## 504 Help Wanted Office-Clerical

OFFICE/RECEPTIONIST/CASHIER
PART TIME/FURNITURE
Experienced Preferred
Livonia area, 810-2030
NEWTON FURNITURE

PARALEGAL & LEGAL SECRETARY - must be SUPER organized, will train to Litigation. Salary commensurate with experience.
Days 355-0000 Eves. 639-3930

PART-TIME RECEPTIONIST
Needed for busy full service salon in Farmington Hills. Flexible, reliable, & work well with people. Ask for Donna.
PARK TIME 855-1050

Technical publisher needs a detail oriented, well organized person for order processing, data entry and general office duties. 20 hours per week. Send resume to: Office Training Inc., 2986 S. Wayne Rd. Westland, MI 48185 or call 728-0000

RECEPTIONIST/experienced, word processing/general clerical duties. Fax send resume to: 1533 N Woodward, Ste 240, Bloomfield Hills, MI. 48304-2943.

RECEPTIONIST • Afternoons, part time, for busy auto repair facility. Light typing considerate, $5/hr. Call person: Novi-Isuzu Inc., 21530 Haggerty, Northville 9 to 5 M-F.

Receptionist/Call Coordinator
Growing real estate office in Rochester Hills has an immediate opening with telephone, typing, and computer skills for alternate night/weekend position. CALL GLORIA SIEBERT Century 21 East 299-6200

RECEPTIONIST/SECRETARY
Fast paced Livonia office of realtors seeks enthusiastic self starter who is detail oriented. Must have excellent phone skills a must. Microsoft Windows knowledge helpful. Resume must including current & desired salary to: 4296 Crystal, W. Bloomfield, MI 48322

RECEPTIONIST/SWITCHBOARD
Full time for Southfield office. Experienced person with knowledge of multi phone system. Must possess excellent people skills and have professional phone manner. Position involves an multi-line telephone system. Word processing a plus. Please send resume to: P.O. Box 2564, Southfield, MI. 48037

RECEPTIONIST - Part time for busy multi-line phone system. Requires a pleasant voice to deal with others, ability to type accurately. Duties include answering phone, paging staff members and typing. Hours: Wed. & Thurs. 3:30pm, Fri. 7-3:30pm, Sat. 8am-1:30pm. Must be flexible. Can work full time occasionally to fill in for other receptionists. Apply in person: Community Federal Credit Union, 500 E. Maple, Troy.

RECEPTIONIST - Responsible for answering telephone, greeting clients, word processing, light bookkeeping. Please call Mary Morgan: 539-4000

RECEPTIONIST • Need personable, organized person with Microsoft Word skills. Southfield area. Call (313)352-8496, or fax resume to (313)352-8497 or (313)355-3801

RECEPTIONIST
Full time, excellent benefits. Experienced person with pleasant phone manner. Light typing. Send resume to: Rochenne, dept. 7, 2300 Walter Hollow

RECEPTIONIST/CLERICAL
Full time. Growing medical equipment company. Prior experience required.
Call 953-2000
Voice Mail # 7108

RECEPTIONIST - PART-TIME
Evenings & weekends for Farmington Hills Real Estate Office. Good phone voice and office experience necessary. Must be able to handle multi-line phone. Pleasant working environment. Call Kathy at Homestake today for interview 473-6200

RECEPTIONIST/SECRETARY
Plymouth Township building company seeks person to handle busy phones & front desk. Person should be proficient in Word Perfect, typing 50 words, speaking skills, Lotus spreadsheet experience, plus a friendly, outgoing personality. Please call 453-3301 Eickes Rd. Plymouth, MI 48170

RECEPTIONIST/
SECRETARY
Southfield company that does advertising specialties has immediate opening. General office experience with WordPerfect 5.1 and telephone communication skills.
Diversified Resellers Co.
344-6700 FAX 344-6704

RECEPTIONIST/
SECRETARY
Several openings in the Plymouth area. Multi-lines, professional image, 50-60 wpm, some word processing skills, some word processing/spreadsheet.
ARBOR TEMPS 459-1166

RECEPTIONIST/
WORD PROCESSOR
Required for growing automotive company. Motivated individual for phone and word processing. Word Perfect, data input & filing skills. Candidate must have excellent phone manner, basic computer knowledge & typing skills. Interested candidates resume & cover letter to Human Resources, 1420 Industrial Drive, Plymouth, MI 48170

## RECEPTIONIST/ ASSISTANT

Full time position available for an enthusiastic Receptionist/Assistant in a fast-paced, growth oriented marketing company. As a part of the corporate personnel staff, support will be to all areas. Qualifications include: good organizational skills, professional phone manner, neat appearance, accurate typing, word processing skills, Word Perfect experience, and a friendly, outgoing personality. Please call Carol at 313-489-0555

