504 Help Wanted Office-Clerical

Receptionist/Secretary
Part-time, full-time. Bloomfield Hills office complex seeking highly motivated individual with excellent communication & phone skills. Must have professional appearance with word processing & computer skills. Contact E. Pappas: 810-644-2701

RECEPTIONIST
For Southfield office, full time. No experience required. 810-355-3864

RECEPTIONIST
Needed for law office. Entry level. Resume to: Lynn, 380 N. Main, Clarkston, MI 48017

RECEPTIONIST/SECRETARY
Full time. Benefits. Answering phones, filing, typing, collections. Entry level. Call 810-356-2300

RECEPTIONIST - For busy lawyer's office. Part-time hours Tues/Thurs., 9am-5pm. Call Gem Management: 810-932-0100, Adrienne at ext 342

RECEPTIONIST
For multi-line Southfield property management company. Experience required. Call Kris 810-353-8550

RECEPTIONIST
Full-time for Farmington Hills office. Must have excellent telephone experience & typing skills. Mon.-Fri., 8:30am-5pm. Call 810-737-7110

RECEPTIONIST - Full time answering phones, filing, light typing/computer. $6.50/hour to start, $7 after 90 days, benefits. E.O.E. Farmington Hills. 810-477-1850

RECEPTIONIST - Insurance Agency. Fast paced, challenging and interesting office. Please reply: Box 844 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia MI 48150

RECEPTIONIST
Experience with multi-lines phones, busy front office. Light word processing helpful. 8-5. Temp to perm ... start ASAP. 810-737-1711 TEMPORARY RESOURCES

RECEPTIONIST
Computer, typing & general office. Part time, approximately 25 hours/week, hours negotiable. Livonia. Call 9am-2pm for appointment. 313-591-1800

RECEPTIONIST - PART TIME
2-3 days per week. Good communication skills. WordPerfect 6.0 & Lotus required. Non smoking Southfield office. Reply to: P.O. Box 5058, Southfield, MI 48086-5058.

RECEPTIONIST - Experienced for fast-paced insurance agency. Excellent phone & people skills. Computer knowledge helpful. Send resume to: Quality Insurance Services, P.O. Box H, S. Lyon, MI, 48178. Attn. Pam.

RECEPTIONIST
Full time. General office, Word Perfect, typing and computer data entry required. Good with phones and working with customers. Redford location. Call for interview appointment betw. 12-4pm. 313-537-8900

RECEPTIONIST
$22,000
Expanding company. Team environment. Growth potential into sales or secretarial. Excellent benefits. Call Ms. Dow. 810-358-2180 DAVIDSON LAIRD & ASSOCIATES

RECEPTIONIST
Sterling Vision Shoppes is currently accepting applications for Receptionist in Livonia. We offer competitive salary/benefit package and advancement opportunities. Apply in person at 15125 Middlebelt, Livonia No telephone inquiries please

RECEPTIONIST
Front desk spot for articulate person with typing, word processing & 1 year experience. $17,000. Fee Paid.
PERMANENT STAFF
Farmington Hills: 810-737-6750
Troy: 810-585-2720

RECEPTIONIST
For multi-line phone system. Prefer mature, experienced person with pleasant phone manner to include light typing and mail distribution in busy office. Full-time. Excellent benefit package. E.O.E. Send resume to: Receptionist, 34935 Schoolcraft, Livonia, MI. 48150

RECEPTIONIST
FUN JOB
for long term temp or permanent work. Great pay and rapid increases. Convenient locals. Happy people need only apply.
ARBOR TEMPS 459-1166
9433 Haggerty Rd. Plymouth

RECEPTIONIST
Part or full-time. Receptionist & word processing duties. Desire a dedicated self-motivator with good communication skills. Word processing skills required. Windows & Microsoft Word preferred. $7/hr. to start. Full-time with benefits. Please contact Kim at CSI: 810-827-4868 Or FAX resume to: 810-827-4869

RECEPTIONIST
Front desk position requires excellent communications. Varied duties include entering information on company's computer system. This promotable position seeks a team oriented individual.
Diversified Recruiters
810-344-6700 FAX 344-6704

RECEPTIONIST/TYPIST
High tech company in Rochester Hills has opening for a Receptionist. Position will include various office duties, as well as basic receptionist responsibilities. Position requires excellent phone manner, good typing & some computer knowledge. Professional appearance & attitude. Full time. Benefits. Will train right person. 810-652-0300

RECEPTIONIST
Busy Farmington Hills based company has full time opening. Duties to include answering multi-line Northern Telecom system, faxing, and data entry. Must have a minimum of 2 yrs. experience. Send or fax resume with salary requirements to:
Medar, Inc.
38700 Grand River Ave.
Farmington Hills, MI 48335
FAX (810) 477-8897

RECEPTIONIST/ WORD PROCESSOR
Professional Accounting Service needs an individual with the following skills for a long term temporary position.
- Accounting Knowledge
- Word for Windows Knowledge
- Reception/Phone/Various front office duties

Call immediately for an appointment! Olsten Professional Accounting Services 810-353-8811

