504 Help Wanted Office-Clerical

LEGAL SECRETARY - Part time for small Livonia lawfirm. 20-30 hours per week. Flexible hours. $8-$9 per hour. Must have experience with litigation &/or bankruptcy. Submit resume & letter to: 2627 Kelsey Lane, Farmington Hills, MI 48334

LEGAL SECRETARY
Must be detail oriented with probate and divorce experience. WordPerfect proficiency required. Send resume and salary requirements to: SOO, PC, 2031 Orchard Lake Rd., Ste. 203, W. Bloomfield, MI 48322

LEGAL SECRETARY
Bloomfield hills litigation firm seeks experienced secretary. Competitive salary & benefits, excellent opportunity. Send resume to:
1225 N. Woodward Ave, Ste. 1300, Bloomfield Hills, MI 48304

LEGAL SECRETARY, part-time for Southfield law firm. No fault experience & Word Perfect preferred.
Call 353-3500

LEGAL SECRETARIES
Let our 30 years of service and experience work for you. For professional placement services, temporary or permanent, register now with THE PROFESSIONALS!
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARIES
Experienced perm placement & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3430; Fax 362-4881

LEGAL SECRETARY

Positions available immediately in environmental business departments for highly skilled secretaries. Must have excellent word processing (WordPerfect 5.1) skills with regard to speed, composition & knowledge of grammar. Legal experience necessary. Must have professional demeanor, be organized, possess common sense, be able to communicate effectively, and to function with little guidance. Some overtime necessary. Looking for individuals interested in a career. Excellent pay & benefits for qualified applicant.

Please forward resume to
Laura Combs, Jenner & Howard
Attorneys, 1400 N. Woodward Ave.,
Ste. 250, Bloomfield Hills 48304

MAILROOM SUPPORT
Corporation located in Detroit has immediate opening for a valid driver, a dependable individual to work full time in the mailroom. This position involves data entry with all departments of the company. No experience necessary. Please forward resume to:
Mailroom Support
P.O. Box 779
Detroit, MI 48231

MARKETING/
Administrative Assistant
Part time (under 20 hours a week, flexible hours) at Farmington based benefits planning company is looking for an individual to grow with them. Must have good phone skills. For consideration contact Kevin or Tracy Mon-Fri 10AM-12noon & 1-3PM at 362-2220

OFFICE ASSISTANT/Billing Clerk
Computer experience a must. Ideal candidate must have strong communication skills and be detail-oriented. Excellent benefits. Send resumes to: Office Assistant/Billing Clerk, 21380 Coolidge, Oak Park, MI 48237

OFFICE CLERICAL
Part time mornings. Approximately 4 hours/day for 3 months. Responsibilities include telephone, fast paced office duties, daily delivery of computerized transcripts, and assists preparer mass mailing. Must driver. Mileage reimbursement. Must have excellent skills. Weekly salary negotiable. Telephone for appointment 559-7300

ORDER DESK - inside sales. Farmington Hills manufacturer - for well organized, bright, self-starter with excellent office, phone & computer skills. Must have good communication with public, recent experience in manufacturing office helpful. Benefits paid vacations & holidays, salary commensurate with experience. Call Mary Ann Thur 9-5, 473-9305

PARALEGAL ASSISTANT position available - Bloomfield Hills - medical malpractice defense firm. Duties include typing, office filing, court filing. Must be responsible, detail oriented, have reliable transportation & knowledge of WP 5.1. Please forward resume to Paralegal Assistant, PO Box 825, Bloomfield Hills, MI 48303-0825

504 Help Wanted Office-Clerical

MARKETING SECRETARY
International advertising agency seeks experienced candidates with Harvard Graphics for executive offices. To $10.00/hour. Call Sam at UNIFORCE 357-0036

MEDICAL SECRETARY
Director of major medical facility needs bright, self-motivated secretary. Word Perfect 5.1 and have excellent clerical skills required.
$10/hr. Call Marsha at UNIFORCE 357-0641

MESSENGER/GENERAL OFFICE
Wanted for Farmington Hills law firm. Light typing, switchboard relief. Must have reliable transportation, mileage reimbursed. Please call 851-8000

NATIONAL LEADING company seeking energetic, hardworking individual for lease acquisition processing and general clerical duties. Please send resume to T.H., P.O. Box 9068, Farmington Hills, MI 48333-9068

OFFICE CLERICAL - part/full time. Strong phone skills, light typing. Flexible hours. 33640 Michigan, Wayne. 326-6400

OFFICE MANAGER - Experienced in Occupancy Specialist with strong bookkeeping, clerical, computer skills for HUD, Section 8, Senior Building in NW suburb. Excellent benefits and salary. P.O. Box 530934, Livonia, MI 48153-0934.

PAYROLL ASSISTANT

We are looking for an individual to work in our corporate accounting department.