RECEPTIONIST
For Chiropractic Redford office. Tues., Thurs. & Sat. 8-5. Call 810-294-7660

RECEPTIONIST - immediate opening for various jobs, Mon-Fri, typing & phone skills required. Call Jennifer for interview 459-1900

RECEPTIONIST/TYPIST position, Detroit area. Office & Word Perfect 5.1 experience necessary. Must be reliable & professional. Call 313-873-8800

RECEPTIONIST NEEDED - for busy W. Bloomfield real estate office. Hours 10am to 6pm, Mon. thru Fri. Real estate experience helpful. Ask for Elizabeth at 851-8000

RECEPTIONIST - construction company seeking individual with general office skills to handle phones, filing, etc. WordPerfect a must. Send resume to: 30600 Telegraph, Suite 2290, Bloomfield Farms, MI 48025.

RECEPTIONIST/OFFICE
ASSISTANT
Fashionable, exciting, organized person for data entry, filing, answering phones. Qualifications include claims. Call Deanna, 737-EYES

RECEPTIONIST/Marketing Assistant full time, for Plymouth based company. Benefits. Skills: typing & knowledge of Microsoft Word for Windows, phone skills. Call or write: Shannos Corp., 43901 Five Mile Rd., Plymouth, MI 48170. 454-7182

## 504 Help Wanted Office-Clerical

RECEPTIONIST
Join Ethan Allen, a leader in the fine home furnishings industry, in an excellent career opportunity. We are seeking conscientious individuals to meet and greet customers as well as general clerical and telephone duties. Full & part time positions available at Livonia location. Part time available at Utica store. A pleasant personality & professional appearance & demeanor are essential. For confidential consideration please call Ethan Allen Home Interiors, Livonia: 313 261-7780 Utica: 313 254-5200

RECEPTIONIST
needed for long term assignment in Livonia area. Call Ann 464-7079
ETD Temporary Service
An Equal Opportunity Employer

RECEPTIONIST/SWITCHBOARD
Full time for busy Farmington Hills sales office. Accurate typing skills required. Send resume to: Beechboriet, P.O. Box 376, Farmington, MI. 48332-0376.

RECEPTIONIST/SECRETARY
Full time responsible person wanted for real estate sales office. Typing experience, good phone & organizational skills. Typing 40 + words. Computer knowledge considered. Upgrades. 43271 Ford Rd., Canton Twp., W. of I-275.

RECEPTIONIST, PART-TIME
(5st & Sun. 8am-5pm), for private Country club. Duties: typing, filing, word processing with WordPerfect 5.1, answer phones, $4/hr. Apply in person: Wabeek Country Club, 4000 Club Gate Dr., (off Long Lake bet. Bloomfield Hills & Middlebelt), Bloomfield Hills. (810)855-8700

RECEPTIONIST - Full time, for busy Auburn Hills office. Responsibilities include answering phones, word processing and light typing. Knowledge of Microsoft Word and Excel helpful. $7.50 per hour plus full benefits. Dependable, responsible applicants only need apply. Fax resume to: Sandy at 810-377-1070

RECEPTIONIST
Busy construction company looking for an outgoing person with experience on multi-line telephone system. General clerical skills required. Send resume & salary requirements to: Office Manager, 31313 Northwestern Hwy., Ste 206, Farmington Hills, MI 48334. EOE

RECEPTIONIST/SECRETARY
Harman-Mathis, Inc. is a dynamic and rapidly growing manufacturer of high fidelity audio systems. We are currently seeking to fill the position of a full time receptionist/secretary to our sales and marketing office. Must have excellent phone manner and the ability to handle busy telephone. Minimum required skills and experience include: WordPerfect 5.1 and Lotus 1-2-3. We offer a competitive salary and comprehensive benefits package. Qualified candidates send resume to:
Harman-Mathis, 30 Oak Hollow, Ste. 240, Southfield, MI 48034.
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

RECEPTIONIST SECRETARY/
DATA ENTRY CLERK
The Charter Township of Northville is seeking an individual for full time, flexible employment as a Recording Secretary and Data Entry Clerk. Job responsibilities include attendance at the following meetings: Planning Commission (Tuesday evenings); Zoning Board of Appeals (first & third Monday evenings); and possible Beautification Commission (last Thursday). Duties include: all minutes transcription. Responsible also for data entry of Building Department reports and inspections. Must be proficient with Microsoft Windows Version 3.1, WordPerfect for Windows and LOTUS 1-2-3 for Windows. Northville Township is an Equal Opportunity Employer. The Charter Township of Northville does not discriminate on the basis of disability in the admission or access to, or treatment of employment in its programs or activities.
Send letter of application & resume to: Carol Maisel, Planning Director, 45175 Six Mile, Northville, MI 48167, by Feb. 18, 1994.