RECEPTIONISTS
Part-time, AM or PM. Typing, phones, familiar with WordPerfect, able to work on your own.
NORTHVILLE COUNSELING CENTER 810-347-3470

9am to 3pm. Variety of duties, office & computer experience, good phone manner. PREVENTION NETWORK 313-613-7566

Full-time, afternoons. Knowledge of WordPerfect, general office experience, like working with the public. WESTLAND COUNSELING CENTER 313-425-0636

CCODA Division Hegira Programs, Inc. EOE

Immediate opening for experienced Secretary/Receptionist for busy Southfield office. Professional environment, full time, competitive salary. WordPerfect, Lotus, 8 phone lines, 45 wpm, customer service background a plus. Call Sally at Tempro Medical 810-443-2644

SECRETARIAL POSITION
Part-time for fast paced office. Mature individual with general business, secretarial & word processing skills. Flexible, accurate & self-directed. Returning to work force welcome. Send resume & salary requirements to: Janet Curtes, Pension Consultants, Inc. 26124 Orchard Lake Rd., Ste. 110, Farmington Hills MI 48334.

Secretarial
WORD PROCESSING WINDOWS
2 POSITIONS
Microsoft/WordPerfect. Temp to perm. Starts ASAP. Southfield & Livonia. 810-737-1711 Temporary Resources

RECEPTIONIST
Voluntary Health Agency seeks qualified candidates for receptionist/data entry position. Candidates must possess PBX/voice mail experience 15+ lines (Rolm system preferred), with good customer service and data entry skills. Salary range $14-16,000 with excellent benefit package. Send cover letter and resume to Boxholder, P.O. Box 1124, Royal Oak, MI 48068-1124.

RECEPTIONIST/SECRETARY
Walled Lake fastener company has an immediate opening for an individual with a good telephone personality and basic secretarial skills. This position offers a competitive wage and benefit package. Please apply at: O.T. Specialty Fasteners, 1030 Decker Road, Walled Lake, MI. 48390 or call: 810-624-7800

RENTAL AGENT PROPERTY MANAGER
Excellent communication & organizational skills critical. Computer literate. Professional manor in dealing with tenants, clients & contractors. Must have own car to travel in tri-county area. Real Estate license a plus, will train. Send resume to: MPI, PO Box 431720, Pontiac, MI 48343-1720, Attn. Dan.

EXECUTIVE SECRETARY
Madison Hts. manufacturer. Minimum 2 yrs. experience. Proficiency with word processing software and 50 WPM typing speed required. PC and data entry skills desired. Position reports to president. Salary to mid $20's. Resume to: Box 834
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY/ ACCOUNTS RECEIVABLE
Secretarial billing and accounts receivable, payroll duties, computer experience preferred, Lotus, Word Processing and Computer Accounting. Professional telephone, typing and organizational skills required. Position with a national transportation company.

Send resume & salary requirements to: National School Bus Service PO Box 47327 Oak Park, MI 48237

SECRETARY/ ADMINISTRATIVE ASSISTANT
Experienced individual with computer & word processing experience needed to fill position at Bingham Farms financial services company. Experience required includes good telephone skills, organizational ability, creativity. Incentive bonus available after 6 months.
Call Tim Bearden: 810-540-8300

Secretary/Administrative Assistant
Madison Heights area construction firm is seeking a well organized individual to assist in the sales department. Must be a self-starter, motivated, able to work without supervision. Excellent typing & computer knowledge (Word Perfect) a must. Call between 9am-4pm for interview: 810-548-3400
An Equal Opportunity Employer

SECRETARY
Be appreciated and well compensated for your experience and ability to work with clients of major publishing company. Windows software a plus. Call Stacey 810-473-2932
UNIFORCE SERVICES

SECRETARY/ CLAIM TECHNICIAN
Part time position for insurance related Livonia office. Approx 20-30 hours per week. Duties include typing, data entry & general office duties. Must be computer literate. Insurance background helpful. Send resume & wage requirements to: H.R. PO Box 77, Okemos, MI 48805. An Equal Opportunity Employer

SECRETARY/CLERICAL
Full-time. Seeking individual with good communication & organizational skills. Duties include answering phone, light computer work & filing. $7 per hour starting, plus benefits. Please apply at: 48415 West Rd., Wixom. Call: 810-348-3335 for directions. Ask for Mr. O'Riley.

SECRETARY for Southfield CPA office. Full time Jan-May, part time June-Dec. Must have PC computer skills including WordPerfect. Send resume to: CPA, P.O. Box 2857, Southfield, MI 48037-2857

SECRETARY - For medical company. 5yrs. minimum experience. Mcintosh preferable. Send resume to: MERI, Box 7006, Novi, MI. 48376

SECRETARY
Full time. Clerical, computer skills & typing. Blue Cross/Blue Shield. Warren. 810-758-7131

SECRETARY/full or part time. Southfield/pleasant environment. Phone, typing & computer skills. Reliable/motivated. 810-403-3424

SECRETARY
Full time, for busy W. Bloomfield Real Estate office. Must possess WordPerfect skills, good telephone skills and enjoy working with people. Ask for Fran Mirsky. 810-661-8700

SECRETARY
Immediate opening for Livonia Sales Office. The ideal candidate will possess the following skills: WordPerfect, professional phone manner, organizational skills, accurate typing & a good attitude. Great opportunity with good pay & benefits. If interested, please send resume to: Attn: John, 15300 N. Commerce Dr., Ste. #200, Dearborn MI 48120.

