Send salary requirements and resume to: P.O. Box 2000, Royal Oak, MI 48068

OFFICE HELP-part time to assist with sales figures. Good math skills a must. Reply to: 24448 Drake Rd., Farmington Hills, MI. 48335

IT OFFICE MANAGERS !!
• TRAINING NOW
• AMBITIOUS, ENERGETIC
• IMMEDIATE OPENINGS
• $4000 PLUS, PER MONTH
373-8566

OFFICE MANAGER
For 2 operating units for Birmingham. Reply to: P. O. Box 33303, Detroit, MI 48235

LOAN PROCESSOR
Minimum 1 yr. experience.
Will train.
Call 474-6470
MORTGAGE CLOSING CLERKS
3 plus experience with mortgage documents. Long term. Southfield. TEMPSTAF 443-0900

MORTGAGE PROCESSORS
Data entry, order title work. Long term. Sterling Hts./Southfield. TEMPSTAFF 843-0900

NEEDED IMMEDIATELY
Accounts Payable/Receivable with Lotus 1-2-3. Long term position available in Livonia.
CONTEMPRA
563-5900
BENEFITS NO FEE

OFFICE ADMINISTRATION
Southfield based sales firm is interviewing. Must have WordPerfect experience.
An Equal Opportunity Employer

PAYROLL CLERK
$18,000 FEE PAID
Busy Southfield accounting office has immediate position for your payroll experience. Computer with Lotus preferred. Outstanding benefits and 401K. Call Mark at 948-9400 or FAX your resume to 948-3326.
SNELLING PERSONNEL SERVICES OF TROY

PAYROLL CLERK
Full time position available assisting Payroll Administrator. Candidate must possess excellent math ability and be detail oriented. Some computer knowledge helpful. We offer: Benefits available. Please send resume with salary requirements to:
Mr. P. R. Thurm
P.O. Box 267
Southfield, MI 48037

PAYROLL
long term assignment in Southfield. Control Data Payroll experience & taxes. 88-89/hr.
#1 TEMPORARIES
274-4230

PHONE ORDER PROCESSERS
Heavy customer contact. Light record keeping. Part time after 5pm. Could lead to full time for the right person. $12 per hour and earning potential. Will train the right people. Great position for students, homemakers, retirees. 478-7335

RECEPTIONIST - 2 days a week for property, medical spa Southfield law firm. Call Paula, Mon., Thurs. or Fri. only 354-5200

RECEPTIONIST
Full time. Must be well dressed professional with good phone & typing skills. Call Mike 348-6300

RECEPTIONIST SECRETARY for Bloomfield Hills law firm. Tues. & Fri. only. Must have good phone skills, knowledge of WordPerfect 5.1 & dictaphone experience. 647-4440

RECEPTIONIST
Major design firm desires your front desk expertise. Call Robin or Dimension and energetic personality. To $7.50/hr. Call Ruth in UNIFORCE 646-7564

RECEPTIONIST - West Bloomfield Corporation seeking mature, responsible, exceptional with secretarial skills to answer phones, type, file. Much contact with the public. Day, evening, and weekend hours. Send resume to Box 944
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
$16,000 TO START

THE POSITION:
Enthusiastic, businesslike, professional Receptionist.

THE CANDIDATE:
Conscientious self-starter with excellent telephone manner is the ability to handle customer relations via good phone skills. Must have previous multi-line switchboard experience & proven secretarial skills including word processing.

THE COMPANY:
Nationwide company headquartered in W. Bloomfield.

THE REWARDS:
Excellent starting salary, life & health care coverage, paid holidays & vacations, professional work environment, tuition reimbursement & Send resume in confidence to:
BOX #930
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

OEM MARKETING COORDINATOR
Downtown based OEM supplier requires full time Marketing Coordinator. Strong communication and organizational capabilities are required. Bachelor degree preferred, or equivalent. Duties include: Liaison, familiarity with Macintosh or PC based word processing, basic top publishing and relational data base is required. Please send resume with salary requirements to:
Box 922, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

OFFICE ASSISTANT
Energetic office is looking for an individual to do some typing & assist manager in day-to-day operations. Ideal candidate will have basic office experience, along with good communication & organizational skills. This is a 30-40 hour, Mon-Fri position. Apply in person at American Laser Printing, 32900 Capitol, Livonia. Off of Farmington Rd., S. of I-96.

