EMPLOYMENT

504 Help Wanted Office-Clerical

BOOKKEEPERS
Experience in all phases of bookkeeping needed for this temporary position in Detroit that will convert to permanent. Call today 569-8200
QUALITY ACCOUNTING TEMPS

BOOKKEEPER
We have an immediate opening for a take charge chart sleeve Controller to assume total responsibility for day to day accounting. Must have some human resource background and excellent bookkeeping skills with minimum 5 years experience in a supervisory position with expertise in health care. Please send complete work and salary history to:
Box 138
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CASH DEPARTMENT
Handling cash, accounts receivables, credit card & bad debts. Computer experience & math skills a plus. Duties include customer service or equivalent coursework; attention to detail; and 10-key by touch. PC experience helpful.
Call 953-2000
Voice Mail #7134

CLERICAL
Customer Service position in manufacturing environment. Must have excellent phone skills and data entry experience.
Diversified Recruiters Co.
344-6700 FAX 344-0704

CLERICAL DIVISION MANAGER
A Large Westside Temporary Help Service Corp. is seeking a Manager for its expanding Clerical Division.
YOU NEED:
• High Energy Level
• Employee Evaluation Skills
• Training Skills
• Knowledge of PC Systems
Lotus 1,2,3, WordPerfect 5.1
Paradox, Symphony, Super Calc, Display Rite
WE OFFER:
• Salary Commensurate/experience
• Vacation & Sick Pay
• Medical Benefits
• Life Insurance
• Bonus's
Please send resume to: Human Resource Mgr., 28000 Vandyke, 1103, Warren, MI 48093

CLERICAL
Guardian Alarm has opportunities available for individuals with clear and excellent communication skills. Computer experience a plus. Must be available for morning, afternoon and weekend shifts.
Competitive salary and benefits packages. Please send a resume to:
GUARDIAN ALARM
ATTN: JEAN
20800 Southfield Rd.,
Southfield, MI 48075
313-423-1000
EOE

CLERICAL HELP NEEDED
Part time. Please apply at Sunset Excavating, 31275 Plymouth Road, Livonia, MI 48150.
An Equal Opportunity Employer

CLERICAL needed for large Southfield office. Typing and 10-key necessary. Call: 353-5800, Ext. 6715

CLERICAL
Republic Bancorp Mortgage Inc., one of Michigan's largest residential mortgage lenders, has entry level position available for a LOBBY RECEPTIONIST at our Farmington Hills location. The successful candidate will possess an energetic, cheerful, and professional image. For full-time or part-time consideration, please send resume and cover letter with salary expectations to:
Human Resources (Rec)
Republic Bancorp Mortgage Inc.
31155 Northwestern Highway
Farmington Hills, MI. 48334
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERICAL
Entry level position in Estimating/Sales/Order Department at Novi manufacturing company. We need a detail-motivated individual who has good written & verbal communication skills with knowledge of computer. Typing & word processing experience required. Salary commensurate with experience.
Please send resume to:
Allen Manufacturing
LPK
P.O. Box 647
Novi, MI. 48376

CLERICAL
Livonia magazine publisher looking for person to handle customer service, a process paper work for foreign accounts. Phone work, typing & data entry. Call Jeanette:
477-6650 ext. 104

CLERICAL OPENINGS
Ferreligas, a privately owned marketing company and a recognized leader in our industry, has several openings for our customer service center located in Farmington Hills, Michigan.
BATCH/AUDIT CONTROL CLERKS
Full time and part time
Responsibilities include: to audit daily envelopes; to prepare customer payments for data entry; and open incoming mail. Candidates must possess 1+ years accounting experience or equivalent coursework; attention to detail; and 10-key by touch. PC experience helpful.
DATA ENTRY ASSISTANTS
Part time
Responsibilities include: entry of daily transaction receipts, posting of payments, and updating customer maintenance. The successful candidate will have 2+ years data entry experience, 40+ wpm typing, 10 key by touch, and PC experience. Math aptitude helpful.