SECRETARY
Large residential builder has full time position available for Construction Secretary. No experience necessary, but must type 30+ wpm accurately & be proficient in WordPerfect. Immediate opening. Send resume to: P.O. Box 837, Southfield MI 48037 Attn J.B.

SECRETARY
Local international firm seeks a secretary for Troy & Southfield locations. Knowledge of WordPerfect 5.1 necessary. Desirable opportunity. Please respond to HRMS, 1900 W. Big Beaver, Suite 230, Troy, MI 48084

SECRETARY
Major financial institution with multiple locations has immediate short and long term openings. MS Word or Word Perfect w/Windows. Excellent salary and paid holidays. Call Sheila 810-646-7942
UNIFORCE SERVICES

SECRETARY NEEDED
Full or part time for a machine shop in Westland. Please call: 313-326-3664

SECRETARY, part-time. Compatible salary, holiday pay. Farmington Hills. Call Nate for appointment & interview. 810-539-1166

SECRETARY
Part-time position at independent school for gifted students. Good typing skills needed. Send resume by Dec. 9th to: Lorene Porter, Lower School Director, The Roeper School, PO Box 329, Bloomfield Hills, MI 48303.

SECRETARY (Permanent/part time) For insurance office in Troy. 20 hours/week, quick learner, wordperfect 5.1, data entry, dictaphone, general office. Call Cheryl, Mon-Fri, 8:30-4:30pm. 810-663-6700

SECRETARY/RECEPTIONIST
Financial services company, in Troy, part time mornings. Good telephone manner, knowledge of word processing and dictation a plus. Send resume to: Metro Trading Assoc., 555 Oliver, Troy, MI 48084.

SECRETARY/RECEPTIONIST - Apply in person, C & B Machinery Co., 13001 Globe St., off Plymouth, between Levan & Newburgh, Livonia.

SECRETARY/RECEPTIONIST - Growing real estate development company seeking friendly, organized individual with excellent telephone & typing skills. Computer experience required. Send resume to: 31555 W. 14 Mile Rd., Ste. 101, Farmington Hills, MI. 48334

SECRETARY/RECEPTIONIST
Growing insurance agency in Troy area seeking a dependable person with excellent typing, filing & phone answering skills. Must have strong customer service skills & professional image. Fax resume & salary requirements to: 810-528-0170

SECRETARY/RECEPTIONIST
For a Bingham Farms CPA Firm. WordPerfect experience required. Good benefits. Prior CPA firm experience a plus. Send resume with salary requirements to:
Personnel
Path & Associates
30700 Telegraph, Ste. 3450
Bingham Farms, MI. 48025

SECRETARY & RECEPTIONIST
Well established & growing financial firm has immediate opening for energetic multi-talented person. Qualified candidate must have extensive knowledge in Microsoft software families. Word processing, data base software, managing their own time & responsibilities along with good communication skills. For consideration please forward your resume along with salary requirements to: Personnel Manager, 26211 Central Park Blvd. Ste 504, Southfield, MI 48076.

SECRETARY/RECEPTIONIST
for small engineering & manufacturing office, varied responsibilities include answering phones, typing, filing & computer work. No experience necessary, will train. Full benefit package. Paid holidays & 3 wks vacation per year. Send resumes to: Personnel Dept., 37483 Schoolcraft Rd. Livonia, MI 48150.

SECRETARY
Sheraton Oaks Hotel Catering Department
Part-time position, 3 days/week; position involves typing, filing, phone skills, will train, computer experience helpful, prefer 60wpm. Contact Carole in Catering Office or Personnel Office. 810-348-5000

SECRETARY
Small but growing computer software sales office is seeking a full time secretary to support our sales and engineering personnel. Excellent communication skills, organized, with pleasant, professional manner a must. Duties include light typing, answering phones, filing, and other office clerical responsibilities. One to three years experience and computer competency is required. Salary plus benefits. Please send resume to Regional Manager, CSJ R Corporation, 25899 W. 12 Mile Rd., Suite 180, Southfield, MI 48034

SECRETARY
Software consulting company seeks full time secretary/receptionist. Must be professional with excellent phone and communication skills. Word Processing a must. Dictaphone experience helpful. Benefit package, competitive salary and advanced training opportunities. Send resume: ZenaComp, 17187 N. Laurel Park Dr., Suite 351, Livonia, MI. 48152; Fax: 313-464-3730; Call 313-464-3700

SECRETARY
Troy sales office is seeking a part time individual to provide secretarial support for agency staff. The responsibilities include typing, answering telephones & filing. Individual must be organized with excellent communication skills. Word processing & shorthand experience preferred. Send resume to: The New England, 900 Wilshire, Ste. 302, Troy, MI 48084. Attn: Sandy Pupillo

