EMPLOYMENT

504 Help Wanted Office-Clerical

SECRETARY

Busy human service organization in Southfield needs self-motivated Secretary to work in foster care & in-home service department. Duties include word processing, 55-60 wpm, filing, phone coverage, & discretion on behalf of clients. Positions require high school diploma & proven organizational skills. Preferred with Wordstar 5.5 preferred. Please send work experience, salary expectations, salary & benefit package. Send resume & salary requirements to: Secretary/OE, 19785 W. 12 Mile, Suite 301, Southfield, MI 48076
An Equal Opportunity Employer

SECRETARY - FULL TIME

General secretarial opening available in law office (Legal Preferred). Required: two years of secretarial experience, along with dictaphone and word processing experience (Wordperfect 5.0 a plus). Excellent opportunity for a self-motivated team player to work in a professional environment. Excellent benefits. (Southfield location). Send resume/salary with abilities. Please send resume to: Box 847 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY

General secretarial opening available in Southfield Manufacturing office. Must have excellent secretarial skills and experience with Word Perfect. Marketing background helpful. Excellent Benefits, Compensation. Working Environment. Send resume to:
Neumann/Wirth & Associates Inc
400 Galleria Office Ctr. Suite 555
Southfield, MI 48034

SECRETARY

Local Transportation company (Farmington) is looking for a secretary to work full time in the safety and insurance department. Must be self-motivated, have good phone skills, transportation, experience typing, computer knowledge, insurance experience preferred. Paid health paid. Salary commensurate with experience. Send resume and salary history to Box 822 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY

Needed for small computer firm. Duties consist of answering phones, entering invoices & errands. Accounting experience helpful. Full time plus benefits. $5.50 to $8. Apply in person at 28244 Ford Rd., Garden City (Ford & Merriman). 425-5627
JTPA funded

SECRETARY/PART TIME
30 hours per week, Mon-Fri, possibility for full time in future. Working for corporation has an opening in our Farmington Hills office for a well-organized person. Must be proficient with good typing, math & people skills. Typing speed 50 wpm minimum. Reply to Box #526, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - part time. Leading manufacturer of quality food products has an immediate opening for a permanent part time secretary, 2 days per week at their Farmington office. General office skills are required & have a friendly, cheerful personality. Submit in confidence a resume outlining work experience to: Thomas J. Lipton Co., 39355 Orchard Hill Place, Ste 205, Novi, Mich 48375
An Equal Opportunity Employer

SECRETARY/RECEPTIONIST
Farmington area. Excellent typing skills required. Full or part time. Call after 3PM. 477-1270

SECRETARY RECEPTIONIST
for small accounting firm in Redford. Full or part time. Call between 8-30AM-5PM. 534-0144

SECRETARY/RECEPTIONIST
full time with general office & customer service duties. Call Marilyn 33190 Capitol, Livonia, MI 48150

SECRETARY - RECEPTIONIST
Wanted for busy office. Must be skilled, pleasant telephone manners, willing to train as bookkeeper. Benefits & salary. Call Mr. Bell 476-8520, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - Space for changing females, a non sectarian community service agency located in the heart of Jewish Women Greater Detroit section is seeking a Secretary. 30 hours per week. Must have skills in phone communication & operating a newsletter layout & office management. Person must be flexible & people oriented. Call Ellen for interview. 258-6606

SECRETARY

We are seeking a qualified individual with 1 year secretarial experience with good typing, telephone and organizational skills.

Please send resumes to Sheryl Madrian at LMC Corporation, 27280 Haggerty Road, Suite C-97, Farmington Hills, MI 48331

SECRETARY/Word Processor
Profitable Southfield manufacturer. Good benefits. Part time (4 days) $5-8130

SENIOR SECRETARY - with management experience for busy executive office group. Must be personable customer-service oriented. Successful candidate will be responsible for word processing computer related, serves. Prepare monthly billing and reports. Excellent pay & benefits given to qualified candidate. Please send resume with any salary inquiries to: Human Resources Department, Offices of Dr. Phillip Phillips, 29350 Northwestern Hwy., Suite 300 Southfield, MI 48034

SMALL BUSINESS seeking for full time office. 20 hrs. wkly. Send resume to 1383 Woodward. Suite 8 Bloomfield Hills, MI 48013

