504 Help Wanted Office-Clerical

FILE CLERK/MESSENGER
Downtown Detroit law firm seeks reliable individual to assume daily court filing responsibilities. Valid driver's license necessary. Salary negotiable. Non smoking environment. Submit resume: Office Manager, 2300 First National Bldg., Detroit, MI 48226-3520.
NO PHONE CALLS PLEASE
An Equal Opportunity Employer

GENERAL OFFICE
Computer data entry, switchboard & cashiering experience desired. Contact Harry Miller Flowers. 541-2329

GENERAL OFFICE - Customer service, telephone, light typing/pc. About 30 hrs./week. Livonia, Schoolcraft & Levan area. 953-0861

GENERAL OFFICE HELP WANTED
Full time. Casual office work includes: Computerized billing, answering phones and customer service. Knowledge in desk top publishing a plus. Must be organized, have an eye for detail and a sense of humor. Apply in person at: 26211 W. 7 Mile Rd., Redford.

GENERAL OFFICE - typing, phones, computer work. Full time Bloomfield Hills area. Call, 644-0920

GENERAL Office Help, part-time, Reception, typing, phones. Bloomfield Hills law firm. Call Lorene 643-1450

GENERAL OFFICE
Part time, could work into full time. Experienced, for insurance agency: filing, typing & customer service. Please send resume to: P.O. Box 607, Farmington, MI., 48332.

GENERAL OFFICE
International company offers interesting variety and good benefits. Good secretarial skills and a liking for keeping things organized needed here. $17,000 plus.
Call Bernice: 484-0909
SNELLING PERSONNEL SERVICES

H-E-L-P
Financial service professional in Troy needs assistant who can take over office work. Skills required: Detail-oriented, good with numbers, write business letter and control a situation! Send resume and brief cover letter, P. O. Box 2980, Southfield, MI., 48037.

HIRING NOW!!
• RECEPTIONIST/SWITCHBOARD OPERATORS
• FILE CLERKS
• DATA ENTRY CLERKS
Short & long term assignments located in Troy, Southfield & Dearborn areas.
CONTEMPRA
583-9500 - Madison Hgts
563-5900 - Dearborn

IMMEDIATE OPENINGS CLERICAL PERSONNEL
Work when and where you want. We offer TOP PAY, TEMP-MED INSURANCE, HOLIDAY PAY, OVERTIME PAY! Call for an appointment today!
WORD PROCESSORS
RECEPTIONISTS
DATA ENTRY
TYPISTS
SWITCHBOARD OPERATORS
FILE CLERKS
SNELLING TEMPORARIES
NEVER A FEE
LIVONIA 464-2100
AUBURN HILLS 373-7500
SOUTHFIELD 352-1300

INSIDE SALES/Order Processing/ Order Entry. Automation components. Resume & salary history to: Human Resources, Enprotech Corp., 38701 Seven Mile, Ste. 145, Livonia, MI 48152.

INSURANCE sales office. Part time to become full time sales support position/CSR. Insurance background preferred, not required. $8 per hr. Farmington Hills. 851-6566

INSURANCE
Underwriting Trainee needed for the Southfield branch office of Provident Life & Accident. This person works closely with a sales person handling proposals and processing applications. Excellent phone and administrative skills required. Disability insurance background very helpful. Please send letter & resume to: M. Adams, Provident Life & Accident, 26261 Evergreen Rd., Suite 170, Southfield, MI 48076
An Equal Opportunity Employer

JOBS!
• $5 - $10 Per Hour
• Long & Short Term
• Light Industrial
• Word Processors
• Data Entry/Clerical
NO FEES EOE/M/F/H
EmploymentGroup 583-1919

KEYDISC/KEYPUNCH
Experienced Data Entry Operators. Day afternoon shifts, full or part time. Miss Hartman, 581-5151

LEGAL SECRETARY:
Specialty in Personal Injuries
Part-time, Birmingham Area
Call, 313-258-6262

LEGAL SECRETARY - Experienced, WordPerfect 5.1, personal injury & family law. Salary/hrs. negotiable. Resume: 30633 Northwestern Hwy., Suite 100, Farmington, MI 48334

LEGAL SECRETARY
with minimum of 5 years experience with Southfield firm. Litigation experience with excellent secretarial skills necessary. Applicant must be professional & poised. Benefits include health, life, disability, profit sharing & 401(k). Salary commensurate with experience. Send resume, in confidence to BOX 790:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY needed for Southfield family law firm. 2-3 yrs. experience, salary negotiable, non-smoking. Ask for Marcia, 357-4888

LEGAL SECRETARY
Some legal experience required, proficient in WordPerfect 5.1. Salary commensurate w/experience. Novi location. 344-1492

LEGAL SECRETARY - Expanding downtown law firm seeks a professional experienced Legal Secretary with an eye for detail. Salary commensurate with ability. Send resume: Personnel, 1370 Penobscot Building, Detroit, MI 48226.

LEGAL SECRETARY experienced for small general practice firm. Please mail or fax resume with salary requirements to:
Rothstein, Karbel & Wallace, P.C.,
3000 Town Center, Suite 1800,
Southfield, MI. 48075.
ATTN: Office Manager.
FAX: 353-7843

LEGAL SECRETARY - PART TIME
4 days per week for Farmington Hills law firm. 5 yrs. experience, WordPerfect 5.0. 932-3500 ext. 247.

LEGAL SECRETARY for Southfield plaintiff personal injury law firm. Entry level, 1 year legal, WP 5.1, type 70 wpm. Call Katherine 552-0400

LEGAL SECRETARY Needed for Bingham Farms Law Firm. Must have at least 4 yrs. legal secretarial experience and type 70wpm. BARB JESTER: 642-6000

LEGAL SECRETARY
For Southfield personal injury law firm. Experience and knowledge of WordPerfect 5.1 required. Call office manager, 358-5100

DOWNTOWN LAW FIRM seeks legal secretary with a minimum 3 years probate estate planning experience. Experience with WordPerfect helpful. We offer competitive salary and benefits. Send resume & salary history to:
Director of Administration
Berry, Moorman, King & Hudson
600 Woodbridge Place
Detroit, MI 48226
No phone calls please!