SECRETARY
Valassis Communications is looking for an energetic, creative, Department Secretary for a fast paced environment. Previous secretarial experience including 40-70 WPM, spreadsheet experience, strong organizational skills, and creativity a plus. Interested applicants should send a resume and cover letter to:
Valassis Communications
c/o Pete Dyke
38111 Schoolcraft Road
Livonia, MI 48150
An Equal Opportunity
Drug Testing Employer

SECRETARY
$23,000
Prestigious, conservative environment. Varied projects. Excellent benefits, vacations hours. For highly professional person. Call Ms. Van. 810-358-2180
DAVIDSON LAIRD & ASSOCIATES

SENIOR CLERK DEARBORN AREA
Provides clerical support for undergraduate and graduate degree program office. Education equivalent to completion of high school and at least 2 years directly related clerical experience or equivalency required. The ability to type accurately, business math, excellent communication skills and a demonstrated ability to deal with the public required. PC experience required. Higher educational work experience desirable. Excellent fringe benefits. Minimum salary $8.91 hr. Send resume postmarked no later than 12-08-94 to:
OC-7 Central Michigan University
One Parklane Boulevard
Suite 122 East
Dearborn MI 48126
NO PHONE CALLS

RECEPTIONIST - Weekends. Part time for Farmington Hills real estate office. Call 810-851-4700 and ask for Larry

STAFFING SPECIALIST
Sales/service oriented individual to interview & place temporary staff. Office experience necessary.
ARBOR TEMPS: 459-1166
9433 Haggerty Rd., Plymouth

• SWITCHBOARD OPERATOR/ RECEPTIONIST PART-TIME
The Charter Township of West Bloomfield is accepting applications for a part-time Switchboard Operator/Receptionist to work four (4) hours per day. This is a part-time position working approximately 20 hours per week beginning January 1, 1995. Salary is $6.50 per hour. Applicants must apply in person until Friday, December 9, 1994 at the Personnel Dept., West Bloomfield Twp., 4550 Walnut Lake Rd., W. Bloomfield, MI.

The Charter Township of West Bloomfield does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, or disability or other protected classifications under Federal or State Law in employment.

An Equal Opportunity Employer

TELLER, EXPERIENCED
25-30 hrs./wk. Excellent hourly rate plus incentives. Send resume to: Telcom Credit Union, 21100 Northwestern Hwy., Southfield MI 48075, Attn: HRD

CLERICAL/ WORD PROCESSORS
Earn extra $$ now for any last minute shopping trips. Full and part-time positions available for any of the following skills:
WORD PERFECT
LOTUS
SWITCHBOARD
MICROSOFT WORD
EXCEL
DATA ENTRY
Holiday pay, temp-med insurance referral and cash bonuses available.
SNELLING PERSONNEL SERVICES
Livonia, 313-464-2100
Southfield, 810-352-1300
Auburn Hills, 810-373-7600
Taylor 313 284-0777

TYPIST
Immediate opening, full time. Heavy dictaphone, proven Word Perfect 5.1, Receptionist duties, 80+ wpm. Dependability a must. Call: Debbie or Guy. 810-354-3540

VETERINARY RECEPTIONIST
Full time for busy Livonia area Veterinary Hospital. Must enjoy people & pets, and be mature, motivated and organized. Experience preferred, non-smoker. Call Mon-Fri., 9-4pm. 313-421-1800

WORD PROCESSOR for a Farmington Hills law firm. Experience in Microsoft Word for Windows. Please call Kathy 810-477-0900

WORD PROCESSORS
Advanced Word Processors for all programs. Will train. To $12/hr.
ARBOR TEMPS 459-1166

WORD PROCESSORS
Immediate openings. 3 mos. experience.
TODAYS TEMPORARY
(810) 649-4455
EOE

Word Processing
Are you reliable and creative? Can you type 60 wpm and have prior proofreading and WordPerfect or Word experience? Our resume department is seeking individuals with these qualifications to join our writing team. $300+ week based on experience. Qualified applicants send resume to:
RPO-1204, 30300 Civic Center Dr., Ste 225, Southfield, MI 48076

WORD PROCESSOR - NOVI
Transcription/secretarial duties. Non-smoking office. Superior spelling a necessity, pleasant outgoing manner for a busy medical/legal Novi office. Professional appearance, word processing/computer knowledge and telephone skills required. Medicare billing experience helpful but not required. Send resume & salary requirements to:
Box 848
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

505 Help Wanted Food-Beverage

A GREAT OPPORTUNITY awaits you at Max & Erma's of Livonia. With business booming we are looking for energetic, responsible individuals to fill our needs. Competitive wages, permanent schedules & a fast paced atmosphere are just a few of the reasons why you'll want to join our Team. We are currently accepting applications for:
WAIT STAFF, HOST & BUS STAFF
Apply in person: Laurel Park Place, 37714 Six Mile Rd., Livonia.

RYAN'S FAMILY STEAK HOUSE
NOW HIRING
WAITERS/WAITRESSES
Flexible hrs. Medical & Dental insurance/401K/credit union & more. If you're outgoing & friendly, apply now. Pay based on performance & experience. Apply in person:
34615 Warren Ave.
Westland, MI
NO CALLS PLEASE!