GENERAL CLERK/RECEPTIONIST
Full time
Responsibilities include: to field incoming calls; manage office supply inventory; manage all mail room functions; distribute/send fax transmissions; and assist with computer needs. Candidate must possess superior telephone skills; excellent organizational skills; have 2+ years switchboard experience; PC skills; typing skills; accounting experience; and be a team player.
Day, evening and midnight shifts available. Interested candidates should forward their resume and salary requirements to:
FERRELLGAS
38345 W. 10 Mile, Suite 290
Farmington Hills, MI 48335
EOE/AAP
We encourage applications from minorities, females, veterans, and the disabled.
No Agencies Please

CLERICAL - Part time. Experience necessary. Mon. thru Fri., 1pm to 5pm, in exchange for 1 bedroom apartment. Apartment with pool, tennis & golf. Call Livonia Trade Center: 261-4887

CLERICAL - Part time to assist in busy mental health outpatient clinic in Rochester. Must have pleasant, outgoing personality, good communication skills for processing patients and patient accounts. Must be experienced in maintaining clinical files & have computer skills. Evening hours Mon.-Thurs. Resume to:
Center for Administrative, Oakland Family Services, 114 Orchard Lake Rd., Pontiac, MI 48341
An Equal Opportunity Employer

CLOSING SECRETARY
for real estate company, experienced in processing deals from start to finish. Comfortable working atmosphere in Western suburbs.
Call Doug Hardy 538-2000

CUSTOMER SERVICE REP
Coolidge Glass Co., Inc., a wholesale distributor of automotive & architectural glass, is seeking a customer service representative at our Troy location. The job includes but is not limited to taking customer orders via phone communication, working with a menu driven computer system & general office work. Applications may be picked up at 1346 Rankin, Troy, Michigan.

DATA ENTRY
Clerk for Rochester CPA firm needed for Data Entry, filing, and general office duties. Experience with DACEASY and LYTEC Medical Software, helpful but NOT necessary. For interview call: 852-1310.

504 Help Wanted Office-Clerical

CLERICAL PERSON
Detroit area manufacturer requires person with excellent typing skills & telephone manner. Experience with filing & customer service. Salary commensurate with experience. Mail resume to: PO Box 06098, Detroit, MI 48206

CLERICAL
Retail office in need of full time clerical position available for weekends who enjoys working with people. Apply within:
Art Van Furniture
8300 Wayne Rd.
Westland, MI. 48185

CLERK TYPIST
A full time entry level position for a self starting energetic person with personal computer & typewriter skills. You will prepare & type quotes for our estimating staff. Good communication skills a must. $6.50-7.00/hr. to start. Mail resume to: Mr. Lee, Master Mfg. Co., 43936 Plymouth Oaks Blvd., Plymouth MI 48170.

COLLECTIONS
Must have 3-5 years experience collecting commercial accounts. Full time with benefits. Send resume & salary history to Box 104:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DATA ENTRY OPERATOR
PART TIME CLERK
AFTERNOON SHIFT, 3-7:30PM.
Westland area.
Call for appointment.
ADIA
THE EMPLOYMENT PEOPLE
(313) 722-9060
(313) 382-2342

DATA ENTRY/RECEPTIONIST
Part-time. Experienced for established company located in Plymouth. Call Diane 453-4567

Responsibilities include: to field incoming calls; manage office supply inventory; manage all mail room functions; distribute/send fax transmissions; and assist with computer needs. Candidate must possess superior telephone skills; excellent organizational skills; have 2 + years switchboard experience; PC skills; typing skills; accounting experience; and be a team player.
Day, evening and midnight shifts available. Interested candidates should forward their resume and salary requirements to:
FERRELLGAS
38345 W. 10 Mile, Suite 290
Farmington Hills, MI 48335
EOE/AAP
We encourage applications from minorities, females, veterans, and the disabled.
No Agencies Please

EXECUTIVE ASSISTANT
& SECRETARIAL POSITIONS
High emphasis on general office & clerical skills. Good organizational & communication skills a must. Phone experience necessary. WordPerfect & Lotus knowledge preferred. Send resume to: Personnel Director, 35526 Grand River Ave., #372, Farmington Hills, MI 48335.