OFFICE CLERICAL
Experienced, dependable person for a one person office in Royal Oak. Responsibilities include answering phones, typing, 1014 WP 50, billing, filing, etc. Must have good phone skills and work well with customers. Hours are flexible. Send salary requirements and resume to: P.O. Box 2000, Royal Oak, MI 48068

RECEPTIONIST/SECRETARY
Immediate full time position. Light typing & phone. Pleasant office. Farmington Hills area. Call 476-8470

RECEPTIONIST/SECRETARY
BUBURBAN POSITION
Our client seeks highly skilled professional secretary with 2+ years litigation for partner position. Excellent salary, M/M, dental, disability, pension. Call Arthur Thomas, 355-1140

LEGAL SECRETARY TO $25,000
2-3 years legal experience needed. Good organizational skills. Opportunity to advance. Lots of variety. Full company benefits. Fee paid.
772-6190
SNELLING PERSONNEL SERVICES

LOAN PROCESSOR
Minimum 1 yr. experience.
Will train.
Call 476-8470

MORTGAGE CLOSING CLERKS
3 plus experience with mortgage documents. Long term. Southfield. TEMPSTAF 443-0900

MORTGAGE PROCESSORS
Data entry, order title work. Long term. Sterling Hts./Southfield. TEMPSTAFF 843-0900

NEEDED IMMEDIATELY
Accounts Payable/Receivable with Lotus 1-2-3. Long term position available in Livonia.
CONTEMPRA
563-5900
BENEFITS NO FEE

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$18,000 FEE PAID
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Full time position available assisting Payroll Administrator. Candidate must possess excellent math ability and be detail oriented. Some computer knowledge helpful. We offer: Benefits available. Please send resume with salary requirements to:
Mr. P. R. Thurm
P.O. Box 267
Southfield, MI 48037

PAYROLL
long term assignment in Southfield. Control Data Payroll experience & taxes. 88-89/hr.
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274-4230

PHONE ORDER PROCESSERS
Heavy customer contact. Light record keeping. Part time after 5pm. Could lead to full time for the right person. $12 per hour and earning potential. Will train the right people. Great position for students, homemakers, retirees. 478-7335

RECEPTIONIST - 2 days a week for property, medical spa Southfield law firm. Call Paula, Mon., Thurs. or Fri. only 354-5200

RECEPTIONIST
Full time. Must be well dressed professional with good phone & typing skills. Call Mike 348-6300

RECEPTIONIST SECRETARY for Bloomfield Hills law firm. Tues. & Fri. only. Must have good phone skills, knowledge of WordPerfect 5.1 & dictaphone experience. 647-4440

RECEPTIONIST
Major design firm desires your front desk expertise. Call Robin or Dimension and energetic personality. To $7.50/hr. Call Ruth in UNIFORCE 646-7564

RECEPTIONIST - West Bloomfield Corporation seeking mature, responsible, exceptional with secretarial skills to answer phones, type, file. Much contact with the public. Day, evening, and weekend hours. Send resume to Box 944
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Conscientious self-starter with excellent telephone manner is the ability to handle customer relations via good phone skills. Must have previous multi-line switchboard experience & proven secretarial skills including word processing.

THE COMPANY:
Nationwide company headquartered in W. Bloomfield.

THE REWARDS:
Excellent starting salary, life & health care coverage, paid holidays & vacations, professional work environment, tuition reimbursement & Send resume in confidence to:
BOX #930
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

RECEPTIONIST/TYPIST
needed part time for a voc rehab firm. Must type 50-60 wpm, phone experience helpful. Salary based on experience. Send resume to: W.B. Mandell Associates, 3011 Evergreen, Ste. 300, Southfield, MI 48076. Attention: Clerical Dept.

