504 Help Wanted Office-Clerical

KEYTAPE OPERATORS
Let your fingers earn you top wages! Full/Part time positions available. Day/Afternoon shifts.
810-268-1700

★ LAB ASSISTANTS
Full time chemistry position available. Must have chemistry and medical screening experience. Excellent benefits and opportunities with our growing company. Apply in person at:
UNIVERSAL STANDARD MEDICAL LAB
31700 W. 13 Mile Rd.
SOUTHFIELD, MI 48075

INSURANCE CUSTOMER SERVICE
Pay in W. Bloomfield. Good typing & typing skills. Full time, Mon.-Friday. Non-smoker. 810-626-2652

ROYAL OAK Law firm seeks Legal Secretary with knowledge of Workers Comp. and Medical Malpractice experience preferred. Call Contact 810-541-3500

★ LEGAL SECRETARIES
Leading Bloomfield law firm, Trainee Secretary.
Litigation, wills, trusts or private practice, with high academic skills and Experienced Secretary, one to three years experience in Litigation. Both must have computer skills and type 60-80 wpm. Resume: Attn: M. O'Brien, 5140 Telegraph Rd., Suite 250, Bloomfield Hills, MI 48302

★ EXPERIENCED LEGAL SECRETARY
Experienced litigation secretary needed for growing Southfield law firm. Knowledge of WordPerfect experience preferred. Attractive salary and benefit package available. Send resume & salary requirements to: Box 652 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

✔ LEGAL SECRETARY
Part-time. Farmington Hills area. Mon.-Fri. 1:00-5:00. Perfect proficiency. Resume & salary requirements to: 30500 Northwestern Hwy. #200, Farmington Hills, MI 48334.

LEGAL ASSISTANT
Tiny law firm specializing in Labor and Employment Law has an immediate opening for a Legal Assistant with 2-5 years of experience required. Applicant must possess a B.A. or the equivalent in paralegal studies. Window software experience preferred. Pleasant working conditions and fringe benefits package. Please send resume and salary requirements to: Office Manager, 3750 W. Big Beaver Rd., Suite 310, Troy, MI 48084

LEGAL/EXECUTIVE SECRETARY
For Troy law firm, experienced, reliable, self-starter, multi-line practice. Please send resume to: Office Manager, 901 W. Big Beaver Rd., Suite 202, Troy, MI 48084

LEGAL SECRETARY
With minimum 5 years experience for personnel injury firm in Royal Oak. Please call 541-3600

LEGAL SECRETARY
PERMANENT PART-TIME
In Livonia. Must be bilingual.
313-427-5740

LEGAL SECRETARY
Construction law firm. Word Perfect 6.1 required. Salary is negotiable. Call Karen, 6865 Telegraph, Bloomfield Hills, MI 48301-3 DUP

LEGAL SECRETARY, part-time
Troy law firm. Experienced, mature, self-starter. Knowledge of probate practice, WP 6.1 required. Send resume to: Office Manager, P.O. Box 1624, Troy, MI 48099-1624

LEGAL SECRETARY
Part time for W. Bloomfield office area. Litigation experience and WordPerfect skills required. Please send resume to: Box 653 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

LEGAL SECRETARY
Tiny law firm needs Secretary with 3-5 yrs. Pleasant working atmosphere with good benefit package. Please send resume to: Office Manager, 2000 Town Ctr., Suite 900, Troy, MI. 48084

LEGAL SECRETARY - FULL TIME
Perfect typing experience. Farmington location.
Call 313-254-4242

LEGAL SECRETARY for 1st 13 weeks. Must be experienced in litigation & computerized calendaring. Salary is negotiable. Call Judy between 10-12:30 pm 313-465-1700

MARKETING ASSISTANT
Large Farmington Hills based brokerage firm has full time, entry level opportunity. Contact Donna Fairbairn for information at:
810-737-8378 or apply in person.