EXECUTIVE ASSISTANT
To perform various administrative duties: constructing quotes, perform billing & client correspondence. Send resume with salary history to: Executive Assistant, PO Box 2444, Dearborn, MI 48123-2444

EXECUTIVE LEGAL SECRETARY
needed for Managing Partner of non-smoking law firm. Seven + years experience in litigation.
Send resume to: Personnel, 2550 Telegraph Rd., Suite 250, Bloomfield Hills, MI 48302

EXECUTIVE SECRETARIES
WordPerfect 5.1, Harvard Graphics, Lotus/Excel, Data Base, Windows.
• Paid holidays & vacations
• Life/Health insurance
• 401K plan
MANPOWER
TEMPORARY SERVICES
687-1870

EXPERIENCED - mortgage closing person for Livonia area title company. Needed immediately.
464-4171

FILE CLERK
Fast-paced office looking for a bee should be able to work a switchboard and to use own transportation for errands. Must be able to lift heavy books and files. If interested, please send resumes to: Box #140
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

FILE CLERKS needed full-time Dearborn area. Some Saturdays. Responsibles, Xerox back ground & knowledge of print folding helpful. Starting at $5.00/hr. Benefits paid. Reliable transportation a must. Call 10am-2pm for more information:
323-2349

GENERAL OFFICE - Part time, Lathrup Village. Some experience required. Phones, light typing, filing & Book-keeping. 569-6100

HYGIENE DENTAL ASSISTANT
Full time, Mon.-Fri. Friendly office, job, pleasant surroundings, pleasant people. Experience preferred.
Mon-Thurs 8 to 5 453-6840

DUE TO Livonia branch expansion, this manufacturer based property and casualty insurer is seeking candidates for the following positions:

CLAIMS CLERK II
This positions requires P & C coverage background in all areas of insurance; familiarity with Accord claim forms, hands on computer experience and the ability to work with minimal supervision.

UNDERWRITING CLERK
This entry-level position requires being a fast learner with flexibility in searching for numerous files, opening, sorting and distributing of mail, along with performing some computer data entry work. Being energetic and agile would be a plus.

Send resume and salary requirements to:
Ms. Patricia Fintar, CPS
Lake States Insurance
P.O. Box 530569
Livonia, MI 48153-0569
An Equal Opportunity Employer

Insurance - Experienced Only
AGENCY POSITIONS
IMMEDIATE OPENINGS
Commercial CSR's to $35K
Part Time Positions to $10/hr.
Commercial Assistants to $24K
CONCORD PERSONNEL
478-2200

INSURANCE
Large Livonia agency seeks experienced part-time claims clerk. Approximately 25 hrs. a week. Send resume to: Joe Trent, PO Box 330309, Livonia, MI 48150-0309.
An Equal Opportunity Employer

BLOOMFIELD HILLS law firm has immediate opening for Legal Secretary with minimum 5 years litigation experience. Salary negotiable. Send resume to: Office Manager, 33 Bloomfield Hills Pkwy, Ste #100, Bloomfield Hills, MI 48304.

LEGAL ASSISTANT
needed for non-smoking law firm. Looking for recent graduate with top academic credentials.
Send resume to: Personnel, 2550 Telegraph Rd., Suite #250, Bloomfield Hills, MI. 48302.