TYPIST - Part Time - Plymouth - 2 days 9-5. Must know WordPerfect. Better typist. Good Pay. Excellent phone skills a must. 459-1900

WORD PROCESSOR
North Oakland company has a need for a person with PowerPoint experience. MacDraw & Adobe Illustrator helpful. Call 528-8130

504 Help Wanted Office-Clerical

TROY BASED MORTGAGE CO. has 2 openings, clerk & clerk/receptionist. Person needed must have good office skills. Word Perfect 5.1 helpful. Contact Valerie or Bertha. 313-362-1700

WORD PROCESSORS
$9.00 PER HOUR
• Word Perfect
• Lotus 1-2-3
• Data Entry - $7.00/hr.
Short & long term assignments available
ARBOR TEMPS 459-1166

WORD PROCESSOR/
OFFICE CLERK
National firm in new Southfield office. Experienced, mature, non smoker. WordPerfect, Lotus background preferred. Excellent employee benefits. Send resume to Box 812 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORD PROCESSOR for downtown Detroit Law Firm. 3 years experience. Pleasant working conditions for non-smoker. Competitive salary & benefits. Send resume to: Box 848, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS
BAKERS/BUSSERS NOW HIRING
• COOKS TO $8/HR
• SERVERS TO $12/HR
• DISHWASHER TO $8/HR
• JANITOR TO $8/HR
• MANAGERS $21,000+
Apply in person at the following locations:
Birmingham • 825 Bowers
Canton • 5846 Sheldon Rd
Oak Park • 26660 Greenfield
Westland • 35020 14 Mile
Warren • 13022 14 Mile
Livonia • 29200 Plymouth Rd

ALL KITCHEN positions available. All shifts. Get a head start on summer earnings! Apply between 3pm-5pm. Taco Bell, 409 N. Main, Plymouth - 451-1448. 1327 S. Main, Plymouth - 455-0420. 43132 Ford Rd., Canton - 455-1733
An Equal Opportunity Employer

ALL POSITIONS AVAILABLE - day & afternoon shifts. Apply in person: Rams Horn, 32435 Grand River, Farmington

ASSISTANT CHEF
Full Time
Ryan's Tavern, 3100 W. Maple (W. of Haggerty). 624-1900

ASSISTANT COOK, dietary aid - flexible hrs. excellent opportunity; American House - Elmwood, Rochester Hills 852-1880

ATTENTION Hiring bus persons, Good pay, up to $5/hr + commission. Very flexible scheduling. Apply at 40241 W 8 Mile Rd., Northville

ATTENTION
Line Cooks - part time morning shift or full time evening shift, up to $8 an hour, depending upon experience.

Also hot & part time Servers Days & evenings available.
Apply in person Mon-Fri 2-4pm
The Ground Round
30005 Orchard Lake Rd
Farmington

BAKER'S HELPER, NIGHTS
Experience preferred. Full time. Excellent benefits. Apply Mon-Sat, 8-4pm
MACHUS PASTRY SHOP
633 S. Adams, Birmingham

BANQUET HELP - Entry level position available. Roma's of Livonia, Garden City, Bloomfield. Wait staff, bartenders, busperson experienced, bus help. Potential for advancement. Ideal for homemakers. Call Mon.-Fri., 10AM-4PM. 427-1990

FINE DINING establishment seeking experienced Bartender. Ask with full for appointment. 942-0278

BARPERSON
Accepting applications, excellent pay & tips or older, will train. Coltumes Dearborn 581-4344

BARPERSON
Part time experienced
Call before 3pm. 729-8380

BARTENDER Days, for Madison Heights Sports Bar
Call after 9pm.
589-3344

BARTENDERS
COCKTAIL SERVERS
WAITERS/WAITRESSES
LINE COOKS
DISHWASHERS
PANTRY/PREP COOKS

Join the growing team at CASA LUPITA. Excellent pay & great environment to work. Full or part time. Day or evening. Apply: Casa Lupita, 2085 West Big Beaver, Troy

BUSSYS - FARMINGTON HILLS
now hiring. Day Wait Staff, competitive wages, great place to work. Apply in person: 32614 Northwestern & Middlebelt

BUS HELP & DISHWASHER
for Mitchell's Restaurant. Please apply in person: 4000 Cass Elizabeth Waterford