SALES ADMINISTRATOR
Fast paced sales department seeking energetic, excellent organizer. Proficient at Lotus, WordPerfect and Pagemaker. Send resume, cover letter and salary requirements to:
HANDY HOME PRODUCTS
Human Resource Dept.
8400 E. 11 Mile Road
Warren, MI 48091

SALES SECRETARY
Helix Electronics Corp., an international OEM is seeking an individual to function as an Sales Secretary in our Farmington Hills office. Ideal candidate will have a minimum of High School diploma, 3 + years secretarial experience in the automotive field, typing 60 wpm, computer skills to include Microsoft Word.
Mail resume to:
M. Schumacher, Box 474
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

## SALES SECRETARY

We have an immediate opening in our sales dept. for a secretary with 1-3 yr. experience. Candidates must have thorough knowledge of office procedures, WordPerfect and type 50 wpm. Ideal candidate is the backpaid environment of a busy sales office this opportunity is for someone who enjoys positive stages and benefits + the opportunity to grow with a dynamic hotel organization. Apply Mon-Wed. between 10am to 1pm or send resume with salary history in confidence to:

TROY MARRIOTT HOTEL
Human Resource Dept.
200 W. Big Beaver Rd.
Troy, MI 48084
An Equal Opportunity Employer

SECRETARY
Administration of international corporations local sales office. Must be self starter, well organized, know WP 5.1, some Windows, some spreadsheet. $18,000/Yr. to start. Excellent benefits package, including tuition reimbursement.
PERSONNEL SYSTEMS, 459-1158
9433 Haggerty Rd., Plymouth, MI

SECRETARY/ADMINISTRATIVE
ASSISTANT
For developer/property management company located in Southfield. Word Perfect & Lotus experience required, some bookkeeping helpful. Please send salary requirements to: Box 508
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY
Experienced. Typing 50 wpm. WordPerfect 5 a succesful communication skills necessary. Full-time, benefits. Salary requirements to: HR/Secretary, 29299 Franklin Rd., Southfield, MI. 48034. Fax: 353-7258

SECRETARY
Fast paced, energetic ad agency seeking person for full time secretarial position. Position is multi task oriented, typing minimum 60 wpm, knowledge of Macintosh, MS Word helpful. Salary commensurate.
Secretary-UCI, 24209 Northwestern Hwy., Southfield, MI 48075 or Fax 313-354-0412

SECRETARY for Farmington Hills law office. Seeking motivated, intelligent individual with strong typing and organizational skills. Send resume to: Fabian & Baker PC, 30000 Northwestern Hwy., Ste. 321, Farmington Hills, MI 48334.

## 504 Help Wanted Office-Clerical

SECRETARIAL: Computer skills necessary, some accounting helpful. Part-time, flex hours. Mon.-Fri. 58 an hr. Resumes only. 33407 Schoolcraft Rd., Livonia, MI 48150.

SECRETARIAL WORK - 20-30 hrs. per week. Typing, computer skills, copying and general clerical duties. Call 534-5369 or 533-0819

SECRETARIES
WE NEED YOU!
Permanent, Temp to Perm and Temporary positions!
Top Dollars
Best Companies
Referral Bonus
Call 355-2440 Fax 355-5899

THE KPM GROUP

SECRETARY - experienced, detail oriented, WordPerfect & computer skills required. Benefits available. Resumes to: Personnel, P.O. Box #2020, Sterling Hts. MI 48311-8020

SECRETARY - full time for law firm in Troy. No legal experience necessary. Word Processing experience preferred. Call, 810-643-9530

SECRETARY- Home builder, Novi. Computer scheduling & floor plans, closely with construction & supervision. Hourly + commission. 348-4300

SECRETARY/INSIDE SALES
Fax resume & salary requirements to: 21118 Bridge St., Southfield, MI 48034

## SECRETARY

Nation wide construction firm seeks well organized, confident person who is detailed oriented and a self starter. Qualified applicants must be proficient in PC software (spreadsheet & Word Processing). Solid secretarial skills plus administration including accounting, collections, accounts payable, billings & purchasing. Unusual position, send resume/salary history to: Dixie Opsom, P. O. Box 1208, Downtown Station, Kansas 66201.
An Equal Opportunity Employer

## SECRETARY

Needed for Human Resource Department of a fast paced high volume located in Troy. Must have experience with real estate commercial transactions and reviewing title work. Excellent written and communication skills essential. Send resume to Box 484
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY - Our continued growth has created up to 40 hrs/wk full time position. Responsibilities include: word processing (WordPerfect 5.1), Lotus worksheet entry & some accounting data entry. Salary commensurate with experience. Please send resume with salary history to: Terra & Bruglio, Inc. 650 Featherstone, Pontiac, MI 48342