RECEPTIONIST
1 full time or 2 part time positions needed for busy Birmingham office. Phones, some typing, mail and other duties. WordPerfect experience a plus. Must be mature and dependable. Send resume and salary requirements to: Anetec, 30300 Telegraph, Ste. 200, Bingham Farms, MI. 48025. Attn: T.N.

RECEPTIONIST/SECRETARY
Immediate full time position. Organizational skills a must! Responsibilities include: answering busy phone, typing, filing, and other secretarial duties. Must be non-smoker, bright, friendly and personable. Possess excellent communication skills & ability to work as a team player. Excellent fringe benefit package includes paid holidays, vacation, dental & profit sharing plan. We are a rapidly expanding rehabilitation service company.
If you are interested in growing with a leader in the health care field, please send resume in confidence to:
MEDI-SPEECH SERVICE
• Outpatient Pediatrics
• Personnel Department
755 W. Big Beaver Rd., Suite 404
Troy, MI 48084-4903

RECEPTIONIST
For 12 month position in Bloomfield Hills. Experience required. Salary based upon ability. Must have salary requirements to: Office Manager, 300 E. Long Lake Rd., Suite 200, Bloomfield Hills, MI 48304

RECEPTIONIST/SECRETARY
We seek an experienced receptionist for our auto dealership. Successful candidate will have excellent Word-Perfect 5.1 and Lotus skills, and a professional personality both on the telephone and for greeting visitors. We offer a competitive salary and complete benefit package including a 401K Plan. Please send resume to: FUN DIETZ GROUP, 31878 Enterprise Ct., Farmington Hills, MI., 48331.

RECEPTIONIST - PART TIME
for progressive Birmingham Salon. The Ginger Group 645-2787

RECEPTIONIST/SECRETARY
Hours know, will train. Mon.-Fri., Some 10AM-3PM, Mon.-Fri., Southfield area. 358-3949

RECEPTIONIST NEEDED. For busy, Southfield Ophthalmology practice. Experienced dates a plus, but not necessary. Full-time. Call between 9am & 3, Mon-Fri. 352-2808

RECEPTIONIST
Southfield law office. Telephone experience preferred but not necessary. Light typing. WordPerfect 5.1 knowledge helpful. Debbie (313) 354-5340

RECEPTIONIST/SECRETARY
Answering phones, typing, & transcription for small insurance agency. Full time position, good benefits, experience a plus. Call Jeri 353-9600

RECEPTIONIST
Telephone duties include typing, filing & misc. general office in Bloomfield Hills. Word processing experience helpful. $5.50 per hour to start. FAX resume to 646-3303

RECEPTIONIST - part time for real estate office in Bloomfield Hills. Mature person with pleasant phone voice, typing necessary, multi line phone system. Fri. afternoon & weekends, experience a plus. Ask for Linda Smith, 646-8000

RECEPTIONIST WANTED for busy Troy office. Professional appearance, good communication skills necessary. Hours Mon.-Fri. 9:30am-6pm. Salary $13,000 per year plus benefits. Send resume to: Office Manager, 201 W. Big Beaver, Ste 1010, Troy, MI 48084

RECEPTIONIST/SECRETARY
Experience with computer/word processor & dictaphone required. Good telephone & typing skills a must. Understanding of real estate contracts a plus. Call 851-7000

RECEPTIONIST
Long Term Assignment in Southfield. Control Data Payroll experience & taxes. 88-89/hr.
#1 TEMPORARIES
274-4230

PHONE ORDER PROCESSERS
Heavy customer contact. Light record keeping. Part time after 5pm. Could lead to full time for the right person. $12 per hour and earning potential. Will train the right people. Great position for students, homemakers, retirees. 478-7335

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Full time. Must be well dressed professional with good phone & typing skills. Call Mike 348-6300

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BOX #930
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

RECEPTIONIST
Approx. 20 hrs/wk. 1-8, Wed., 1-8, Fri., 1-7:30pm. Please apply in person: Peter's Place for Hair, 841 E. Maple, Birmingham.