The person we are looking for:
• Will be an energetic self starter with a good aptitude for math
• Will have previous Lotus 123 experience
• Will be eligible for our benefit package which includes tuition reimbursement, BPA membership, health insurance, and dental
• Starting compensation will be $8.75 per hour

Please call Theresa at 737-7200, ext. 266 for an interview.

FITNESS MANAGEMENT
7091 ORCHARD LAKE RD.
SUITE 300
WEST BLOOMFIELD, MI 48322

PERSON FOR misc. office work for dynamic high volume commercial real estate office. Must have good phone/typing skills. Please call 473-2519

PHONE ORDER PROCESSORS
Heavy customer contact. Light record keeping. Part-time. Excellent Wages! Work train the right people. Great positions for students, homemakers & retirees. Call, 476-7355

PROOF OPERATORS
Full/Part Time
Experienced preferred. Cashier/Adding machine experience helpful. Livonia location. Long term.
DARTECH SERVICES
271-0454
An Equal Opportunity Employer

RECEPTIONIST - Livonia area
Requires excellent telephone skills. Light typing, pleasant personality. Call Rick Fabian 458-1851

RECEPTIONIST - PART TIME
Good phone voice, light typing, filing and computer skills required. Over 18. Hours 4PM-9PM, 3 evenings per week. After 2PM call 349-8505

RECEPTIONIST NEEDED for busy W. Bloomfield office. Must be able to answer multi-line phones and type 45 wpm. Mon., Wed., Sun., 8-6 PM. $6 per hour. 932-6900

RECEPTIONIST/SECRETARY
Needed for Bloomfield office. Reliable transportation a must. Part time possible to include Girl Friday duties along with running errands. Please call 355-1980

RECEPTIONIST - for pleasant Southfield law office. Good typing skills & ability to handle busy phones necessary. Non smoker. Salary commensurate with experience. Excellent benefits. Resume to: Richard D. Kepes, P.O. Box 2207, Southfield, MI 48037-2207

RECEPTIONIST
Bloomfield Hills firm seeks highly motivated pleasant individual to answer phone & general office. Please send resume to box 524
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST
For Detroit area company with at least 2 yrs. experience on Merlin phone system. Benefit package, pleasant office atmosphere. Send resume to Box 518
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST
Entry level position. Immediate opportunity with southeastern Michigan's largest supplier of business telecommunications equipment. Full company provided benefits - medical, dental & optical insurance. Call Dave Fisher at 492-0148 ext. 356 to arrange an interview.

504 Help Wanted Office-Clerical

OFFICE WORKER
Reliable, Energetic, Phone Voice a Must. Long Hours. Great Future. Will Train. Apply in Person: 23100 Telegraph, Southfield.

RECEPTIONIST, Responsible nonsmoker wanted for busy ad agency. 6.3+ WP, hand typing, general office duties. Send resume and salary requirements to: 1250 Stephenson Hwy., Troy, MI. 48083. Attn: Debbi.

RECEPTIONIST for busy mortgage part time, 30 plus hours per week, 12-6pm. Light clerical. Send resume to: Sales Manager, PO Box 2108, Birmingham, MI. 48012-2108

RECEPTIONIST
Join the calm atmosphere of this advertising agency. Rom preferred. $7.50/hr. Call Rita at UNIFORCE 646-6168

RECEPTIONIST
Experienced person needed for multiple line phone system. Candidate should have excellent people skills and have a professional image. $7/hr. Call Ruth at UNIFORCE 357-0641

RECEPTIONIST/SECRETARY
Mature. Must have 4 years experience with good computer, typing and math skills. Pleasant telephone personality. Full time hourly position, excellent benefit package. Dunn Livonia manufacturing firm seeks person with salary history to: 34018 Beacon, Livonia, MI. 48150.

RECEPTIONIST/SWITCHBOARD
Troy/Auburn Hills area. Busy front office. Must be able to handle 25 or more extensions and light typing. Call today!

ET SERVICES & SYSTEMS, INC.
589-8428

RECEPTIONIST
Part-time, Mornings thru Friday, 4pm - 8pm, needed for beautiful nursing cared facility. Must be outgoing, pleasant voice. Apply in person at Kingsley Associates, 12001 Levan Rd., Livonia
An Equal Opportunity Employer

RECEPTIONIST
Fast Paced West Bloomfield real estate office is looking for an energetic person to add to our current staff of professionals. The qualified candidate must be dependable, organized, possess excellent phone skills, be a self-starter w/an eye for detail & show willingness to learn. Real Estate experience a strong +. To set up an interview call
Judy Kennedy 626-4000
Max Broock Inc.

RECEPTIONIST & CASHIER needed to work in Troy. Please apply at: 3720 E. 10 Mile Rd., W. of Ryan, Warren.

