504 Help Wanted Office-Clerical

Professional Office Staff

Are you an experienced clerical candidate with marketable skills? We have placement opportunities for individuals experienced in
- General Reception
- Data Entry
- Secretarial
- Typists

Earn top pay with NO FEE. Call a temporary office today for an interview.

TEMPRO 443-5590

RECEPTIONIST/TYPIST For law offices 14 Mile Rd and Franklin Rd. 626-8747

RECEPTIONIST For Bloomfield Hills law office. Full time. Good benefits. Nice atmosphere Call Linda 644-3300

RECEPTIONIST Wanted for busy Southfield based construction firm. Must have excellent typing skills and some experience. Call Ann 356-2790

RECEPTIONIST - FULL-TIME Fast paced company seeks top individual for full-time Receptionist position. Experience not necessary. Call Kathy. 452-0070

RECEPTIONIST/SECRETARY for corporate headquarters. Work involves related co. Must have excellent phone skills & pleasant personality. Send resume to J. Hagen, 201 W Big Beaver, Troy, MI 48084

RECEPTIONIST-Heavy phone work. Typing 50 WPM. Other clerical duties. Professional manner mandatory. Full time with benefits. Send resume. Office Manager, P.O. Box 29, Plymouth, MI 48170

RECEPTIONIST for growing commercial printer. Must possess good phone etiquette, typing ability, well organized in communication skills. Please call Pat Bradley for appointment. 319-8130 NPI, 560 S Main, Northville

RECEPTIONIST Entry level position. Duties include handling switchboard, light typing, filing & data entry. Excellent benefits. Opportunity for advancement. Send resume, attention: Carla, P.O. Box 9007, Livonia, MI, 48150.

RECEPTIONIST - Farmington Credit Union has immediate opening for an individual with pleasant personality to greet and direct membership. Some typing involved. Send resume to MIS Manager, 22981 Farmington Rd., Farmington, MI 48024

RECEPTIONIST NEEDED Pleasant personality to answer busy phone lines & handle light typing & misc general office duties. Ideal for person starting off in office clerical field. Send resume to: 14600 Keel St., Plymouth, MI 48170

RECEPTIONIST General office skills, typing, filing, pleasant phone voice Call Debbie, 647-7300

RECEPTIONIST/SECRETARY Busy sales office seeking responsible, dependable person with pleasant phone personality and professional speaking ability. Familiar with office procedures. Switchboard required. Knowledge of word, spread sheet or letter of application to 35526 Grand River, Suite 303 Dept. B, Farmington, MI 48024

RECEPTIONISTS
Our client companies have full time and part time openings. Excellent opportunity for someone returning to the work force. Send resume or call 344-4700
DIVERSIFIED RECRUITERS CO
27700 Novi Rd., Ste. 104
Novi, MI 48050 All Fees Co. Paid

RECEPTIONIST DO YOU like working with the public? Do you like to talk on the phone? Can you type? Come join the staff of Trader Times Publications. We offer great wages, paid vacations, major medical benefits, profit sharing, tuition reimbursement plan Wil Train

Call for directions 476-7355

RECEPTIONIST For Troy based health care distributor. Candidate should be energetic & professional with good communication skills. 9am-5:30pm. Excellent fringes. $5 to start. Contact Mrs Mc Clain, 588-2970

RECEPTIONIST FOR SUBURBAN advertising agency. Must have pleasant voice and telephone manner. Should be able to type. Send resume to: Box 800, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST Fast paced Southfield company seeks Receptionist/General Office Clerk with pleasant phone manner and front desk appearance. Send resume to, P.O. Box 300, Southfield, MI, 48037

RECEPTIONIST/SECRETARY Birmingham 13/Telegraph office. Seeking sharp individual with excellent phone manners and typing ability. Must have IBM/Word Perfect experience, non smoker. Full benefits. Call Mary at 540-6070