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Tiny law firm seeks Secretary with 1-3 yrs. litigation experience. Full-time position with good benefits package. Please send resume to: Office Manager, 901 W. Big Beaver, Suite 900, Troy, MI. 48084

LEGAL SECRETARIES - We are currently recruiting experienced area entry and medical secretaries. Excellent salary and opportunities with our growing firm. Apply/fax resume to:
UNIVERSAL STANDARD MEDICAL LAB
31700 W. 13 Mile Rd.
SOUTHFIELD, MI 48075

LEGAL SECRETARIES
Experienced, for prominent & growing Bloomfield law firm. Friendly, All FEES EMPLOYER PAID
JOANNE MANSFIELD
Placement
753 W. BIG BEAVER
SUITE 500, TROY, MI 48084
810-362-3430
Fax 810-362-4881

LUXURY API COMMUNITY
Needs Customer Service/Leasing Consultant. Must be dependable, full time position, basic accounting/computer background preferred. Must have good people skills. Send resume to:
100 Renaissance Dr.
Detroit, MI 48243
Attn: Administration Manager

MARKETING ASSISTANT
Career position for bright, energetic person having exceptional interpersonal skills, complemented by PC based secretarial support and sales. Call Mr. Saal, Legal at Lodging Software Industries to explore your future with us in our first class Troy office environment. 810-362-2100

MARKETING SECRETARY - Established real estate organization seeks Marketing Secretary for energetic suburban mall. Required strong typing, transcribing, Lotus 1-2-3 and WordPerfect computer skills. Candidate must possess good sense of judgment, creative writing, ability and flexibility. Some bookkeeping and organizational knowledge required. Please send resume with salary history to:
Mr. Morris Beckers
P. O. Box 1147
Troy, MI 48099-1147

MEDICAL RECORDS
Due to increased volumes & outstanding business growth, new positions are available at Providence Park in Novi.
SENIOR MEDICAL RECORD CLERK: Contingent & part-time alternatives. Medical terminology & 55 wpm typing speed required.
MEDICAL TRANSCRIPTIONIST: Contingent & part-time alternatives. Experienced, able to have included operative & cardiology reports required.
Qualified candidates may submit a resume or apply Mon-Thurs., 8am-12noon.
PROVIDENCE
Hospital & Medical Centers
EMPLOYMENT SERVICES
22715 Greenfield, Suite 310
Southfield, MI 48076
An Equal Opportunity Employer

MINUTE TAKER
Seeking person to take minutes for 1 evening & 1 morning meeting per week for the Rochester DDA. Must be computer literate (WordPerfect Windows). Call Robert Donohue, Director, Rochester DDA. 810-656-0080

OFFICE ASSISTANT
Growing market research company seeks entry level position. Must possess good phone manner, typing skills, Word Perfect. Computer knowledge a plus. Send resume to: Box 292 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

OFFICE
A well established real estate company is seeking a Receptionist. A Data Entry Individual & Accounting Assistants. 10-key experience and computer knowledge helpful. Applicant should be personable with a good work attitude. We offer a competitive salary and benefit package. Resumes available for Adt & Bookkeeping Assistant. Send resume to: Greenfield Dev & Mgt, 6301 Rowels, Clarkson, MI 48187 or apply in person.

COOKER
Bar and Grill

RE-OPENING SOON!
IN NOVI

The COOKER RESTAURANT CORPORATION is proud to announce the RE-OPENING of THE COOKER BAR AND GRILLE near the Southwest corner of Haggerty & Twelve Mile Rd. We are now hiring full and part time positions.

Cooker offers:
- Very Competitive Wages
- Excellent Crewmember Training
- Professional Management Team
- Tremendous Advancement Opportunities

ALL POSITIONS AVAILABLE

If you are energetic, people oriented, and want to join a winning team, apply in person Monday-Saturday, between 9:00 am and 6:00 pm at the

COOKER BAR AND GRILLE
39581 12 Mile Road
380-2600

504 Help Wanted Office-Clerical

MATURE, ENERGETIC person, part time, full time possible, for small brokerage firm. Knowledge of Lotus preferred, computer skills in Word/Excel. Fax resume to: 313-455-2260

NOW AUTOMOTIVE MANUFACTURING FIRM - Seeks mature individual for part-time clerical position. Must possess excellent math, communication skills, light typing and basic experience with word processing. Flexibility based in Farmington Hills and at a dealer, manufacturing environment. For immediate consideration call 810-478-9135 and ask for Andrew.

