504 Help Wanted Office-Clerical

PURCHASING ASSISTANT
Sales Promotion Company. 1 yr. clerical. CRT experience. Beautiful Livonia office. Call Kena 462-4040

RECEPTIONIST needed for busy law firm. Typing required, please call 559-3830

RECEPTIONIST
For Southfield law office. Typing required. Call 352-2555

RECEPTIONIST for Birmingham/Bloomfield office. Must be reliable & professional. Available immediately. Contact Cheri, 433-3332

RECEPTIONIST/TYPIST Part-time. Computer experience helpful. Call between 9am and 11am Mon, Wed. & Fri. 464-1210

RECEPTIONIST
Part time receptionist. Answer telephone & other general office duties. Hrs. 8-12. Monarch Prints. 41750 Michigan Ave. Canton. 397-5035

RECEPTIONIST/SECRETARY
Organized person to answer phone and handle basic secretarial duties including data entry in nice Livonia office. Call 10am-3pm. 427-8990

RECEPTIONISTS
Positions available for long & short term assignments. Light typing and phone experience helpful.
ARBOR TEMPS 459-1166

RECEPTIONIST Needed immediately for busy W. Bloomfield property management company. Full time, typing and filing required. $5.50 hr. + benefits. For interview call Stacey McGee 855-2992

RECEPTIONIST
UP TO $20,000
Ultra professional firm seeks highly polished professional with outstanding personality and communication skills. Benefits. Call Arthur Thomas Executive Search 355-4140

RECEPTIONIST
For a WILD 'N CRAZY office. Call Michelle at 557-3550

RECEPTIONIST
$4.50 Hr. No Fee
Part time - perfect for a college student. Light typing. Farmington area.
RBS ASSOCIATES AGY
540-4130

RECEPTIONIST [illegible]

RECEPTIONIST
M.M.C. HOME CARE
[illegible]

[illegible]

CLERICAL / PART-TIME
[illegible]

L'EGGS PRODUCTS, INC.
A Sara Lee Company
[illegible]

RECEPTIONIST - We have an immediate opening for part time Receptionist. Good communication & people skills a must. Typing & organizational skills a plus. Enthusiastic & dependable individual please apply. Send resume to: Cimlinc Inc., 1699 Stutz Drive, Troy, MI 48084. Attention Sue Forst. 649-0240

RECEPTIONIST PLUS
Well established industrial manufacturer's rep in Northern suburb offers a variety of challenging responsibilities for a well organized person with at least 2 years business experience. Needs multi-line phone/switchboard, techniques & type 40wpm. Good salary & benefits. Advancement potential. Non smoking office. Send resume to Box 188 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Sterling Savings Bank has an entry level position available for a Receptionist. Successful candidate must be pleasant and professional, have good communication skills, and work well with people. Prior experience helpful. Please send resume in confidence to:
STERLING SAVINGS BANK
Personnel Department
18400 Northwestern Highway
Suite 400
Southfield, MI 48034
An Equal Opportunity Employer

Receptionists Typists
Immediate Positions!
ENTECH SERVICES, INC.
737-1744

SECRETARIES
Experienced Word Processors wanted for assignments in Troy and Farmington Areas. Tuition reimbursement included with benefits. Call for a personal interview.
TSI
[illegible]

SECRETARY ADMINISTRATIVE ASSISTANT
Growing Medical Computer Co. needs energetic outgoing person. Responsibilities include answering phones, word processing, filing, bookkeeping, etc. Ideal candidate will have had similar job experience. Please call or send resume to: MSS Inc., 21800 W. 10 Mile, Suite 214, Southfield, MI 48075. 352-7040

SECRETARY/BOOKKEEPER [illegible] 329-5692

SECRETARY/CLERK PART TIME
[illegible]

SECRETARY/DISPATCHER [illegible] 471-2646

SECRETARY - Experienced, full time [illegible]

SECRETARY for [illegible] 469-4172

SECRETARY, Part or full time [illegible] Please contact Joan Kaufman for appointment. 851-2860

SECRETARY PART TIME
Permanent position with excellent telemarketing, organizational & word processing skills. 355-1700

SECRETARY
[illegible]

SECRETARY
EXCELLENT OPPORTUNITY
Well established firm seeks 1+ years experience. Excellent communication, typing and math skills required. Knowledge of IBM 34/38 or UNIX helpful. Salary & benefits. Call Arthur Thomas Executive Search. 355-4140

SECRETARY - For 2 man law firm across from Somerset Mall. Wordprocessing experience required. Shorthand & paralegal helpful. Mail resume to: Franklin G. Koory, 3155 W. Big Beaver, Suite 100, Troy, MI 48084