SECRETARY, PART TIME. Small Birmingham office needs second secretary to split 33 hour week position. Easy job, key-in entry. Two years experience in typing, shorthand or "speed writing". Call 646-9045

SECRETARY - Printed circuit board manufacturer is seeking a part-time sales secretary to work Mon-Fri, flexible hours, 20 hrs/wk. Duties not limited to: typing, filing, preparing quotes, and part time phone communications with reps & customers. Ideal candidate will have experience in the above duties along with a computer background & WordPerfect & Lotus. Qualified candidates apply in person: Circuits Multi, 32900 Capital, Livonia. Off Farmington Rd., S. of I-96

SECRETARY
Property management company, Downtown Birmingham. Real estate & legal experience preferred. Send resume to: P.O. Box 193, Birmingham, MI 48012

SECRETARY/RECEPTIONIST - Office in Plymouth seeks a high energy, outgoing personality to answer multi-line phone, light typing, filing, data entry, etc. Must be dependable. This a front desk position supporting corporate press & professional manager. Send resume for immediate consideration to Box 466
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY/RECEPTIONIST
For Lake Orion law firm. Salary $5 to $6 per hour. Phones/typing/filing etc. Computer skills helpful. Send resume to: 30700 Telegraph Rd., Suite 4650, Bloomfield, MI 48025.

SECRETARY/RECEPTIONIST
Part time position for multi-line individual w/computer, phone, typing & self starter skills. Busy sales office. Eve & Sundays. Apply at: 43271 Ford Rd., Canton, W of I-275.

SECRETARY/RECEPTIONIST
Needed for Troy CPA firm. Permanent, part-time. Computer experience & WordPerfect skills helpful. Send resume to:
Arvid A Associates PC
3270 W. Big Beaver, Ste. 410
Troy, MI 48084

SECRETARY/RECEPTIONIST
Full time for beverage industry. Minimum of 3 years office experience. Must be fast & accurate with WordPerfect 5.1. Pagemaker experience a plus. Must be reliable and possess a pleasant & professional phone manner. We offer full benefits, 401(K), and excellent work environment. Send resume and salary requirements to: ADC, 35601 Veronica, Livonia, MI. 48150.

An Equal Opportunity Employer

SECRETARY
TO CORPORATE COUNSEL
Walled Lake/W. Bloomfield area. Must have experience in handling the functions and activities in a highly confidential setting. Requirements of the position include working knowledge of accounting, finance, WordPerfect for Windows and Lotus. Please send resume to: Precision Coatings, Att: Christine May, 6100 Guide Dr., P.O. Box 155, Walled Lake, MI 48390.

SECRETARY TO
PRESIDENT
Plush offices of major insurance corporation has immediate opening for an experienced person. Salary commensurate with experience. Send resume & salary requirements to: Attention: Judy, Van Eaton Real Estate, 747 W. Ann Arbor Trail, Plymouth, MI 48170

SECRETARY with WP needed for long term assignment in Livonia area. Call Ann 464-7078
ETD Temporary Service
An Equal Opportunity Employer

SUBSTITUTE SECRETARY
Wanted for Southfield Public Schools. On-call. Must be willing to work in school setting with children. Must have good typing & good English skills. Word Perfect experience helpful. The pay is $6.30 per hr. If interested send letter & resume to:
Mrs. Thelma Ward
Southfield Public Schools
Personnel Department
24661 Lahser Rd.
Southfield, MI. 48034
Or call: 746-8543
An equal opportunity employer.

Warehouse Stock Helper
Successful furniture retailer looking for a dependable, self-motivated individual for full time position. Clean, smoke-free working conditions. Extensive benefit package provided. Applications taken at:
LA-Z-BOY SHOWCASE SHOPPES
23350 COMMERCE DR.
FARMINGTON HILLS, MI.
474-1341
(Off Research Dr., S. of 10 Mile, E. of I-275)

WORD PROCESSING/
COMPUTER GRAPHICS
Barton Malow, a National construction management firm has an immediate opening for a Word Processor for proposal production including graphics, presentations and quality custom packages for potential prospects. Macintosh computer experience required (Pagemaker and MS Word). Must type 75 w.p.m. Candidates must be able to prioritize assignments and work under pressure. Writing and editing skills a plus. Send resume to:
BARTON MALOW CO.
27777 Franklin Rd., Suite 800
Southfield, MI 48034
Human Resources
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

## 504 Help Wanted Office-Clerical

SECRETARY with light bookkeeping. High energy and detail oriented. Part time, flexible hours. Benefits after 90 days. Call Arlene, 625-6522