★ Office Assistant
PART TIME
FARMINGTON HILLS AREA
Immediate opening for good organized, detail oriented office administration skills & light computer experience helpful. 10-15 flexible hrs. Apply at Pyramid Coffee. 810-489-9100

MATURE WOMAN for general office. Light bookkeeping experience required. 2-3 days a week. Call for appointment. 313-981-1404

OFFICE ASSISTANT, PART TIME
Computer experience necessary. Excellent Lotus 123 skills required. FAX resume: 810-473-5268 Or call: 810-473-5433

OFFICE Clerical/Data Entry/Order Taker. Full time with benefits. Call Bill Ichinskey 810-477-8700

OFFICE/CLERICAL POSITION
Part time. Flex hours. Collection experience preferred. Call Ms. Ryan immediate opening. (313) 433-8222

OFFICE CLERICAL - Accounting Clerk, full time, entry level for busy property management firm. Computerized accounting experience preferred. Non-smoking. Send resume to: Property Manager, 32300 Northwestern #215, Farmington Hills, MI 48334

Oakland County Law Firm seeking full-time clerk. Qualified candidate will assist in a variety of tasks including legal errands. Must have typing, transcribing, Lotus 1-2-3 and Fax. Attn: Phillip. Include cover sheet & resume. 810-335-3248

OFFICE HELP NEEDED - Part Time for Livonia based company. 10-15 hours per week with more for advancement & more hours. Call between 9 & 4:30. 313-591-0777

OFFICE HELP - Part Time
For sales/marketing firm. 16 hours per week. Mon. Wed & Fri. Light typing. Please call. 810-441-4077
Ask for Suzanne

OFFICE MANAGER, full time with accounting experience. Competitive salary with vacation, holiday & sick pay benefits. Farmington Hills Call Rick. 810-539-1166

OFFICE MANAGER

Experienced office manager sought for not-for-profit office. Requires strong computer skills, knowledge of financial background preferred. Send resume and cover letter by 12/15 to:
Office Manager
Michigan Jewish Foundation
26101 Northwestern Highway
Southfield, MI 48076

OFFICE PERSONNEL for AP/AR, payroll, cash, typing, should work with Westland & Livonia. Apply in person or send resume to Golden Corral, 31700 W. W. 10 Mile, Southfield, MI 48075

RECEPTIONIST
Full time. Data Entry, Word Perfect, typing and computer data entry required. Must be self-starter, enjoy working with customers. Medical insurance benefits. Call for interview appointment before 12-4pm. 313-937-8900

RECEPTIONIST
Sterling Value Enterprises is currently accepting applications for Receptionist in Livonia. We offer competitive salary/benefits package and advancement opportunities. Apply in person at 14138 Middlebelt, Livonia. No telephone inquiries please

RECEPTIONIST
FUN JOB
For long term, full time or permanent work. Great pay and rapid increases. Call today. Ask for Ann.
ARBOR TEMPS 459-1166
5433 Haggerty Rd. Plymouth

RECEPTIONIST/SECRETARY
Walled Lake Switcher company has immediate opening for a detail oriented individual with a good telephone personality and basic secretarial skills. Word processing skills required. Wage and benefit package. Please apply at 27790 Novi Rd., Suite 100, 1020 Decker Road, Walled Lake, MI. 43390 or call 624-2-7600

RECEPTIONIST
Part or full time. Receptionist & word processing duties. Desire good communication skills. Word processing skills required. Windows & WordPerfect preferred. $7/hr. to start. Full-time with benefits. Please contact Kim at 313-981-9880 ext. 0 Or FAX resume to 810-827-4366

