504 Help Wanted Office-Clerical

Clerk-Typist
Medical Record Department. Full time position. Must be able to type 45 WPM. Contact Mrs. Reid.
Ardmore Acres Hospital
19010 Farmington Rd.,
Livonia 474-3500, Ext. 120

CLERK-TYPIST
Opportunity for cooperative, flexible individual with good typing skills & cheerful telephone manner to assist in order entry. Position created by rapid growth. Reply in writing to Alanna H. Rumin, Scott Specialty Gases, 1290 Dandaloma, Troy 48084.

CLOSING OFFICER
Real estate receptionist-secretary, 16 Mile, Mackinaw Rd. area, 40 hour week. Closing experience with title company. Must be an absolute must. Salary dependent. Pay commensurate with skill and experience. Immediate opening.
248-2999

COMPUTER OPERATOR, bookkeeping knowledge necessary. NW area. Send resume to box 18, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CUSTOMER SERVICE
We have expanded & need a bright aggressive individual to assist our Service Representative. You must be a detail person with good typing & telephone skills, who enjoys a quick paced atmosphere. Salary up to 1900, per month, based on experience, ability, enthusiasm & leadership abilities. Call between 3-5 PM at
643-6200

Customer Service
Excellent communication skills are required, customer/production liaison experience preferred. Need to be familiar with shop terminology. Send resume indicate salary requirement. If qualified expect at:
ADISTRA CORP.
101 Union
Plymouth, Mi. 48170
Att: Sandy Cantrell

DATA ENTRY CLERK/SECRETARY
Experienced in IBM, P.C., 1 year office setting, accurate typist, 50 WPM. Dictation experience required for medium sized Southfield law firm. Call 8-20 to 2
647-2400

IMMEDIATE OPENING - Insurance Company Clerical typing 45wpm. Prefer some shorthand and word processing experience. Hours 7am - 2pm. Southfield.
851-4482

IMMEDIATE
TEMPORARY ASSIGNMENTS AVAILABLE
TRANSCRIBERS MEDICAL
(6 Months Experience Required)
SECRETARIES
SENIOR TYPISTS
SWITCHBOARD OPERATORS
(Direction & Hartco)
WORD PROCESSORS
(all models)
FOR APPOINTMENT CALL
DEARBORN 565-8060
LIVONIA 525-0330
SOUTHFIELD 569-7500
WITT SERVICES
The Temporary Help People

EXECUTIVE SECRETARY
Minimum 5 years experience. Typing, dictation and transcription skills required. Full benefits. Salary commensurate with ability. Challenging position serving top executives. Call for appointment.
Viasic Foods, Inc.
33200 W. 14 Mile Rd.
West Bloomfield, Mi 48033
851-9400
Equal Opportunity Employer M/F/H

DATA INPUT
Mature, accurate person to type data into computer. Northland area. Call Mr. Karsten.
525-7515

EXECUTIVE ASSISTANT
To work afternoons & evenings to assist executive staff. Duties include clerical functions and assisting president when needed. Pleasant, fast, informal atmosphere. Please send resume to P. O. Box 108, Southfield, MI 48037. Attention: T. M.

EXECUTIVE SECRETARY
For executive vice president of Livonia company. Duties include: typing, shorthand, travel arrangements, telephone. Please call between 10 & 11 AM.
427-5000 ext. 211

EXECUTIVE SECRETARY
RUSH ... Rated top notch pro for career spot. Must be organized, multi-task have strong typing & shorthand, outgoing personality & 2 yrs. recent exp. Competitive salary & benefit package, plus efficiency. Call Pat, for personal interview call Sherri Hill today!
AMERICAN PERSONNEL 355-5520

EXECUTIVE SECRETARY
Experienced, intelligent individual to assist President of a fast paced insurance company. Shorthand required. Must be a non-smoker, ability to handle pressure and possess excellent typing skills. Flexible as to overtime, and willing to work for a growing company. Salary commensurate with experience. Call Mrs. Margie, Sterling & Sterling 336-7400

EXECUTIVE SECRETARY
RUSH ... Rated top notch pro for career spot. Must be organized, multi-task have strong typing & shorthand, outgoing personality & 2 yrs. recent exp. Competitive salary & benefit package, plus efficiency. Call Pat, for personal interview call Sherri Hill today!
AMERICAN PERSONNEL 355-5520

EXECUTIVE SECRETARY
Experienced, intelligent individual to assist President of a fast paced insurance company. Shorthand required. Must be a non-smoker, ability to handle pressure and possess excellent typing skills. Flexible as to overtime, and willing to work for a growing company. Salary commensurate with experience. Call Mrs. Margie, Sterling & Sterling 336-7400