APPLY NOW!!!
DOUGLAS FOODS has immediate openings for short order cooks on our mobile catering trucks. Enjoy cooking? We will teach you the rest. Day & afternoon shifts available. $350 per week plus benefits after training. Apply Mon-Fri 9am-4pm at 32416 Industrial Rd., Garden City. 313-427-8300

ASSISTANT DIETARY MANAGER
Full-time position with competitive wage and excellent benefits. Experienced Dietetic Tech with clinical emphasis preferred. Plymouth Court Nursing Center, 105 Haggerty Rd., Plymouth, MI 48170, 313-455-0310
An Equal Opportunity Employer

AUBURN HILLS Salvatore Scallopini now hiring part-time kitchen day & night, day bus person, day wait staff. Apply within Mon.-Fri., 2-5.

A & W NOW HIRING
flexible hours. Up to $6 per hour. 3175 Rochester Rd. Across from Meijers. Apply in person.

BAKER & BAKERS HELPER
Bread, roll, pastries & cake production. Night shift/full time. Experienced.
Please call Nancy 810-642-1580 Mon. thru Fri. 9am to 4pm.

BAKERY HELP WANTED
Full time. Apply at: Weldon's Pastries. 19191 Merriman Rd, Livonia. 810-471-1660

WE NEED!! BANQUET SERVERS
AND
DISHWASHERS, BARTENDERS, COOKS. 100's of Holiday positions available. Earn $6 to $10 per hour.
FIRST IMPRESSIONS
Temp Agency.
Mon-Fri., 9am-5pm.
For interview - 810-476-3192

BAR STAFF, Wait Staff, Cooks. Experienced only. Apply within: Peters Keyboard Lounge, 1870 S. Wayne Rd Westland. 313-729-9330

BARTENDERS - WAITSTAFF
Counter personnel for Farmington Hills bowling center. Part time. 810-626-2422

BARTENDERS - & wait staff, sheer outfits, adult theme, $8/hr plus big tips, Dearborn. 313-582-3013

BARTENDERS, WAITSTAFF DOORPERSONS & DJ'S
Westland area. Call after 7:30pm, 313-729-8040

BARTENDER, Waitress for busy sports bar. No experience necessary. Livonia area. Call Marie or Sam 313-427-1137

BIRMINGHAM ATHLETIC Club in Bloomfield Hills needs the following positions filled: AM & PM Host personnel; Part-Time Housekeeper; Part-Time Coat Check; Part-Time Handyman (m/f) & Bus personnel. Please stop by and fill out an application on Weds. or Thurs., between 9-5. No Phone Calls Please. Birmingham Athletic Club, 4033 W. Maple, Bloomfield Hills

BUDDY'S PIZZA
Immediate openings for
KITCHEN STAFF
We offer premium wages and flexible hours. Apply in person 2-4 PM.
33605 Plymouth Rd., Livonia
W. of Farmington Rd.

BUS PERSONS & DISHWASHERS
Part or full-time, nights. Apply at: Chicago Road House 21400 Michigan Ave., Dearborn.

CADILLAC CAFE - now hiring wait staff, cooks & dishwashers. Apply in person Mon. thru Fri., 2-4pm, 30555 Grand River, Farmington Hills 810-476-2010.

CHEF, WAIT STAFF BUSSERS & DISHWASHERS
All shifts. Benefit Package available. LUIGI'S - Downtown Farmington 23360 Farmington Rd.

CHEF
4 years experience to work for upscale restaurant in Downtown Detroit. Majestic Cafe. 313-833-0120

CHUCK-E-CHEESE
NOW HIRING for all positions. Flexible hours. Premium pay for close/open shift. Apply in person at the Rochester Hills location.

CLEAN, ENERGETIC - cooks, wait staff, cashiers, dishwashers. Apply 140 W. Maple ask for Dawn. 810-362-3835 after 7pm 977-2686.

COFFEE HOUSE in Birmingham, full time days & nights/Manager. Apply in person 11am-4pm, 207 S. Woodward. 810-642-2233

COMPETENT STAFF-Experienced All positions. For fast paced high clientele restaurant. Flexible hours, all shifts. Andrea: 810-476-1377

COOKS
RAM'S HORN now hiring with experience. Start $7.00 up to $8.50/hour. Apply in person: 28860 Orchard Lake Rd., between 12 & 13 or call: 810-855-8882

A COOK NEEDED, experience necessary. Full/part time, nights. Great pay, meals, uniforms. Mama Mia's 27770 Plymouth, Livonia 427-1000

COOKS & DIETARY AIDES
Needed. Competitive wage and full benefits. Apply in person at Plymouth Court Nursing Center, 105 Haggerty Rd., Plymouth, MI. 48170. 313-455-0510
An Equal Opportunity Employer

COOKS HELPER
for Plymouth Town Apts. Full time, call Mon. thru Fri. 9-4 313-461-0700

COOKS WANTED
ARE THE CULINARY ARTS YOUR CAREER?
Chef Ed Janos, CMC is accepting applications for full time experienced cooks to work with him at the new MACHUS CITY GRILL. Competitive wages, medical benefits, vacation pay, and a great opportunity to improve your culinary skills and knowledge while getting paid. Plenty of room for advancement. Will train right applicant with positive attitude. Apply in person 10am to 7pm.
MACHUS CITY GRILL
725 S. Hunter Blvd., Birmingham 810-642-6602.