RECEPTIONIST/SECRETARY Full time. Looking for that "special" person to fill in immediate opening in rapidly growing nationwide computer company in Farmington Hills. General office skills necessary with word processing a plus. Call Nora at, 855-6141 or send resume to: SOFTECH 31275 Northwestern Highway Suite 140 Farmington Hills, MI - 48018

RECEPTIONIST
To work 8-16 hours per week on the afternoon shift. Some weekends required. You may apply in person or contact.
GARDEN CITY HOSPITAL
Personnel Office
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 410
An Equal Opportunity Employer

RECEPTIONIST PLI, Inc., a Bloomfield Hills consulting firm, seeks a full/part time receptionist for its corporate office. Requirements include 1-2 years experience in typing speed of 45 wpm. Light payroll experience would be helpful. We offer a competitive salary. Please send employment letter or resume to:
PLI, Inc., 2285 Franklin
Ste. 150, Bloomfield Hills, MI 48013

RECEPTIONIST NEEDED in Southfield. Must be able to type and have excellent communication skills, salary $12,400. 878-5633

RECEPTIONIST FOR Telephone switchboard. Experienced. Good pay. Apply in person Al's Glass, 24717 Telegraph, Southfield

RECEPTIONIST/TYPIST Experienced, 5 days a week, $240. Apply a D.O.E. 1991 Coolidge, Berkley. 548-8960

RECEPTIONIST/SECRETARY Immediate opening for full-time front desk position. Duties to include answering telephones, greeting visitors, typing and assist staff with general office duties. Word processing skills helpful but not necessary, will train. Position requires professional appearance and pleasant telephone manner. Comprehensive benefit package. Include Starting pay commensurate with experience. Apply or send resume to: La-Z-Boy Showcase Shoppes 23350 Commerce Rd. Farmington Hills, MI 48024 Call 474-1341

Receptionist/ Switchboard
Professional, articulate individuals needed for major companies in the Dearborn and Livonia areas. Applicants must have a minimum of 6 months experience on a multi-line phone or switchboard. Please call today to schedule an interview.
ENTECH SERVICES, LTD. 336-8888

RECEPTIONIST Front Desk position for a fast-paced design firm in northern suburbs. Self-motivated individual must have professional image, excellent telephone skills & Word Processing (WordPerfect) experience. Pleasant environment, competitive salary & benefits. Send resume, in confidence, to: Receptionist, P.O. Box 4733, Troy, MI 48099

RECEPTIONIST/ SWITCHBOARD OPERATOR Downtown Southfield based firm seeks a well-organized, dependable individual for an entry-level position. Qualified candidates must be detail oriented, familiar with basic clerical phone skills. Switchboard operator experience is helpful but not necessary. Excellent opportunity for advancement in a growing firm. Position is full-time with a full benefit package. For consideration, please send resume to:
HENRY FORD MEDICAL CENTER
SHERLAND BUILDING
3058 METRO PARKWAY
STERLING HEIGHTS, MI 48310
An Equal Opportunity Employer

RECEPTIONIST/Typist needed for contractor office located in Northville. Must have extensive telephone experience. Call for interview between 10am-4pm, ask for Dorothy 479-4660

RECEPTIONIST
Full time position with Southfield company. Must have good voice and speaking manner, good spacerelations and a high energy level. Non smokers only need apply. Call Mr. Lewis, Tues. 9-11am, 1-4pm at 557-4352

Receptionist
With typing, clerical ability. To $13,000 + Fee paid. Benefits. Nice co-workers, advancement. 399-3450.
SNELLING & SNELLING

RECEPTIONIST/TYPIST An environmental laboratory has an opening for receptionist/typist. Candidate must have a pleasant telephone manner and good typing skills. Bookkeeping experience is desirable. Send resume or letters to
Mike Denise Purvey
Clayton Environmental Consult Inc.
27343 Bertel Dr.
Novi, MI, 48050
No phone call please
Equal Opportunity Employer M/F

RED ARMY TICKET WINNERS
Georgo Istratoff
2387 Oakway Drive
W. Bloomfield
Dorothy Daniels
2841 Bartwell
Livonia
HELEN DAIYAN
16250 11 Mile Rd.
Southfield
Please call the Promotion Dept. of WWJ Radio, 1001 Ex. Executive Plaza (Orm. Friday), November 10, 1989 to claim your TWO FREE RED ARMY TICKETS
591-2300, ext. 404
CONGRATULATIONS!