EXECUTIVE SECRETARY - $18,500 to $19,000. Loss of variety as the president's right hand man. Lots of power, challenging position in this excellent company. Articulate person with professional image. Call Jerry or Ann Marie, Sterling & Sterling 336-7400

LEGAL SECRETARIES
Experienced legal secretaries needed permanent & temporary and greeting the more in industries areas. Call now or send the your resume.
ALL FEES PAID
JOANNE MANSFIELD LEGAL PERSONNEL
TOY OF TROY
755 W. Big Beaver, Suite 300
Troy, MI 48084
362-8240

LEGAL SECRETARY
needed for Troy law firm. Experience with probate preferred. Salary commensurate with experience. Contact Shelly for interview.
879-2060

LEGAL SECRETARY
Experienced for small Birmingham office. Will train. Competitive salary and benefits.
540-7065

LEGAL SECRETARY
Experienced. Farmington Hills law office. Word word processing helpful. Salary commensurate with ability. Call Kathy
626-2410

LEGAL SECRETARY experienced for commercial & general practice. Southfield area. Ask for Kim.
352-8787

LEGAL SECRETARY for approximately 3 months, beginning Feb. 15 1984. Salary commensurate with ability.
356-6290

LEGAL SECRETARY
experienced, Southfield law office. Shorthand required.
353-7754

LEGAL SECRETARY, experienced 1-2 years in defense medical malpractice. Typewriter & Minolta area. Contact office manager 333-1400.

LEGAL SECRETARIES
is one of your New Year's resolutions was finding new employment in 1984, then call Kelly Professional Staff at 649-3600. We help Legal Secretaries turn their resolution to reality. There is never a charge to you for our services and our professional placement assistance. Permanent and temporary positions are always available throughout Detroit and suburbs.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2200
SOUTHFIELD, MICH. 48075
358-0060

LEGAL SECRETARY
Full time for Southfield law office. Some experience required.
355-2600

LEGAL SECRETARY
Minimum 3 years experience, medical preferred. Rochester area. Call Linda.
653-6300

LEGAL SECRETARY, Immediately. 5-7 years experience. Appellate work. IBM display writer preferred. Full time position. Birmingham area.
644-3300

LEGAL SECRETARY. Experienced for small Troy Law Firm. Transcription equipment provided. Salary commensurate with experience. Call between 9 and 5.
362-8260

LEGAL SECRETARY
Southfield Town Center. Modern secretarial service. Typing 60 WPM. Need 3 yrs. personal injury experience preferred.
644-8360

504 Help Wanted Office-Clerical

GENERAL OFFICE experience, typing, high boookeeping, falary & benefits. Rick Small remains for Account Mgr. 350 Stephenson Hwy. #300, Troy, Mi. 48084

GET EMPLOYED
Start the New Year by getting employed with one of the nation's fastest growing temporary personnel services. CDI Temporary Services, Inc.
We are a subsidiary of a multi-million dollar American Stock Exchange Company. We offer good pay and flexible work schedules. We are interviewing now for these open positions:
Larger Word Processors
NBI Word Processors
CRT Operators
Typists
Secretaries
And More ...
Call us for an appointment to be interviewed and join us in our success.
CDI Temporary Services
Flexitime
Southfield 259-8588
552-1005
Equal Opportunity Employer M/F/H

GET RID OF THOSE WINTER HIBERNATION BLUES
Work when and where you want.
Typists, Bookkeepers, Data Entry Operators needed for Temporary assignments throughout the tri-county area. Apply
RODDY
TEMPORARY SERVICES
29200 Vassar, suite 145 Livonia
(7 Mile - Middlebelt) between 10 - 2.
No phone calls

IF YOU ARE A single parent who has not worked outside the home for 5 yrs. Report to be eligible for federally funded JTPA training in bookkeeping or word processing & financial independence. You must be Oakland County resident. For more information about our programs call Ms. Chance 547-6584

IMMEDIATE OPENING for an experienced typist. Must have word processing experience required for medium sized Southfield law firm. Call 8-20 to 2
647-2400

IMMEDIATE OPENING - Insurance Company Clerical typing 45wpm. Prefer some shorthand and word processing experience. Hours 7am - 2pm. Southfield.
851-4482

NEEDED
GENERAL CLERKS
CLERK TYPISTS
(35 wpm plus)
SWITCHBOARD OPERATORS
WE NEED YOU
Livonia & Farmington areas. Please call Manager Mon. thru Fri between 9 & 5 pm.
29449 W. 6 Mile, Livonia
(W. of Middlebelt)
522-4020
KELLY SERVICES
The "Kelly Girl" People
NOT AN AGENCY, NEVER A FEE
Equal Opportunity Employer M/F/H

NOVI INSURANCE AGENCY looking for all around person. Life experience preferred, personal and/or commercial lines welcomed.
348-8200

OFFICE ADMINISTRATOR
Royal Oak - Top firm in vending & coffee service, efficient person to run administrative duties. Strong bookkeeping, order entry, typing skills required. Send resume in President, PO Box 3018 Royal Oak Michigan 48068

ORDER DESK and Inside Sales training for Farmington area manufacturer and distributor. Candidate must be accurate speller, print legibly, type and possess a knowledge of office procedures. Reply to Richard A. Bodahl, 24155 Halsted Rd., Farmington Hills, MI 48018.