LEGAL SECRETARY
for Southfield law firm. Personal Injury/Medical Malpractice experience & knowledge of WordPerfect 5.1 required. Call:
Fieger, Fieger & Schwartz 355-5555

LEGAL SECRETARY
For Birmingham law office. Must possess good organizational skills, be self-motivated, have 2 yrs. legal in WordPerfect 5.1 experience. Call Judy between 3-5:30pm 645-1700

LEGAL SECRETARY/PARA LEGAL
For Southfield sole practioner with medical malpractice specialty. Full time. Must be experienced. WordPerfect knowledge required.
Call 357-7778

LEGAL SECRETARY
MICHIGAN CORPORATION
Corporation seeks 1-2 years legal experience, strong analytical skills plus pleasant personality.
Call Arthur Thomas, 355-4140

LEGAL SECRETARY - Part Time
For small Farmington Hills general practice law firm. Legal experience preferred but not required. Word processing and dictaphone skills required. Salary negotiable. For an appointment please call:
Harvey Babcock 851-2880

LEGAL SECRETARY
Ann Arbor area. Prestigious law firm. Secretary to managing partner. Must be proficient on Wang, very professional image, excellent skills.
ARBOR TEMPS 459-1166

LEGAL SECRETARY
Non-smoking Bloomfield Hills law firm. Minimum 2 years experience as Legal Secretary or equivalent. WordPerfect 5.1, 70 w.p.m. dictation equipment. Familiarity with general legal and litigation forms helpful. Good writing/speaking skills and analitic ability required. Competitive salary and benefits. Call
Chris weekdays, 1pm-5pm 644-2600

LEGAL SECRETARY
TO $29,000 FEE PAID
Suburban and Downtown positions available for your litigation, WordPerfect, and organizational skills. All positions have full benefits and are immediately available. Call
MARK BOOKSPAN
649-3330
or fax resume to 649-FAX2
BOOKSPAN & ASSOCIATES

LEGAL SECRETARY $28,000
Employee oriented firm seeks experienced defense litigation secretary to work for partner. Excellent opportunity. Benefits.

LEGAL SECRETARY $25,000
Easy-going partner needs organized legal secretary for successful practice. Large firm. Benefits.

Legal Word Processor $22,000
WordPerfect and good typing needed for well-established firm.
Call Donna: 772-4760
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY
Troy law firm seeks highly motivated legal secretary with a working knowledge of litigation defense. 70 wpm typing. Word Processing knowledge. Dictation equipment. Working for two attorneys in a fast paced office.
Excellent benefits. Paid vacations, holidays, sick-time. Salary commensurate with experience. Non-smoking environment.
Phone: 641-1800 Ext. 3002 between 9am & 11am to schedule appointment. Or send resume to: Office Administrator, 1301 W. Long Lake, Suite 250, Troy, MI 48098.

MANUFACTURING company has full time & part time office positions available. Apply in person at Circuits DMA, 32900 Capitol, Livonia. Off Farmington, S. of I-96.

MARKETING/ADVERTISING COORDINATOR
Experienced person sought to coordinate all marketing activities in a fast paced & rapidly growing computer hardware & supplies dealer in Dearborn, MI. Ideal candidate will have 2-3 yrs. management experience & background in desktop publishing, desktop presentations & Excel spreadsheets. Journalism skills helpful. Must be self-motivated, have strong organizational & planning skills. Please send resume to: 15260 Commerce Dr. S., Dearborn, MI 48120. Attn: Personnel Dept.

MARKETING SECRETARY
Plush office of suburban firm needs your WordPerfect 5.1 experience and ability to interact with clients.
Call Sophie 357-0036
Uniforce Temporary Services

MARKETING SUPPORT Secretary - A fast paced office. Word processing. Full benefits. Experienced only. Call before 11am, 356-2300

MEDICAL BILLER
Long term positions in Auburn Hills and Detroit for Blue Shield, Medicare/Medicaid experience.
Top pay. Call Mary 648-7863
Uniforce Temporary Service

MORTGAGE COMPANY, Southfield area, Internal Audit Dept. looking for Loan File Reviewer of government files. Previous experience preferred. Individual should be self reliant, thorough and efficient in work habits. Please call Janet, 353-2130

MORTGAGE COMPANY, Southfield area, looking for industrious, hard-working, efficient individual, willing to work overtime, on computer data entry and various other entry level duties in Insuring Department. Please call Janet. 353-2130

NEED A JOB?
COME SEE US!
We have immediate needs in Oakland and Macomb Counties for:
• SECRETARIES
• FILE CLERKS
• RECEPTIONISTS
• TELEPHONE SURVEYORS
• WAIT STAFF
EXPRESS SERVICES
643-8590
Not an Agency Never a Fee

NEED ENERGETIC service/sales person, with experience in Personal Lines, for working inside a Southfield State Farm office. 353-1400

NOVI BASED COMMUNICATION Firm is seeking a Buyer Assistant. Excellent salary and benefits. Previous experience a plus. Send resume and salary history to:
Sue Croteau, Personnel Manager
Clover Communications Inc.
P.O. Box 40, Novi, MI 48376.

OAKLAND COUNTY based CPA firm looking for secretary/Real World experience. Full time, excellent benefits, compensation commensurate/experience. Send resume & references to box #858
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PART TIME OFFICE CLERK
Needed for Troy distributor. Some typing & general office experience required. Send resume to: 1410 Allen Dr., Troy, MI. 48083. Attention: Linda.

SENIOR DATA ENTRY CLERK
Ross Roy, Inc., Michigan's largest Independent Marketing Communications firm, is recruiting candidates for our production data entry department. Qualified individuals will have at least two years in volume oriented keying. Must key and test a minimum of 13000 sph. Leadership and training experience helpful. Candidates must be energetic, courteous, flexible and professional.
Open your doors to the future by gaining valuable experience in our high volume, creative, service oriented environment. We offer a competitive salary and benefit package.
If you would like to be a part of our growing, progressive team, please forward your resume and salary requirements to:
Ross Roy, Inc.
Attn: CM-HRESS
100 Bloomfield Hills Parkway
Bloomfield Hills, MI 48304
A non-discriminatory, affirmative action employer

MARKET RESEARCH
Established market research firm seeks enthusiastic, motivated self-starters for interviewing positions. Experience preferred, but will train the right person. For appt. 569-7050

MICROSOFT WORD/ MULTIMATE JOB FAIR!!
Do you know Microsoft Word? Corporate Personnel is looking for experienced people for many long term and permanent positions at a large corporation in Troy. Top pay, Holiday pay, free training, and benefits when permanent!
WHEN: Tuesday, April 20, 9a.m. - 3p.m.
WHERE: 755 W. Big Beaver Suite 122, Top of Troy Bldg. (between I-75 and Crooks)
Please bring 2 pieces of ID and resume to:
CORPORATE PERSONNEL SERVICES
362-9696
NO FEE EOE

OFFICE CLERICAL - experience in A/R, A/P, computers helpful, 40/hrs per week, liberal benefits. Apply in person at Engineered Heat Treat, 31271 Stephenson, Madison Hts.