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3430; Fax 362-4681

LEGAL SECRETARY - part time. Suits & 2 years. WordPerfect skills a must. Farmington Hills law office. Call Nancy, 932-1000 ext 125

LEGAL SECRETARY
For small law firm in Birmingham. One year legal experience required & personal injury and/or general litigation. Must have WordPerfect. Call Mrs. Jackson: 642-2992

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARY
Flexible hours; experienced. Southfield; WordPerfect; light bookkeeping & payroll.
Kathy: 353-5060

LEGAL SECRETARY - Birmingham law firm. Experience preferred. Apply to: O'Bryan Baun, 401 S Woodward, Ste 320. 258-6262

LEGAL SECRETARY
Southfield personal injury office looking for part time Secretary. Flexible hours. Must have at least 2 years experience preferably personal injury and WordPerfect. Send resume to: 3000 Town Center, Suite 2510, Southfield, MI. 48075.

LEGAL SECRETARY
West Bloomfield law firm seeks full time Legal Secretary with WordPerfect 5.0, medical malpractice and insurance defense experience. Non-smoking office. Send resume to: Office Manager, 6905 Telegraph Rd., West Bloomfield, MI 48325-5002

LEGAL SECRETARY
Must be experienced in probated spelter. Non smoker. Southfield area.
Call 537-8400

LEGAL SECRETARY
Experienced. Family law practice. Salary negotiable. Non-smoker. Ask for Marcie at 357-4888

LEGAL SECRETARY - Bingham Farms law firm seeks Word Perfect 5.1 experience necessary. Must have consistency, resiliency & division to work product. Under high volum work loads. Send resume & salary requirements to Box #150.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL WORD PROCESSOR
3:30 pm-8:30 pm shift. Legal experience preferred. Must be proficient in Word Perfect skills, minimum typing speed of 75 wpm, good transcription skills. Excellent work ethic a must for qualified applicants. Please forward resume to: Laura Combs, Howard & Howard Attorneys, 1400 N. Woodward Ave., Ste. 250, Bloomfield Hills, MI. 48304

OFFICE ASSISTANT
Entry level position. Bloomfield location. Must have excellent math ability & 10-key calculator skills. Send resume to: P.O. Box 5091, Southfield, MI., 48076.

OFFICE CLERK

Part time for small office in Livonia. Call between 8 & 11am. 421-0150

OFFICE HELP - CLERICAL
Part time. Flexible hours. Some typing and computer entry. Farmington Hills location 476-7010

OFFICE MANAGER - full time, for busy medical office. Must know Microsoft Word, Excel & strong bookkeeping skills. Available Jan. 3. Submit resume with salary requirements to: 3650 W Big Beaver Rd., Troy, MI 48084

OFFICE PERSONNEL
Immediate openings for the following clerical positions:
Word Processors(Any Software)
Data Entry Clerks (10-key)
Receptionist/Switchboard
Customer Service Representatives
File Clerks
We offer: Top pay, Holiday Pay, Temp-to-Hire, Free Insurance. Call Today for an appointment!
SNELLING PERSONNEL
NEVER A FEE
Livonia, 464-2100
Southfield, 357-1300
Auburn Hills, 373-7500
Taylor 284-0777

PARALEGAL
For Southfield based law firm. Medical/nursing background preferred. Please send resume to:
Collins, Einhorn, Farrell & Ulanoff, attn Administrator, 4000 Town Center, Suite 909, Southfield, MI 48075.

PARALEGAL
2 plus years of personal injury experience required. Excellent salary & benefits. Send resume to:
3000 Town Center, Ste. 2510
Southfield, MI 48075

PART TIME RECEPTION WORK for Farmington Hills law office. Multi-line phone experience. Non smoker. Ask for Linda 737-8400

PAYROLL/
ACCOUNTS PAYABLE
Part-time position to help start with processing payroll & accounts payable. Flexible hours & pleasant. Call M. Nickels. 353-1155