SECRETARY. Full time with benefits. Excellent WordPerfect skills. Professional, personable, busy office. For non-profit organization in Downtown, Judson Center, 5410 W. 13 Mile, Royal Oak, MI 48073

TECHNICAL RECRUITER
Established technical contract labor company is adding additional recruiters to fill open technical orders. Experience required. Competitive salary, full medical benefits and excellent "perks"! Bulletin resume and salary requirements to:
TECHNICAL RECRUITER
Box 508
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

TECHNICAL RECRUITING
COORDINATOR
Code technical candidate's resumes and enter into system. Coordinate advertising and job fairs. Work closely with candidates, Technical Manager, and Account Managers. Career opportunity for detail oriented individual. Full medical benefits and competitive pay commensurate with experience. Established technical contract company. Bulletin resume and salary requirements to:
Technical Recruiting Coordinator
Box 508
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

TROY INSURANCE agency seeking full time Office Administrator. Must be self starter, well organized & proficient in computer skills. 879-5106

TYPIST - Part time, 2-3/days, legal experience preferred. Must know WordPerfect & mail. Resumes only to: Box 484 Observer & Eccentric 36251 Schoolcraft Rd. Livonia MI 48150

Wanted
WORD PROCESSORS
Work at home with major corporation with professional people in a friendly atmosphere. We need at least 1 year word processing and typing experience. Flexible hours and benefits. Call Susan - 799-3947
Uniforce Temporary Services

WORD
PROCESSING
SECRETARY

REQUIREMENTS:
50-60 WPM
Hayes/Dynamics
WordPerfect 5.1
Lotus 1-2-3

CALL STEVE
WOLVERINE STAFFING
879-9070

## WORD PROCESSING SECRETARIES

We offer top pay for our Word Processing Secretaries. Full and part time positions available in all locations for the following experience:

Word Perfect, Lotus 123, Micro Soft Word, Excel, Dos and Windows versions.

Holiday Pay, Temp-Med Insurance Available
Call today for an appointment!

SNELLING PERSONNEL
NEVER A FEE

Livonia 464-2100
Southfield 352-1300
Auburn Hills 852-7500
Taylor 284-0777

WORD PROCESSOR - with excellent spelling, typing and transcription skills needed by medium size law firm in Troy. Must be proficient on WordPerfect 5.1. Legal knowledge a must. Call Ann at 349-3980

WORD PROCESSORS
Unique long term position for prestigious executive offices requiring excellent communication skills, word processing and personal computer ability. Technical or legal background helpful. Attractive pay and benefits. Call Sandy 646-7661
Uniforce Temporary Services

WORD PROCESSOR
Top-notch Macintosh Word Processor needed with knowledge of Microsoft Word 5.1 and a good background for a National Marketing firm specializing in the legal field. Must be focused with attention to detail and quality. Overtime required, 60 wpm. Send resume/salary requirements to:
Martin Marketing Research Inc.
1000 Town Center, Suite 1100
Southfield, MI 48075
Attn: WP Ad
PLEASE NO PHONE CALLS!
Equal Opportunity Employer M/F

## 505 Help Wanted Food-Beverage

ALDIE'S PASTY Manufacturing plant hiring general labor for shift starting at 6 AM. Call between 9 AM-3 noon at 525-2960

ARBY'S IS DIFFERENT
Full & part time positions
Flexible scheduling
Will work around your schedule
Refer at incentive program
Employee meal discount
Uniforms
Starting pay $3/$3.50
If this sounds like anything
call - 932-3094

ARBY'S
RESTAURANT
NEW STORE OPENING
NOW HIRING ALL POSITIONS
Frequent salary reviews
Reasonable hours
Rapid advancement
Incentive bonuses
Paid holidays & vacations
Bonuses
APPLY AT ARBYS
Corner of 13 Mile/Orchard Lake
ARBY'S

ASSISTANT MANAGERS
Retail specialty food stores. 3 day week, day hours. Need outgoing personality, $18-$21K + great benefits. Call Amy Maloney: 932-1170
Harryer Associates, 29870 Middlebelt
Farmington Hills, MI 48334

ASSISTANT MANAGER
Must be hard working & honest, to assist Manager in operations of the restaurant. Experience preferred. Southfield area. Forward resume to:
Box 418
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BAKERS BOWL FUN RESTAURANT - Livonia. Now Hiring Wait Staff, up to $12 an hour. Cash/Host/Hostess starting $5.25/hr. Call Ann, Mon.-Fri., 9-3pm, Mon.-Fri., 29622 Seven Mile

BAR STAFF, WAIT STAFF, COOKS
Apply after business hours: Sports Lounge, 1870 S Wayne Rd., Westland.