HOT LINE COOK
with 2-3 yrs experience. Rochester location. Full time days or nights. Call Chef Phil 810-650-5170

COOKER BAR & GRILL
Now hiring Cooks. Excellent compensation for those with experience. Apply between 2pm-4pm at: 3773 East Walton Blvd. in Auburn Hills.

COOK
Nights. Full & part time. Ask for Mark 2-4pm, 810-477-0069

COOKS
Now hiring for Player's Billiards. Daytime hours. 810-471-6096

COOKS
Responsible & experienced line cook wanted full-time. Apply at: Chicago Road House 21400 Michigan Ave., Dearborn.

COOKS, WAITSTAFF BUS PERSONS & DISHWASHERS
All shifts. Apply in person only, Ram's Horn, 8560 Middlebelt, S. of Joy Road, Westland.

DISHWASHER
Full-time for Senior Citizen apartments in Plymouth. Call: 313-451-0700, Mon thru Fri, 9am to 4pm.

DRY CLEANERS - Now hiring for Livonia and Walled Lake areas. Pressers, shirt pressers and counter persons. Call 810-624-0944

FINE DINING - Now accepting applications for all positions. Wait Staff, Bar, Host, Kitchen. Professionals only. Apply in person, 10am-4pm. The Inn at Copper Creek, 12 Mile Rd. between Halstead & Haggerty.

GRAND CAFE Of Farmington
IS NOW ACCEPTING APPLICATIONS FOR:
Daytime Waitstaff
FULL AND PART-TIME
WEEKDAYS AND/OR WEEKENDS.
Apply in person:
33316 Grand River, Farmington.
810-615-9181

HOLIDAY INN SOUTHFIELD - seeking WAITERS/WAITRESSES - full time AM & part time PM positions available. Great benefits - medical, life insurance, paid vacation. Apply in person 26555 Telegraph Rd. Ask for Arlen 810-353-7700

BENNIGAN'S
is now hiring SERVERS & HOST STAFF. Full & part-time. Apply in person 2-4pm daily: 28555 Northwestern Hwy, Southfield.

JAMBALAYA JOHNNIE'S
NEW RESTAURANT OPENING
Line Cooks, Kitchen Help, Wait Staff, Bus & Dish Help. All shifts, all hours. Good pay & fun environment. Apply in person or call 9am-6pm daily, ask for John or Angie. 26551 Evergreen, Southfield. 810-948-8964

KITCHEN HELP
Helpful, caring and responsive people need only to apply! Full or part time positions available and flexible hours too. Experience is not necessary but is recognized. Motivated people who want to make a difference in our residents lives apply in person to:
GEORGIAN BLOOMFIELD
Kathryne Beech - Human Resources
2975 N. Adams
Bloomfield Hills, MI 48304
EOE

KITCHEN MANAGER, LINE COOKS, WAIT STAFF, DISH HELP
Benefits available. Apply in person. Sneaky Pete's, 15231 Farmington Rd, Livonia 261-5551

LINE COOK (EXPERIENCED)
Salaried position with Benefits
Ryan's Tavern, W Maple at Haggerty 810-624-1000

Management: Coffeehouses Farmington/W Bloomfield. Resumes: 19875 W 12 Mi, Southfield, 48075. Prefer coffeehouse experience.

MANAGEMENT POSITIONS
Burger King is know hiring individuals to manage local area restaurants. We offer: Full & part-time; flexible hrs.; great starting salary; training & advancements; meal discounts, paid vacations/holidays; bonus plan; eligibility for health ins. 313-278-1846
Equal Opportunity Employer

MANAGER/ASSISTANT, bar, not a franchise, hands-on, advancement potential, $30,000/yr. Farmington & Dearborn areas. Fax resume to 810-647-2855

MOUNTAIN JACKS TROY
is now accepting applications for:
- Host Persons
- Dish Machine Operators

Apply any day from 2-5pm
2360 ROCHESTER RD.

NOVI VILLAGE
is hiring full & part time Waitstaff. Please apply at: 48182 West Rd., Novi. 810-669-5330

NOW HIRING
Deli Counter Help & Cashiers. Apply: Alban's Bottle & Basket, 190 N. Hunter, Birmingham.

RAM'S HORN
Bus Persons, all shifts, good pay. 20385 Middlebelt, Livonia, 1 blk. S. of 8 Mile. 810-477-4770

RAM'S HORN
COOKS - day shift, good pay. 20385 Middlebelt, Livonia, 1 blk. S. of 8 Mile. 810-477-4770

RAM'S HORN IS UNDER NEW MANAGEMENT & is now hiring Cooks, Wait Staff, Bussers & Dishwashers. Apply in person 26200 W. 12 Mile Rd., Southfield.

Restaurant
GRAND OPENING
Full-Time Part-Time
You'll enjoy working at Old Country Buffet. You'll like our family atmosphere, good working conditions and the many friendly people we serve. We take pride in our home-style cooking, pleasant service and remarkable buffet selection - and so will you.