PAYROLL CLERK
Part time, experienced.
Livonia area.
477-9714

PERSONNEL ASSISTANT
• Part time/long term
• 4 hrs. a day/4 days a week
• Days or afternoons
• Word Perfect experience
• Harvard Graphics a plus
Contract People Corp.
PO Box 3112
Southfield, MI 48037
or 50-58-9940
Fax 810-557-3330

RECEPTIONIST
MODEL TYPE
Office management receptionist for public relations. Must have great attitude & excellent skills.
Call Monica - 459-7070

RECEPTIONIST
Experienced in Bar Salon operation. Mature, friendly. Light computer skills.
539-1234

RECEPTIONIST/TYPIST, for Southfield based non smoking office. Knowledge of Microsoftword preferred, excellent typing skills & good personality a must. Send resume in care of: Machtel, 2000 Town Center Center #2260, Southfield, MI 48075

RECEPTIONIST
Non-smoking office with great atmosphere room for advancement. $5.50 per hr. plus benefits to start. Please send resume with cover letter, credentials and/or references to: 33975 Ardry Rd Livonia, MI 48150
Attention: Jerry

RECEPTIONIST for Southfield CPA firm. Knowledge of WordPerfect required. Full time position.
Ask for Janet 352-3230

RECEPTIONIST - excellent telephone skills, general office duties, good organizational skills, good typing & computer ability.
Call Colleen, 661-1515

RECEPTIONIST
For real estate company. You will need excellent phone & typing skills to perform various duties in this exciting fast-paced office. 5 day week, excellent working conditions & benefits. Non-smoking company.
Send resume to:
BOX 988
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

RECEPTIONIST
START IMMEDIATELY!!
Professional & pleasant phone manner, general office, full time. $6/hr. Call Joann 459-5000

RECEPTIONIST - Automotive publications company located in Dearborn seeking an organized, reliable individual to perform receptionist duties. Other responsibilities include answering phones, greeting clients, typing & data entry. Resumes: P.O. Box 2444, Dearborn, MI 48123-2444, Attn: Account Support

RECEPTIONIST/SECRETARY
Growing manufacturer seeks pleasant, reliable person for handling phones & correspondence. Good grammar, attention to detail & typing skills required. Benefits Critical. $5.50-$7/hour + benefits.
Apply to: Efficient Assembly, 12241 Stark, Livonia

RECEPTIONIST/ADMINISTRATOR
Computer/Software Company located in Farmington Hills seeks with excellent phone & general office skills. Knowledge of WordPerfect, Lotus and Computerized accounting system helpful. Competitive salary and benefits package. Send resume and salary requirements to: Inc. 24361 Indoplex Circle Farmington Hills, MI 48335. Attn: Sandy

RECEPTIONIST/SECRETARY. No experience. Send resume to: D. Michael Grant CPA, 24725 W 12 Mile Rd., Suite 310 Southfield, MI 48034

RECEPTIONIST/CLERK-Small office. Some computer experience, data entry, light typing. Call Mr. Ross, Globe Engineering, Inc., 34415 Schoolcraft, Livonia, MI 48150

RECEPTIONIST- needed immediately. Pleasant personality to answer busy phones, light typing, & misc. general office duties. Must be prompt & hardworking. Mail resume to: Personnel, P.O. Box 2444, Dearborn, MI 48123-2444

RECEPTIONIST
For growing Southfield based Non-Profit agency. Experience on computerized multi-line phone system and Word Processing/Data Entry experience required. Salary plus benefits. Send resume by:
12-27-93 to:
Childrens Leukemia Foundation
19022 W. 10 Mile Rd.
Southfield, MI 48075.
No phone calls please.