BARTENDER, Professional, enthusiastic individual wanted. Must have time off. Apply in person: Dunn's, 1815 E Maple Troy, Mon-Fri 3-7PM

BARTENDER, WAITSTAFF and bus personnel. Apply in person: Bistro Restaurant in Farmington Hills. Full or part-time. Excellent tips. For info, call Joan at: 626-2940

BENIGAN'S now hiring Servers. Availability a must: 2 lunches & 3 dinners. Apply in person: 24255 Greenfield at 10411 Ann Arbor Rd., Plymouth.

CHEF to $800/Wk.
Bakery, Benefits & Bonus
634-1500 Fax 534-9481
Personnel Data Recognition Corp.

ASSISTANT DAY COOK
Full time, Cherry's Bar & Grill, 32330 W. 8 Mile, Farmington
Call: 477-7177

COME JOIN OUR WINNING TEAM
STARBUCKS COFFEE

STARBUCKS COFFEE - has immediate opening for full time & part time positions in Metro Airport. We will be serving a variety of gourmet coffee products. Starting wage $5.25 per hour. Apply in person to the personnel office located in the Northeast Airport Hotel between 10am to 6pm, Mon. thru Fri.
METRO AIRPORT
EOE

## 505 Help Wanted Food-Beverage

BATES HAMBURGERS
ALL SHIFTS
Apply in person Tue. - Fri. 9 to 11am & 3pm to 5pm. 33406 8 Mile, Livonia. 22291 Middlebelt, Farmington Hills.

BIRMINGHAM ITALIAN RESTAURANT - Now taking resumes for Dining Room Manager, Send resume & salary requirements: 219 Hunton, Northville, MI. 48167.

JONG GOOD TIME BAR & GRILL
At 2750 Auburn Rd. Pontiac is the cook's position. Flexible hours. Great place. 681-8466

COOK/CHEF-Catering, carryouts and marketing for new business, plus Delivery person.
Call 993-3000
Voice Mail # 7104

## COOK

for elderly in large group home in Livonia. Chris or Carol at 464-7780

COOKS
Full and part time. Apply in person: The Bar & Grill, 717 West Ann Arbor Trail, Plymouth.

COOKS
Short Order, day shift. Looking for an experienced, reliable individual. Apply in person: 9am-4pm Daily
COUNTRY CLUB hiring Cooks, Dishwashers and Pastry Assistant. Experience preferred. Please call 642-8800

DELI PERSON with experience in making sandwiches & salads. Part or full time. Please call Ron at Sabah, in Southfield. 352-8558

JONATHAN B. PUB - in Novi in 12 Oaks. Hiring bartender & cashier $3.50 per hour, no experience necessary.

DISHERWASHER NEEDED
At Livonia Nursing Home Full or part time position. Good starting salary and incentives. Please call
261-1700 ext 18

DISHWASHER - Part time days & some weekends. Apply at: Livonia Elks, 31117 Plymouth Rd., Livonia. 425-2246

## DISHWASHERS

Full time nights available for responsible hard-working individuals.
• Very high pay
• Reliable transportation necessary
Apply in person: Tues. - Fri., 2-5pm

## STAGE & CO.

6873 Orchard Lake Rd.
West Bloomfield

DRIVERS WANTED - Day & night shift. Apply within: Papa Romanos at Canton, 5912 N. Sheldon, 453-4500

EXPERIENCED WAIT STAFF, kitchen help and host/hostess. Apply in person: Mr. B's Bloomfield, 6480 Orchard Lake, W. Bloomfield.

FAMILY STYLE RESTAURANT/Ice Cream Shop looking for a well rounded working Manager able to Start & Work with people. Benefits. Resume to: P.O. Box 1034, Novi, MI 48376

FAST FOOD MANAGERS!
Immediate openings for fast track managers. To $30,000 + bonus, bonus, benefits. National Chain.
Call Mr. Jerome, 313-729-7210
STEVEN J. GREENE PERSONNEL

GRILL PERSON-Snack Bar
Full-time, Good pay
Apply in person: Plaza Lanes
42001 Ann Arbor Rd.
Plymouth, MI

HAIR STYLISTS, NAIL TECHS
Busy Plymouth salon looking for professional stylists to fill our staff players, full or part time.
Contact Theresa 454-4448

HIRING ALL POSITIONS
Full & part time. Apply in person:
TGI FRIDAYS
28299 Evergreen, Southfield
353-5530

HOST/HOSTESS POSITION - day & evening hours. Apply: Bistro 82, Woodward Grill, 555 S. Woodward, Birmingham.