PART TIME General Office. Typing 3-5pm daily. Quick Photo Labs, Inc., 28651 Southfield at 13 Mile.

PART TIME Office assistant/bookkeeping, typing, for advertising agency. Computer experience helpful. Hours negotiable. $4.50 per hr. Send resume to Box 48, Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME OFFICE ASSISTANT
20-25 hrs. Mon. thru Fri. Flexible weekends. Southfield office. Excellent telephone & clerical skills, ability to handle the public. College background preferred. Phone 569-5251

PART TIME, 20-25 hours per week with possibility of full time position with retail furniture company in Birmingham. Clerical office and bookkeeping experience required. Call for interview appointment.
647-3100

PERMANENT/PART TIME
Person Friday, 25 hrs. per week including Saturday hours required. Light clerical, personable, non-smoker with experience, phone sales, reception, typing, small payroll. Salary $5. 50 plus incentives. Send resume: Special Business Service, 101 S. Woodward, Suite 5, Birmingham, Mich. 48011.

PICTURE FRAME WHOLESALER needs individual to assume responsibility for Order Desk. Must have pleasant phone personality, excellent clerical training. Write to: Box 248, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PODIATRIC SURGEON'S Office in Troy seeks a dainty responsible individual, with a good personality, to serve as a Medical Assistant. Will train qualified individual. Send resume to Box 123, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PROGRAMMER/Office Manager
Farmington Hills based manufacturer seeks individual to manage small office staff & handle a dainty computer systems. Experience in programming & computer operations is required. Salary commensurate with experience. Salary based on experience. Please send resume with salary requirements to:
Box 216, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PROPERTY CASUALTY AGENCY requires secretary-user. Both personal & commercial lines experience required. Bloomfield Hills
646-6410

PUBLIC RELATIONS/CLERICAL - If you're 18 or over, out of school, a resident Oakland County resident, have minimal typing ability & enjoy the public, contact Mr. Snyder
547-6544

RECEPTION/CLERK
Some record keeping. Typing.
70 - 80wpm. Call for appointment.
647-1941

RECEPTIONIST - Experienced or will train for right person. Must type, handle phone, do general office work. Livonia area. Excellent benefits.
464-5212

RECEPTIONIST with test experience. Pleasant personality good typing, for Farmington Hills office, overtime required.
477-3910

RECEPTIONIST
for Southfield law firm. Full time position. Light typing and bookkeeping skills required.
353-7575

RECEPTIONIST/TYPIST
Needed for pleasant Royal Oak office. Applications being taken from 10am-noon or 1-4pm at 11 Mile Rd.
541-0033

RECEPTIONIST/SECRETARY
Shorthand & typing skills required. Farmington Hills area.
Call Lisa.
476-8180

RECEPTIONIST-WHITLINGROAD
Must be experienced with good typing skills. Southfield location.
Call president after 8.
352-7922

RECEPTIONIST
Part time. Good typing skills needed. Q Mile & Greenfield area.
Mrs. Curtis.
559-4400

RECEPTIONIST/SECRETARY - for Birmingham CPA firm, second temporary for Mrs. Mary St. Typing required, word processing experience helpful. Pleasant, Alma, Flamingo
646-5000

504 Help Wanted Office-Clerical

RECEPTIONIST - Suburban firm needs part time receptionist. Pleasant telephone manner a must. Typing skills required for growing office. $10,000-$12,000.
STELLING & STELLING
Royal Oak 399-3450

RECEPTIONIST needed for permanent part time position in Southfield. Individual must have good phone skills & outgoing personality. Light typing required. Experience in handling cash drawer. If you're like people and want to work for people, call
STELLING & STELLING
Royal Oak 399-3450

RECEPTIONIST/SECRETARY
We're a Southfield Ad Agency seeking an energetic, highly capable Receptionist to run our office. Impeccable phone manners, positive personality and the ability to get things done with little supervision are a must. Word processing experience is required. Position offers involve operating telephone switchboard, maintenance and organization of the supply rooms and typing (45 wpm accuracy) in our fast-paced, pleasant environment. Please call Mrs. Mitchell between 12:30-1:30.
253-3795
An Equal Opportunity Employer

SALES SECRETARY
Southfield based, fast paced, aggressive company seeks mature, responsible person with good secretarial and organizational skills. Send covering letter and resume to:
KELCOM RADIO
251 Merrill Street
Birmingham, Mich. 48011