RECEPTIONIST/SECRETARY for downtown office, must have knowledge of WordPerfect 5.1, Lotus, please send resume to Barron Building, Co. 2111 Woodward, #919, Detroit, MI 48201

RECEPTIONIST
Full time position. Fast-paced Bloomfield office seeks mature, dependable person with heavy phone experience. Professional appearance a must. Non-smoking office. Call 540-9630

RECEPTIONIST
For small busy office, nice personality, good telephone skills & Word-Perfect. Send resume to
Office Manager, 30375 Northwestern Highway, Suite 100, Farmington Hills, MI 48334

RECEPTIONIST
For small busy office, nice personality, good telephone skills & Word-Perfect. Send resume to
Office Manager, 30375 Northwestern Highway, Suite 100, Farmington Hills, MI 48334

An Equal Opportunity Employer

SALES SECRETARY ASSISTANT
Full time position for Livonia office. Secretarial experience required with good phone skills. Computer experience necessary. Pleasant environment. Call Sue at 313-355-3484

SECRETARY/BOOKKEEPER
Troy based firm, word perfect, Lotus & Peachtree experience a must. Call 528-2880

SALES SUPPORT DATA ENTRY

We are looking for a detail oriented individual to use our Desk Top computer to keep our sales data. This is for a self-motivated person who will interact with sales reps. Must have 2 years general office experience and ability to handle multiple responsibilities. Good benefits and pleasant working environment.

Send resume to:
REACH MAGAZINE
31910 SCHOOLCRAFT
LIVONIA, MI 48150

SECRETARY
Experienced in all areas of professional manner, long term assignment which may lead to permanent. Must have 2 yrs. experience in the following: call today for appt.:
• Microsoft Word WordPerfect 5.1
• Lotus 1-2-3
• Typing speed 55-70 wpm
• Light bookkeeping

528-8454
FUTURE FORCE SERVICES

SECRETARY
Farmington Hills sales office seeks full time Secretary. Working knowledge of WordPerfect 5.1, Lotus 2.3, dictaphone skills, excellent typing & grammar skills. Mon. thru Fri., 8am-4pm. Please send resume with salary requirements to: Secretary, 404 Shelbourne, Rochester Hills, 48309

Open House

• Cooks
• Dietary Assistants
• Dietary Techs

Are you presently working in the food service industry and wish to make a change to an environment that will offer a higher salary and further growth potential? Or perhaps you are an individual interested in entering or rejoining the work force. If you are one of these individuals, then we want to speak with you!

Our Dietary Services Department offers the following:
- Excellent wage including shift and weekend premium pay
- Attractive benefits package
- A cohesive work environment
- Flexible scheduling
- Customized orientation program
- Opportunity to perform a variety of duties enabling you to expand your knowledge

Our Interviewing Open House will allow you to meet with one of our representatives to discuss your interests and detail our wage and benefit program.

Come join us on:
Date: Thursday, November 12, 1992
Time: 10 a.m.-7 p.m.
Place: Personnel Department
(located off of the main lobby)

We look forward to meeting you!

Garden City Hospital
6245 N. Inkster Rd., Garden City, MI 48135
(located between Warren & Ford Roads)
456-4277
EOE MF

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
For private club. Excellent spelling and grammar skills required. Microsoft Word experience helpful. Should have typing speed of 50wpm. Send resume to: Controller, P.O. Box 822, Northville, MI 48167.

RECEPTIONIST - Full-time temporary/exceptional switchboard operator needed for fast paced real estate office, Southfield. Hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Must be reliable, cordial and have pleasant telephone voice. Please send resume & salary to:
Mark Goldfarb
P.O. Box 287
Southfield, MI 48037

RECEPTIONIST
WORD PROCESSOR
A perfect "people" position. A professional organization offers security and benefits. Great word processing experience needed. Call 352-7007 Hurry!
Call 464-0909

RECEPTIONIST - Non-real estate office looking for:
PART TIME Eves. & Weekends. Typing & phones 32+ hrs./mo. Ideal for homemakers, college students, retirees
CALL:
MON.-FRI. ONLY
Between: 9AM-2PM
Ask for Robin at:
348-3000

RECEPTIONIST/CLERK
Fast paced environment requires the expertise of a experienced individual to assume clerical duties within the Department of X-Ray.

High school diploma or equivalent, minimum of 3-6 months clerical experience in a clinic, doctor's office or hospital setting. Knowledge of computers is a must.

If interested, you may apply in person or submit resume to:

PERSONNEL DEPT.
439-3400
GARDEN CITY HOSPITAL
6245 N. Inkster Road
Garden City, MI 48135

RECEPTIONIST
Personnel

If you are a professionally minded individual who enjoys a fast paced environment, then we want to speak with you! Our present position will involve a wide range responsibilities to include various clerical functions

Qualified candidates must possess a High School diploma or equivalent, related clerical experience (prefer a minimum of 1 year) and a typing speed of 40 WPM. Strong communication skills are a must.