RECEPTIONIST
Front desk position requires excellent communications. Varied duties include entering information on computer and assisting others. The successful position needs a team oriented mindset.
Diversified Recruiters
810-344-5700 FAX 344-8704

RECEPTIONIST/TYPIST
High tech company in Farmington Hills seeks a full time Receptionist. Position will include various other duties, as well as heavy telephone responsibilities. Persons possessing pleasant telephone manner, good typing & word computer knowledge, and a willingness to learn are sought. Full time. Benefits. Will train right person. 810-063-2000

RECEPTIONIST
Busy Farmington Hills based company has full time opening. Duties to include operating multi-line telephone, Telecopier, typing, filing, and data entry. Must have WordPerfect & 3 yrs. experience. Send or fax resume with salary requirements to:
Lindsay Inc.
28700 Grand River Ave.
Farmington Hills, MI 48336
FAX: (810) 477-8697

RECEPTIONISTS
Part-time, AM or PM. Typing, phones, familiar with WordPerfect, able to work on site.
NORTHVILLE COUNSELING CENTER 810-347-9479

8am to 5pm. Variety of duties, office & computer experience, good phone manner. Pleasant office environment.
WESTLAND COUNSELING CENTER 810-425-9696

OCODA Division Hughes Programs, Inc. 628

RECEPTIONIST
Secretarial & computer skills necessary.
313-522-3616

RECEPTIONIST for photography studio. Must have good phone, typing skills. Full time. Contact Mike or Mark.
313-453-8300

RECEPTIONIST-part time. Call Pam. Duties include light typing, phones, data entry, filing. Flexible hours a plus. Plymouth area.
313-459-7991

★ RECEPTIONIST
Part Time Receptionist for Livonia real estate office
Call 313-953-8888

RECEPTIONIST
Busy Farmington Hills based company has full time opening. Duties to include operating multi-line telephone, typing, filing, and data entry. Must have WordPerfect & 3 yrs. experience. Send or fax resume with salary requirements to:

504 Help Wanted Office-Clerical

RECEPTIONIST
For Bloomfield service company. Full time temporary. Possible permanent. Pleasant office. Light typing. Forward resume for Cadillac West, 5455 Pierce Rd., Westland, MI. 48185. Attn: Carol.

RECEPTIONIST - Fast paced Southfield office in need of a highly motivated individual to perform general office duties and clerical functions. Responsibilities include phones, typing, copying, and filing. Call 354-5400-1426

RECEPTIONIST
Must have previous experience. We are a fast paced office. Must know computer skills, no other duties are assigned and must be willing to work for occasional
810-471-6000
Contact Marketing Systems, 33033 Plymouth Dr., Farmington Hills, MI. Fax: 10 lists have mailed.

RECEPTIONIST/CLERICAL
Leading Detroit area home builder has an immediate opening for a full time receptionist/clerical position. Duties include: Filing, typing, light bookkeeping, telephone relief, general office duties. Other duties include: Faxing, mailing, typing. Interested applicants should have pleasant personality, excellent telephone manner, good typing skills, 35 wpm, knowledge of Word Perfect 6.0 or not for Receptionist Position. Send resume to: Human Resources, 30500 Telegraph, Suite 200, Bloomfield Hills, MI 48025

SALES COORDINATOR
need highly organized, outgoing individual to assist sales staff and sales consultants. Must be able to type & work in professional environment. Have good typing skills, sense of humor, and be able to be organized. Send resume to Bill Liebold, Buick Pontiac GMC, 30399 8 Mile, Livonia, MI 48152

SCHEDULE CLERK/CUSTOMER RELATIONS - for home window co. Schedule & log in jobs, verify customer satisfaction, also dealing with installers. 1-800-779-0727

★ Immediate opening for experienced Secretary/Receptionist for busy Southfield office. Professional environment, full benefits package. Call Mary, Mon-Fri. 9-5. Fax, Lotus, & phone time, 40 wpm, customer service background required. Call Gail Bryant at Medical
810-443-2544

SECRETARIAL POSITION
Part time position for fast paced office. Multi-line telephone experience required. Ability to work independently with general bookkeeping duties, accounts receivable, Flexible, accurate & self-starter. Ability to work some overtime. Send resume & salary requirements to: Lord Dunne, Personnel Consultants, Inc., 29124 Orchard Lake Rd., Ste. 110, Farmington Hills MI 48334.