SALES CLERK Full time with benefits. Requirements include: Ability to lift 50 lbs., to key adding machine and good organizational skills. Pleasant disposition in dealing with customers on the telephone. Send resume to 7 Up of Detroit Inc. 12951 Beech Daly, Redford MI 48239. No phone calls please. Equal Opportunity Employer

SALES/MARKETING ASSISTANT Part time, flexible hours, no selling leads. Some experience on PC, some computer skills helpful. 932-2110

SALES/ SERVICE STAFF ASS'T That's your title. You will be organizing accounts information, sales reports & correspondence, interfacing with client by phone, preparing sales reports, and travel to area supervisor; all in our busy Southfield office. If you are sure you can do this and you don't smoke, then we want to hear from you. Send your resume today to: Box 328, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARIAL POSITION, full time, Farmington Hills, Pay commensurate with experience Call Cecelia, 557-3344

SECRETARIAL - PART-TIME Position (15-20 hrs. weekly) at nationally-ranked Design firm in northwest Oakland County. Responsibilities include answering telephone, Word Processing/Data Entry & filing. Familiarity with Excel helpful. Send resume: Secretary, P O Box 4733, Troy, MI 48099

ROYAL INSURANCE, is seeking a motivated energetic person to fill service clerical vacancy in litigation department. Must be able to type 50 wpm accurately. Computer experience helpful but not necessary. Liberal Fringe Benefits. For appointment call Mrs. Rose, Mon thru Fri, 8:30 to 2:30 553-8420, ext. 312
An Equal Opportunity Employer

SALES ADMINISTRATIVE ASST Must have good typing skills 50-60 wpm, word processing, good organizational skills. Salary commensurate with experience. Call Pam at 855-0000

SECRETARIAL POSITION - full-time. Involving typing, must be accurate. Knowledge of ADGAR, Col. 5787 W. Maple, West Bloomfield, MI 48322

SECRETARIAL Positions available. Payroll clerk, receptionist, and hair school instructor. Call Kathy Lane to Rectord Union Schools, 18499 Beech Daly, Redford 48240

SECRETARIAL POSITION - part time. Downtown Birmingham CPA. Must know Wordperfect & light bookkeeping Call 644-2852

SECRETARIAL POSITION for bookkeeper in Farmington/Southfield Hills, full time, Call between 9 and 5 Barry Darvin 334-2411

SECRETARY/SECRETARIAL Real estate experience preferred, but will train. Capable organized self-starter with good telephone manner. Pleasant environment (in downtown Farmington). Salary commensurate. Call Wendy at 478-2000

SECRETARIES
Our client companies offer exciting opportunities for people with entry level to executive Secretarial Send resume to or call
DIVERSIFIED RECRUITERS CO
27700 Novi Rd., Ste. 104
Novi, MI 48050 All Fees Co. Paid

Secretaries Word Processing Operators Receptionists
If you're tired of your present position, or you're looking for a fast paced job that will challenge your skills, Kelly Services, the #1 name in temporary help, has a variety of long & short term positions available! You can start to work immediately as a secretary, word processing operator or receptionist (typing required).
We offer good pay and benefits and the chance to work with some of the best companies in town. For details call
Bloomfield 642-9650
Pontiac 338-0338
KELLY TEMPORARY SERVICES
The "Kelly Girl" People
"The First And The Best"
Not An Agency, Never A Fee
Equal Opportunity Employer M/F/H

SECRETARY/ADMINISTRATION Training to move up into positions with Century 21, in downtown Farmington. But if you want a career that will miss the great staff, pleasant working conditions, and most of all the satisfaction of being a valued part of such a professional organization, This position could be yours. Real Estate experience preferred. Call Susie 476-8000

SECRETARY/ADMINISTRATIVE ASSISTANT, small growing medical computer co. needs perfectionist outgoing secretary/administrative assistant. Responsibilities include answering phones, typing, word processing, filing, bookkeeping, etc. Send cover letter with resume and salary requirements to: MBS Inc., 21800 W 10 Mile, Suite 214, Bhf. Mich. 48075.