SOUTHFIELD LAW FIRM
needs Receptionist with legal experience, good skills, wordprocessing, people skills. Please fax resume to Debermen 357-3550

SECRETARIAL
Two secretarial positions open for property management firm. Requires typing, spelling, math numbers, Lotus or comparable computer knowledge organizational skills. Benefits. Please send resume with salary requirements to:
Ms. R. Greel
P.O. Box 267
Southfield, MI 48037

SECRETARIES needed to work for Wayne County. Temporary assignments in Livonia, Westland and Farmington Hills. Excellent pay. Call today to schedule an exciting assignment with ETD Temporary Service

An Equal Opportunity Employer

SECRETARY
(DEPARTMENT)
Immediate opening for an energetic, detail oriented individual with a minimum of 2 years secretarial experience to join our corporate market-ing team. Reporting to the Assistant Director, this position will be responsible for meetings, typing all correspondence, budgets & provide other customer service functions. Requirements include typing 60wpm, strong communication skills, knowledge of word processing & great customer service skills. Excellent benefits package & pleasant work environment. Please fax resume to:
SECRETARY
P.O. BOX 5027
SOUTHFIELD, MI. 48037

SECRETARY
For Troy automotive parts distributor. Immediate opening for energetic enthusiastic person. Typing, filing, telephone skills. Excellent benefits package. Send resume to: John R. Spring Co., 1757 Larchwood St., Troy, MI. 48083. Attention Vicki

SECRETARY - for dispatch office. Part time now, will be full time, will train. Good pay. Immediate opening. Call Mon-Fri. 477-9066

SECRETARY FOR SOUTHFIELD LAW FIRM. Fax resume to 354-4654

SECRETARY
For well established, 4-secretary Bloomfield Hills Law Firm. Typing (60wpm's) & Word Processing skills (WordPerfect) a must! No previous legal experience required. 647-5111

SECRETARY
Light bookkeeping, typing, general office skills. Must have experience. Call 851-6200

SECRETARY needed for property management firm. Heavy phones, typing 55 wpm, WordPerfect 5.0/5.1 preferred. Send resume and salary requirements to: Box 664, Bloomfield Hills, MI 48303-0664

SECRETARY
New opportunity for experienced individual with word processing skills needed for growing high tech firm. To $8/hr. Call Gloria at UNIFORCE 473-2931

SECRETARY — part time for small Plymouth manufacturer. Good hours. Flexible hours Benefits.
Call 459-8000

SECRETARY/RECEPTIONIST
CPA firm in Southfield seeking experienced individual in secretarial with various office duties including typing & light bookkeeping. Reply to Gardner & Co., 17320 W 12 Mile Rd., Suite 100, Southfield, MI 48076

SECRETARY/RECEPTIONIST
Advanced Wordperfect 5.0/5.1 a must. Other software beneficial. Business proposals, customer assistance & telephones. Respond to: Box # 918, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/SALES ASSISTANT
for registered investment advisor. Light typing, filing, phone, public relations work. Adding to staff. WordPerfect 5.1. Must find variety & be attentive to detail. Reply Box 435-2900

SECRETARY/SALES
State Farm Insurance Agency. Mature person who likes working with people, prefer insurance experience. Please send resume, with salary requirements, to
7782 Brookside Run, Bloomfield Hills, MI. 48304.