SECRETARY/
ACCOUNTS RECEIVABLE
Bloomfield based manufacturer has accounts receivable, payroll duties, computer experience required. Call Data Processing and Computer Accounting Professionals at 626-8000 and professionals aside resume.
Position with a national manufacturer.

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

SECRETARY/
ADMINISTRATIVE ASSISTANT
Experienced medical secretary/typist & word processing experience needed to 65 position at Congdon Farms Rehabilitation & Nursing Center. Experience required includes good typing skills, good medical terminology, creativity, innovative bonus available. Call Tim Davidson.
810-540-5300

Secretary/Administrative Assistant
Madison Heights area construction firm is seeking a self organized individual to assist in a fast paced, motivated, able to work without supervision environment. Must have strong typing skills (word Perfect) a plus. Salary commensurate with experience. 810-543-3400
An Equal Opportunity Employer

★ SECRETARY
Be displeased with your current position? Impress us with your experience and ability to work with clients of major publication. We offer a fun, fast paced environment, competitive salary and a plus. Call Stacey 810-473-2933
UNIFORCE SERVICES

SECRETARY
CLAIM TECHNICIAN
Part time position for insurance related Livonia office. Approx 30-35 hours per week. Duties include typing, data entry & general office duties. Must have excellent math skills, numerical background helpful. Send resume & salary requirements to: HR, PO Box 77, Clarkston, MI 48003.
An Equal Opportunity Employer

Secretary/
Claim Technician
Full-Time position for insurance related Livonia office. Primary duties include data entry, multi line telephone, accounts payable & receivable, typing, general office duties & light typing. WordPerfect experience preferred. Send resume, cover letter & salary requirements to: H.R., P.O. Box 77, Clarkston, MI 48003. E.O.E.

SECRETARY/CLERICAL
Full-time. Seeking individual with good people skills & organizational skills. Duties include answering phone, light computer work & light typing. $7 per hour starting, plus bonuses. Call Mr. Spatz @ 348-13 Haggerty Rd., Walled Lake 624-3938 for directions. Ask for Mr. O'Reilly.

SECRETARY
Large residential builder has full time position available for Construction Secretary. No experience necessary, but must type 35 + wpm accurately & be proficient in Windows, Word, Lotus and 10-key. Send resume to: P.O. Box 937, Southfield MI 48037 Attn J.B.

SECRETARY
Major financial institution with multiple positions available for immediate short and long term assignments. MS Word & Word Perfect a+Windows. Excellent salary and paid benefits.
Call Bridget
810-646-7462
UNIFORCE SERVICES

SECRETARY
Part-time position in independent building supply company. Good typing skills required. Send resume by Dec. 9th to: Lorene Porter, Lower School Director, Detroit Country School, PO Box 929, Bloomfield Hills, MI 48303.

SECRETARY/RECEPTIONIST
For a Bingham Farms CPA Firm. Interpersonal skills required. Good benefits. Prior CPA firm experience a plus. Send resume with salary requirements to:
Box 910
Pulte Associates
30700 Telegraph, Ste. 2460
Bingham Farms, MI 48025

SECRETARY/RECEPTIONIST
Immediate part time for experienced medical secretary. Individual. Must possess excellent office in Livonia. Medical terminology helpful. Must be self-motivated. Must know Word, Lotus and Windows. Excellent benefits package. Fax resume or call Mrs. Ryan
313-464-8300

SECRETARY
Very active office is seeking a part time person to provide clerical support for agency staff. The responsibilities include: Typing, answering telephones & data. Individual should be organized with good communication skills. Word processing experience preferred. Please fax resume to: The Hyde Group, 30445 Northwestern Hwy., Suite 200, Farmington Hills, MI 48334. Attn: Sandy Fogelman

504 Help Wanted Office-Clerical

SECRETARY
For fast paced environmental consultant. Must possess knowledge of Word & Word Builds, Lotus and/or Excel knowledge, and a minimum of 3 years Secretarial experience. We offer competitive salary and benefits package. Please send resume to: Human Resource Dept., 44008 Helm, Plymouth MI 48170.