SECRETARY/ADMINISTRATIVE Assistant. Industrial sales office seeking individual to handle sales secretarial/customer service duties. Must be organized, self-motivated and able to work without supervision. Computer experience desired. Send resume to:
Industrial Manager, 13753 Otterson Ct., Livonia, MI 48150

SECRETARY/ASSISTANT Full-time position, with unlimited variety, working for busy executives in Southfield. Applicant should be mature, experienced secretary with good basic skills & Word Processing. Send resume & salary requirements: Secretary, 2000 Town Center, #1900, Southfield, MI 48075

SECRETARY - Birmingham, strong Word Perfect, 50 word processing, phones, good client contact, benefits, $21-$25,000 Fee paid

JR. SECRETARY - Bloomfield Hills, office of CEO, good typing, Word Perfect, Lotus 123, 2 yrs experience, benefits, $18,000. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

SECRETARY - Busy Birmingham insurance agency. Energetic individuals, strong phone/communication, word processing 40-50wpm, general clerical. Benefits, salary commensurate. Roxanne, 647-2701

SECRETARY - customer service people, for major auto supplier in Oakland County. Some word processing, must know how to transcript, $1400-$15-00/mo. Call Diane at Uniforce 557-0034

SECRETARY Detroit-based financial institution has an opening for a full-time, hard-working, self-starting person with accurate typing skills (50 WPM) & good Word Processing experience (WordStar, a Plus). Persons should have the ability to take on various responsibilities & have an excellent phone manner. Candidates will have the potential for advancement in the financial industry. For consideration, send resume to:
SECRETARY
P.O. Box 779,
Detroit, MI 48231

SECRETARY - experience needed for busy sales office. Good phone etiquette & word processing experience a must. Fax resume to: Dexter Plastics, 294 Town Center Dr, Troy, MI 48084

SECRETARY Farmington Hills CPA firm. Excellent clerical skills and word processing experience necessary. Call Sue at 626-0060

SECRETARY Needed for property management company in downtown Ann Arbor. Individual should be able to type 60-70 wpm. Word processing experience necessary. Spreadsheet experience preferred. 2-3 years secretarial experience with excellent interpersonal & telephone skills required. If interested, send resume & salary requirements to:
MCKINLEY PROPERTIES
Secretary Position
P.O. Box 8649
Ann Arbor, MI 48107-8649

SECRETARY NEEDED for property management company. Need to assist property manager in daily operation of home. WordPerfect or Multimate experience preferred. $10,500-$17,500 Send resume to: Box 24445 Northwestern Hwy, Ste. 200, Southfield, MI 48075
An Equal Opportunity Employer

SECRETARY Part-time. Immediate opening. 20-30 hrs per week. Familiar with word-processing equipment, basic bookkeeping experience preferred, independent work habits and organizational skills required. Call for interview field office Call 855-2688

SECRETARY, part time, Plymouth, 15 - 25 hours per week, hours flexible, 60wpm, dictaphone, general office duties 453-5464

SECRETARY - PART TIME $7.00 + per hour depending on experience. Monday-Friday 9:00 a.m. - 1:00 p.m. Resumes to FEV, 25899 W. 12 Mile Road, Suite 130, Southfield, MI., 48034

SECRETARY - PERSONNEL, high tech Southfield based firm is seeking a responsible, dependable individual for busy personnel dept. to greet visitors, direct phone calls, & word process a variety of business correspondence. The ideal candidate will possess good typing skills & previous clerical experience. Excellent word processing with Desktop Mate word processing system. A pleasant personality, professional attitude & the ability to work overtime are also required. Give outstanding opportunity for ambitious, self starter. Salary commensurate with experience. Send resume including salary requirements to: Secretary, PO Box 4451, Latinup Village, MI 48078