JONATHON B PUB - now hiring experienced wait staff, cooks, dishwashers. Eve/weekend shifts available. Excellent tips & fun working environment. Apply between 2pm & 4pm, Mon. - Thurs. 35000 W. Warren, Westland Mall
An Equal Opportunity Employer

KITCHEN STAFF
Full & part-time. Broiler, Saute, Fry Cooks & Dishwashers. Help. Apply 191 N. Hunter, Birmingham.

LINE COOK
Apply in person: Red Coat Tavern, 3808 N. Woodward, Royal Oak.

## LINE COOK

Nights only. Experience necessary. Broiler, Fryer, Saute. Pay commensurate with experience. Apply in person, 32777 W Warren, Garden City.

MANAGER
Popular local fast paced restaurant needs skilled, experienced person with knowledge of all facets of restaurant business. Pay - P.O. Box 250025, Franklin, MI 48025-0025

MANAGERS!!
Full service opportunities to $33,000 + bonus, benefits, National chain. Call Mr. J. GREENE PERSONNEL 473-7210

MARCO'S RESTAURANT - looking for professional AM & PM line cooks, well organized, fast paced. Apply in person, 32734 Grand River, Downtown Farmington.

MAX & ERMA'S
FARMINGTON HILLS
IS NOW HIRING: PM COOKS
and Bus Persons, Hostess/Hostesses & Wait Staff. Flexible hours, competitive wages, benefits available. Apply in person:
Mon.-Fri., 2-4 pm: 31205 Orchard Lake Rd., Farmington Hills

MOY'S JAPANESE STEAKHOUSE is accepting applications for Waitstaff & Kitchen Helper. Ages 18, experience preferred. Apply within: 15825 Middlebelt, Livonia.

NIGHT CHEF wanted - Apply in person only. Bogie's Restaurant, 126 E. Main, Northville.

NOW HIRING - Full or part time Hostess, Waitstaff, Bussers. Apply in person, Mon. thru Fri., 2pm-4pm. Bennigans, 29555 Northwestern, Southfield.

NOW HIRING
Full time positions with benefits
Positions include:

HAM BONERS
SAUSAGE KITCHEN
MAINTENANCE

Also, seasonal positions
Apply in person 9AM-3PM Mon-Fri

DEARBORN SAUSAGE
COMPANY
2471 Wyoming
2 miles S. of Ford Rd.
Drug test required

OLD COUNTRY BUFFET
OF WESTLAND
is now accepting applications for the following positions: Cooks, Dishwashers, Dining room attendants and busers. Apply day or evening shifts available. Ability to work weekends a must. We offer top pay, benefits and a clean fun working environment. Apply in person Mon-Fri. 8630 N. Wayne Rd. in the Westland Plaza.
An Equal Opportunity Employer

PANTRY PERSON NEEDED
Experienced kitchen help needed. Full time evenings with benefits. Private club, Bloomfield Hills. Call 644-8078

PIZZAMAKER/DELI PERSON
Livonia Area
421-4418
Pager: 493-3736

POOG'S SPORTS BAR
Now accepting applications for:
• WAIT STAFF • BARTENDERS
• DOOR STAFF • PREP COOKS
Please apply in person at:
8663 Lilley Rd., Canton
In Canton Gate Shopping Center

RESTAURANT - LODGING
Downtown & Shopping Mall Restaurant, Management, Country Club Dining Room & Clubhouse Manager, Food Service Director, 653-1179
Harryer Associates, 29870 Middlebelt
Farmington Hills, MI 48334

RESTAURANT MANAGER/ASSIST
POSITION
High volume Birmingham area restaurant. Minimum 2 years exp. Call 94, Birmingham, MI. 642-19-0034.

## 505 Help Wanted Food-Beverage

PIZZA HUT, NOW HIRING
ALL POSITIONS
FOR NEW STORE OPENING
FEB. 22
5214 Dixie Hwy., Waterford. Apply in: 3249 Elizabeth Lake, between Cass Lake & M-59.

PIZZA MAKER - Experienced, good starting pay. Also Counter Help and Prep Person. Contact Angelo, in Livonia 261-0800

ROCKY'S OF NORTHVILLE
now hiring experienced servers, day & night shift. Apply in person 41122 W. 7 Mile.

SALAD PERSON, part-time morning hrs. 10:30am-2:30pm. Ideal for homemaker. Apply Mon.-Fri. 2pm-4pm: Chef Dede's Pizza Pub, 20772 Farmington Rd./Farmington.