Qualified candidates may apply in person or send resume to:

Personnel Department
GARDEN CITY HOSPITAL
6245 N. Inkster Road
Garden City, MI 48135
(313) 458-4277

RESIDENTIAL MORTGAGE DATA ENTRY CLERK

Republic Bank is seeking two individuals to work at our Farmington Hills mortgage office in Sales Record for Sale. Requirements include,

• Bookkeeping experience
• Familiarity with Lotus-based spreadsheets
• General clerical skills

Send all resumes to:
John Gentile
Republic Bank Mortgage Inc
Suite 100
37899 W. 12 Mile Rd
Farmington Hills, MI 48331

An Equal Opportunity Employer

504 Help Wanted Office-Clerical

Residential Mortgage Assistant

Republic Bank is seeking an individual to work at our Farmington Hills Mortgage Office. Requirements include:

• Familiarity with Residential Mortgage Industry preferred
• Personal Computer knowledge
• General Clerical Skills

Send all resumes to:
John Gentile
Republic Bank Corp Mortgage Inc
Suite 100
37899 W. 12 Mile Rd
Farmington Hills, MI 48331

An Equal Opportunity Employer

BALES AUDIT CLERK
Part time, Mon., Wed., Thurs., Fri., 9-2 PM. General auditing duties, detail work, involving checking, verifying register totals and bank deposit totals. Experience on 10 key calculator and neat appearance. Good letter of interest to:
ACO Hardware, 23333 Commerce Dr., Farmington Hills, MI., 48335.
Att: Human Resources.

SALES SUPPORT
We are an industry leader seeking good team players for a business development position. Data management, math, spelling, and clerical skills. Must enjoy customer service and problem solving in a busy and technically detailed atmosphere. Part time leading to full. Mail resume to:
Great Lakes Business Forms
2118 G. Wayne Road
Westland, MI 48185
Attn: Ray Shields, G.M.

SECRETARY
Environmental Testing firm needs your experience with Word-Perfect 5.1 and Harvard Graphics. $9/hr. Call Sophie at
UNIFORCE 473-2932

SECRETARY
Experienced person needed for a Bloomfield Hills promotional products company to handle all office functions. Reply to PO Box #33108, Bloomfield Hills, MI 48301-3108

SECRETARY
for busy Southfield law office. Must have excellent skills including word processing. Wat train 948-1231

SECRETARY FOR TOY CPA firm. Must be organized, self motivated. WordPerfect 5.1. Excellent benefits. For appointment call 650-0490

SECRETARY
For Account Sales Engineers. Full time position in regional sales office of Fortune 500 company. Responsibilities include word processing of technical proposals, data management, etc. Please list experience & software packages you know. Skills are familiar, Telephone & Interpersonal skills are a must. Good company benefits including medical & dental. Southfield location.
Reply to Box #526
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY
Full time, Mon.-Fri., for Birmingham sales office. Mature, dependable, professional.
248-642-5730

SECRETARY/GENERAL OFFICE
Part time position for fast paced office. Knowledge of computers & word processing a must. Mail resume to: Livonia, call 3-5pm. 425-7037

SECRETARY
If you like to be busy this is the job for you - heavy typing, word processing & secretarial duties. $20-$23,000. In Livonia
All fees employer paid
#1 Personnel Place
274-4230

SECRETARY - Immediate opening, full time, industrial sales office. Must have excellent typing skills, 60 wpm, letter, WordPerfect 5.0 and 10 key. Light bookkeeping & clerical duties. Benefits. Call Tammy at 313-846-2535 or send resume to: Z-Weigh Inc., 4810 Sleeker, Dearborn, MI 48126

SECRETARY
LEGAL DEPARTMENT

Prestigious national advertising agency seeks a secretary with a legal background. Qualifications include assisting in resolution of legal issues and assisting in house counsel, interface with agency personnel on legal matters under specific direction of supervisor, and assist in preparation of routine correspondence and contractual matters. Computer experience with specific knowledge of WordPerfect 5.1 software, general secretarial skills, and typing speed of 60wpm are necessary. Preferred candidates will possess good interpersonal skills, thrive on detail, and be able to prioritize and coordinate multiple projects. Please send resume, salary requirements & salary history in confidence to:

Joyce Ryan
C BIZELL
1000 Town Center, Suite 2600
Southfield, MI 48075-1241
Fax: 313-262-8195

Equal Opportunity Employer M/F/H

SECRETARY - Macintosh experience. Give us your resume. Send resume required for small non-smoking Birmingham office. 540-7705

SECRETARY - Prominent computer firms needs Secretary with minimum 2 yrs. experience WordPerfect, 55wpm necessary. Full benefits. Resume to: SECRETARY, 29299 Franklin, Southfield, MI 48034

SECRETARY/RECEPTIONIST
medium size tool manufacturing company. Excellent benefits.
427-9290

SECRETARY TO PRESIDENT
Expanding health care company seeks candidate with Word Perfect. Fast typing, Lotus 2.4 & 511-5313/hr. Call Sloane at UNIFORCE 646-7661

