504 Help Wanted Office-Clerical

PATIENT RELATIONS
Permanent position in business office of large group practice. Some medical billing experience, some typing and telephone work helpful but not necessary. Will train an inexperienced but promising applicant. Attend Blue Shield School. Good starting salary, semi-annual review, full paid Blue Cross, disability and life insurance. 10 paid sick days per year, 2 weeks vacation after 1st year, 1 week during 1st year. Pension and profit sharing plan. Medical, dental reimbursement plan. Pleasant working conditions. Dearborn location. Send brief resume to Box 842, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERSONAL LINES RATER
Must have 3 yrs. agency experience & necessary skills to rate auto, boats & homeowner insurance. Financial Designs Inc., Novi.

PERSON to answer phones in small shop Redford area. Minimum wage.

POSITION OPEN for an Assistant in the purchasing field to start immediately. Will train. Apply in person at: 23225 Northwestern Hwy., Southfield.

PROMOTION PERSONNEL needed. Southfield firm seeks motivated individuals to promote home energy analysis service, all leads supplied. May work up to 30 hours per week at $4.50 per hour plus incentive plan. Should have customer relations background.
Call Tammy at
An Equal Opportunity Employer

PURCHASING SECRETARY
Medium size corporation located in Livonia has an opening for a purchasing secretary. Must be good typist with figure aptitude. Good starting salary & benefits. Send resume to box 474, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTION/CLERICAL
National collection agency has full time positions for experienced clerical/reception persons. Candidates must have excellent CRT data input and typing skills.

RECEPTIONIST
Part time

RECEPTIONIST
PART TIME

Merrill Lynch Realty
626-9100

RECEPTIONIST/TYPIST

RECEPTIONIST
$10,400

SHARROW PERSONEL AGENCY

SECRETARIAL
General Office work. Livonia area.

RECEPTIONIST CLERK TYPIST
A successfully competitive supplier to the automotive industry, located in Troy, currently has an opening for a Receptionist/Clerk Typist. This position requires a high school diploma or equivalent and a minimum typing speed of 45 wpm. Previous receptionist/switchboard experience is preferred.

Qualified applicants should send resume with salary requirements in confidence to:

Personnel Office
P.O. Box 1400
Troy, MI. 48091

An Equal Opportunity Employer

Attention: Rochester Area Residents

KELLY SERVICES has opened an office at:
2565 S. Rochester Rd.
(suite 107A)
Hampton Sq. Business Park
(between Hamlin & Auburn)

- Word Processing Opr's
- Secretaries
- Typists
- Switchboard Opr's
- Data Entry Opr's
- Clerks
- Light Industrial Workers

852-1511

KELLY SERVICES
The "Kelly Girl" People
NOT AN AGENCY, NEVER A FEE
Equal Opportunity Employer M/F/H

SECRETARIES

SECRETARY
FEE PAID
SNELLING & SNELLING

SECRETARY

PRO TEMPORE INC.
526-0702

SECRETARY
RECEPTIONIST
$12,000 FEE PAID
SNELLING & SNELLING

Secretary

ROBERT BOSCH CORPORATION

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

TYPIST

Word Processing Operators

KELLY SERVICES
The "Kelly Girl" People

WORD PROCESSOR. Full-time - needed for Northern Oakland County Law Firm. Legal experience preferred. Salary commensurate with ability & experience. Send resume: P.O. Box

XEROX OPERATORS
Four Xerox operators needed. Part time. 1 month assignment. Troy area.
Norrell Services Inc.
Office Automation Staffing Div.

YOUR $KILLS ARE WORTH MORE THAN YOU THINK
WE HAVE WORK IN THE FOLLOWING AREAS:

- TYPISTS (40 wpm plus)
- MARKETING (4 hours per day)
- SECRETARIES (shorthand/dictaphone)
- DATA ENTRY OPERATORS (varied hours)
- SWITCHBOARD OPERATORS (Dimension/Horizon/Rolm)
- WORD PROCESSING OPERATORS (all models)

CALL US FOR DETAILS
553-7820
34115 W. 12 Mile Rd.
Farmington Hills

KELLY SERVICES
The "Kelly Girl" People
NOT AN AGENCY, NEVER A FEE
Equal Opportunity Employer M/F/H

505 Help Wanted Food-Beverage

REACH FOR SUCCESS
ELIAS BROTHERS HAS IT

We are now hiring for full time and part time WAITRESSES/WAITERS, HOSTESSES/HOST, DISH & BUS PERSONNEL on the day and night shift. Prefer 18 years or older.