OFFICE CLERK PART-TIME
Livonia retailer is looking for a detail person to work part-time (evenings & weekends) in a friendly office atmosphere. Accurate typing, filing, processing invoices, handling phones. Call Lisa 422-9268

OFFICE CLERKS - Receptionist and phone sales personnel. Computer knowledge a plus. Good communication and writing skills a must. Excellent salary packages. Apply or send resume to: E.R.S., 25140 Lahser, Su. 264, Southfield, MI 48034, or call 353-5115

OFFICE/DELIVERY HELP
full/part time, must have dependable transportation & excellent phone skills. Livonia 525-6872

OFFICE MANAGER - Commercial printing shop. Challenging opportunity for quality minded individual with phone skills. Competitive wages, benefits negotiable. Redford. Phone Michelle 538-0188

OFFICE MANAGER
Non-profit charity, Southfield. Strong computer (WordPerfect), office competency, detail oriented, strong people skills imperative. $18-$20. Send resume to: Variety, 30161 Southfield, Ste. 301, Southfield, MI 48076. NO PHONE CALLS PLEASE

OFFICE MANAGER/BOOKKEEPER
Directly responsible to the owner to perform the duties of accounts payable, payroll, and general ledger thru trial balance. Oversee accounts receivable and order entry and interface with purchasing. Computer literacy a must. Platinum software experience a plus. Must be a team player. Located in Wayne. Call and ask for Joann at (313) 728-2222

OFFICE SERVICES CLERK
Mailings, data entry, supply room maintenance, etc. Must have reliable transportation. Southfield area. Send resume to: Box 802,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ORDER ENTRY for Ad Specialty Sales. Fast paced progressive Troy based specialty advertising and incentive award company has an immediate opening for a reliable person who is self motivated and has excellent written and oral skills. Duties include order input and vendor follow-up. Successful candidate will be organized, work well against deadline and be able to type 45-50 w.p.m. Salary/benefits. Send resume to: Order Entry, P.O. Box 7048, Troy, MI 48007-7048.

PART-TIME CLERICAL ASSISTANT
20-25 hrs./wk. Insurance experience helpful, but not essential. Call for appointment. 540-3131

PART TIME SECRETARY/Clerk needed, approx. 20 hrs./wk. Experience with computer word processing system. Office hrs. are Mon.-Fri. 9-5. Apply by resume stating salary requirements to: Sinclair & Co., 27478 W. Five Mile, Livonia, 48154

PAYROLL CLERK - Expanding department needs clerk with 2 years previous experience on computerized system. Send resume with salary requirements to: 45211 Helm, Ste C, Plymouth Twp., MI 48170

PAYROLL/PERSONNEL FULL TIME
Bloomfield Hills firm seeks responsible individual with payroll processing experience. Excellent benefits. Submit resume including salary requirements to: Box 910,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

PERMANENT PART-TIME Secretarial. Knowledge of Wordperfect 5.1. Flexible hrs. Good people skills! Birmingham/Troy area. 643-8330

PERSONNEL AGENCY FULL TIME
Energetic person needed for busy Farmington Hills office. Duties include very busy phones, interviewing, testing and employment placement. Clerical background is important. Weekend hours included. Benefits. Call Renee at 442-2047

PHONE ORDER PROCESSORS
Heavy customer contact. Light record keeping. Permanent, part-time after 5pm. $12 per hour earning potential. Will train the right people. Great position for students, homemakers, retirees. 476-7355

PHONE WORK - Part time work in our Westland office calling for Purple Heart. Flexible hrs. approx. 25-30 hrs/wk. $425/hr. Apply at: 937 Manufacturers Dr., S. of Cherryhill, E. of Newburgh, Cherryhill Industrial Center. 728-4572

PRODUCTION CONTROL Analyst 2 year minimum experience with M.R.P., EDI, inventory management and manufacturing. Send resume and salary requirements to P.O. Box 47436, Oak Park, MI 48237

MORE THAN A RECEPTIONIST
Outgoing personality required for, responsible position including handling switchboard and variety of office duties. Good typing skills. Farmington area. $13,000-$15,000 plus A-1 benefits and many extras.
Call Rick 478-0200

FULL TIME
Front Desk Receptionist needed to support fast-paced office, who also has a creative flair for writing! Looking for a mature personable individual who has Macintosh experience and general knowledge of office procedures. Minimum 2 yrs. office experience required. Qualified individuals please send resumes to: Box 774,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST - FULL TIME
Excellent telephone skills a must. Proficient in WordPerfect with ability to handle fast paced brokerage environment. Send resume only: Multi Bank Securities, 26411 Northwestern Hwy, Su. 1350, Southfield, MI 48034.

RECEPTIONIST - Immediate opening for busy Farmington office seeking an experienced Receptionist full time. Must have experience handling multi-line phone system. Position also consists of various clerical functions. Call 478-0008, ext. 115 for more information.

RECEPTIONIST - PART TIME
Apt. community in Canton, professional appearance a must. Apply in person at The Crossings at Canton, 8375 Honeytree Blvd, Canton

RECEPTIONIST/SWITCHBOARD
Multiple line phone system experience needed for position with this expanding company. Ruth 473-2933
Uniforce Temporary Services

RECEPTIONIST - needed for Livonia. We offer short, long and temp-to-perm assignments with excellent pay. Call 464-7078
ETD Temporary Service
An Equal Opportunity Employer

RECEPTIONIST
Front desk position with national information corporation for your office experience. Word processing a plus. Call Gilda 357-0037
Uniforce Temporary Services

RECEPTIONIST/SECRETARY FULL TIME
For downtown Detroit office
Please call, 961-6451

RECEPTIONIST/FILE CLERK
Livonia insurance agency. Experience preferred. Send resume to: Receptionist, P.O. Box 2748, Livonia, MI., 48151.