SECRETARY/TYPIST
For fast paced market research firm. Must have excellent Word Perfect 5.1 skills. Salary commensurate upon experience. Send resume to: Northoaks Research, 20300 W. 12 Mile, Ste. 102, Southfield, MI 48076

SECRETARY with Word for Windows experience needed.
Call 464-7078

ETD Temporary Service
An Equal Opportunity Employer

SECRETARY/WORD PROCESSOR

Needed to work in the Troy & Auburn Hills area. Phones, typing 55 wpm, and knowledge of 1 or more of the following software:

• WordPerfect 5.1
• MS-Word
• Lotus 1-2-3
• WordStar
• DisplayWrite 4 & 5

We have temp or perm, long & short terms

ET SERVICES & SYSTEMS
589-8428

START TODAY!
FULL-TIME FILE CLERKS
Positions available immediately in the Farmington Hills area for qualified candidates for an appointment

471-1870
MANPOWER
TEMPORARY SERVICES

SWITCHBOARD OPERATOR
JOIN OUR TEAM!
We need a full time Switchboard Operator/Receptionist for a fast paced, growing, dynamic communications firm. Experience preferred. Heavy customer contact. Must type 45wpm, have a neat appearance, and a good speaking voice. Salary commensurate with ability. Submit your resume & salary requirements to:

Attn: Office Manager
32825 Northwestern Hwy.
Farmington Hills, MI 48334

Switchboard Operator
Temporary to permanent position. Must be professional, well spoken. We are looking for a large company with excellent benefits. $14,500 to $15,600. Growth opportunity.
CALL ADIA.
358-8890

504 Help Wanted Office-Clerical

SECRETARY - Must have good telephone, typing and organizational skills. Computer experience. Part time 12:30-4:30 Monday thru Friday. Comfortable small office in Troy/Farmington Rd. area. Starting at $7 per hour. Send resume to: BOX 366, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY - part time. Southfield consultant seeking part time secretary who is proficient in WordPerfect & Lotus with good office skills. Apply by resume to: Box 2133, 24133 Northwestern Hwy. Ste 210, Southfield, MI 48075

SECRETARY - PART TIME
Accurate dependable person for busy pleasant Rochester office. Hours noon to 4:30pm. Mon thru Fri. Extra sharp skills required. Duties include phone entry, typing, filing, and a plus. Deal, resume only. No phone calls please. Competitive rate expected

Judy Waugh, EVP
Rochester Board of Realtors
427 6th St Rochester, MI. 48307
An Equal Opportunity Employer

SECRETARY - Responsible person for fast paced office. General office duties, typing, filing, answering phones, word processing using WordPerfect 5.1. Must be self motivated & experienced. Send resume to: Jerome Stainless Products Group, 2573 Rochester Road, #110, Rochester, MI., 48307

SECRETARY - Requirements: Proficiency with Lotus & Word 5.5, detail oriented & good interpersonal skills. Demonstrated ability to meet deadlines & references to Robert Kennedy, Sport Co. Long Lake, Suite 275, Bloomfield Hills, MI 48304

SLEIGH BELLS RING ...
ARE YOU LISTENING?
Listen to this! With Christmas just around the corner, earn extra money today - many office jobs NOW available. Call today!
• Computerized accounting
• Typist
• Word Processing
• Secretarial
• A/R, A/P
Set up appointment today
528-8454
FUTURE FORCE SERVICES

SWITCHBOARD/RECEPTIONIST
Full time position available with fast paced profit sharing group in Southfield. Qualified candidate must have some experience with high volume, 10 line switchboard, excellent phone etiquette, pleasant speaking voice, professional appearance and appearance for greeting visitors on a daily basis. Three years minimum experience mandatory. Please send resume and salary history to:

RECEPTION/PERSONNEL
2000 Town Center, Ste. 2200
Southfield, MI 48075

TEMPORARY WORD PROCESSING Position. (6 Months) Southfield based computer consulting firm. Word for Windows & Excel.
Corporate Resource Consultants
473-0540

THE CHARLES KENT REAVER CO. has full & part time positions open for receptionist & coordinator. Must have good telephone etiquette, speaking manner, good appearance & high energy level. Non-smokers only. Call Mary Ann at 313-557-4553

TYPIST - full time, needed for court reporting firm in Troy area. Must produce 300 pages per week. Experience preference. 229-3600

WORD PROCESSING SECRETARY
Work in the exciting atmosphere of a Southfield advertising agency if you are a proficient word processor with some experience, call Sandy at Uniforce UNIFORCE 357-0037

WORD PROCESSING SECRETARY
Healthcare headquarters in Farmington Hills has immediate opening for your Word Perfect 5.1 and Lotus knowledge. $9/hr. Call Sophie at UNIFORCE 473-2931