SECRETARY Permanent Part-time Immediate opening 30 hrs. per week. General Office, experience required. Farmington Hills Manufacturer of Fine Call Barbara, for interview, 855-6433

SECRETARY/RECEPTIONIST With good figure aptitude to perform a variety of duties 557-2725

SECRETARY/RECEPTIONIST Busy Farmington Hills CPA firm has opening for front desk position for typing, filing & general office duties. Attention to detail & excellent telephone manner are essential. 2-3 yrs experience. Competitive wages plus benefits. Send resume & salary history to: Box 572, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST Lotus Office Pro a must. Must be neat appearing, very professional 326-3451

SECRETARY/ RECEPTIONIST 9-5
RUSH, fast paced, variety, spoke with never a dull moment. Must be dynamo with shorthand, Word Perfect & Lotus 1,2,3. Salary $18,000 Full benefits. Fee paid
AMERICAN SCI 649-2010
Secretary
Recruiting for Jobs Now!!!
• DATA ENTRY
• WORD PROCESSING
• CLERICAL
• OFFICE SUPPORT
WHERE general office duties in a very busy office. Apply in person
WHEN Wed - Nov. 15 - 8-2 pm
Referral Bonuses & Registration
PERSONNEL OPTIONS
TEMPORARY PLACEMENT
649-9330

SECRETARY - registrar - to work in glamour fashion industry at John Casablanca's Modeling, full time, typing, computer skills, necessary. Must have personality plus. Call Plymouth 455-0700

SECRETARY Sinai Hospital of Detroit, a major teaching hospital and referral center is seeking a Secretary in our Respiratory Care Department, who is interested in career growth and challenging in a progressive department.
Requirements include: excellent interpersonal skills, 1-2 years proficiency, more required does outstanding work experience and the needed skills that are necessary acquired through completion of 6-9 months of business school. Knowledge of IBM/PC with WordPerfect and Lotus is preferred.
We are offer a competitive wage and comprehensive benefits package. Please respond with resume to
SINAI HOSPITAL OF DETROIT
Employment Office, SRC
6767 W. Outer Dr.
Detroit, MI., 48235
An Equal Opportunity Employer

SECRETARY We are looking for highly skilled secretaries to fill both long and short term positions. Experience with Word Perfect 4.2 or 5.0 preferred, but will train those with a PC background. Applicants must have a minimum of 1 year secretarial experience and 50 wpm typing. Top pay and benefits offered. Please call to schedule an interview
ENTECH SERVICES, LTD. 336-8888

SECRETARY We are a fast-paced Southfield Service Firm in need of a smart, organized individual to support our Sales Staff by performing a variety of General Office functions.
This is an action-packed job, ideal for a friendly, front desk receptionist. Go-Getter. Our busy phones require an alert communicator with 60-65 WPM typing, Q&A. For details, call Judy at 358-0060; or mail your resume to: 30000 Town Center, Suite 830, Southfield, MI., 48075

SECRETARIES HIGHLAND SUPERSTORES is one of the largest growing Electronics & Appliance Retailers in the nation. Within our corporate headquarters, we have immediate openings for individuals with at least 3 yrs. Secretarial experience. Qualified candidates must possess P.C. knowledge, strong clerical & excellent communication skills. Knowledge of Word-Perfect or PSF Write or Lotus 1-2-3, a Plus!
We offer a competitive salary & excellent benefits package. Please send resume or apply in person, to
Highland Superstores
Human Resources Dept-B
909 N. Sheldon Rd.
Plymouth, MI. 48170
An Equal Opportunity Employer

SECRETARY/RECEPTIONIST Prestigious Southfield firm has need of a Secretary/Receptionist. Typing skills, typing 60 wpm + knowledge of IBM PC, Word Star a plus. Comprehensive benefit package. Evening hours required. Call for interview.
Arthur Thomas & Associates
4000 Town Center, Suite 578
Southfield, MI 48075
Or Call 355-4140