SECRETARY
(SENIOR)
International service organization seeks a professional individual to provide secretarial support to the Health Director. Qualified candidates must have a minimum of 3 years secretarial experience, typing 55wpm, shorthand 70wpm, word processing background & outstanding organizational and knowledge of PC spreadsheets a plus. We offer a competitive benefit package & pleasant work environment. Interested applicants please forward resume & salary requirements to:
SENIOR SECRETARY
P.O. BOX 7227
SOUTHFIELD, MI. 48037

SECRETARY
Southfield organization/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 5071, Southfield, MI., 48086

SECRETARY
Southfield real estate firm seeks Receptionist/Secretary with excellent telephone, word processing & typing skills. Send resume to: P.O. Box 70, Bloomfield Hills, MI 48303-0070

SECRETARY - Spanish Speaking
For medical export company with computer skills. Pleasant office. Fax resume to: M.E.E.L., 45031 Grand River, New, MI 48376-7008

SECRETARY TO $9/HR.
Part time, 24hrs/wk. No benefits. Salary based on experience. 473-7210
Steven J. Greene Personnel

SECRETARY
Troy real estate firm seeks experienced individual with excellent organizational & communication skills. Must be experienced with IBM Wheelwriter and take shorthand. Send resume to Box 936 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY WANTED. Westland area. Individual for part time general office including phones, typing, filing, and good people skills. Some computer experience needed but not required. Reply to: P. O. Box 9247, Livonia, MI 48151

SWITCHBOARD OPERATOR needed to answer & learn phone system with 30 incoming lines. Experience a must. 464-7078

ETD Temporary Service

SWITCHBOARD/RECEPTIONIST
for fast paced downtown Birmingham office. Experience and excellent phone skills required. Call Mon thru Fri., 9am-4pm. 645-0450

TELEMARKETING
Immediate openings for people with telephone sales/survey skills. Must have reliable transportation & able to work in Plymouth area. 528-8100

TITLE INSURANCE COMPANY
located in Bloomfield Hills
3 positions available:
• 1 Closing Processor
• 2 Closing Officers.
Excellent benefits package
Contact Mr. Rondeau at: 333-1999
An Equal Opportunity Employer

TROY ADVERTISING AGENCY
seeks competent, professional secretary with proficiency in WordPerfect 5.1, phone skills and dictaphone. Call Joyce 641-0400

TYPIST, Part-Time
For Southfield based law firm. Afternoons 4-7pm, & must have Word-Perfect experience. 353-2860

WORD PROCESSING SECRETARY
International company requires dependable ex-ble for executive offices. To $9/hr. Call Sharon at UNIFORCE 646-7565

WORD PROCESSORS
Immediate positions in SOUTHFIELD and TROY for qualified word processors with Displaywriting IV and wpm from 50 wpm. Call Rachesh Personnel Services 887-1900

504 Help Wanted Office-Clerical

TELEPHONE RESEARCH
Telephone part time positions immediately available for dependable pleasant people. Accurate typing. Two shifts $5.50/hr.
Call Carol at UNIFORCE 473-2934

TYPIST/
SWITCHBOARD OPERATOR
Large accounting company in Southfield. Good clerical communications & typing skills. Pleasant, energetic person. Pleasant environment. Benefits. Please send resume to: Local, Gold, 29899 Southfield Rd., Southfield, MI 48076-2063 EOE

WORD PROCESSOR - secretary
Executive search office group.
Experienced and customer service oriented. 3 years. 80 W.P. 3.0-5.1 WP 3.1 required. Southfield 262-1401

WORD PROCESSORS
Immediate openings in Troy. Called for qualified person with Word For Windows & Word for IBM. Call Rachesh Personnel Services 567-1900

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS
BAKERS SOUAETE NOW HIRING
★ COOKS TO $8/HR
★ SERVERS TO $4/HR
★ JANITOR TO $9/HR
Apply in person at
the following locations:
Birmingham • 825 Bowers
Canton • 3481 Ecorse Rd.
Oak Park • 25600 Greenfield
Warren • 13001 14 Mile
Westland • 36101 Warren Rd.