SALES SECRETARY
Experience Preferred
Good Salary & Benefits
Apply in person: Holiday Inn, 31283 W. 10 Mile Road, at Grand River, Farmington Hills, MI

TITLE INSURANCE agency desires part-time, level entry Secretary with WordPerfect skills. Speed and accuracy critical. Hours are full time possible. Contact Sandi, 642-1115

SECRETARY
Strong WordPerfect & Lotus skills. Self-starter for busy Northwest office. Send resume & salary requirements to: 45211 Helm, Ste. C, Plymouth Twp., MI. 48170

SECETARY/RECEPTIONIST
Custom home builder in Bloomfield looking for full time help. Requires good communication & office skills. Construction experience desirable. Send resume & salary requirements to: JRDC, 31700 Telegraph Rd., Ste. 120, Bingham, MI 48025.

SECRETARIAL/SALES ASSISTANT
Person wanted for general clerical and customer service for publishing rep office. WordPerfect experience a plus. Send resume with salary requirements to: Secretary, Ste. 171, 25100 Lahser, Southfield MI 48034.

SECRETARIES DATA ENTRY
• $8-$12 PER HOUR
• WEEKLY PAY
• BENEFITS
• TOP COMPANIES
Farmington - Livonia - Southfield
CALL (810)615-0660
Western
TEMPORARY SERVICES

SECRETARY
Fast-paced, energetic Ad Agency seeking person for Art Director. Secretarial position. Position is multi-task oriented. Typing/computer skills. Knowledge of Macintosh, M3 Word, & Excel. Quark Xpress & Clarris works knowledge helpful. Send resume to:
Secretary-UCI
24209 Northwestern Hwy.
Southfield, MI 48075
or FAX: 313-354-0412

SECRETARY
Need a self-motivated, detail-oriented person with computer skills up to WordPerfect and Lotus 1-2-3. Minimum of 60 wpm. Must have ability to organize and prioritize. Good verbal and written communication skills required. Send resume and salary requirements to:
Personnel
McCANN-ERICKSON
50 W. Big Beaver, Suite #500
Troy, MI
An Equal Opportunity Employer

SECRETARY/OFFICE ASSISTANT
Part/full time. Experience necessary. Requires typing, filing, phone, and good computer skills. Good benefit package. Send resume to: KSC, P. O. Box 1605, Troy, MI48099

SECRETARY - Part time (includes weekends). WordPerfect 5.1 and Harvard Graphics for Windows experience, detail oriented with excellent organization skills. Committed to project excellence, not easily ruffled. Could become full time. Mail salary expectations and work samples to: Dr. Bernthal, 765 Kroeschell Ct., Bloomfield Hills, MI 48304 or fax to 313-645-4978

SECRETARY/
RECEPTIONIST/TYPIST
Plymouth area manufacturer is seeking a person to fill a full-time opening during daytime hours. Good Word Processing, communication & clerical skills are very important & 2 yrs. recent practical experience with those skills is required. Call Personnel Manager at:
459-8000

SECRETARY
Reconstructive Surgery
Full-time opportunity to work with a team of professionals. Candidates must have 2 years secretarial experience, IBM-PC WordPerfect 5.1, dictation and transcription experience, and 50 WPM accurate typing. Experience in a medical setting preferred.
Interested candidates must submit a detailed resume or apply no later than December 29, Monday thru Thursday, 8am-12 Noon.
PROVIDENCE
Hospital and Medical Centers
EMPLOYMENT SERVICES
22253 Greenfield, Ste. 310
Southfield, MI. 48075
An Equal Opportunity Employer

SECRETARY
Southfield professional firm seeking super secretary for its president. Need a "people" person with good phone skills & WordPerfect. Other software knowledge a plus. Competitive salary, good benefits, nice offices, covered parking. Send resume with salary requirements to: Box 105
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

SECRETARY - Part time, for architectural office. Should have experience with WordPerfect, Lotus & minor bookkeeping. 643-2605

SECRETARY/RECEPTIONIST
experienced in statistical typing needed by fast growing Oakland County CPA firm. Apply to: P.O. Box 214792, Auburn Hills, MI 48321

SECRETARY
30 hours. Bloomfield area. Computer/word process experience/telephones. Call Dwb 737-3430, Eves. 661-2092

SECRETARIAL LEAD position for motivated secretary with corporate, real estate, estate planning & litigation experience. Excellent typing & proof reading skills required. Minimum 5 years experience. Send resume in confidence to:
Office Manager/Administrator
P.O. Box 215
Southfield, MI 48037

SWITCHBOARD OPERATOR
Full time position available for person with experience in handling extensive telephone traffic. Strong telephone personality and skills will reward qualified person. Excellent benefits including medical, dental and life insurance. Contact: P.O. Box 9066, Farmington Hills, MI 48333.