RECEPTIONIST
Modern upbeat Southfield facility is in need of a full-time and a part-time receptionist. Outgoing personality desired. Must be well-mannered, polite and able to work well with others. Experience with Rolm phone system preferred but not required. Send resume to: Receptionist, P.O. Box #760451, Lathrup Village, MI 48076

RECEPTIONIST - No Experience necessary. $5/hr. to start. Must be cheerful & dependable, 30-40 hrs./wk. Call 354-0447, ask for Stacey

RECEPTIONIST/ CALL COORDINATOR
Century 21 Real Estate Office located in Novi seeks dependable person with good phone manners. For interview, call 349-6175 ext. 224

RECEPTIONIST
40± Extensions, light typing. Farmington Hills. Long & short-term.
589-8428
ET SERVICES & SYSTEMS

RECEPTIONIST/CLERICAL - national association needs good telephone person to handle incoming calls. Clerical skills & Wordperfect helpful, Livonia, non-smoking, benefits, pleasant work environment. Call for appointment Sherry 462-2190

RECEPTIONIST
Professional, organized receptionist with phone skills for busy Farmington Hills real estate office. Experience & people skills required. Area resident preferred. Call Mr. Zahnder Century 21 MJL 851-6700

RECEPTIONIST/SECRETARY
Electronics distributor looking for enthusiastic individual for full time entry level office position. Good phone and organizational skills necessary. Word Processing experience a plus. Send resume and salary requirements to: Arrow Electronics, 19880 Haggerty, Livonia, MI 48152.

RECEPTIONIST/SECRETARY
Part time. Mature responsible person to answer phones, light typing, some computer, 10am-2pm. Some full time days. Send resume with letter to: Box 906,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST - required for established manufacturing company. Full time, experienced with a good telephone personality, data entry required, Word Perfect a plus, excellent benefits, competitive wages. Send resume to: C. Dean, or apply at: Greenfield Die & Mfg., 8301 Ronda Dr., Canton MI 48187.

RECEPTIONIST/CLERICAL
Hours 1PM-6PM. Requires experience with busy Rolm Switchboard or equivalent. Excellent phone etiquette, professional attitude and appearance for greeting visitors. Need congenial demeanor with good people skills. Very friendly staff. Light clerical/some typing. Send resume only, and salary requirements to: Studio Center/G&W, Att: Executive Assistant, 23689 Industrial Park Dr., Farmington Hills, MI 48335.

RECEPTIONIST
SOUTHFIELD/BIRMINGHAM
QUALIFICATIONS:
Good phone voice
friendly personality
professional image
Data Entry
DUTIES:
Cash Drawer
Meeting Clients
Typing
Filing
Hours: 1-9pm weekdays
Saturdays: 8:30-5:30pm
$8.00/HR.
CALL: 647-6111

RJ LEEDS FURNITURE
General Clerical Position.
Full or part time hours. Must be flexible, some experience preferred. Apply within Mon-Thur, 11-7pm.
13824 michigan ave
dearborn, MI 48126

SALES DEPARTMENT SECRETARY
Immediate opening for a division of a Fortune 500 Company. Requirements include: excellent telephone skills, PC experience including spreadsheet, dictaphone, as well as, good filing & organizational ability. Excellent working conditions & benefits package. Please submit resume to: P.O. Box 2020, Southfield, 48037-2020. EOE.

FARMINGTON HILLS ATTORNEYS seek experienced secretary with WordPerfect skills. Please submit resume with wage requirements to: 33533 W. 12 Mile Rd., Suite 180, Farmington Hills, MI 48331.

BUSY SERVICE COMPANY
In Novi needs efficient, organized secretary for one-person office. Excellent phone skills and computer experience required. Please send resume & salary requirements to:
P.O. BOX 901
Novi, MI 48376-0901

SECRETARIAL POSITION OPEN
at expanding steel service center. Must have good math, typing & phone skills. Computer background helpful. Apply in person at 8555 Ronda, Canton. ¼ mile W of Haggerty off Joy.

SECRETARIAL SKILLS NEEDED
Brighton area, phone, data entry, typing, general office duties needed immediately. Long term assignments. Call for appointment
Future Force
526-8454

SECRETARIES:
THE SKY'S THE LIMIT WITH THOMAS COOK TRAVEL!
We currently seek a secretarial clerk for our Dearborn office. This is a part-time position, 30 hrs./wk day-shift, Mon-Fri.
Candidates should possess minimum 2 yrs. clerical experience - excellent word processing & telephone skills. Thomas Cook offers a competitive salary & benefit package - including 401K, tuition, and travel perks!
Please call/write:
D. Lemaux - HR Rep
THOMAS COOK TRAVEL
4 Parklane Blvd. #500
Dearborn, MI 48126
313-323-4374
An Equal Opportunity Employer

SECRETARY - Full time. Start immediately. Typing, computer & good phone skills. Must be organized. 595-2282

SECRETARIES
We have several openings for long-term temporary work in Troy and Livonia. We prefer candidates have experience with:
• WordPerfect 5.1
• DisplayWrite IV
• Lotus 123
• Wang
• or Multimate
but we will train any qualified applicants. Machine transcription experience is a big plus. Positions are also available for:
• Junior Secretaries
• Data Entry Operators
• Receptionists
Call today for an interview appointment.
N S SERVICES
473-2111

SECRETARY
Long term position with fast growing engineering consulting firm. WP 5.1 and Excel. Call Sally 646-7902
Uniforce Temporary Services

SECRETARY - Mature, experienced, with top skills and proficient in Word Perfect 5.1. Lotus a plus. Real Estate/Financial background preferred. Must be able to work under pressure. National company in new offices. Attractive benefits. Send resume to: Box 908,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PART TIME SECRETARY
for Bingham Farms engineering office. Must be experienced, mature & dependable with computer & stenographic skills. Reply should include detailed qualifications & preferred hours of work. Resume to Box 898
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Secretarial
OPERATIONS SECRETARY
A global Telecommunications Company is seeking a reliable, friendly, energetic and well organized team player for our Southfield office. Must have IBM PC and Telecommunications experience. Send resume to:
FUJITSU BUSINESS COMMUNICATION SYSTEMS
4000 Town Center
Suite 777
Southfield, MI 48075
Equal Opportunity Employer

SECRETARY/ ASSISTANT
$20,000
This automotive sales office is part of an international group. Assist the office manager using your good skills and experience. Hurry!
Call Bernice: 484-0909
SNELLING PERSONNEL SERVICES

SECRETARY/BOOKKEEPER
full time for computer consulting firm. Must have experience with WordPerfect and computerized bookkeeping (all aspects), knowledge of AccountMate helpful. Send resume and salary requirements to: CDI-BK, 28544 Orchard Lake Rd, #110, Farmington Hills, MI 48334.
NO PHONE CALLS

SECRETARY
Part-time, non-smoker, for real estate company. Knowledge of word processor helpful. Troy (Big Beaver at Livernois). 362-4000

SECRETARY - PART TIME
proficiency in Lotus, Wordperfect & Windows, typing 70 wpm. Keego Harbor, Call 683-6240

SECRETARY - PART TIME
Flexible hours. Typing 60 wpm from transcriber. Computer, WordPerfect 5.1. Must be organized and motivated. Resume: Devon Title Company, 1800 Woodward, Suite 121, Bloomfield Hills, MI 48304 Attn: Dan