SECRETARY II
Lead real estate professionals seeking a multi-talented individual to assist in secretarial support position. Position involves heavy telephone contact, data entry, development and maintenance of mailing lists, preparation of reports and flyers, minutes, independent drafting of correspondence from scratch, outlining procedural material or a combination of technical and creative skills. Be exposed to take detailed minutes of Board meetings and assist with special projects and use new responsibility for preparation of quarterly newsletter, billing letters and forms, etc., so exceptional communication skills are a must. High school diploma or the equivalent. Fast paced environment. Prior business services and at least one year experience in a clerical position. Salary range from $18,000 to $20,000 annual, commensurate with experience. Excellent benefits package. Interested candidates should submit a resume for consideration to the Personnel Officer by December 15, 1994, to:
P.O. BOX 5325
DEARBORN, MI 48126

An Equal Employment Opportunity Agency. Auxiliary aids and services are provided to individuals with disabilities. Information is also provided in Braille and on tape in alternative formats for individuals with visual disabilities. If you need information regarding posting information, write to the address above, or call 1-800-782-7282 (Telephone Device for the Deaf, TDD).

SECRETARY
for busy Livonia law office. Must be hard working & personable.
313-981-3737

SECRETARY
Full time, for busy W. Bloomfield Real Estate office. Must possess WordPerfect skills, good communication and organizational skills. Ask for Fran Mersky. 810-661-4700

SECRETARY
Full-time secretary needed for busy Farmington Hills based non-profit organization. Self-starter needed for varied duties including word processing, scheduling, correspondence & filing. Qualified candidate must have good attention to detail and exceptional telephone and listening skills. Excellent typing skills required (50 wpm). Lotus with typing speed of 60 wpm. Salary range from $8-10 per hour. Please send resume to:
Human Resources/HR
P.O. Box 9072
Farmington Hills, MI 48333-9072
An Equal Opportunity Employer

SECRETARY
Graduate art school seeks an organized individual to perform clerical duties and manage office functions. Duties include typing correspondence, report preparation, data base maintenance, filing, answering phones and greeting visitors. The successful candidate will be self-motivated with at least three years office experience, computer skills (preferred MS Word and Excel, and possess excellent communication skills. Bookkeeping practical, bend cover letter, resume and salary requirements to: Director Human Resources, P. O. Box 901, Bloomfield Hills, MI 48303
Equal Opportunity Employer.

SECRETARY
Immediate opening for Livonia Sales Office. The successful candidate will possess the following skills: WordPerfect, Lotus, Excellent typing, professional skills, happy people & teamwork, organizational skills, with good pay & benefits. If interested, please forward resume to: Attn: John, 13600 N. Commerce Dr., Ste. #200, Dearborn MI 48126.

Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Word Processor
We are looking for a person who is highly proficient in windows, including Word, Power Point, Excel. Great opportunity with a nationally known company! Strong references required. Mail resume to:
Human Resources Dept.,
2410 Research Drive,
Farmington, MI,
48335-2639
An Equal Opportunity Employer

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ASSOCIATES, INC. REALTORS
Offering Outstanding Opportunities at one of the most prestigious Real Estate offices in Bloomfield Hills
- Premier location
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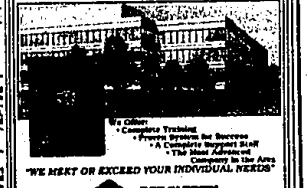
Call Today and find out how you can become a member of our prosperous sales staff and an integral part of our family
Ask for Sharon Gulman
810-855-2200

CALL CENTER SUPERVISOR
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!