AN EXPANSION oriented company in the W. Bloomfield area is seeking an experienced secretary/assistant for financial office. Must have excellent typing skills, be organized, self motivated and detail oriented. Salary commensurate with experience.
Call Leanne
835-4153

SECRETARIAL and general office. Southfield firm needs experienced individual with good skills. Computer and/or word processing experience helpful. Send resume to Box 908, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARIAL. New secretarial position created, requires 2 years recent secretarial duties; 45 WPM typing, 80 WPM Short Hand, min. of 4 coll. experience on Word Processing. Excellent and strong Verbal & Written Communication skills. New Center area. Excellent ground floor opportunity with growth potential. Complete resume to Box 142, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARIES
LEGAL
Immediate openings - downtown firm, writing skills, good typing, good telephone skills, professional image & minimum 3 yrs. experience. Two involve litigation will make substantial background allowance with exposure to personnel or labor relations. Competitive salary & benefit package. Parking allowance.
Call Sherri Hill
AMERICAN PERSONNEL 355-5520

Secretary/Administrative Asst for national franchise, located in Birmingham. Experienced in Word Processing, shorthand, proofreading required. Call Mr. Dow
642-6230

SECRETARY/BOOKKEEPER - for new suburban firm. Type 45. Need 1 - 2 years experience. $200 weekly.
STELLING & STELLING
Royal Oak 399-3450

Secretary/CRT Operator
For Birmingham CPA firm. Please call Mrs. Grant for an interview.
644-5684

SECRETARY
Accounting department with a well established firm. Insurance experience is helpful. This is a busy office. Good typing, shorthand skills. $10,400 plus insurance. Call Mrs. Grant.
STELLING & STELLING
35180 Mulberry, Suite 206
Southfield, Michigan 48076

SECRETARY - EXECUTIVE
to work for Marketing Consultant. Exciting work! Congenial surroundings Southfield location. Must have extensive Shorthand (90 WPM) & Typing (70 WPM) skills.
Call Mrs. Ross, at:
559-3190

SECRETARY - experienced, good typing, some bookkeeping, part time. Southfield area. Send resume to box 118 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

- SECRETARY -
Good typing & phone answering skills. Bookkeeping helpful. Pleasant working & team skills, filing skills (alpha) & numerical skills. Apply in person. Mon. Tuesday, Wednesday. Call for appointment.
SECRETARY - IN BIRMINGHAM
Downtown. Part-time. Efficient general office skills. Excellent Salary.
640-8773

SECRETARY
Large downtown firm has an immediate opening for a reliable, experienced secretary. Minimum requirements are typing & shorthand skills, plus good communication skills. Excellent starting salary, benefits & company perks. Call for interview.
PERMANENT STAFF
823-4318

SECRETARY
Light bookkeeping. Some computer experience helpful. 19139 Lyndon, Detroit.
931-7530

SECRETARY
North-West Detroit company needs typing speed of 60 WPM, light bookkeeping and light shorthand. Payroll duties. Benefits.
272-7570

SHARROTT ASSOCIATES
PERSONNEL AGENCY
27825 Ford Rd., Garden City 48135

SECRETARY part time for Troy office. Accurate typing, filing, light accounting. A girl office, non smoker. Flexible hours.
647-6300

SECRETARY - part time for attorney in Farmington Hills. Typing needs typing speed of 60 WPM, light bookkeeping and light shorthand. Payroll duties. Benefits.
272-7570
SHARROTT ASSOCIATES
PERSONNEL AGENCY
27825 Ford Rd., Garden City 48135

SECRETARY part time for Troy office. Accurate typing, filing, light accounting. A girl office, non smoker. Flexible hours.
647-6300

SECRETARY/RECEPTIONIST
Needed to handle front desk at busy Southfield office. Must have pleasant phone manners with good typing skills. Light bookkeeping helpful. Send resume to: Box 236, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST
Needed to handle front desk at busy Southfield office. Must have pleasant phone manners with good typing skills. Light bookkeeping helpful. Send resume to: Box 236, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
SALES DEPT. needs additional help. Duties include order entry, typing, filing, telephone. Word Processor experience helpful. Apply:
GSE, Inc.
23540 Research Drive,
Farmington Hills.
Mr. H. Moss
476-7575

SMALL OFFICE
Pleasant atmosphere with a suburban location. Nice variety for an organized general office person. $14,400 plus benefits. Call 313-3999
STELLING & STELLING
28500 Northwestern Hwy., Suite 300
Southfield, Michigan 48076

STATISTICAL TYPIST
with Word Processing experience. Complete accounts with minimum supervision. WPM required. Call
644-5760

STATISTICAL TYPIST - Word Processor experience, typing a prerequisite. Duties are required for quality, medium-sized accounts. Salary commensurate. Call
18500 W. 13 Mile, Southfield, MI. 48076.