SECRETARY
Pleasant self-motivated person for interesting variety of work in West Bloomfield. Should know Word Perfect, some bookkeeping, and have good general office skills. Please call Pam at: 851-4306

SECRETARY - Professional full-time to the Clergy. Candidate will have demonstrated experience in MS WORD 4.0, accurate typing skills 80 wpm, excellent listening skills, flexible approach to work, confidentiality a must. Attractive compensation package. Please fax resume and cover letter to: (313)644-0146 or call 644-5210 ext. 30

SECRETARY/RECEPTIONIST
Canton manufacturing firm seeks experienced receptionist. Position will be responsible for the reception desk & all related clerical duties. Candidates must proficient in the use of computers, possess excellent communications & organizational skills. Competitive salary & great benefits. Send resume to: Box 872
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY/RECEPTIONIST
No experience necessary. Good phone voice a must.
Livonia. 313-371-1830

SECRETARY RECEPTIONIST
Immediate opening in Birmingham ad agency for experienced person with heavy Mac skills. WordPerfect, Excel & excellent command of the English language. Call Susan Rober for appointment. 649-7330

SECRETARY/RECEPTIONIST
for fast paced construction company. Must be self-motivated with WordPerfect, good office & telephone skills. Salary & benefits negotiable based on ability. Send Resume to Box #882
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY/RECEPTIONIST
Part time. Real estate, corporate, estate, probate, law practice, 6 hours daily. Flexible hours. Administrative, excellent typing, spelling & WordPerfect 5.1 skills, 3-5 years experience, transcription, dictation. Join us. Send resume to: Sandy, 31874 Northwestern Hwy., Farmington Hills, MI 48334.

SECRETARY/RECEPTIONIST
Farmington Hills manufacturing company has opening for person in production planning dept. Good people, phone & computer skills required. Recent manufacturing experience helpful. Salary commensurate with experience, paid holidays, vacation & benefits. Call Mon. thru Wed. between 9-3 473-8305 or send resume with salary requirements to 30057 W. 8 Mile, Livonia, MI 48152

SECRETARY/ RECEPTIONIST
Fast paced sales team needs enthusiastic "get things done" person. Excellent oral and written communication skills. Proficient in word processing.
Call OFFICETEAM today!
Southfield -- 358-0227
or fax your resume to: 358-0641
28588 Northwestern Hwy. #250
Southfield, MI 48034
Troy -- 524-9050
or fax your resume to: 524-3115
201 W. Big Beaver Rd. #310
Troy, MI 48084
Vacation & Holiday Pay,
Health Care Benefits. E.O.E.

SECRETARY/SALES ASSISTANT
State Farm agent is seeking a person for long term employment. Minimum 2 years experience in service and/or sales of property & casualty/ life & health insurance. Please send resume & salary requirements to: 758 Edgemont Run, Bloomfield Hills, MI 48304

SECRETARY
SUBURBAN
National firm seeks skilled word processor/secretary. Must be professional. Excellent salary. Bonuses. Advancement. M/M (dependent coverage), disability, 401K.
Call Arthur Thomas, 355-4140

SECRETARY TO THE DEPUTY DIRECTOR
Non-Profit Organization
Diversified child and family agency serving at-risk children in Detroit's Medical Center area seeks committed, well-organized secretary with strong management skills. Able to handle multiple activities and busy office. Need well developed secretarial skills including, Word Perfect 5.1, Lotus, shorthand, transcription, typing 65-70 WPM. Professionalism a must!
Send resume to:
Human Resources Coordinator
101 E. Alexandrine
Detroit, MI 48201
E.O.E. No phone calls

SECRETARY - typing, phone skills, shorthand desirable, salary upper teens. Send resume to: Box 864,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY - typing, filing, answering phones. Full-time position in Farmington Hills area. Call 489-5640

SECRETARY WANTED for small Bloomfield Hills law firm. Luxurious and friendly surroundings overlooking courtyard. Detail oriented a must. WordPerfect, typing 65 to 80wpm, dictaphone experience. Send resume to: Attn: Secretary, 1030 Woodward Ave., Bloomfield Hills, MI 48304

SECRETARY
Word Perfect 5.1 required for immediate openings with rapidly growing suburban firm. Call Barb 473-0931
Uniforce Temporary Services

SECRETARY with WordPerfect needed for Livonia. We offer short, long and temp-to-perm assignments. Call 464-7078
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SECRETARY/WORD PROCESSOR
Bloomfield Hills based marketing firm seeks professional individual to handle various secretarial, word processing & back-up switchboard duties. Excellent written communication skills, organizational skills & word perfect experience required. Knowledge of Harvard Graphics or Windows helpful. Professional work environment. Benefits. Send resume or call: RDA, 450 Enterprise Ct, Bloomfield Hills, MI 48302, Attn: Dawn 332-5000

SECRETARY/WORD PROCESSOR
PART TIME for Livonia law firm. Approximately 20 hrs./wk. Legal experience helpful, but not necessary. Send resume to: Secretary, 15443 Middlebelt Rd., Livonia, MI 48154.

SWITCHBOARD
International headquarters of this prestigious firm has need for Rolm experienced operators.
Call Ruth 646-6163
Uniforce Temporary Services

SWITCHBOARD OPERATOR
Immediate opening in Farmington area. Must have professional phone manner and prior work experience. Busy work environment. To schedule an interview call:
TEMPEXCHANGE
557-5600

TELEPHONE AGENTS
BI-LINGUAL (English/Spanish)
High tech computer/teleservices company in Livonia, seeking experienced bi-lingual (English/Spanish) teleservices/customer service agents to work on catalog order projects. Previous phone & data entry experience preferred with exceptional diction & grammar in both languages a must. Reading comprehension in both languages preferred. Good pay, benefits & growth opportunities await qualified candidates. For more information, please call after 2pm 261-8220

TEMPORARY General Office Clerk 9am-4pm, Mon-Fri. Needed immediately. Please apply at: 32975 Schoolcraft, Livonia, MI.