ARE YOU INTERESTED IN A CAREER IN REAL ESTATE?



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RED CARPET
Realty
Call NANCY R. ROBERTS 313-464-0300

504 Help Wanted Office-Clerical

WORD PROCESSORS
Immediate openings. 8 mos. experience.
TODAYS TEMPORARY
(810) 649-4455
EOE

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS
Full and part-time help. Retail/deli. No nights or weekends. Bacon's
810-766-0866

★ A GREAT OPPORTUNITY
Seeking new talent. Mole & Erfred's of Livonia. With business growth comes new opportunities for energetic, responsible individuals to fill our needs. Competitive salary, benefits, flexible hours, pleasant atmosphere are just a few of the rewards you will find at Mole & Erfred's. We are currently accepting applications for:
WAIT STAFF, HOST & BUS STAFF
Apply: Laurel Park Place, 31714 Six Mile Rd. at Levan
Livonia

COOK
Nights. Full & part time.
Ask for Bobbie 810-477-8099

COOKS & DIETARY AIDES
Needed. Competitive wage and full benefits. Apply in person at Plymouth Court Nursing Center, 109 Haggerty Rd., Plymouth. 313-453-0510
An Equal Opportunity Employer

COOKS - Full time or part-time. All shifts available. Competitive wage. Top wage for family styled experience. Also WAIT PERSONNEL - Days or afternoons. Experienced only. Apply in person: Bagger's Mole Bill, 30 Ann Arbor Rd. in Plymouth.

COOKS HELPER
for Plymouth Town Apts. Full time, call Mon. thru Fri. 8-4 313-451-0700

COOKS
Jonathon's Pub is now hiring experienced Cooks. Competitive wages. Blue Cross/Blue Shield, Free meals, Paid vacations. Apply in person, 7pm-4pm, Mon-Thurs. Located in Westland Mall, 30000 W Warren Rd

COOKS
Responsible & experienced line cook needed for busy restaurant.
Chicago Road House
31400 Michigan Ave., Dearborn.

COOK/WAITRAFF
BUS PERSONS & DISHWASHERS
All shifts. Apply: Golden Corral, 30800 Ann Arbor Trail, Livonia, 31 Mile Rd. Between Haggerty & Haggerty.

DISHWASHER
Full-time for Senior Citizen apartments in Plymouth. Call 313-459-8700, Mon-Fri 8-4pm.

FINE DINING - Now accepting applications for all positions. Wait Staff, Host, Bussers, Dishwashers. Positions only. Apply in person, 10am-4pm. Lucky's Steakhouse, 12 Mile Rd. between Haggerty & Haggerty.

HOLIDAY INN SOUTHFIELD - seeking WAITERS/WAITRESSES - full time AM & part time PM positions available. Great benefits - medical, life insurance, paid vacation. Apply in person 29333 Telegraph at Lahser. 810-352-7100

505 Help Wanted Food-Beverage

BARTENDERS, WAITSTAFF
COOKS/DISHWASHERS & DJ'S
- Weekend pros. Call after 7:30pm. 313-729-9040

BARTENDERS & WAITSTAFF
Bloor seeks for days. Also night shift weekend available. Call Kirk after 5pm 313-536-0442

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

CLEAN, ENERGETIC - cooks, wait staff, waitress, dishwashers. Apply 180 N. Main St. Plymouth
810-453-3030 after 1pm 877-6666

COFFEE HOUSE in Birmingham has full and part time help. Mornings 6am-1pm, afternoons 11am-4pm, 307 S. Woodward. 810-642-2233 area.

A COOK NEEDED, experience necessary. Full/part time, nights. Great pay, benefits, pleasant. Mole Bill's 27779 Plymouth, Livonia 427-1000

HOT! HOT! COOK
with 2-3 years experience. Rochester location. Full time days or nights. Call Chef Pat 810-960-5170

SMOKER BAR & GRILL
Now hiring Cooks. Excellent compensation for those with experience. Apply in person: Lakeville Inn, 5723 East Walton Blvd. in Auburn Hills.