Our schedules are flexible. We have full and part time openings now. These positions are available:
- Cooks
- Salad/Dessert Cooks
- Line Servers
- Dining Room Attendants
- Bakers
- Prep Cooks
- Meat Carvers
- Dishwashers
- Cashiers
- Hosts/Hostesses

We offer a salary up to $9.00 per hour, reduced priced meals, free uniforms, benefits and paid vacations for full time employees. We believe in promoting from within our company and there's excellent opportunity for advancement.

If you are energetic, responsible and enjoy working with people, we invite you to apply in person Monday-Friday from 9AM-7PM and Saturday from 10AM-4PM at the OLD COUNTRY BUFFET, 5846 N. Sheldon, Canton, MI 48187.
Equal Opportunity Employer
OLD COUNTRY BUFFET

SALAD PREPARATION PERSON
Full-time, nights. Apply at: Chicago Road House 21400 Michigan Ave, Dearborn

SHORT ORDER BREAKFAST COOK - Experienced. Day shift. Full/part-time. Pamplo Restaurant, 20129 W. 7 Mile, Det. 313-537-6077

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PREMIUM WAGES
ALL SHIFTS
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TREMORS
Metro areas most exciting dance club, now hiring all positions:
- Marketing assistant
- Door host/hostess
- Cocktail servers
- Bartenders
- Bar stockers

Please apply in person between 4-8pm - at Tremors, 17123 Laurel Park Dr. Livonia - I-275 & 6 Mile

RED ROBIN RESTAURANT W. BLOOMFIELD
Join 1 one of the newest and most exciting restaurants in the area. We offer competitive wages, excellent benefits and opportunity for advancement. Now hiring:
WAIT STAFF
Apply in person: 6450 Maple Rd., just E. of Orchard Lake or call: 810-932-1587

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NOW HIRING:
ALL POSITIONS
Apply in person:
41122 7 Mile
Northville, MI

STAGE & CO.
Deli/Restaurant
now hiring:
- Host Staff
- Deli Carry-out
- Wait Staff

Excellent atmosphere & benefits. Apply in person: Tues. - Sun., 6873 Orchard Lake Rd., West Bloomfield.
(810) 855-6622

STEAK & ALE PLYMOUTH
is now accepting applications for:
- LUNCH & DINNER WAIT STAFF
- HOST PERSONS
- LINE PERSONNEL
- PREP COOKS
- SERVICE ASSISTANTS
- DISHWASHERS

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Apply in person Mon-Fri 2-4pm
40347 ANN ARBOR RD.
(at I-275)

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RAM'S HORN days or afternoons. Excellent working conditions. No experience necessary. Up to $400 week tips. Orchard Lake Rd., between 12 & 13, Farmington Hills. 810-855-8882

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WAITRESS -experienced. Morning shift for busy restaurant. Excellent tips. Must be dependable. Pamplo Restaurant, 20129 W. 7 Mile, Detroit. 313-537-6077

WAIT STAFF
ALEXANDER THE GREAT:
is now accepting applications. Apply within: 34733 Warren Rd., Westland

WAIT STAFF & DISHWASHERS
Full or part time. Apply: Village Place Family Restaurant, 4170 Orchard Lake Road, near Pontiac Trail

WAIT STAFF
Needed. Apply in person at Chatter's Lounge, 7840 N. Wayne Rd., Westland.

WESTLAND'S NEWEST
THE PANCAKE CHEF
Now hiring for all positions full & part time. Apply in person
35233 Cowan or call. 313-522-3337

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Describe the company you'd like to work for and Telstar will fit that description. Telstar is a regional long distance company in business since 1982 and is rapidly expanding. We have an immediate opening for:

ACCOUNT EXECUTIVE - Direct sales experience of 6 months to 2 years. This is an outside sales position selling long distance service to business. 10 positions available in the Detroit Metro Area. Ground floor opportunity with an aggressive company with room for advancement. Telstar offers a competitive base salary, commission and bonus plan, along with benefits and 401K. Send resume to: 34777 W. 6 Mile Rd., Suite 207, Livonia, MI., 48152.

ACCOUNT EXECUTIVE
Career opportunity with S.E. Michigan's largest AT&T Var and supplier of hightech telecommunications equipment, networks, and software. Highest commissions in the industry with bonus, profit sharing, 401K plan, medical/optical/dental insurance, car allowance, and expense reimbursement. Please call Dave Fisher to arrange an appointment. 810-489-0148, extention 207

ACCOUNT EXECUTIVE
A state of the art company seeks an experienced account executive in ISDN, FDDI, T/1, and other related data services. Send resume to: DMC Technologies, 220 W. Congress, 4th Fl, Detroit, MI 48226. Or FAX to: 313-964-1828 Attn. Leslie

ACCOUNT REPS
50 OPENINGS
TOP PAY & INCENTIVES
- Full/Part-time shifts
- Excellent verbal skills
- Sales background desired

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our Union Lake office currently has 4 openings with flexible hours and financial rewards! If you are self motivated and people oriented, call today for an interview. Mrs. Chef. 810-360-6300 Ext. 152

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Call for State licensing requirements.
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Coldwell Banker Schweitzer Real Estate

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For Effective Mailers - the fastest growing direct mail advertising company needs energetic and outgoing Sales Persons. Outside sales experience required. Call 810-646-8480

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Average $2,500+Per/Month
North Brothers Ford, Michigan's most progressive Auto Dealer is expanding exciting new "Customer Care" Department! Candidates must have a proven sales and Customer Service track record & be available to start work on 1/2/95. Super phone skills a plus! No nights or weekends, positive environment. Full benefit plan. Females are encouraged to call Gwen at 421-1300 today!