SECRETARY/TYPIST Growing Farmington shop & distributor of industrial valves & instruments seeking secretary/typist. Light typing, phone skills helpful. $5-6 per hour based on experience. Send resume or call for interview to: Box 558, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY With word perfect, good organizational skills, light typing Southfield. 355-1660

SECRETARY/WORD PROCESSOR Experienced in WordPerfect and other misc soft ware. Flexible hours. Dearborn area 336-3000

SECRETARY/WORD PROCESSOR Emphasis on typing reports, questionnaires, minutes. Knowledge of Wordstar 4.0 software. Prefer experience on IBM PC. Full Salary & benefits Northwest suburbs Call Kathy or Dolores 540-7400

SECRETARY - word processor for Troy advertising company. Excellent typing & word processing skills. Secretarial experience helpful. $18,000

COLLECTIONS - people for major financial corp. in Auburn Hills. Full & part time positions available (3-6 mos. experience) $7/hr.
LIVONIA - 473-2931
UNIFORCE
S'THFLD B'HAM
357-0034 646-7660

SOUTHFIELD BASED- Mortgage Banker needs experienced, mature, full-time receptionist. Must be able to handle busy phone procedure & public entry background a plus. Call Jack Meyer 356-2270

SPECS HOWARD SCHOOL OF BROADCAST in Southfield is seeking a best suited applicant possessing qualifications, 1 yr. bookkeeping experience, typing 50 wpm, organizational and people skills, detail oriented & follow through. Salary commensurate. Send resume to Ms. Rae, 16600 W 8 Mile, Suite #115, Southfield, MI. 48075
An Equal Opportunity Employer

STATISTICAL TYPIST Full time Typist position available. For Southfield CPA firm Call 569-0320

SWITCHBOARD/CASHIER Auto dealership in Northville has immediate opening for switchboard/cashier. Experience preferred. Call for appointment 349-1400

SWITCHBOARD OPERATOR Experienced with multi line phone help with general office duties in a very busy office. Apply in person Contractors Steel Co 36555 Amethyst (near Lahser) Livonia

TAKE THIS JOB AND LOVE IT!!!
IMMEDIATE OPENINGS FOR:
Data Entry
Receptionists
Switchboard
Word Processors
Typists
Telemarketers
(Experienced preferred)
Accounting/Bookkeepers
Full time Days available
Call today - Work Tomorrow
37625 Ann Arbor Rd
Suite 103
Livonia, 464-2100
17200 W 10 Mile
Suite 303
Southfield, 557-5700

TAX PREPARER Income tax preparer needed for preparation of individual computerized tax returns. Experience a must. Please call 278-3320

TELEPHONE APPOINTMENT SETTER American Express seeking a professional telephone personality to set appointments for its rapidly growing long-term care division. The position requires a unique individual with exceptional communication skills. $15-$25 hour
Call 643-8380 ext 200

TYPIST - CPA firm requires statistical typist with word processing experience. Send resume to Mr. Greenbaum 32000 Northwestern Highway, Suite #275, Farmington Hills, MI 48018.

TYPIST PART-TIME
Dynamic health service clinic located in Redford has an immediate opening for an experienced typist. Applicants must type 50 wpm, have good organizational skills and enjoy working with the public. Starting salary $6.50 per hour. Interested applicants, call Jan 9am to 5pm at
937-8550
An Equal Opportunity Employer

Typists
Jobs for Typists
Kelly Temporary Services in Southfield has jobs for Typists!! If you can type 50 wpm, are organized and have 2 consecutive days a week and need extra money, call Kelly today.
We offer good pay, benefits and training for processing and data entry training
Southfield 352-5290
KELLY TEMPORARY SERVICES
"The Kelly Girl" People
"The First And The Best"
Not An Agency, Never A Fee
Equal Opportunity Employer M/F/H