SECRETARY
Large financial institution in Troy, is seeking a Secretary for its law department. Must have specialized training in secretarial skills including complete knowledge of word processing & spread sheets. Prefer 2-4 years experience in a law office or other position working with all legal documents. Competitive salary & benefits available. Please submit resume to: Box 278, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
EOE

SECRETARY
Part time day work, Southfield area. Some experience necessary. Call for appt. Fri. only 10 til 3pm. 350-3391

SECRETARY
Real Estate Development Firm in Birmingham seeks motivated individual for a challenging position with growth potential. Administrative work and assistance to Management. WordPerfect and dictaphone experience required. Send resume and salary requirements to: Office Manager, 999 Haynes, Ste 385, Birmingham, MI 48009

SECRETARY/RECEPTIONIST
For tax office in Birmingham. Full time, Feb. thru April. Call 9am-11am 647-2550

SECRETARY/RECEPTIONIST
Prominent Birmingham Realtor looking for secretary-receptionist with typing skills & ability to deal with people. Call Mr. Balogh or Mr. Patzer between 9am-5pm at 645-2500

SECRETARY
Small office needs secretary for Human Resources and Sales oriented business. This is an entry level position. You must have excellent phone and communication skills, type 50wpm with excellent organizational skills, be motivated, enthusiastic with a high level of energy for an often fast paced office. Send resume to:
P.O. Box 2281
Dearborn, MI 48123

SECRETARY
Southfield corporate office seeks flexible individual with good transcribing skills. Will provide support for small professional staff and help out on switchboard. Non smoking environment. Salary commensurate with experience. Call Ms. McLean 827-2720

SECRETARY
We are seeking an individual with excellent secretarial skills to work in our Residential Branch Administration Dept. Individual will provide secretarial support for our Residential Divisions Management staff. Qualified candidate must possess accurate typing for 50-60wpm, word processing & excellent written & oral communication skills. Responsibilities include letter composition, preparing weekly sales reports, coordinating sales contests, organizing & updating branch manuals & coordinating travel arrangements. We offer a competitive benefit package. Qualified candidates should send a confidential resume stating salary requirements or apply Mon-Fri 9am-4pm.
Human Resources
FIREMAN'S FUND
MORTGAGE CORPORATION
[illegible]

SECRETARY with bookkeeping & some computer. WordPerfect preferred. W. Bloomfield area. References required. 851-4014

SECRETARY with word processing. [illegible]

SECRETARY/WORD PROCESSOR [illegible]

SMALL COMPANY [illegible]

[illegible]

TAX PREPARATION [illegible]

TYPISTS
Fast or Slow

VICTOR INTERIM SERVICES
261-3830

[illegible]

WORD PROCESSOR
[illegible]

WORD PROCESSORS
Up To $10.00
[illegible]
358-4270

505 Help Wanted Food-Beverage

AVERAGE $7.50 PER HOUR
Assistant managers, kitchen prep & delivery. Part time mornings. Carry out deli needs outgoing energetic people. Growth potential. Livonia/Troy area. Leave message 642-8134

BAR STAFF, WAIT STAFF, COOKS. All shifts. Full and part time. Apply 6pm-2am. 1870 S. Wayne Rd. in Westland. 728-9330

BARTENDER for Sat. & weekday evenings. The American Legion Post #346, Farmington. Call between 2-6pm. 478-9174

BARTENDER, mature, weekend nights and fill-ins. Apply in person. Garnetts Lounge, 35937 Ford Rd. Westland

BARTENDERS - Needed in cocktail lounge. Apply Mon. thru Fri. between 3 & 5 at The Golden Mushroom, 18100 W. 10 Mile (corner 10 Mile & Southfield Rd.)

BARTENDER/WAITSTAFF
Evenings and weekends
Bel-Aire Lanes, Farmington
476-1550

BARTENDER - wanted Mon. thru Thurs. Also part time host person. Call for appt. Wed. between 1:30-3:30 541-2228

BENNIGAN'S
Now accepting applications for line cooks. Apply between 2-4pm, Monday thru Friday at 40441 Ann Arbor Rd., Plymouth
459-8907

BILL KNAPPS
Mid America's finest family restaurant is opening in May in S. Livonia.
We are hiring for waiters, waitresses & grill cooks. Benefits include, upon qualification:
- Free meals
- Restaurant discount card
- Medical insurance & profit sharing

Please call us or visit us at our Plymouth location: BILL KNAPPS, 40440 ANN ARBOR RD., PLYMOUTH, MI 48170 459-1616

BOB EVANS - SOUTHFIELD
Now hiring full & part time servers, host/cashiers, starting pay $5.25/hr. Full time benefits, excellent tips. Apply 10 1/2 & Telegraph

BOOTLEGGERS UPTOWN - Now hiring. All positions available, full & part time. 1670 E. 9 Mile, Ferndale. 547-4310