TREASURY DEPARTMENT
In need of person with experience in Accounts Receivable, Accounts Payable, Deposit Reporting, Wire transfers, & 10-Key. Knowledge of Lotus 1-2-3 plus Full benefits & quick advancement potential. Corporate headquarters located near Brighton area. Please respond to:
Box 134
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

WORD PROCESSOR
Individual needed in 1 person department. Will be responsible for high volume, high quality word processing. Individual should possess excellent grammar, spelling & organizational skills. Knowledge of WordPerfect 5.1, type at least 50 wpm and be able to work with minimal supervision. Learn Harvard Graphics & Quickbooks. Position will be full time with benefits. Please forward current resume & salary requirements to: Mr. Paul Gaynor, P. O. Box CN3335, Livonia, MI. 48151.

505 Help Wanted Food-Beverage

★ ARBY'S ★
is now hiring friendly, dependable people. Premium wages, flexible schedule, pleasant working conditions. Advancement opportunities. Apply in person at the following locations: 19000 Middlebelt, 7 mile & Middlebelt, Livonia; 27140 Plymouth Rd & Inkster, Redford.

ARCHIE'S RESTAURANT now hiring persons. Good pay, great place to work. Apply in person Mon-Fri., 11-4: 30471 Plymouth Rd., Livonia.

BAKER
Early morning, includes weekends. Experience helpful. Must have reliable transportation.
VIE de FRANCE, 12-Oaks Mall
348-3944

BARTENDER & WAIT STAFF needed full & part time. Experience required. Apply in person Mon-Fri. 2-5pm at: Matt Brady's, 38123 W. 10 Mile at Grand River. 478-7780

BORDER CANTINA OF NOVI
Seeking applicants for wait/bar/host/hostess/cashier. Experience preferred. Apply: 21420 Novi Rd., Novi

CADILLAC CAFE
Farmington Hills newest answer to quality dining and nightlife is within!
OPENING SOON!
We are still looking for you to join our team! We are still hiring for the following positions:
WAIT STAFF
HOSTESS/HOST
BUS & DISHWASHERS
Apply in person Mon. thru Fri. 9-5
30555 Grand River
478-2010

CANTON BIG BOY
Hiring full time afternoon Kitchen Manager, AM and PM shifts for Bussers, cooks and prep. Apply in person: 45250 Ford Rd., Canton.

CERTIFIED FOOD SUPERVISOR
Full time, Mon. thru Fri.
MARYCREST MANOR
15475 Newburgh Rd.
Livonia, MI. 48154
427-8173

COOK - Full or part time. Will train if necessary. Apply in person
The Bird Bar & Grill
777 W. Big Beaver, Troy

COOK - Jon's Good Time Bar & Grill is now hiring full & part-time cooks. Flexible hours. Apply in person: 27533 Cherry Hill (just W. of Inkster Rd)
561-6468

Cook & Kitchen Help
NORMAN'S
ETON STREET STATION
NOW HIRING FULL-TIME
DAY & EVENING SHIFT:
• Line Cooks
• General Kitchen Staff
Apply in person between 2-5pm, Mon.-Fri. at:
245 S. Eton St. in Birmingham

COOKS
APPLY: 2011 Plymouth Center
Canton, MI
ROSE'S RESTAURANT

★ COOK ★
Sweet Lorraine is looking for an experienced line cook for our Sunday Brunch. Good benefits. Apply in person, 2pm-5pm Greenfield Rd., N. of 12 Mile

DANTE'S RESTAURANT
Prep cooks, line cooks & serving assistants needed. Call between 2-5 pm.
642-8050

D'DENNISON SEAFOOD TAVERN
is currently seeking energetic professionals for all positions in dining room & kitchen. Experience preferred but will train the right individual. Apply in person only, 37718 6 Mile, Laurel Park Mall, Livonia.