TILE/WOOD CLEAN
Expanding credit investigation department has immediate openings for experienced people to work evenings and weekdays. Phone credit references and references to verify credit application information. Start at $3.50 per hour, we will train. Call Supervisor after 1 PM for interview. Ask for Ann.
National Credit Corporation
13 Mile & Southfield

504 Help Wanted Office-Clerical

SECRETARY - Sales office seeking experienced person to handle various secretarial duties. Must have excellent typing skill, be organized and able to handle phone, supervision. Excellent benefit package. Send resume and current salary to: Industrial Manager, Suite 100, 17175 W. 13 Mile Rd., Southfield, MI. 48076.

SECRETARY with some experience. Part time mornings Mon.-Fri., 8:15am to 1:15pm. Large office setting. Apply in person: 22119 Telegraph Rd. at 9 Mile.

SECRETARY
$18,000 to $18,500. Variety of duties in plush offices. Sorry! Call Margie.
Sterling & Sterling
248-7400

SECRETARY
SHARROTT ASSOCIATES
PERSONNEL AGENCY
27619 Ford Rd., Garden City 48135

SHARP SKILLS
NEEDED IMMEDIATELY
Secretaries with strong typing, shorthand and dictaphone.
CALL FOR APPOINTMENT
Suburban Office Services
FARMINGTON 477-9840
ROCHESTER 651-1500
TIRED OF NOT BEING RECOGNIZED FOR YOUR SKILLS?
Let MANPOWER help you get the recognition you deserve. Applications being accepted for the following facilities.
IBM 5520 OPRS.
XEROX 850/860 OPRS.
SECRETARIES - 55 WPM
SWITCHBOARD OPRS.
For Immediate Appt. Call
Manpower
TEMPORARY SERVICES
LIVONIA - 478-1130
(Covering SW & S/Sam Area)
TROY 585-5595
WARREN 294-6330
DETROIT 965-7000

TYPIST/CLERK
Position requires experience in use of typewriter, or other equipment, as well as typewriter. In addition to typing, candidate will be required to perform some bookkeeping functions. Successful candidate must have a minimum typing rate typing speed of 50wpm & a formal education in bookkeeping. Salary commensurate with experience. Mention in confidence to: Personnel Manager, Medar, Inc., 23400 Mid River Ave., Farmington Hills, MI. 48018.
No Phone Calls, Please!
An Equal Opportunity Employer

TYPIST - Part-time days, for Southfield firm. 50 WPM required. Call Mon. thru Fri., 9am-4pm
424-8778

TYPIST
Part time afternoons. Telegraph - 6 Mile area. Call 9am-5pm
533-5500

WANTED part time Insurance Biller for Garden City Physicians in office. Send resume to PO Box 45, Garden City, MI 48135.

WORD PROCESSING
Wang Operators
Temporary assignments available, Southfield area. 6 months experience required.
FOR APPOINTMENT CALL:
LIVONIA 525-0330
SOUTHFIELD 569-7500
WITT SERVICES
The Temporary Help People

505 Help Wanted Food-Beverage

BAR PERSON & WAIT PERSON
Night & Day shifts, Mon. thru Sat. Old Village Inn, Grand River at Farmington Rd.

BAR PERSON & WAIT PERSON needed. Full or part time. Lunch & dinner. Mon. thru Fri., after 2pm. Boothegreen Tea, 31275 Ford Rd., Westland.

BARTENDER, Experienced Full-time Good Pay & Benefits. Apply in person, Mon.-Fri., 2-4 pm. Jacobson's Pub of Novi, Twelve Oaks Mall.

CASHIERS & Counter Help Wanted
Full & Part time positions available. Apply in person between 3PM-7PM. Carvel Ice Cream, Newland Shopping Center, Southfield, MICH.

CASHIERS - (days), & Cooks. Apply in person. Mon. thru Fri. 2pm - 5pm. Tiki Pi, Plymouth Rd. Plymouth.
No phone calls please

CASHIER - Night shifts in restaurant. Must have some experience.
Ernie's Deli, 25472 Grand River, Redford (in Mariwood Square Shopping Center)

COOK
at least 2 years experience needed for days. Apply in person. Fingers Lakes, 15231 Telegraph.
313-3010

COOKS
Experienced full time entree restaurant cooking, short order cook, bakery or pastry cook. Interesting positions open. For new restaurants. Send resume to 142, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COOKS
Experienced preferred. Good starting pay. Benefits. Apply in person, only
Fiddler's Green, 27000 Farmington Hills.