TYPIST/RECEPTIONIST - good typist for entry level position. Apply at Accu-Matic Sytems, 11973 Mayfield, Livonia. 261-8060.
Equal Opportunity Employer

WORD PROCESSORS
Dynamic environment in creative department of national advertising agency needs experienced WordPerfect 5.1 candidates. Top pay. Call Shelly 357-0034
Uniforce Temporary Services

WORD PROCESSOR
TOP PAY
• WordPerfect
• Lotus 1,2,3
• EXCEL
• And Others
Troy, Auburn Hills & Farmington Hills locations.
We Have Many Jobs
589-8428
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WORD PROCESSORS
For Westland, Wayne, Belleville & other areas. Full & part-time. Temporary & permanent positions. Experienced in 1 or more of the following:
• Microsoft
• Windows
• WordPerfect
• SmartWare
ADIA
313-722-9060 or 313-382-2342

WORD PROCESSORS NEEDED
• WordPerfect 5.1
• Lotus 1-2-3
• Microsoft Word
• Short/Long Term
• Temporary positions available.
WOLVERINE STAFFING
Southfield: 358-4270
Troy: 879-9070

WORD PROCESSORS
We need Secretaries with Microsoft Word, Word for Windows, WordPerfect or Lotus.
We offer top incentives:
• Cash
• Cars
• Trips
• 2 weeks Vacation
• Paid Holidays
If you have at least 8 mos. office experience, type a minimum of 55 wpm & know word processing, call.
TODAYS TEMPORARY
649-2938
An Equal Opportunity Employer

WRITER
Experienced in resumes and cover letters. Birmingham.
Call Kay, 647-7960

$250/WK. PLUS
15 People Needed Immediately
NO SELLING!
Must be friendly, enthusiastic, and enjoy working with the public. Days and afternoons available in Southfield, Warren, Farmington Hills and Bloomfield Hills. Must type 25 WPM.
EXPRESS SERVICES
643-8590
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505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS FOR:
Full time COOK & WAIT STAFF
Dependable, eager to work.
Apply within:
Alexander The Great
34733 Warren
Westland, MI.

ANGELO BROS. RESTAURANT
WAIT STAFF NEEDED
Apply after 3PM: 33550 Ford Rd. Westland. 427-1872

ASSISTANT MANAGER
Some cooking experience, Afternoons/mid-nights for Northville location or Ann Arbor. Please call for interview: 459-2272
SILVERMAN'S RESTAURANT

ATTENTION: FAST FOOD & FULL SERVICE MANAGERS
National full service family dining chain seeks qualified candidates for local management openings, 2 yrs. + experience a must. Excellent training, benefits & advancements. To $28,000 + bonus. 473-7212
Steven J. Greene Personnel

ATTENTION
If you're looking for good wages, a fun work place in a Bistro setting, Riffles is looking for a few good, experienced Wait People, Cocktail Servers, Bartenders & Host Persons. Apply in person 2-5, Mon.-Thurs.
RIFFLES RESTAURANT
18730 Northville Rd.
Northville, MI

BANQUET COORDINATOR
for private club. Some experience required. Call Susie, 9am-3pm Tues. thru Fri. 476-1966

BATES HAMBURGERS
33406 8 Mile, Livonia and 22291 Middlebelt, Farmington Hills. All shifts. Uniforms furnished. Apply in person 9am to 10am or 2pm to 4pm.

BEST Italian restaurant in Michigan needs experienced waite staff. Above market pay & benefits. Apply at Ernesto's, 41661 Plymouth Rd. Plymouth 453-2002

Bill Knapp's Restaurant
We are looking for Daytime Servers and Cooks who enjoy working in a team-work oriented environment.
Apply in person
27925 Orchard Lk, Farmington Hills
An Equal Opportunity Employer

ATTENTION: FAST FOOD & FULL SERVICE MANAGERS
National full service family dining chain seeks qualified candidates for local management openings, 2 yrs. + experience a must. Excellent training, benefits & advancements. To $28,000 + bonus. 473-7212
Steven J. Greene Personnel

BAR STAFF, WAIT STAFF, COOKS & DOOR PERSON - Apply at:
Reiters Keyboard Lounge
1870 S. Wayne, Westland. 728-8330

BAR STAFF/WAIT STAFF
Earn excellent money. Experience helpful, will train. Must be neat, reliable & a hard worker. Farmington Hills area. Call Bob at 474-3333

BARTENDER - am-pm shifts, experience a must, apply Golden Mushroom, 18100 W. 10 Mile (corner 10 Mile & Southfield)

BARTENDERS
Experienced needed for night work. Some cooking involved. Canton. 487-8770

BOB EVANS NOW accepting applications for; Grill Cooks, Servers, Bus Persons & Cashiers. Apply in person at 32701 Concord Dr. Madison Hgts. 14 Mile & I-75

BURGER KING - NOW HIRING CASHIERS & all other positions available. Apply 32704 Grand River, Farmington

BUS PERSON
DAY SHIFT, 11am-4pm Mon. thru Fri. Please call for an appointment, Blakeney's Ranch House, Farmington Hills. 477-3340

BUS Persons/Banquet Set-up
Wait Staff/Banquet Supervisor
Wages from $5.00 to $7.00 hr. Experience helpful but will train. Flexible hours ideal for homemakers. Apply at: Burton Manor, 27777 Schoolcraft, Livonia, MI 48150. between Inkster & Middlebelt

COOK-deli style short order cook wanted, flexible hrs. nights. Apply in person: The Arena, 23914 Ford Rd., Dearborn Heights. No phone calls.

COOK - Hiring a neat experienced line cook. Nights. Meal Plan.
Benefits Available
MOUNTAIN JACKS: in Warren
5702 12 Mile, between 2-5pm

COOKS & DRIVERS
Apply within, Pizza Hut, 35445 Michigan Ave, Wayne. No phone calls please.

COOK
Seeking experienced line cook for fresh seafood restaurant.
OCEAN GRILLE 646-7001

COOKS, SANDWICH BOARD & DISHWASHERS. Part time, evenings & weekends. Cozy Cafe of Plymouth. Ask for Michael 455-3310

COOKS/WAIT positions open for full and/or part time, days & nights. Increased busy work environment. Competitive wages. Sheehan's on the Green, 8 Mile E. of Haggerty. 420-0646

COOKS & WAITRESSES
BUSBOYS & HOUSEKEEPERS
Apply in person: Red Apple Restaurant, 32711 Michigan Ave., Wayne.

COOKS/Wait Staff/Dishwashers
New restaurant in Farmington. Day & night shift. Benefit package available. Luigi's 477-1880

COOKS, WAITSTAFF, Dishwasher Experienced. Great pay for the right person. All shifts. Apply in person, Mr Mikes, 35323 Ford Rd. or call: 722-8882

COOK
WAIT PERSON
Now accepting applications for day-time lunch personnel. Apply in person. First Edition Lounge, 18334 W. Warren Ave., 2 blocks W. of Southfield Freeway.

COOK WANTED - Apply in person, between 10am & 3pm, Karewood House, 7011 N. Wayne Rd., Westland.