WORD PROCESSOR/GENERAL SECRETARY wanted. Duties include: Typing, filing, and telephone answering. Full time, competitive wages, benefits and profit sharing. Call Jack at 421-5333

WORD PROCESSORS with Word Perfect, Desktop Write or for major corporations in Oakland County. Excellent growth opportunities. $18-$18,900. Call Cleo at Uniforce 648-8800

WORD PROCESSOR/ SECRETARY To $15,000. A neat appearance, solid office skills can qualify you. Growing company, benefits, fee paid. 399-3450.
SNELLING & SNELLING

TYPISTS - with computer experience, (to fill immediate). Type 60-80 wpm accurate. Light typing. Work in Farmington area. $5.00-$15.00/mo. Call Melanie at Uniforce 357-0034

VERSATILE SECRETARY Must have computer, typing & some shorthand skills. Pleasant working conditions. Call 948-8020

WORD PROCESSING - secretaries for major law firms in Oakland County. Medical terminology helpful. (6-12 mos experience). $10,000/mo. Call Lucille at Uniforce 357-0034

WORD PROCESSOR Receptionist for general office duties. Good attitude, non-smoking. Resume to: Pioneer Co., P.O. Box 6489, Orchard Lake Rd., W. Bloomfield, MI., 48322

505 Help Wanted Food-Beverage

The Ground Round
3310 N. Woodward
ROYAL OAK
A MOTIVATED INDIVIDUAL wanted for expanding Commercial Laundry at Rt 66 Warren, Ethnic, personality is important. Will Train. Full or Part time in place. Top Commissions. Send resume to: 32640 Five mile, Livonia, MI 48154

ASSISTANT MANAGER Nights. For confidential interview contact Silvermine's Restaurant. Service office 459-2272

ATTENTION HOMEMAKERS & STUDENTS Franklin Terrace is looking for you! We have immediate openings for full & part-time cooks & wait staff. Great working environment and benefits after 1 yr. Call Nora at 358-0212

BAKERS Needed for early morning and afternoon shift for gourmet manufacturing company in Livonia 261-7211

BANQUET PORTERS, banquet waitstaff, cooks, pantry, utility. Wait staff, bussers, cashier, host/hostess positions. Full time, part time, days, nights, weekends and shifts available, apply in person at the Holiday Inn Livonia West, 8am-5pm, weekdays. 17123 Laurel Park Dr. North

BARSERVERS for busy western market restaurant. Top wages, experience required. Apply in person or phone Vivace Food & Spirits, 2480 Maria St., Dtt. 393-3181

BARTENDER Part-time, days & evenings available $5/hr Call ask for Joe, 459-1100

BARTENDERS & PIZZA MAKERS For Farmington Hills bowling center, no experience necessary. Call 626-2422

BARTENDER/WAITSTAFF Mature, have not quit smoking on Westland 7840 Wayne Rd. Apply in person. Chatters Lounge

BENITO'S PIZZA Drivers & inside Personnel needed. Benito's, 565 Main St., Belleville 697-9128

BILL KNAPP'S
PREP COOKS • Full time hours
No experience necessary. Excellent wages, paid training & flexible schedules. Medical benefits available. Apply Ann Arbor Rd at Haggerty
459-1818

BOB EVANS - SOUTHFIELD Hiring full & part time servers - AM-PM shifts. Apply 10's Mile & Telegraph

BUDDY'S LIVONIA NOW HIRING
Cooks
Host/Hostesses
Lunch shifts, full and part time available. Flexible scheduling for students & homemakers. Competitive wages, outstanding benefits. Apply in person anytime at 33605 Plymouth Rd

BUSPERSON Mayflower Hotel and Round Table Club in Plymouth. Guaranteed $7 per hour minimum. Must be available to work lunches and dinners Call 453-1532

BUS PERSONS
$5.00 hr. + full-time $3.50 plus tips. Also night, full-time Experience preferred. Apply at McKinnon's, 129 E. Main Street, Northville