BARUAKI
Some cooking involved. $5 an hour plus tips. Full time. Call ask for Sandy 10am-3pm 463-8420

BAR STAFF, WAIT STAFF, COOKS
DOORERSON
Apply within after 6 PM.
Research Triangle Lounge
1870 S. Wayne Rd., Westland
728-9330

BUS PERSON
Round Table Club in Plymouth. Must be 18 or older. 453-1832

COOK - full time. Applications being accepted 1-3pm Presbyterian Village, 37001 Cherry Hill, Westland.

COOKS, DISHWASHERS, Prep cooks & Salad bar attendants. Apply in person. Elias Bros., 20800 Haggerty Rd. 420-2124

COOKS WANTED
prefer experienced, full or part time. Hours flexible. Apply in person or call: John or Joe at 478-7345

DAY HOSTESS
Approximately 25 hours per week. Clancy's Bar & Grill, Farmington Hills Call 477-7177

DINING ROOM SUPERVISOR
Mayflower Hotel in Plymouth. Management experience required. 453-1832

DISHWASHER
Mayflower Hotel, 24-30 hours a week. Must be available to work weekends. 453-1832

DISHWASHERS/STOCK
Daily, 12-3. Great for retiree or businessman with school child.
Livonia 464-0500

DISTRICT MANAGER
TO $50,000 + BONUS
3 yrs mgmt. and management experience fast food or full service restaurant. Local district. National chain. Excellent benefits.
473-7210
Steven J. Greene Personnel

EMBASSY SUITES
SOUTHFIELD
The area's leading hotel has immediate openings for the following positions:
• ASSISTANT DIRECTOR OF TRAINING
• BANQUET SUPERVISOR
• HOST/HOSTESS
• SERVERS
• LINE COOKS (Experienced)
Apply in person at
EMBASSY SUITES
SOUTHFIELD
28100 FRANKLIN RD.
SOUTHFIELD, MI 48034
An Equal Opportunity Employer

EXPERIENCED
SALAD MAKER
for dek, part-time days. CALL AFTER 10:00 AM 425-8118

FAMIE'S CHICKEN
Assistant Managers. Must have experience. Excellent opportunity for future advancement.
Call Steve at 268-4700

GOURMET CHEF
with experience in Italian Cuisine. Full and part time. Call Phil at:
313-398-3993

GRILL COOK & DISHWASHER
Part time. Apply in person
BILL KNAPP'S
36650 Grand River 478-3540

HELP WANTED - For food processing plant in Farmington Hills. Part time/full time. Good pay.
Call between 10am-3pm 471-0461

HELP WANTED
JACQUELINE & ANTHONY
Full time. Plymouth area.
Call 453-7272

HOST PERSON
Apply in person 2-5pm
Sweet Lorraine's Cafe
30 Greenfield, N. of 12 Mile

LINE COOK
Lee Alexander on Canton Bistro, now hiring one highly-motivated, professional Line Cook. Start immediately. Apply in person at:
272 Sherman Drive, Royal Oak.

MANAGEMENT PERSONNEL
To cover Birmingham, Clarkston & Southfield areas. Excellent salary. Experience preferred but not necessary. Call for appt. between 1pm & 4pm Mon. thru Fri.
Kentucky Fried Chicken 646-1375

MANAGEMENT POSITIONS
for restaurant in W. Bloomfield. Excellent opportunities
Call Phil 833-3993

NOW HIRING
Day Wait Staff. Experience preferred. Please apply in person at:
2130 Nord Rd., Northville.

PART-TIME HOME STYLE
COOK POSITION
Available Weekends. Call Lou, Westland 729-3948 EOE.