WORDPROCESSOR NEEDED
for busy Birmingham based individual must possess excellent spelling, typing, transcription skills and be familiar with WordPerfect 5.1
Legal knowledge helpful
Contact Anne, 645-2980

WORD PROCESSORS
Temporary assignments of these software packages

• WANG
• WORD PERFECT
• LOTUS

We have exceptional jobs for you! Long and short term assignments available immediately and general clerical jobs also available. Morning, afternoon, evening hours. Schedule an appointment today.
Call Sue at

TempExchange
557-5600

505 Help Wanted Food-Beverage

Accepting applications for
COOKS
SERVERS
HOSTS/HOSTESS
At the Ground Round Fieldale hours competitive wages. Apply in person: Ground Round, 30005 Orchard Lake Rd, Farmington Hills 851-7404

BANQUET SERVERS, experienced, needed for luxury hotel. Long-term assignments. Must have neat, short, neat appearance. Starts Mon., Nov 9th. Call 278-4560

DARIANDS
Days and evenings, full and part time. Good pay. Will train. Farmington Call 474-3533

BAR STAFF, WAIT STAFF, Cooks. Apply within after 5pm
Revues, Keyboard Lounge, 1870 Wayne Rd., Westland 728-9330

BARTENDER
experienced, needed for eves. Some cooking involved. Canton 487-9770

BARTENDER/NIGHTS
Experienced. Non-smoking area. Busy Bar. Good working conditions. Please call Bridget or Suzanne 348-4404

BENNIGAN'S
Southfield is now accepting applications for the following positions
Experienced
• Cooks
• Servers
• Hosts/Hostesses
• Server Assistants
Must apply in person
Mon - Thurs 2-5pm
26555 Northwestern Hwy

BOB EVANS NOW HIRING
hostess/hostesses, grill line cooks, waiters/waitresses, bus people, & kitchen prep. Apply in person at 26245 Telegraph Mon thru Fri

BOB EVANS RESTAURANT
is now hiring for experienced Grill Operators. Full & Part Time. 30987 Flym, Romulus near Metro Airport. 326-2450

BREAKFAST COOK & WAIT STAFF, experienced. Apply at
140 W. Maple, Troy. Phone. 362-3835 or even 977-2868

BUS PERSON
Part time Mayflower Hotel
In Plymouth
453-1620

BUS PERSONS
(Lunch & Dinner)
Cashier/Bartender (Part-time)
Salad Prep/Pastry
Part-time night dishwasher
Apply in person between
2:30pm and 5pm
MACHUS RED FOX
(Telegraph & of 15 Mile Rd.)
No phone calls please!

505 Help Wanted Food-Beverage

BARTENDER WANTED
Part time. Tuesday-Saturday evenings. Wage commensurate with experience. Apply in person 2pm-5pm. 22575 Farmington Rd., Farmington
477-1000

BATES HAMBURGERS - 33406 5 Mile, Livonia. 22391 Middlebelt, Farmington. Full & part time, meals and uniforms furnished. Apply in person, 9am to 10am & 2pm to 5pm.

BENNIGAN'S
NOW HIRING
(due to an increase in sales)

COOKS $4.50 TO $10.00/hr.
SALES STAFF $200 to $450/wk.
HOST STAFF $4.50 to $6.50/hr.

Bennigan's meal plan, paid vacations, insurance, credit union, etc.

Apply in person Mon. thru Fri.
2-4pm at:

BENNIGAN'S
40441 Ann Arbor Rd.
Plymouth, MI

BUS PERSONS
The Original Pancake House is now hiring full & part time Bus Persons. Must be available weekends. Experience preferred, but will train.
Apply in person at 1360 South Woodward, Birmingham.

BUS PERSON WANTED - Part time evenings. Excellent pay. Must have some experience but are willing to train right person. Apply in person: Beau Jacks, 4180 W. Maple, Bloomfield Hills

CAFE JARDIN located in the center court in Somerset is still now accepting applications for the following positions: Busperson, Wait Staff, Bus Persons & Carryout. Apply in person between 3 & 5pm.

CATERER
for parties & banquets. Call & leave name & phone number. 534-4037

CHEF - Experienced in Italian cuisine. Waitstaff. Full time. Apply: Dining & Cocktails, 32758 Grand River, Farmington. 477-7777

CHUCHMUERS BIG FISH
be part of a winning team for an exciting restaurant in a unique atmosphere. Big Fish is now hiring day & night servers. Apply in person 2pm-4pm & 9pm-11pm. Big Fish, 700 Towne Center Dr., Dearborn (just outside Fairlane Mall)

CHUCK MUER'S PALS known for quality & service seeking Dishwashers & Cooks. Please apply at 5656 W. Maple Rd., W. Bloomfield.