BUSSERS & BANQUET PORTERS
$6.50/HR + TO START
APPLY IN PERSON
Holiday Inn Livonia West
17123 Laurel Park Dr.
(I-275 & 6 Mile)

Busy Restaurant
Looking for reliable & creative individuals - All Shifts Full & part-time available. Meals & uniforms furnished. Apply in person 8am-11am and 2pm-5pm
Bates Hamburgers
33406 5 Mile, Livonia
AND
Middlebelt & 9 Mile
Farmington Hills

CAPERS
Needs Chef, Chef's helper, Host/Hostess & Waiters/ts. Call Carolyn for appointment, 8701 Inkster Road, Westland 261-6458

CASHIER/CUSTOMER Service oriented. Some stock and clean up. Small carryout restaurant in Plymouth. 5 days/30 hrs. Randy, 455-8144

COCKTAIL WAITRESS Apply Mon-Fri after 2pm. Gingapolis Restaurant, 27815 Middlebelt, Farmington Hills. Close to 12 Mile

COME JOIN THE AWY TEAM Up to $5.50 starting. Full or part time. Flexible scheduling. Apply in-side Twelve Oaks Mall, 27400 Novi Rd., or call 348-1414

COOK - BROILER/SAUTE Good work ethic and flexibility. Immediate opening. Full time evenings. Royal Oak area. 549-3206

COOK (experienced) and WAIT PERSONS (2) needed for new restaurant in Berger Market. Call 2pm - between 11am-1pm 626-8438

COOK, DISHWASHER & WAITSTAFF Evening shifts, full or part time. Apply in person at Joseph's Restaurant, 6337 Middlebelt, Garden City or call (ask for Vickie) 425-2434

COOK Full time. Apply in person The Box Bar & Grill, 777 W. Ann Arbor Trail Plymouth, Sale Drive

COOKS - BAR STAFF - WAIT PERSONS Experienced preferred. Apply weekdays, between 8-1 pm: 1870 S. Wayne Rd., Westland. 729-8230

MORE
This classification continued on Page 10C in B,Wb,Lm, and Page 8C in T, Ro.

505 Help Wanted Food-Beverage

GOOD TIME GREAT TASTE
NOW HIRING FOR:
- BREAKFAST SHIFTS
- CLOSING SHIFTS
- DAY SHIFTS
- WEEKENDS
- AFTER SCHOOL
- MAINTENANCE POSITIONS

A job that pays in many ways.
We offer the following:
- $5.00 per hour (Day shift, Mon.-Fri.)
- $4.00 per minimum starting for all other shifts
- Flexible Hours
- Supervised Training
- Uniform Furnished
- Meals Furnished
- Paid Vacations After 1 Year (Part time employees included)

Apply in person at:
CANTON TOWNSHIP
44900 FORD ROAD
(just W. of Sheldon Rd.)
McDonald's is an Equal Opportunity Employer M/F

BE A PART OF THE EXCITEMENT
Elias Bros. Restaurants, Inc. is now hiring for full & part time on the day & night shifts for:
COOKS
WAITRESSES/WAITERS
Experience an asset, but not necessary. We offer:
- Competitive Starting Wage
- Opportunity to Advance
- Outstanding Benefit Package

Other positions are also available. If you are self motivated and enjoy working with people apply today at:
Big Boy
Rochester Rd. & M-59
16 Mile Rd. & Rochester
Livernois & Walton
E.O.E. m/f

NOW HIRING!
PREFERRED POSITIONS STARTING AT
$5 per hour
We offer:
Flexible full & part time hours.
We work around any schedule.
Premium Pay
Apply at:
- ★ 21050 Haggerty at 8 Mile 349-0060
- ★ 38400 10 Mile at Grand River 477-7869
- ★ 24020 Orchard Lake at 10 Mile 477-2011
- ★ 39700 5 Mile Just E. of Haggerty 420-0033

McDonald's is an Equal Opportunity Employer

RESTAURANT MANAGEMENT
ARBY'S ROAST BEEF
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