COOK wanted full or part-time with experience. Please call Mr. Muster's and ask for John or Kevin at 464-3939

Culinary Professional
For cafe serving breakfast & lunch with corporate and social catering on and off premise. Excellent benefits package, daytime shift. Apply in person or send resume:
RICHARD & REISS
273 PIERCE ST.
BIRMINGHAM, MI 48009

DELI PERSONS
Mature, clean, neat, experience preferred. Farmington Hills. 476-7768

DINING ROOM MANAGER
Unique opportunity for talented individual to grow with small, successful organization. Full benefits and 5 day week. Send resume to:
BEVERLY HILLS GRILL
c 18231 W. 14 Mile Rd, Ste. 13
Birmingham, MI 48025

DISHWASHER - AM-PM shifts available, apply Golden Mushroom, 2-6 PM Mon. thru Sat. 18100 W. 10 Mile (corner 10 Mile & Southfield)

ELI & DENNY
The new, exciting restaurant located in the Sheraton Oaks Hotel in Novi is looking for enthusiastic and energetic individuals to build a strong team. We are now hiring for the following full and part-time positions:
• WAIT STAFF
• BUSSERS
• HOST PERSONS/CASHIERS
For immediate consideration, apply in person at the Hotel Front Desk between the hours of 2:00 and 5:00 pm, Mon. through Sat.
SHERATON OAKS HOTEL
27000 Sheraton Dr., Novi

EXPERIENCED COOKS
Full/part time. We will pay up $8 per hour start. Medical & dental, profit sharing, employee discounts, paid vacation. Please apply at Denny's Restaurant, 7725 Wayne Rd., Westland or call 427-2711

EXPERIENCED DELI PERSON
Full time. Good salary. Apply at: Embers Deli, 3588 W. Maple, Birmingham, or call. 645-1033

EXPERIENCED WAIT STAFF
Lunch & dinner
Apply 1940 E. Jefferson
567-1940

EXPERIENCED LINE COOK
PART-TIME. Apply after 2pm: Newport Richie, 11791 Farmington Rd., Livonia. Or call after 2. 525-7840

FOOD SERVERS, BUS PERSONS, COOKS & DISHWASHERS
experienced, for private W. Bloomfield club. Apply in person: Mon-Fri, 8am-11am only. 5050 W. Maple Rd., W. Bloomfield, between Inkster & Middlebelt.

GRILL COOK
Days, Mon.-Fri. Downtown Detroit. Must understand production and inventory. Union position with benefits, approximately $7. per hour. Call Tom before 10AM, 964-3448

GRILL COOK & PREP COOK
Experienced. Eves. Accepting applications at Bob Evans, 13811 Middlebelt Rd. at Schoolcraft.

HOSTS, SERVERS & COOKS
Full & part time. Apply in person Mon thru Sun., 1:30-4:30pm, Ground Round, 3310 N Woodward, Royal Oak.

LINE COOK - Experienced. Apply in person Red Coat Tavern, 3808 N. Woodward, Royal Oak, 1¼ miles N. of 13.

MANAGEMENT POSITIONS
available. Competitive salary, benefits. Major pizza chain on the grow! If you'd like to be a part of the team, Send resume to: 35301 Schoolcraft, Livonia, MI 48150

MANAGER - Excellent opportunity, willing to train. Apply within: Rams Horn Restaurant (between 12 & 13 Mile on Orchard Lake Rd) 855-8662

NEIMAN MARCUS RESTAURANT
NOW HIRING
Front and back house positions available. Excellent hours & working conditions. Apply at:
HUMAN RESOURCES
NEIMAN MARCUS
SOMERSET COLLECTION
2705 W Big Beaver, Troy

NORM'S Oyster Bar & Grill under new management. Help wanted, all positions. Apply 2-4pm, Mon.-Fri. 357-4442

NOW ACCEPTING APPLICATIONS for: Cooks, Dishwashers & Wait Staff. Apply in person only: 8 Mile & Haggerty Big Boy in Novi.

MAX & ERMA'S NOW HIRING:
Line Cooks & Dishwashers
Full & Part Time
Apply in person: Mon.-Thurs. from 2-4 (if possible):
MAX & ERMA'S, Laurel Park Place Mall, 6 Mile & Newburgh

MAX & ERMA'S
Rochester Hills is now hiring: LINE COOKS & DISHWASHERS. Experience helpful but not necessary. Full and Part Time available. Flexible hours, competitive wages. Apply in person, Mon.-Fri., 2-4pm: 70 N. Adams (N.E. corner of Walton & Adams)

McDONALDS MANAGEMENT
Experience preferred or will train. Benefits. Garden City, Novi, Wixom areas. (313)646-5602

NEW RESTAURANT OPENING SOON
Steamer's Seafood Grill
Now hiring all positions
Apply in person
Thurs. - Sat. Noon - 10pm
30685 12 Mile Rd
Just E. of Orchard Lake

NOW HIRING
Cooks
Wait Staff
Mt. Chalet II 649-2929

OLGA'S KITCHEN - Hiring Day Cooks, Dishwasher, Hosts, Waitstaff for Dearborn Hts., & Westland Mall Locations. Apply within.

OUTBACK STEAKHOUSE
NOW HIRING
COOKS $6-$8/hr,
Apply in person between 2-4pm
Orchard Lake Rd., N. of Maple
539-1030

PIZZA & GOURMET CARRY OUT
in Troy needs full-time, am Chefs helper and Part-time pm Pizza maker. Experienced desired, but will train. CALL, 313-879-5900 Mon. thru Sat. After 1pm

PIZZA HUT
All positions. Delivery drivers earn up to $7-$12/hr. Apply in person:
906 S. Wayne Rd., Westland
28850 Ford Rd, Garden City
35688 Warren Rd., Westland

PIZZA HUT DELIVERY now hiring: Managers, Cooks, Order Takers, & Drivers. Apply at 28850 Ford Rd., Garden City or call 427-5252

POGO'S SPORTS BAR
Looking for high energy people to fill positions in Canton for:
• Doorstaff • Waitstaff • Cooks
Please apply in person, Mon.-Thurs. between 4-8pm: 8663 Lilley Rd., (Golden Gate Shopping Center)

PRESTIGE CLUB - elegant dining & superb banquet now hiring: Broiler person, Wait Staff, & Bartender. Please apply after 4pm, or call Mr. Agemy at: 537-3860
22925 W. 8 Mile near Telegraph