COUNTER GIRL for health food club. Hours negotiable. Call after 1, 15 Mile - Telegraph area. Call 11am-1pm
398-8266

DISHWASHER/BUSSPERSON
needed to work days and evenings at Bistro 21. Apply in person: Bistro 21, 28175 Grand River, Farmington Hills (in Mariwood Square)

DISHWASHER
Days, experienced. Apply in person at: JR's, Cory Cale of Plymouth, 15 Forest Place.

DOUGLAS Restaurant is now accepting applications for the following positions: Day Wait Staff, Night Bartender & Dishwasher. Please apply Mon. thru Sat. 10am thru 4pm. 32616 Grand River, Farmington Hills, Mich.

EXPERIENCED SAUTE COOK, full time. Good working conditions. Apply in person only. Red Tomato, 41650 Grand River, Novi.

EXPERIENCED WAITRESSES (Waiters) or person to help out in back. Dishwashers also. Apply in person
Carey's Pizza House Manor, 43150 Nine Mile, Novi

FULL TIME WAIT PERSONS
Must have restaurant experience. Apply in person at Joe's Crab Shack, 30 W. Jefferson, Beverly Plaza, 18321 Farmington Hills, Five Mile, Livonia.

GRILL HELP
EXPERIENCED ONLY
Full Time, Mature Adult. Top salary, benefits and meals furnished. Apply in person between 2 & 11am and 2 & 6pm.
Bates Hamburgers
Middlebelt at 9 Mile, Farm.

505 Help Wanted Food-Beverage

MAINTENANCE PERSONNEL & Dishwashers needed evenings and days. Call between 9-4 EM. only.
942-1333

MANAGER, sports bar with fast food, NE suburb, minimum 3 years experience, low salary & bonus. Send resume to: Box 1000, Franklin, MI 48025.

MATURE PERSON wanted part time for kitchen. Will train. Perfect for homemaker. Apply in person Tuesday between 3-4. Farrell's Ice Cream Parlor, 27211 Southfield Rd., Southfield.
An Equal Opportunity Employer

MOUNTAIN JACK'S
Needs Experienced
Prep & Dinner Cooks
Full time Reservationist/Hostperson Waitpersons
Apply in person
Mon. thru Thurs. 2-4
26855 Greenfield Rd.,
Southfield (at 11 Mile Rd.)

NIGHT BARPERSON, experienced. Day Waitperson, in person. Sea Shell Restaurant, Troy. 15 mile & John R.
528-1234

NOW ACCEPTING APPLICATIONS for Night time Cooks & Prep. Must have some experience. Apply between 2PM-5PM. Southfield Charley's, 19701 W. 13 Mile Rd., Southfield, Mich.

PART TIME - Banquet setup & food line personnel. Banquet or restaurant experience required. $4.50/hour. Apply in person at Ann Arbor Inn, Jan. 24, 25, 10am-2pm. Absolutely no phone calls!

PART TIME - Wait People & Bus People. Banquet & restaurant experience only. Minimum wage - good tips. Apply in person Tues., Jan. 24, Fox Lonis Arcadia, 10am-2pm. Absolutely no phone calls!

PIZZA COOK - WAITPERSON & DISHWASHER HELP
Apply in person, 725 Beaubien, Greek Town, Detroit.

SHORT ORDER COOK
At least 3 years experience. Must have local references that can be checked. Apply in person at Big Boy Restaurant, 21411 Southfield at 13 Mile Rd.

SHORT ORDER COOKS,
Night experienced
SALAD PREP COOKS
Full time positions. Excellent wages & benefits. Apply in person: Big Boy, 21411 Ford Dell, 19801 W. 13 Mile, Southfield.

SHORT ORDER COOKS,
minimum 3 years experience.
SALAD PREP COOKS
WAITPERSONS
Full time positions. Excellent wages & benefits. Apply in person at Phelps Market Deli, 19801 W. 13 Mile, Southfield.

STEAK AND ALE
OF PLYMOUTH
is now accepting applications from neat, well groomed individuals for the following positions:
LUNCH and PM PERSONS
DISHWASHERS
PREP COOKS
Please apply Thurs., Fri. 3-4, Sat. 1-4, Mon thru Fri. 10-4.
43417 Ann Arbor Rd. at 275

STEAK AND ALE
OF MACOMB HEIGHTS
14 Mile & John R.
are looking for
HOSTS/HOSTESSES
WAIT PEOPLE & KITCHEN HELP
Apply in person 8:30-4PM Mon.-Fri.

WAIT PERSON - dishwasher, lights. Bus person for days, apply with-in between 3-5pm. Bernardin's, Applegate Sq., Northwestern Hwy. Southfield

WAIT PERSON
Experienced. All shifts. Apply in person ONLY, Ram's Horn Restaurant, 34348 Middlebelt, Livonia

WAIT PERSON needed, to work full time for fast paced deli. Must have previous experience. Apply in person. Ernie's Deli, 25472 Grand River, Farmington Hills, in Mariwood Square.