ROCKY'S OF NORTHVILLE
A Rachwitz-Muer Establishment
Be part of the opening team for an exciting new restaurant opening soon. Now hiring: Cooks, Prep. Pantry, Dishwashers, Buspersons, Rocky's (formerly Northville Cherley's) Mon-Sat, 10-6, 41122 W. 7 Mile Rd., Northville (½ Mile W. of Haggerty)

COOK - DARBERSON
531-4818

COOK
for bingo concession stand 4 days a week. Call & leave name & phone number at 534-4037

COOK
• Line, Catering
• Day Shift
• Health & Life Insurance
• Top Wages
Apply in person
Richard & Ress, 273 Pierce St.,
Downtown Birmingham

COOKS - MIDNIGHTS
Top pay for a full time experienced Cook. Reference necessary. Apply in person: Mr. Granny's, 27545 Plymouth Rd. No phone calls please.

COOKS
The Original Pancake House is now hiring full & part time Cooks. Must be available weekends. Experience preferred, but will train.
Apply in person at:
1360 S. Woodward, Birmingham.

COOKS & WAIT STAFF
Experience in Middle Eastern food preferred but not required. Big Apple Park area.
968-2225

COOK TRAINEE
Full time position. Excellent benefits hours We will train the right person. Please apply in person to Grand River Village of Farmington Hills, 36550 Grand River, between 1-3pm.

COUNTRY KITCHEN Bakery in Farmington. Full or part time.
Apply in person after 1:30pm at: 24550 Grand River, Farmington

DAY & NIGHT POSITIONS
Part time. Apply within at Subway, 869 Auburn Rd /John R. Rochester.

DINING ROOM
SERVICE MANAGER
Zehnder's of Frankenmuth. Americas fifth largest independent restaurant is seeking a full time Manager. Responsibilities include efficient use of labor & financial resources within the dining room & bar areas. Staff of 200 plus, seating capacity of 1300. Serving 1 million guests annually. Promotes & demonstrates exceptional customer service. Requires bachelor's & management related field, minimum 2 years management experience. Must exhibit high degree of leadership & communication skills. Qualified candidate send resume to: Zehnder's of Frankenmuth, 730 S Main St, Frankenmuth, MI 48734. Attention Human Resources.

DISHWASHER/HOUSEMAN
FULL TIME
Mayflower Hotel In Plymouth
453-1632

DYNASTY RESTAURANT - 9 mile & Beech. Wait, Bus Persons, Hostess, Cashiers, Bartenders & Dishwasher. Please call Jane 352-0920

EXPERIENCED COOK wanted full time PM, part time AM. Please apply in person. Mr. B's Farm, 24555 Novi Rd. (North of 10 Mi.) 313-349-7900

FOUR STAR JAPANESE
RESTAURANT IN NOVI
Needs Wait Person & Host Person
11am-2pm, 5pm-11pm, Bartender
11am-2pm, 5pm-11pm, Sushi
Dishwasher 5:30pm-11pm. Full/part time. Good money. Call 380-8160

FRONT DESK CLERK NEEDED
Also, part time NIGHT AUDITOR. Call Marie or Gwen, Mayflower Hotel, Plymouth. 453-1620

GOLDEN OPPORTUNITY
Restaurant Lounge Manager.
Apply, Sat. Nov 7th, 10am-12noon
Pony Express Saloon, 31650 Eight Mile, Farmington Hills.

HELLENIC CULTURAL CENTER
is now accepting applications for the following part-time positions:
Banquet Captains, Wait Staff, Cooks, Pantry. Apply in person only, Mon-Sat, 10-4. 36375 Joy Rd. between Wayne & Newburgh, Westland

MAX & ERMA'S LIVONIA
NOW HIRING
HOST/HOSTESS AM & PM,
BUSSERS, AM & PM and
KITCHEN HELP. Also need part time Office Administration Host. Please apply Mon-Thurs from 2-4. Max & Erma's, Laurel Park Place Mall, 6 Mile & Newburgh

HOTEL
OPPORTUNITIES

251 All-suite Hotel is seeking dynamic individuals for the following full and part-time positions:

Dining Room Attendant
Hostess/Cashier
Beverage Server
Banquet Houseperson
Cafeteria Attendant
Kitchen Utility
Housekeeper
Night Houseperson

Apply for positions in person
Monday-Friday, 10am-4pm

NO PHONE CALLS, PLEASE

Guest Quarters Suite Hotel - Troy
850 Tower Drive - Troy, MI 48098
I-75 and Crooks Road

An Equal Opportunity Employer

MANAGERS
Seeking aggressive professional individuals to train full-time as Managers. Competitive wages, benefits. Livonia area. Previous McDonald's experience a plus.
Call 462-9470

Also seeking full-time Maintenance, Marketing Rep & Crew

505 Help Wanted Food-Beverage

GUEST SERVICE Representative
Full benefits available. Energetic & outgoing. Experienced & unexperienced please apply in person from 8am-5pm. 31525 12 Mile Road, Farmington Hills, MI 48334

HOST/HOSTESS NEEDED evenings, weekends. Apply within: Jonathan's Pub, Livonia Mall.