America's Largest Service Company
AGGRESSIVE CAREER ORIENTED PEOPLE WANTED
TRU-GREEN/CHEMLAWN is now accepting applications for the following positions:
- MARKETING REPRESENTATIVES
- TELEMARKETING REPRESENTATIVES

We offer a starting salary with a compensation package that will earn you up to '30K plus to start. The benefit package also includes your dental, medical, 401K retirement, stock plan and stock options.
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Ask for Barry Hirsch

ACCOUNT REPRESENTATIVE
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$20-$35k first year
$30-$50k second year
Send resume with salary history to: Outside Sales Manager, 20300 Civic Center Drive, Suite 207E, Southfield, MI 48076 or fax 810-948-0153

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Stata Communications now expanding to metro area, need 8 persons to fill positions in Telecommunications. Manager positions also available. Call for interview. 810-615-4303

AREA SALES
FISH
FISH
FISH
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due to increase in business & company expansion the Novi Art Van is looking for individuals with a drive to succeed. Full time positions available with unlimited earning potential. Paid company training, comprehensive benefits package, and company funded profit sharing. Career minded individuals interested in growing with us call Mr. Donovan at 810-348-8922.

ATTENTION TELEMARKETERS TOP PRODUCERS
$2000/$2500 per Month
- Base salary $240 per week
- Plus high commissions
- Full benefits
- 9am-5pm, Mon.-Fri.
- Southfield & Detroit locations

50 People Needed Now!
MasterStaff
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If you are a professional sales person who did not make the money you were promised, or didn't have a product you believed in, call now. WSS has positions available for people...
WHO WANT
- $500-$1200 commission weekly
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Paid training, dental. Excellent pay plan & working environment. Call Bud Cooper (313) 425-5400 Livonia VW-Mazda-Subaru

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For more information about becoming an integral part of our sales team, please call Mr. Reininger at (810) 347-2277

AUTO SALES
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Observer & Eccentric Newspapers
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Avg. $2,500+Per/Month
North Brothers Ford, Michigan's most progressive Auto dealer is expanding exciting new "Customer Service track record & be available to start work on 1/2/95. Super phone skills a plus! No nights or weekends, positive environment. Full benefit plan. Females are encourage to call Gwen at 421-1300 today!
career

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Young company looking for individuals who want a fast track opportunity for success & growth. Will train. Up to $800/wk. 810-435-0034

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No phone calls, please

CONTRACT SALES
Window covering retailer/manufacturer seeking experienced person in commercial/contract sales dealing with residential/commercial developers. Salary plus commission and benefits. Fax or send resume to: House of Blinds, 23000 W 8 Mile, Southfield MI 48034, Attn: Barry
Fax: 810-357-4137

CZECH/SLOVAK/ PRAGUE
Grand Opening for Multi-Billion Dollar Global U.S. Marketing Corporation into Czech Republic 1st week in March. Looking for aggressive/local U.S. citizens with foreign or local business contacts interested in becoming financially free. Info: (313) 458-7745

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Salary plus commission & benefits. Expanding nationally known dental manufacturing company makes of Rota-dent, etc. has an excellent opportunity for a highly motivated experienced RDH in Detroit area. Send resume, salary history, references, and photo to:
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Pro-Dentec
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Batesville, AR 72501
For immediate response, call 800-228-5595 or FAX 501-793-5554

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Earn to $35,000 first year. National company, local territory. 4 year degree. Benefits & excellent training & advancement. (810) 473-7210
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INSIDE SALES REP - Enjoy talking & making money at the same time. $12K plus commission. Computer experience helpful but not necessary. Call Terri. 313-946-1120

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Inside sales position for manufacturer of plastic products. Needs experienced, goal oriented, highly motivated person. Perfect opportunity to make your professional career a success. 810-308-1106

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INSURANCE AGENTS
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Prestigious life insurance/financial services firm seeks experienced life insurance unit manager with following of life agents (or will help you hire agents for your unit) to set up in-house or detached. Comprehensive executive benefit package. No charge for professional support staff, office space or telephones. Send resume in confidence to: Box 514, Observer & Eccentric Newspapers
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We offer a commission package with exciting income potential. For more information, leave your name, number, and a brief description of your sales qualifications at: (810) 978-4851

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- two days a week
- must have van or pickup truck.

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Work with some of Michigan's highest earning Real Estate Sales Associates. A limited number of sales positions are currently available.
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For more Information and confidential interview with Phyllis Goodrich, Director of Career Development call 851-5500.
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