WAIT PERSON & BAR PERSONS, experienced with food & liquor. Must apply in person between 2-4 PM only. The Greenhouse, 31547 8 Mile, ¼ mile W. of Telegraph.

WAITPERSONS
Full and part time. Apply in person: Monday Jan. 23rd 9. 19. Mile Rd Farmington Hills.
An Equal Opportunity Employer

WAITRESSES
No experience needed. Full or part time. Apply in person only.
ORIGINAL PANCAKE HOUSE
19255 W 10 Mile Rd
(Between Evergreen & Southfield)

WAITRESS/WAITER - Full & part time positions available. Experienced only need apply between 3-5pm at Sage Dale Restaurant, 13021 W. 8 Mile Road, Oak Park.

WAITRESS or WAITER, full or part time, days or night. Apply in person: Koney Island Inn, Grand River & Halsted, ne corner of Mart.

WAITRESS/WAITER
Atlanta Sunrise
Gold
356-8162

WAITRESS/WAITER
Experienced preferred, apply in person restaurant & banquet rm.
Farmington C. C., 19461 Farmington Rd. Livonia.
478-8383

WAITRESS/WAITER
Experienced, part time evenings. Apply in person: 19746 Grand River, Corner of Plymouth, 13 Forest Place.

506 Help Wanted Sales

A BETTER WAY TO EARN MONEY
Job Opportunity in Fashion. No investment. Free training. Call for interview.
Fal, 313-4778 or 476-5171.

ACT NOW!
EXCITING ● FUN ● $$$ MAKER
Home Showes of Imported & American Wire Baskets
• Great Host/Hostess Plan
• Great Profits
• No Experience Necessary
Call Now, become a Representative for Baskets 'n More, Inc.
Southfield 352-6865

ADVERTISING ACCT EXECUTIVE
South Eastern Michigan Territories
$30,000-$50,000 POSSIBLE
High Commissions - No Draw
(BC/TS & Bonus Program)
Sales Experience Necessary.
Advertising layout experience helpful. Only qualified or professionals please.
Salary, bonus, commission, car provided.
Resume requested. Call for interview.
THE AD MARKET INC.
474-5054

ADVERTISING SALES
Effective Mailers, direct mail advertising company in Livonia seeking with pleasing personality, must be good in talking with people. Excellent money potential.
476-7300

ADVERTISING SALES
Local radio station has straight commission sales position open for experienced self-starter. For interview, call Jack Bailey at WCAR
525-1111
An Equal Opportunity Employer

506 Help Wanted Sales

ADVERTISING SALES
Aggressive salesperson needed for Michigan's state publication. Knowledge &/or experience in business marketing a plus. Part time, may evolve into full time. Salary plus commission. Expenses come to Box 113, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

AGENCY AVAILABLE
Farmers insurance group offers complete training program. Minimum guarantee per month for Learn without disturbing present job. 557-3264.

A MAJOR CO. has entry level inside sales positions. Salary to $12,500. Excellent sales or degree. Career situation. No Fee! Employment Opp's
559-5794

ANYONE HAVING
TOY DEMONSTRATOR!
Try Toy Chest for 1984. Top quality, monthly guaranteed schedules - $150 Hours only 7 stop sells. Commission to 25%. Free 1st week kit, weekly delivery. Supervisor, Demonstrator needed in Livonia, Troy, Lake area for 1984 part time. Call Collect 616-363-1273

ARE YOU FED UP
Settling for minimum wage jobs? You can earn as much as you want with no ceiling. Our direct sales company is looking for a few people who want to fill all positions! Full or part time, will train you one week to start. Call Mr. Top management potential. Call to arrange a personal interview. 559-5794

ARE YOU INTERESTED in Car Sales? Large Westside dealership seeking used car sales people. Salary, commission, benefits, plus Cross-Blue Shield, dental, life insurance. Must have valid driver's license. Send resume to: Box 6, Meadows, Inland Press, 33901 Howard St., Madison Hgts. MI 48071

INSURANCE SALES
A Unique opportunity to build your own shop. Financed & supported by one of the largest insurance companies, offering a multi-line approach to life & health insurance selling. Salary plus commissions, office expense allowance & agent financing available. Management salary available for those qualified. Call company benefits.
Call:
623-4888

INSURANCE SALES
ATT: PPGA's
Expenses too high?
Volume too low?
We offer:
1. Up-front financing
2. Executive office space
3. Full secretarial services
4. Staffer technical backup
5. Hospitalization, disability & pension benefits
6. Competitive product portfolio
Universal life, current assumption, whole life, pension administration.
Send resume to Mr. Jackson, P.O. Box 748, Southfield, Mi 48037 and you will be contacted for an appointment.
All inquiries kept confidential.