COOK
Nights. Full & part time.
Ask for Bobbie 810-477-8099

COOKS & DIETARY AIDES
Needed. Competitive wage and full benefits. Apply in person at Plymouth Court Nursing Center, 109 Haggerty Rd., Plymouth. 313-453-0510
An Equal Opportunity Employer

COOKS - Full time or part-time. All shifts available. Competitive wage. Top wage for family styled experience. Also WAIT PERSONNEL - Days or afternoons. Experienced only. Apply in person: Bagger's Mole Bill, 30 Ann Arbor Rd. in Plymouth.

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Responsible & experienced line cook needed for busy restaurant.
Chicago Road House
31400 Michigan Ave., Dearborn.

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All shifts. Apply: Golden Corral, 30800 Ann Arbor Trail, Livonia, 31 Mile Rd. Between Haggerty & Haggerty.

DISHWASHER
Full-time for Senior Citizen apartments in Plymouth. Call 313-459-8700, Mon-Fri 8-4pm.

FINE DINING - Now accepting applications for all positions. Wait Staff, Host, Bussers, Dishwashers. Positions only. Apply in person, 10am-4pm. Lucky's Steakhouse, 12 Mile Rd. between Haggerty & Haggerty.

HOLIDAY INN SOUTHFIELD - seeking WAITERS/WAITRESSES - full time AM & part time PM positions available. Great benefits - medical, life insurance, paid vacation. Apply in person 29333 Telegraph at Lahser. 810-352-7100

505 Help Wanted Sales

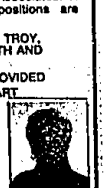
America's Largest Service Company
AGGRESSIVE CAREER ORIENTED PEOPLE WANTED
TRU-GREEN/CHEMLAWN is now accepting applications for the following positions:
- MARKETING REPRESENTATIVES
- TELEMARKETING REPRESENTATIVES

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.
Call today to schedule an appointment with
Rea Lewis at:
(313)525-5200 TRU-GREEN/CHEMLAWN
EOEMF

BROOCK 100
Results! SINCE 1895
JOIN OUR TEAM OF PROFESSIONALS
Michigan's Centennial Real Estate Firm
◇
Offices in Birmingham
West Bloomfield
Bloomfield Hills
Rochester
Clarkston
◇
Relocation Department

CAREER SALES OPPORTUNITY
For over 43 years a tradition of quality Real Estate Brokerage has been our Hallmark at:
WEIR, MANUEL, SNYDER & RANKE, INC.
Work with some of Michigan's highest earning Real Estate Sales Associates. A limited number of sales positions are currently available.
- OFFICE IN ROCHESTER, TROY, BIRMINGHAM, PLYMOUTH AND WEST BLOOMFIELD.
- IN-HOUSE TRAINING PROVIDED
- TRAINING CLASSES START REGULARLY

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



WEIR, MANUEL, SNYDER & RANKE, INC.
REALTORS

Job Fair
Big Boy RESTAURANTS & BAKERY
Due to rapid growth and expansion, many new job opportunities are available.

COMMISSARY/WAREHOUSE - The largest of its kind in Michigan offers employment opportunities in several departments.

RESTAURANT - Choose from a variety of locations in Wayne, Oakland and Macomb County. Full or part-time positions are available for cooks, cashiers, servers, buffet attendants and service assistants. We strongly believe in promoting from within our company and have an excellent Manager-in-Training program.
We offer flexible hours, state of the art training programs and one of the most outstanding benefit packages in the food service industry.
If you are creating a new and fulfilling opportunity, come and talk to the Recruiters at this exciting job fair.

WHEN: Friday December 9 from 9:00am-6:00pm
Saturday December 10 from 8:00am-2:00pm
WHERE: Big Boy Bakery (next to the Corporate Office)
34425 Ryan Rd.
Warren, MI 48091
(1 block S. of 10 Mile Rd.)
If you are unable to attend, send a resume to 4180 Mercy, Warren, MI 48091
BIG BOY AND YOU
What a Combination!