MITCHE'S - Now has opportunities for the following positions: Busser, Cooks, Salad makers, Pizza maker. Please apply in person, 4300 Cass Elizabeth

COOK
Good pay & benefits. Great opportunity for the right person Call.
Sweet Lorraine's Cafe
in Southfield, 559-5986

COOKING POSITION available
Please call American House
Elmwood Middlebelt
477-2880

COOK & KITCHEN HELP
Days, nights, full time, part time. Apply in person Mon-Thru Thurs. 10am-7pm. Downtown's On The Green, 39696 Main Plymouth

505 Help Wanted Food-Beverage

CHILI'S
Cooks/Kitchen Help, Dishwasher/Busboy Help, Wages $4 to $6 an hr. Part-time/full-time.
Days/Nights, Flexible Schedule, Excellent Benefits. Apply in person
8 Mile/Haggerty Route

COOKS & BUS PERSON
Full time, Days & Evenings. Preferred experience necessary. Apply within: BAGEGO, 23929 Middlebelt.

DEPALMA'S DINING & COCKTAILS
Now hiring experienced Bar Tender. Apply at: 31735 Plymouth Rd., Livonia 48150 261-2430

DETARY AIDE
American House Farmington Hills Retirement Residence is looking for mature, dependable person to work in Dietary. Must be available for day and afternoon shifts. Apply at: 24400 Middlebelt Road.

DISH, BUS & PANTRY
EARN UP TO $7.00/HR.
Italian Cuisine
Plymouth 454-1444

DISH PERSON & KITCHEN HELP
5-11pm, $5 an hour. Italian & Pizzeria, N.E. corner of Newburgh & 8 Mile, Livonia 462-2830

DISHWASHER/CLEANING. Days, nights & weekends. Apply in person Golden Bowl/room Restaurant corner of 10 Mile & Southfield

DISHWASHER
full time, flexible hours. Apply On The Tee Restaurant, Farmington Hills. 476-5193

EXPERIENCED - FULL TIME
Waitstaff - Bartenders - Cook
Apply in person, 10am-4pm, A J's 30405 Plymouth Rd., Plymouth.

EXPERIENCED - Pastry Person, Cook, Bus Person & Wait Staff. Full time. Days, nights & weekends. Country Club, 25501 Johns Rd., S Lyon, MI 437-7237

FOOD SERVICE COMPANY seeking energetic, hardworking person for full time, year-round work in deliveries, meals & excellent working environment provided. Call only between 8-10am & 2pm-4pm, Mon-Fri. Ask for Manager 456-2266

FOOD SERVICE WORKERS
Full time positions available in Troy area for persons with experience, desirable salary & benefits. Please send resume to: C Tregembo, 4015 E Woodward, Suite 303, Birmingham, MI 48009

HEAD BARTENDER Plymouth area. Excellent Wages & Tips
Call 646-0361 after 6 30pm.

HEAD COOK
Needed for metro Detroit's finest senior community institutional and banquet experience necessary. Creativity a must. 5 days per week. Salary and benefits. Send resume or apply within: The Heathwood, Attn. Food Service Director, 22800 Civic Center Dr., Southfield, 48034

HELP WANTED for The Chocolate Cake Cafe. Full and part-time. W Bloomfield area. After 2pm, call Joanne or Mary. 855-5988

HIRING PM Wait Staff, AM Pit Bussers & Cooks Jonathan's Restaurant, 40339 Michigan, 2 blks E of I-275, Canton 326-5870

HOST PEOPLE & WAIT STAFF
Fun & Exciting
FARMINGTON
Excellent starting wage, benefits available. Apply the bonus. Alex Sheeky Pete's, 13231 Farmington Road, Livonia 261-5551

KITCHEN PERSONNEL - Cook, pastry people, counter help. Wages to $7.75/hr. W. Bloomfield area Country Club. Call for appointment Tues.-Fri. 9-5 855-1900

LOSE 58 pounds and 10 inches in 8 weeks Mail $8
Call Dennis Paul 356-0511
Only serious people need apply

MANAGEMENT OPPORTUNITY
National food chain is seeking a dependable person to manage their popular operation. This challenging position offers you a good salary plus commission. Our complete on the job training qualified individuals with no experience. If you are interested, please contact Kathy in person: Taki Twelve Mile, Sinai Pretzel or call 354-2399

MANDARIN
Part time experience
Call before 1pm. 729-8380

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