LEADS, LEADS, LEADS
Immediate openings for self-motivated sales people. Must be willing to work 40 hours per week. Days & evenings. Commission only. Call Larry or Randy at
DOWNRIVER LEADS
LEARN ABOUT the World of Finance & Investments, part-time with an established firm. Call Mr. Ross
10AM-3PM, at
354-4320

LINGERIE SALES WOMAN
3 days per week, Saturday, 10 to 6. Experience selling women's apparel required. Lalan's Lingerie, Maple at Lahser.
644-4376

LIVONIA FIRM has openings in phone sales, physically handicapped accepted, $3.50 hr & up. Part time, Call
419-5633

NOW INTERVIEWING - for assertive, aggressive individuals who want a positive competitive career in telephone sales. Send resume to Telemarketing, Inc. PO Box 328, Southfield, MI. 48076

PART TIME
RETAIL COMMISSION SALES
Montgomery Ward & Mall has employment opportunities in part time commission sales for furniture department for individuals wishing to supplement present family income.
Positions are available in
Furniture
Major Appliances
Applicants must be available days & evenings & weekends and should have previous experience in commission sales. Apply Personnel Office, Mon. thru Fri. 9am-3pm or Tues. and Wed. 10am-7pm. Montgomery Ward, Telegraph.
An Equal Opportunity Employer

PART TIME sales position with West Bloomfield jewelry retail. Call & part time. Commission basis.
Call Lisa at
661-2900

PART TIME TELEPHONE SALES Representative. Looking for aggressive individual with some sales experience performed from home. Call Mr. Ross for the right person. This is a part time position - Hours, 5pm to 8pm, Mon. thru Fri. Thurs. 1am to 7pm Sat. $130 per hour guaranteed which can be increased to more. Apply: League Insurance Company, 1001 Ford, Dearborn, Mich. Corner Greenfield & Providence Dr., between 7 & 10 Mile Rds., from 8am to 6pm daily.

PERSONNEL CONSULTANT
We are an Employment Agency with 4 offices that specializes in office clerical placements. If you have some sales and office experience and are self motivated, we have an excellent opportunity for you. For more information on this and other exciting opportunities call for confidential screening potential call
522-4310

PHONE SALES - Part-time. $4.00 per hour, 5pm to 9pm, Mon. thru Fri. & 10am-4:30pm on Saturday. Office in Wayne. Call after 1pm.
326-8025

PHONE SOLICITORS. Cadillac Mountain Sales, commission. Hourly wage + bonus. Pleasant phone personality a +, will training. Work Evenings. Weekends off. Ask for Mr. Gerase.
721-7776

Pick Up A High-Paying Career in real estate
A career in real estate sales can offer independence & high earnings. The CENTURY 21® CareerTrak® Program will give you the in-depth training you need to make it big. But the 1st Move is up to you.
Pick up the phone & call us Today!
Century 21
HOME CENTER
476-7008

SALES
Exciting profitable position. Degree with some construction or architectural background preferred. Duties include showroom sales and calling on builders and architects. Related sales experience a plus. Salary and bonus to start. Send resume in confidence to
D. O'BRIAN
Pella Window & Door
2000 Haggerty Rd.
W. Bloomfield, MI. 48033

SALES
Distributor of automotive test equipment & Wheel Service Equipment needs sales personnel to call on major accounts. Territories now open, Livonia & Troy.
We offer:
• Protected Territories
• No Overnight Travel
• Salary
• Commission
• Company Vehicle
Contact Ron, at Allen Equipment Sales & Service.
525-7700

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525-7700

SALESPERSON
Advertising sales. Commission basis.
644-4455

SALESPERSON experienced for drapery hardware & bath shop. Top salary for qualified person. Irving Rays Draperies, Birmingham
644-5250

SALES PERSONNEL
Will train. Send resume to Better Business Health, P.O. Box 148, Ladyup Village, MI 48038 or call
647-0703

SALES PERSON - PART-TIME
for Tennis Store. Sales Experience necessary. Tennis which can be a Northwestern area. Speak with Kathy.
352-7577 or 352-3938

SALES HELP - MALE/FEMALE
Excellent Growth situation with highly motivated & professional Graphics Co. Industry experience not necessary. Will train. Must be self motivated or have outside sales experience. Professional appearance, strong communication skills & lots of energy. Earnings & Commission unlimited. Call Kathy, interviews, Tuesday & Wednesday, 1st for qualified person.
585-7990

SCHOOL FUND RAISING REP
Agressive person needed for local position. Great potential for success. Salary plus commission. Call Jerry between 10-12 Wayne. Call after 1pm.
326-8025

SELF STARTERS
have an excellent