BREAKFAST/LUNCH WAITPERSON
[illegible]

BUDDY'S FARMINGTON HILLS [illegible]

BUSPERSONS [illegible]

CAFETERIA HELP wanted [illegible]

EXPERIENCED SAUTE COOK & Dishwasher [illegible]

COOK - EXPERIENCED [illegible]

COOK WANTED [illegible]

[illegible]

Holiday Inn of Southfield
26555 Telegraph Rd
NOW HIRING
[illegible]

KYOTO JAPANESE STEAK HOUSES
Positions Available
Full or Part Time
- Bus Help
- Dishwashers
- Kitchen Help
- Host/Hostess

[illegible]
1985 W. Big Beaver
Troy, Michigan
313-649-6340

MARIO'S PIZZA [illegible]

[illegible]

WAITPERSON [illegible]

WAITPERSONS WANTED [illegible]

WAIT STAFF & bartender needed. Chatters, 7640 N. Wayne Rd. Westland

506 Help Wanted Sales

A CAREER IN REAL ESTATE
SALES WITH US IS A REAL JOB
Our programs and support systems are so effective we guarantee you a minimum annual income of $25,000 with unlimited potential.
DON'T GAMBLE WITH YOUR FUTURE. CALL ME TODAY!
SUE KELLY 644-4700
REAL ESTATE ONE, INC.
Bloomfield - Birmingham

A CAREER IN SALES
We are seeking 2 individuals to manage sales territories in SE Michigan.
IF YOU ARE:
- Personable
- Hard Working
- Success Oriented
- Self Motivated

WE OFFER:
- A Life-Long Career
- High Income Opportunity
- Medical Benefits
- Paid Training Program

Send resume in confidence to:
Sales Manager
P.O. Box 412
Arme, Michigan 49610

ACCOUNT EXECUTIVE for fast growing multi-office temporary help service. Business to business experience required. College preferred. Salary based on experience. Consideration of working mothers. Resume to: Box #90211, Birmingham, MI 48009-0211

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in a few short weeks. Local office of National Organization is expanding and we need career minded individuals willing to participate in our free on-the-job training program. Above average earnings, flexible hours. For interview call Mr. Hacker 476-7005

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To the sales pro, woman or man living in the metro area. Represent America's foremost industrial buying guide with a company that is number 1 in its field. $50,000 realistic first year potential with a monthly draw backed by existing business. Top producers earn in excess of $100,000. College degree & outside sales experience required. A solid record in advertising, Yellow pages, industrial or intangible sales preferred. Phone 646-4555 or send resume to:
THOMAS REGISTER
of American Manufacturers
[illegible]
Birmingham, Michigan 48012

A FRIENDLY PHONE VOICE [illegible] 352-6890

AGGRESSIVE FAST food company [illegible]

A GREAT PLACE TO WORK
REAL ESTATE ONE, INC
[illegible]
455-7000

AMBITIOUS PROFESSIONALS [illegible]

AMERICAN EXPRESS [illegible]

A NATIONAL INSURANCE CO. is expanding [illegible]

ANNA BAULETT'S [illegible]

APPLIANCE SALESPERSON [illegible]

APPRAISAL TRAINEE
[illegible]

[illegible]

AVON
[illegible]

BI-LINGUAL SPANISH MEXICO
[illegible]
680-3421

[illegible]

BLIND & DRAPERY BUSINESS in Rochester needs sales & teamwork help, full or part time. Call 852-5660

BUSINESS SEARCHING for 5 professional managers with marketing & sales experience. Excellent rewards. 421-1417

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$50,000 PLUS/MONTH!
We are looking for 3 ideally serious people seeking financial freedom. A challenge free of stress, where income can be limitless! Very few determined individuals will be needed with career minded individuals immediately. THERE IS NO REASON TO GO THROUGH LIFE DISSATISFIED. No wimps, no whiners. Call 1-616-538-4823 or 1-800-487-4543

CUSTOMER SERVICE TELEMARKETING
Northwest distributor requires a full time telemarketing person to develop sales leads & maintain contacts with existing accounts. Will require development of company policy & product knowledge. Entry level position. Send full resume to P.O. Box 413, Farmington Hills, MI 48332-0413
Drug testing employer
An Equal Opportunity Employer

DO YOU LIKE MONEY? Love the jewelry & have party [illegible] experience? Call Sharon 477-1416

EARNING COMMISSIONS [illegible]

EARN $25,000 [illegible]

EMPLOYMENT SERVICE/SALES
[illegible]

ENTRY LEVEL TO $40,000
Degree preferred [illegible] outside sales experience

SALES TO $52,000
Base + Commission
[illegible] outside sales experience required
473-7210
Steven J Greene Personnel

FURNITURE SALES [illegible]

[illegible]

INSIDE SALES
[illegible]
DORSEY BUSINESS SCHOOLS

FREE CAREER SEMINARS
You are cordially invited to change your life in 1991. Call for reservations for our next scheduled career night. Seating is limited, so call today.