LINE COOK - Experienced for Chuck Muer Restaurant. Needs sense of urgency. Potential for advancement. Wage negotiable. Apply Mon-Fri, 2pm-5pm. 30555 Grand River, Farmington. 478-2010

LINE COOK - FULL TIME
Multiple restaurants in downtown Detroit. Call 2pm-5pm only.
961-8911

LINE COOK WANTED
Experienced. Full time. Apply:
Chicago Road House,
21400 Hilltop Mall Blvd., Dearborn.

LOOKING FOR MATURE ADULTS
To work day & closing shifts.
Apply in person: Pizza Restaurant, 123 Kroger Rd., or 30123 Ford Road, Garden City.

MANUELS IS HIRING
Line cook for banquet pay for experienced only. Apply in person at Manuels, 1401 Crossroads Mall, Lone Pine & Orchard Lake Rd
No phone calls.

DUE TO increased business MOUNTAIN JACK'S in Dearborn Heights is currently seeking current model professionals to help us serve the best prime rib in town! Applications being accepted for:
• Assistant Kitchen Manager
• Bartender
• Working Chef
• Line Cook
Apply in person: 26207 W. Warren, Dearborn Heights

MOUNTAIN JACKS
FARMINGTON HILLS
is now accepting applications for:
• LUNCH STAFF
• COCKTAIL SERVERS
Apply in person Mon-Thurs 2-4pm
24275 SINACOLA CT.
MOUTAIN JACKS
LIVONIA
is now accepting applications for:
• KITCHEN HELP
• WAIT STAFF
• HOSTESS/HOSTESS
• BUSSERS
Apply in person Mon-Thurs 2-5pm
31301 FOUR MILE/LAFT RD
(at Merriman)

NOW HIRING - Experienced line cooks, excellent opportunity for advancement. Top wages & benefits. Apply in person: Warren Mountain Jacks 574-1040

★ PASTRY CHEF
Looking for creative person. Is there you? Call Ronald Benedetto.
CALL SWEET LORRAINE'S
559-5988

PREP COOKS & DISHWASHERS
Apply within before 11am or after 2pm. Fritzes, 18730 Northville Rd., Northville

RAPIDLY EXPANDING pizza chain Looking for experienced Pizza Makers, Cashiers, Drivers. Flexible hours. Good starting pay. Call between 2-5, Mon-Fri, 471-0501

RESTAURANT
Experienced Wait Staff for Catered Events. Hourly Comm. Services
258-6996

RESTAURANT HELP - Full time & part time, days for Toledo's in Novi. Apply in person at 24271 Novi Rd or call 347-3717

RESTAURANT
MANAGER
Full menu family dining chain seeks manager for Novi, up to $35,000 + bonus. Excellent benefits. Career opportunity 2-5 yrs management experience 473-7210
Steven J. Greene Personnel

Restaurant

We want you
And Two
Friends

You'll make friends at Red Lobster. But you can apply with a friend too! What a way to earn and learn with the best in food service

Openings Available
• Alley Coordinators
• Day & Night Utility
• Line Cooks

We Offer:
• Full & Part-time
• Great starting salary
• Advancement/bonuses
• Eligibility for group
• Health/Dental insurance
• Flexible hours
• Profit sharing/savings plan
• Meal discounts
• Training & Advancement

Interviews conducted 2-4 PM, Monday-Friday. Stop by and ask for the Manager

RED LOBSTER
31420 Ford Rd.
Westland, MI
An Equal Opportunity Employer

ROCKY'S OF NORTHVILLE
A Rachwitz-Muer Establishment
Be part of the opening team for an exciting new restaurant opening soon. Now hiring all positions.
Apply in person, Rocky's (formerly Northville Cherley's) Mon-Sat 10-6, 41122 West 7 Mile Rd., Northville (½ mile west of Haggerty)

PANTRY positions available under the direct guidance of Chef Ernesto De Michele. Uniforms furnished. Apply at Ristorante Cipolla, 41661 Plymouth Rd, Plymouth.

SERVICE ASSISTANTS
Motivated people between days & evenings, 4 hr. shifts. $5/hr. + tips
Call Cello or Tim at 642-9400

SHORT ORDER COOK
Experienced short order cook wanted for Birmingham cafe. Full or part time, flexible hours available.
Call 642-5560

STAGE & CO.
Now hiring full time, highly motivated & experienced people to fill all positions.

Apply in person Tues. - Fri., between 2-5pm:
6873 Orchard Lake Rd.
West Bloomfield

THE HOTEL BARONETTE
Has immediate openings for individuals experienced in the following areas: Morning Restaurant Server, Morning Restaurant Supervisor & Banquet Person. Please apply in person only Mon-Sat., 9-7pm
THE HOTEL BARONETTE
27790 Novi Rd.
An Equal Opportunity Employer

WAIT PERSON
Full & part time. Apply in person
The Box Bar & Grill
777