Restaurant

WE'RE COOKING UP
OPPORTUNITIES...
at the new Romulus Marriott! Metro Airport! Right now we have several positions available for dependable, highly-motivated Restaurant professionals. We seek:
• Food Servers
• Food Runners
• Hostess/Hostesses/Host
• Room Service Servers
• Line Cook
We offer competitive wages, outstanding benefits and an exceptional work environment. For immediate consideration, Apply in person Mon., Jan. 27, from 9am to 1pm, OR Tues., Jan. 28, from 1-4pm at:
ROMULUS MARRIOTT
Human Resources Office
30559 Flynn Drive
Romulus, MI
• Equal Opportunity Employer
Minority/Female/Handicapped/Vet

STEAK & ALE
PLYMOUTH
is now accepting applications for:
• Lunch & Dinner Wait Staff
• Cocktail Wait Staff
• Hosts/Hostesses
• Service Assistants
• Dishwashers
STARTING FROM $4.35 PER HOUR
Apply in person Mon-Fri 2-4pm
40347 ANN ARBOR RD.
(at I-275)

WAIT & BUS STAFF
Experience a must. Full and part time for W. Bloomfield restaurant. Call Phil 853-3993

505 Help Wanted Food-Beverage

METROPOLITAN MUSICATE
Farmington Hills
Now accepting applications for
Wait Staff, Bar Staff
Kitchen Line Cooks, Dishwasher, and Bussers
Apply in person at
329 W. Fourth St., Royal Oak

NOW HIRING Waitstaff, days & eves. Experienced preferred. Also Hostess/cashier days & eves. Apply within, between 2pm-5pm. Mon. thru Fri., Detroit's Big Boy's Pizzeria, 23101 Telegraph, Southfield.

THE MOOSE PRESEAVE
NOW HIRING!
COOKS
Good pay, flexible hours, good benefits. Apply in person, Mon.-Fri. between 2-4PM, or Tues. & Thurs. between 6-8PM, at 2385 Woodward, Bloomfield Hills.

WAIT PERSON
Family style restaurant. Lunch hour & weekends. (Plymouth/Northville area) Contact: Bob 420-2124

WAIT PERSON - full time
Good pay. Will train. (630-570)
Dell Island, Southfield.
Call for appointment. Sam 948-0668

WAITPERSON
Round Table Club. Fine dining experience required. 453-1832

WAITSTAFF
for Livonia Country Club opening soon
522-2940 • 534-0787

WAITSTAFF needed: Apply in person. Mon. thru Thurs. 4pm-8pm at Frogs & Dogs Gourmet Shopping Mall, 8653 Lilley Rd., Canton.

WAITSTAFF
Part time. Plymouth hours. Excellent working conditions. On The Tee 476-5193

506 Help Wanted Sales

A CAREER IN REAL ESTATE
SALES WITH US IS A "REAL DEAL".
Our programs and support systems are so effective we guarantee you a minimum annual income of $25,000 with unlimited potential.
DON'T GAMBLE WITH YOUR FUTURE. CALL ME TODAY.
SUE KELLY 644-4700
REAL ESTATE ONE, INC.
Bloomfield - Birmingham

A CAREER IN
REAL ESTATE
SALES
With us is a real job. Our programs and support systems are so effective we guarantee you a min. annual income of $25,000 with unlimited potential.
DON'T GAMBLE WITH YOUR FUTURE.
Call me Today! - Pat Philips
Hits Call
REAL ESTATE ONE, INC.

ACCOUNT EXECUTIVE SALES
Career opportunity with southeastern Michigan's largest supplier of high-tech business communications 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.
Call Bob Obert at 488-0148 extension 351 to arrange an interview.

ADVERTISING SALES
Long term position with progressive real estate publishing company. Unbounded commission structure. Send brief letter about your background, career intentions/aspirations to: 138 N Saginaw, Pontiac, MI 48342

A GREAT PLACE TO WORK!
REAL ESTATE ONE, INC.
PLYMOUTH - CANTON
Chart your course for real estate success. Work with an office managed by a CRS!
(Certified Real Estate Brokerage)
$25,000
Guaranteed Minimum Income
Call Today:
Joseph P. Melnik, CPB, CRS
455-7000

AN OPPORTUNITY to surround yourself with beautiful horses in a natural outdoor, wildlife setting. If you are outgoing, enthusiastic & enjoy pleasant conversation with people, you may be qualified for a permanent part time sales position at the nationally known
WOODEN SHOD ART GALLERY
12 Oaks Mall Location
Jim Farson 348-3944 (313)944-1121