RED ROBIN
Burger & Spirits Emporium
Novi's newest restaurant located at in the Novi Town Center
43250 Crescent Blvd., Novi.
Now accepting applications for:
• Bartenders
• Servers
• Cooks
• Prep Cooks
• Dishwashers
• Bus People
• Host/Hostess
• Expeditors
Please apply at location.
535-4253; 349-3220

restaurant hourly employees
CHI-CHI'S ENERGY
Do you have an energetic, positive personality that would thrive in a fun-filled atmosphere?
Now hiring:
Host & Wait Staff
Bussers, Bar staff,
Line/Prep Cooks, & Dish Machine Operators
Apply anytime!
CHI-CHI'S
32585 Concord Drive
Madison Heights
E.O.E. - M/F

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• Country Club • Resort • Hotel
• Dinnerhouse • Specialty Theme
$25-$45,000 932-1170
Harper Associates, 29870 Middlebelt
Farmington Hills, MI 48334

Restaurant
SERVERS
Up To $8 an hour!
($3.35/hr. + tips)
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STATION 885
NOW HIRING
NIGHT DISHWASHERS
DAY WAIT STAFF, DAY HOST/HOSTESS. Experience preferred. Full or Part Time. Apply within 2-5 pm, 7 days a wk. at 885 Starkweather, Plymouth MI 48170, in Plymouth's Historical Village.
459-0885

Restaurant
THIS OUGHT TO WHET YOUR APPETITE
The Olive Garden, America's leading Italian dinnerhouse, has opportunities that provide everything from a good salary and excellent benefits, including paid vacation, profit sharing, and server sales achievement awards - to flexible schedules and meal discounts--even possible medical/dental eligibility.
We have openings for:
• Waiters/Waitresses
• Hosts/Hostesses
So if you are ambitious, enthusiastic, talented - and want to be fairly rewarded for these important qualities - get a taste of our success. Apply in person daily at The Olive Garden, 14000 Middlebelt Rd., Livonia, MI. We are an equal opportunity employer.
THE OLIVE GARDEN

RESTAURANT Assistant Manager Looking for outgoing individuals for fast paced food court restaurant. Minimum 2 yrs experience, flexible hrs a must. Send resume to: 27850 Telegraph, Southfield, 48350

RESTAURANT MANAGERS
Chefs, Restaurant & Fast Food Managers, Resorts & Clubs. 258-5533
Rooney Personnel, 158 Pierce, Ste 202, Birmingham, MI 48009

ROCHESTER AREA
Established fine dining restaurant, seeking experienced assistant to Chef. Resume or inquires to PO Box 81343; Rochester, MI 48308.

SAUTE COOK WANTED
Immediate full time position available. Experience required. Apply in person, Italian Cucina, 39500 Ann Arbor Rd. Just E. of I-275.

STEAK AND ALE
Now hiring for dining room and kitchen positions. Apply in person at: Steak and Ale, 24666 Northwestern at 10 Mile & Evergreen.

STELLINE
JIMMY Schmidt's new Italian Restaurant, located in the beautiful Somerset Mall is now accepting applications for:
Cooks • Servers
Runners • Server Assistants
Host/Hostesses
Bartenders • Dishwashers
Apply at the Somerset Mall, 2801 W. Big Beaver, Mon-Fri. 11am-6pm. Main entrain Concierge's Desk.

SUBWAY
Apply in person 408 Main Rochester. 18 & over.

TRES VITE RESTAURANT in the Fox Theater now accepting applications for all positions. Apply between the hours of 3-4pm, Tues. thru Fri. No phone calls.

VICTORIAN TEA ROOM in Plymouth needs part time wait staff & kitchen help. No experience necessary. Call after 2pm Tues. thru Sat. 454-0777

WAIT PERSON/BARTENDER - day and/or eves. Full time.
Clancy's Bar & Grill
Farmington Hills 477-7177

WAITPERSON
Full time. Apply in person: The Box Bar & Grill, 777 West Ann Arbor Trail, Plymouth.

WAIT PERSON - luncheon shift, experience a must, apply Golden Mushroom, 18100 W. 10 Mile (corner 10 mile & Southfield Rd)

WAITPERSONS
For Banquets At
W. Bloomfield private club.
Part time hours.
Call 360-0600

WAIT STAFF
apply in person Red Coat Tavern, 3808 N. Woodward, Royal Oak, 1¼ miles N. of 13.

WAIT STAFF - day shift, experienced only, apply with in, Farmington Big Boy, 20788 Farmington Rd. near 8 Mile, Farmington

WAIT STAFF - Day or night, part time. Apply in person at: Chin's Family Restaurant, 28205 Plymouth Rd., Livonia.

WAIT STAFF - EXPERIENCED
Full or part time, all shifts. BIG TIPS & wages. Excellent working conditions. Ram's Horn, 17481 Telegraph, N. of 6 Mi. 537-0990

WAIT STAFF
Full or part time, experienced. Apply from 2-5pm., The Albe Restaurant, 6700 Rochester Rd., Troy.

WAITSTAFF
Lunch or lunch & dinner shifts. Experience necessary.
OCEAN GRILLE 646-7001

RESTAURANT
TIRED OF BORING DEAD END JOBS?
If the answer is YES, then we have the challenge for you.
Ruby Tuesday is opening in Tel-Twelve Mall and we're looking for the very best people.
Wait Staff Managers Dishwashers
Bussers Line Cooks Host/Hostesses
Prep Cooks
Highest wages paid to start and a full line of benefits including Day One Health Insurance, Credit Union and Paid Vacations.
This is your chance to work in a beautiful new restaurant with professional management and secure first class operations.
Apply in person daily Mon.-Sat. 8:30 a.m. to 6 p.m. Tel-Twelve Mall, across from Kerby's Coney Island. Call: 354-9398.
Ruby Tuesday

506 Help Wanted Sales

LEADING CORP. IN IT'S FIELD
OPENING 4 OFFICES
20 POSITIONS
Corporate fine art distributing company has finished test marketing our salespersons' earning's program. Due to our tremendous growth we are opening additional offices in Wayne, Oakland & Washtenaw Counties. MANY POSITIONS MUST BE FILLED IMMEDIATELY.
AREA SALES MANAGERS ($6000-$8000/MO.)
SALES CONSULTANTS $3,000-$5,000/MO.)
NO EXPERIENCE ($2,000-$3000/MO.)
Training is included with all positions. Openings also in Lansing, Midland, Grand Rapids & other cities. Call:
MR. OLSON: 827-5013

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ASK ABOUT OUR FREE TRAINING
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Evaluate your sales ability. AMERICAN UNITED LIFE is looking for a few good people to begin a life insurance sales career. We offer bonuses in addition to commissions, complete training, fringe benefits and office support. For information call. 357-0430