CENTURY 21 CHALET 477-1800

FOOD SALES
Food Flavor Distributor is seeking for a self starting, well disciplined, motivated person. Experience in phone sales, computer use, technical products. College degree a plus. Minimum 2 years experience in the position. Send resume to: [illegible] Products, PO Box 354, [illegible] MI 48370-0354, attention M.T.

INSURANCE SALES
Growing financial services company is seeking experienced sales agent. Competitive products, great commission. Call for an appt. 643-5354

INTERESTED IN SELLING REAL ESTATE
Pre-License classes now forming
Call Lloyd Edwards
339-1400
COLDWELL BANKER
Schweitzer Real Estate
19 Offices

[illegible]

MANAGEMENT TRAINEE [illegible]

[illegible]

REAL ESTATE CLASSES
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REAL ESTATE SALES
Energetic self starter to learn from top trainers with nationwide real estate company. Call today to begin your successful career.
Jeanne [illegible] 462-1811
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$25,000 Guaranteed. If you always wanted to start a career in real estate, but felt you couldn't take a chance on a lower first year income, now is the time to get started. Call Anna at 348-6430 to find out about our guaranteed income program and start immediately in a career field of unlimited potential.
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RESIDENTIAL REAL ESTATE SALES Career with an old established firm. We are expanding our Residential Division and are interested in new salespeople. Experience is not necessary. Call for an interview and find out all the advantages we have to offer. Call
[illegible]

ROUTE SALES
(FOOD SALES)
[illegible]

Sales Professionals
$100,000+
or more in
Annual Commissions
[illegible]
P.O. Box [illegible]
Columbus, OH 432[illegible]
1-800-848-[illegible]

OUTSIDE SALES
If you have a strong client base within the business forms market, your potential earnings with this independent company can be fantastic. Why not call Susan for details. This might be the right move for you. 464-0909
SNELLING PERSONNEL SERVICES

REAL ESTATE PROFESSIONALS
We at Coldwell Banker take the utmost dedication to see that you are given the best training and support possible. At this plus 100% commission plan, second to none. Group health benefits and more enable you to become independent and a true Sales Professional. Call Jim [illegible] and see why we are the #1 Real Estate office in [illegible] Wayne County and what your career opportunities might be.
459-6000
COLDWELL BANKER
Schweitzer Real Estate

REWARDS!!
[illegible]

[illegible] SALESPERSON
[illegible]

JEWELRY SALES
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476-7070
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Now Interviewing For A Few Select Positions
FREE* PRE-LICENSE COURSE
We offer the biggest & best license school in the state. Day or evening classes tailored to your schedule. Classes starting now.
[illegible]
Century 21
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Call the Proven Professional
Frank D'Angelo
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Michigan's largest Cellular Wholesaler is seeking a dynamic individual to join our team of professionals. Successful candidate will be an aggressive salesperson with 2-3 years experience in the Cellular Industry or related field. Wholesale background desired. Position offers unlimited income potential including salary, commission, expenses and full benefits including 401K. Don't pass up this opportunity to become a part of Michigan's 24th fastest growing private company. Send your resume and salary history to:
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Troy, Michigan 48099-0490

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Work with some of Michigan's highest earning Real Estate Sales Associates. A limited number of positions are currently available.
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- IN HOUSE TRAINING PROVIDED
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For more information or a confidential interview with [illegible]
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INTERESTED IN A REAL ESTATE CAREER?
[illegible]
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A name you can depend on in Real Estate!

We Invite You to Achieve Higher Earnings
We have expanded several offices and have openings for sales associates who want to have the support and services of the largest Coldwell Banker Real Estate affiliate in the nation.

We back you with the industry's best training programs, nationwide relocation services and exclusive marketing tools.

To see if there is a sales opening at a location near you, contact our Director of Recruiting,
Lloyd Edwards
399-1400
19 Offices
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An Independently Owned and Operated Member of Coldwell Banker Residential Affiliates

505 Help Wanted Food-Beverage

JOB FAIR
Food Service Opportunities!
Tiger Stadium
Gate 8 • Kaline Drive
Saturday, February 9th
10am - 2pm
[illegible]
- CONCESSION WORKERS
- VENDORS
- WAREHOUSE & DISTRIBUTION WORKERS
- BARTENDERS
- SUPERVISORS

[illegible]
SPORTSERVICE
Tiger Stadium
2121 Trumbull Avenue
Detroit, MI 48216
SPORTSERVICE