ARE YOU open minded & relate well with people? Secure your future with international marketing company. 10 to 15 hours, not an hourly position.
Call 456-7659

ATTENTION - Olan Mills is now hiring for part time evening phone sales. Must be a self motivated and goal oriented individual. If you enjoy talking on the phone call Mon., Tues., or Wed., between 4 & 8pm.
Or, 459-6613

ATTENTION SALES ASSOCIATES
- Experienced or New
Discover the
Coldwell Banker Difference

• Four Commission Plans
• Referrals/Relocation
• Best Buyer/Best Seller® Systems
• Accredited Training

For a personal interview contact:
JACQUELINE STEUER
737-9000 477-4353
COLDWELL BANKER
Schwolzer Real Estate
19 Offices
Expect the best®

AUTO SALES
LARGE METRO GM Dealership is currently interviewing for new and Used Car Sales Positions. Applicant must be aggressive, hard-working, and have a strong desire to succeed. Excellent inventory, good benefits & working conditions. Contact Eric Wheeler - Sales Manager.
HOLIDAY CHEVROLET
30230 Grand River
Farmington Hills 474-6500

A WORLD WIDE marketing network introduced in 1992 and seek Adult & European contacts. We will train. Call 24 hr. message. 458-9530

BE DYNAMIC, SELL MEAT
Average weekly income $800/$1000/week. Company vehicle. We are expanding. Call Corey 10-4 313-623-2600

BILLION DOLLAR
GLOBAL MARKETING
CORPORATION
with 40% growth during 90-91 fiscal year. Urgently looking for business & marketing support from qualified professionals seeking financial freedom & future economic security. Business, marketing, and recruiting experience beneficial. Call 458-7745

CALLING
ALL TELEMARKETERS
Put your exuberant personality to work for you. We have several job openings for February. Positions available in the Tri-County area. Come in now to be interviewed so you can be sent out on assignment FIRST!
528-8454
FUTURE FORCE
TEMPORARY HELP SERVICES
NEVER A FEE

CANVASSERS/DOOR KNOCKERS
$200-$800 per week possible
NO RECESSION HERE
American Building Systems
347-0000

DIRECT SALES MANAGERS
Wanted for a nationwide company with tremendous increases. High weekly profits, bonuses, & more! Call Mrs. D. for an interview, between 9am-3pm. 563-2223

ENTRY LEVEL
SALESPEOPLE
Needed to begin immediately. Full-time positions available in the Westland/Taylor/Dearborn, Clemens/Warren areas. Designated territories and mileage reimbursement. Seeking motivated individuals with the ability to cold call. Paid training. Please send resume & salary history to:
HUMAN RESOURCES DEPT.
P.O. BOX 4908
TROY, MI 48099

506 Help Wanted Sales

CEO'S, REPS, Managers, Entrepreneurs, Business owners. I have financial independence & control of my own time. If you want the same things this may be for you. Call Bob 862-4033

COMMERCIAL BUILDING materials supplier seeking an experienced inside Sales Rep to maintain existing business as well as develop new accounts. Salary plus benefits. Please send resume to: P.O. Box 214735, Auburn Hills, MI 48321

COSMETIC SALES - position available, full or part time, for cosmetic sales person in retail cosmetic/gift dept. Experience preferred. Full time benefits available. Apply Warren Prescriptions, 32910 Middlebelt at 14 Mile, Farmington Hills 855-1177

DRIVER SALES
8 People Needed
$600-$900 Per Week
No Experience Necessary
Willing to Train
• Company Vehicle
• Incentive Bonuses
• Weekly Bonus
Call Mr. Thomas before 10am
171-5696

EARN up to $300-$800
Part time/full time. $2000-$5000 full time/mo. No investment. No Realtor license. Call Mr. Bell 284-1001

EXPERIENCED FULL or part time position for someone who has a pleasing personality. Experience in selling helpful.