FULL SERVICE OAKLAND COUNTY restaurant now taking resumes for all kitchen and front of house positions. Please send to: P.O. Box 431, St. Clair Shores, MI 48080

GRILL/SNACK BAR
Mature person, flexible hours. Apply in person at: Plaza Lanes, 42001 Ann Arbor Road, Plymouth

HOST PERSON WANTED for classic French Creole restaurant. Energetic & professional. Receptive area. Great job opportunity. Call Mrs. Harrison at, 856-3107

IMMEDIATE OPENINGS: Days, Evenings & Weekends. Cafeteria style, all positions. VIE de FRANCE, 12-Oaks Mall, Novi 348-3944

KITCHEN HELP NEEDED
LINE COOKS/PANTRY
Full time or part-time.
AM/PM shifts available.
Please apply within:
O'Shea's Tavern, 543 N. Main St.
Downtown Rochester

MAJOR MAGIC'S AS STAR PIZZA
Revue, a growing, unique pizza and family restaurant is now hiring for all positions, full & part time. Apply in person Tues. Dec. 21, 11am-5pm at: 33458 Seven Mile Road, (at Farmington Rd.) Livonia or call, 513-572-9750

505 Help Wanted Food-Beverage

FUN, HARDWORKING
HOSTPERSON
To join our team. Apply in person between 2 & 5pm. Sweet Lorraine's, Greenfield Rd., just N. of 12 Mile.

HOST STAFF
Full & part-time, days or nights.
Apply in person
190 N. Hunter, Birmingham.

KITCHEN SUPERVISOR & COOKS
needed for night shifts. Good pay & benefits.
LITTLE ITALY RESTAURANT
In Northville now hiring experienced Bus Help. Apply 2-5pm Mon to 5pm.
348-0575

LOX, STOCK & BARREL
DELI & BAKERY
GRILL & DELI COOKS (regs)
SERVERS, HOSTS/BASSERS
DISH/BUS HELP
NW corner Drake & Grand River

MCDONALDS
STORE MANAGER & ASSISTANTS.
Experienced McDonald's Helpful ONLY. 932-6700

MCDONALDS
2 Positions Available
Full & Part-time, All Shifts
Twelve Oaks Mall
348-0255

NEWPORT RICHIE
NOW HIRING EXPERIENCED:
• Waitstaff • Bartenders
• Cocktail Waitresses
Apply in person between 11-2pm, Mon.-Fri. at: 11701 Farmington Rd. in Livonia. 425-7840

NEW STORE OPENING
★ MCDONALD'S - (12 Mile & Halsted) Farmington Rd.) Hiring ALL SHIFTS. Starting $5.10/hR. CALL DARLENE
313-349-0060

NOW HIRING experienced Short Order Cooks, Waitpersons, Bussers, Honeytree Restaurant, Farmington Hills, Tom or Janice. 855-4666

NOW HIRING
Line Cooks & Dishwashers
Wages starting at $6 per hour and up. Apply Mon-Thurs, 2-4PM
CHILI'S
Eight Mile & Haggerty, Novi

★ PASTRY
★ CHEF/BAKER
Sweet Lorraine is looking for an experienced Pastry Chef/Baker for our Bloomfield cafe. Good pay & benefits. To set up an interview call
559-5985

PLATO'S PALACE
CONEY ISLAND
NOW HIRING EXPERIENCED:
• WAITPERSONS • COOKS
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