SOUS CHEF & WAIT STAFF
Troy area food service, Mon.-Fri. days. Good benefit package.
637-2791

## STEAK & ALE

Now hiring for Spring '94. All positions available. Dayshifts. Full/Part time. Great benefits. Apply in person at all locations.
Plymouth: 12375 & Ann Arbor Rd.
Farmington Hills - 14066/Orchard Lake/Northwestern Hwy/10 Mile
Troy - 14 Mile/I-75

TACO BELL
13 Mile/Orchard Lake
Now for all shifts
Up to $7 an hour
Apply Daily 2-5pm

THE RESTAURANTS ON MAIN STREET, Tell-Twelve Mall, now hiring energetic, friendly waitstaff. Competitive pay, benefits. Come in and meet the owner. Apply in person for interview:
Customer Service Booth.

TOTBY SUBMARINES of Plymouth, located on Main Street near Ann Arbor Rd., accepting applications for full time & part time. Full time and part time employment for new store opening.

WAIT & BAR STAFF
Experienced & hardworking staff needed at the Gem Theatre in Detroit. Flexible hours.
Call Mary Kate for Terry: 961-5473

WAIT PERSONS
Experienced, full or part time, day or eve shifts. Apply: Red Robin, 8700 Rochester Rd., Troy, Near M-59.

WAITSTAFF &
BAR STAFF
Full or part-time. Experienced. Farmington area. 478-7780

WAITSTAFF/CASHIER
Full or part time. Flexible hours. Apply in person:
Kaney Island Inn, Livonia Mall

WAIT STAFF, Cooks & Dishwashers needed. Experience preferred.
Apply: Mayflower, 11761 Plymouth Rd., Livonia. 525-7640

WAIT STAFF - DAY OR NIGHT
Bar & Grill hiring Wait Staff.
Apply within, O'Sheehans Bar & Grill, Farmington. 474-8484

WAITSTAFF
Evenings. Apply in person:
Plaza Lanes
42001 Ann Arbor Rd.
Plymouth, MI.

WAIT STAFF
experienced for up-scale dinner restaurant. Call Sandy 349-0505

WAIT STAFF for part time day shift. Good pay, excellent tips. Apply at: Mama Desi's Restaurant, 9 Mile & Telegraph, Southfield. 358-2060

WAITSTAFF
★ Full time lunch and dinner. Experience necessary.
OCEAN GRILLE 646-7001

## WAITSTAFF

Positions available. Excellent working conditions. Days & afternoons. Excellent tips. Apply at Alpine Inn, Jackson & Main, Plymouth. 12 & 13 Mile, Farmington. 855-8882

WAIT STAFF WANTED
Chef Mario's, 31313 Grand River
Apply in person: 18890 Telegraph
Mon.-Fri., 12noon-8PM

## 506 Help Wanted Sales

ACCOUNT REPS
$27K to $35K +
Emerging company seeking outgoing individuals to market with good communication skills for telephone sales to business management. Full time, part-time, flex hours. Ideal candidate. Expectations of $27K to $35K per yr. should apply. $400/Wk. salary + benefits. Opportunities for administrative assistants & assistant sales managers. Pleasant working environment. Phone Mr. Allen for interview. 416-10-59-3538

ADVERTISING
ACCOUNT EXECUTIVES
MarketShare Coupons is looking for 2 experienced account executive sales professionals to round out our sales staff. We offer base salary/draw, high commissions, health/dental program, bonus plan, 401K program & much more. REQUIRED EXPERIENCE IN ADVERTISING SALES & MULTI-PHASE sales process. Contact Rick Land at 352-9170 or mail resume to: 2300 Jamboree, Suite 300, Troy, MI 48083, Attn: Rick Land.

ADVERTISING SALES - Southfield Parenting Magazine. Experience preferred. Knowledge of Pagemaker helpful. Competitive salary. Fax resume to: Metro Parent, 19111 W 10 Mile, Ste. 101, Southfield, 48075.

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IN OUR POSITIONS
★ 60 QUALITY PERSONS NEEDED ★
TELEPHONE MARKETING REPS...
$9-$15 PER HOUR
We offer 3 shifts: 8:00-2:30, 2:00-8:30 p.m. and 7:00 p.m.-1:00 a.m.
Expanding direct marketing company seeks qualified professionals for positions at our Farmington Hills Corporate Office.
We are looking for team players who possess excellent communication skills & computer knowledge. Weekends involved.
OUR CUSTOMERS CALL US!
IN-BOUND CALLS ONLY!
BLIND & WALLPAPER FACTORY
For interview call: Mark W. Cerry (313) 489-0555
28273 Orchard Lake Road, Suite 13 & 13 Mile Rds.)
FAX: (313) 489-3968

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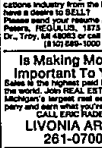
For more information and confidential interview with Phyllis Goodrich, Director of Career Development call 851-5500.



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REALTORS

## 506 Help Wanted Sales

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ACCOUNT EXECUTIVE
Super sales person w