We offer competitive starting wages, full benefit package, paid vacation, and an opportunity for growth in our Management Development Program. If you are interested, please apply Mon. thru Fri., between 9 a.m. - 5 p.m. at:

12 MILE SOUTHFIELD BIG BOY
29700 Southfield Rd.
Southfield, MI
(No phone calls please)
Equal Opportunity Employer M/F

ACCEPTING APPLICATIONS for all positions. Apply in person between 3-5pm, Nopalitos Mexican Restaurant, 1854 Coolidge Highway, Troy.

BARTENDER

Bates Hamburgers
Needs Help. ALL SHIFTS
33406 Five Mile, Livonia
AND
Middlebelt at 9 Mile
Farmington Hills

BURGER KING

BUS HELP
& GRILL PERSON

BENNIGAN'S
is looking for
EXPERIENCED
WAITPERSONS
BARTENDERS
KITCHEN
EMPLOYEES
Starting pay up to $7 per hour
Interested in a
FAST PACED
& exciting
Restaurant business
Career
FULL TIME
Pleasant
Atmosphere
Excellent benefits
Good Salary
APPLY IN PERSON
2pm-4pm, Mon. - Thurs.
2555 WOODWARD AVE
BLOOMFIELD HILLS
An Equal Opportunity Employer

COOKS
Day or night shift
Full or part time

COOKS

DOMINO'S PIZZA
NOW OPEN

DOOR, BUS & WAIT HELP
Diamond Jim Brady's

FOOD MANAGEMENT

HUDSON'S NOVI
TWELVE OAKS MALL
Food Service - all positions open. Flexible schedule. Apply in person only, the Greenery Restaurant, 11am - 3pm.
An Equal Opportunity Employer

IMMEDIATE POSITIONS
LINE COOKS, PREP COOKS & DISHWASHERS.
Full or part time. Previous experience helpful but will train.

MANAGEMENT PERSONNEL
Experience helpful but not necessary, will train. Apply in person or call:
CANTON BIG BOY
45250 Ford Rd, Canton
459-5770

MAX & ERMA'S RESTAURANT
31205 Orchard Lake Rd
Farmington Hills
is now accepting applications for all positions. Please apply Mon. thru Fri. 2-4pm.

MCDONALD'S
is now accepting applications for Fall day & afternoons shifts.
ALSO MAINTENANCE
Apply in person at
19311 Farmington Rd.
at 7 Mile, Livonia

MC DONALDS
Needs hard working and friendly people
All shifts available
Apply anytime at
6753 Orchard Lake Rd
at Maple, W. Bloomfield

MOUNTAIN JACK'S
Experienced restaurant Personnel needed

PART TIME WAITRESS/WAITER

Franklin Club Apts.

PIZZA MAKERS

ORIENTAL FAST FOOD

Restaurant Careers

Jojo's Restaurants, Inc.

Sandwich Maker

SOUTHFIELD STEAK AND ALE
We are now interviewing for Lunch Waits, Dinner Waits and Kitchen Persons. Apply in person Tues. thru Thurs. at 16400 Northwestern Hwy, Southfield.

Waiters & Waitresses

WAITPERSON

WAITPERSON PERSON
PANTRY HELP

WAIT PERSONS & BUS PERSONS

WAIT PERSONS - CASHIERS

WAIT PERSONS

WAITRESSES/WAITERS
Days. Livonia.
Grecian Tower Restaurant.

WAITRESS/WAITER

506 Help Wanted Sales

AUTO USED CAR SALESMAN

AVON
MEN & WOMEN

KAY BAUM

O'RILLEY REALTY
689-8844

PUT #1
TO WORK FOR YOU
261-4200

FREE

HOMEMAKER SHOPS

IT'S HOT - IT SELLS

JOB OPPORTUNITY

DESIGNER DEPOT
Retail Apparel

Condominium Realty

CAREER IN REAL ESTATE?
Give yourself an opportunity of a lifetime - call Doug for appointment.
CENTURY 21
NADA, INC. 477-0950

CAREER SALESPERSONS WANTED
We Offer: SALARY
CAR
INSURANCE
NEW CAR DEALERSHIP
VALLEY
LINCOLN-MERCURY
1250 OAKLAND AVE.

ELECTRONIC SALES

MANAGEMENT POSITION
LINGERIE BOUTIQUE, Somerset Mall. Strong sales background and ability to get job done a must. Great position for multi-dimensional.

MANAGEMENT TRAINEE

OFFICE & SALES HELP

PART TIME SALES

Real Estate Sales
TASTE SUCCESS!

JOIN A WINNING TEAM

RETAIL SALES

HADLEY ARDEN
OAKLAND MALL

SALES ENGINEER
Machine Tool
AND
Robotic Components

SALES HELP
EXPERIENCED
540-2793

SALESMAN
BUILDING PRODUCTS
PELLA WINDOW & DOOR COMPANY
W. Bloomfield, MI. 48033

SALESPERSON

This Classification continued on the First Page of Section D