## 504 Help Wanted Office-Clerical

**DATA ENTRY POSITION**
Full time, Mon.-Fri., 8:30-5:00 daily. Experienced only. Call Mr. Howard at Tapes Plus Jewelry: 357-6679

**ENTRY LEVEL POSITION**
Progressive, growth oriented company is looking for a motivated, self-starter go-getter. Position entails general office duties, day to day operations. This is an entry level position with room for advancement. Please fax resume to: P.O. Box 1796, Troy, MI, 48099.

**EVENING WORDPROCESSOR**
Prestigious Birmingham office, full time evening wordprocessor (4-1/2pm). Must have experience in 3 yrs. legal experience, typing 70 wpm and WordPerfect. Good benefits, including parking. Reply to: Box 138 Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

## EXECUTIVE ASSISTANT

Must have above average secretarial skills and computer literate. Insurance knowledge helpful but not essential. Excellent benefits and profits for qualified candidate. Send resume and salary requirements to: P.O. Box 2004 Southfield, MI 48037

**EXECUTIVE SECRETARY**
National firm in Farmington, looking for an Executive Secretary. Broad range of responsibilities including personnel, benefits, office management & administrative support. Experienced in this areas as well as Word-Perfect 4.1, Lotus 1-2-3, Microsoft Word 5.1. Creativity & accuracy a must. Send resume & salary history: Box Chief Financial Officer, 756 W. Big Beaver, Ste. 1800, Troy, MI. 48084

**EXECUTIVE SECRETARY**
Southfield law firm is seeking a looking for experienced executive secretary for very demanding position. Candidate must be organized, detail oriented, strong communication skills, must be an independent thinker and possess professionalism and discretion. Word processing skills, and word processing abilities. Benefits. Please send resume to: Box 130, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

**EXECUTIVE SECRETARY**
Outstanding opportunity for bilingual (Spanish/English) Executive Secretary to company president. Must be mature individual with excellent communication, organizational & interpersonal skills. Word processing preferred. (Major in English or communications). Entry level position, work experience. Excellent benefits, salary & growth potential.
Reply to: R. Gaudreau, 2400 Pasa Dr. #2300, Detroit, MI. 48229

## EXPERIENCED Word Processors

Test your skills against our computerized testing program. Successful applicants will receive top pay, full benefits, top pay and vacation bonus, extra. Long & Short term positions available. Call today for an appointment.

Livonia 261-3830
Southfield 353-4420

**PERSONNEL POOL**
Temporary help since 1946
Never a fee.
An Equal Opportunity Employer

**FORECLOSURE CLERK**
Mature individual needed to monitor & track foreclosure files. Typing necessary, WordPerfect a plus. Non smoker preferred. Call between 8-12. Debby 540-7791

**FRONT DESK** - Energetic, sharp & organized person with good telephone communication. Variety of duties, prior experience in Chiropractic. Please send resume and references to: 26800 West Eight Mile, Farmington Hills, MI. 48336. 471-0440 Fax 471-6270

**FULL-TIME: INSIDE SALES.** Entry level position. Will train. Work in computer by board, good telephone skills and good attitude a must. Laurel Manor Banquet & Conference Center, 39000 Schoolcraft, Livonia. 462-0770

**GENERAL OFFICE/Secretary** for non smoking Farmington Hills CPA office. Full time. Light typing, light duties including word processing. Good pay/benefits. Ideal candidate ability to follow directions & think on your feet. 553-1999

**GENERAL OFFICE STENO**
Full time. Must have high intelligence & high attention to detail. Typing 40 wpm +, PC word/data processing capability. Pay commensurate with ability. Optional paid benefits & advancement. Professional atmosphere. Northwestern Mall stockyer. Send resume to:
John T. Bell, Controller, Central Park Corp. 23840 Industrial Park Drive, Farmington Hills, MI 48335

## GENERAL OFFICE

Small Birmingham firm seeking outstanding individual to fill immediate opening. Permanent part time. Hours flexible. Typing and PC knowledge helpful. Excellent benefits. Experience preferred, but will train. Send resume and salary history to:
Box 138, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

**GENERAL OFFICE** - full time position for 1-person office in Redford area. Requirements: typing, adding machine, filing & some Word. 8:30am-4:30pm. 531-1256

**GENERAL OFFICE** - Wholesale window & door manufacturer needs a reliable, energetic person for full time work in a 1-person office. Non smoker. Starting salary $6.35/hr. Applications taken 8am-5pm at 28015 Glendale, Redford.

**GENERL OFFICE WORKER**
With good typing and telephone skills. Insurance and or payroll background helpful. Minimum 5 yrs. experience required. Send to PO Box 339687, Farmington Hills, MI. 48333. Attn: M. Zamarka.

**GENERAL OFFICE**
Filing, typing, answering phones. Apply at: 10723 Capital, Oak Park, near 6 mile & Meyers.

**HIGH-TECH** manufacturer needs front representative receptionists. $7/hr. Call Rose at UNIFORCE 548-7664

**HIGH-TECH** medical division needs experienced word processing and Lotus. To $6.50/hr. Call Mary Ann at UNIFORCE 357-0036

**INNOVATIVE** manufacturer needs part-time data entry/general office clerk. Ideal for homemaker. $4.50/hr. Call Martha at UNIFORCE 473-2931

**INSIDE SALES/Customer Service**
Computer order entry. Excellent telephone and general office skills required. Call Phyllis 729-1900

**INSURANCE ADMINISTRATOR**
Experienced in Sales Reporting, Invoice required. Responsibilities include: customer duties, processing applications, procedures & maintenance of client accounts. Send resume & salary history to: Office Manager, 801 W. Big Beaver Rd., Suite 500, Troy, MI., 48084.

**LEGAL SECRETARY**
10 attorney firm, in Bloomfield Hills, has positions in litigation and real litigation. Four years minimum experience. Salary dependent on experience. WordPerfect. 642-1820

**LEGAL SECRETARY** - Firm has one practitioner with general practice and emphasis on collection matters needs full time, knowledge of court procedures and ability to handle office management. 737-7170

## 504 Help Wanted Office-Clerical

**KEYPUNCH**
We are now accepting applications for full time, experienced operators at our Livonia office. Call now for an appointment.
MANTA CORP. 422-8002

**EXPERIENCED LEGAL** Secretary for Senior Partner & Associate. Southfield Detailed firm. Must know wordperfect. Excellent surroundings and benefits. 355-4141

**LEGAL ADMINISTRATIVE ASSISTANT** wanted. 1-2 years legal experience. Organizational skills, hard working, salary negotiable. 552-1190

**LEGAL SECRETARY**
Experienced. Part/full time. Salary negotiable. Farmington Hills. Call 9am-3pm 851-8787

**LEGAL SECRETARY** - Oakland County firm, 1-2 years experience. WordPerfect 5.0. Non-smoking office. Call Cheryl 358-3848

**LEGAL SECRETARY**
with minimum 2 yrs. experience needed for Southfield defense firm. Excellent skills required.
Call 352-2555

**LEGAL SECRETARY** - experience for Farmington Hills law firm. Pleasant working conditions, non smoking office. Good benefits. Will train in word processing. Salary commensurate with experience. 489-1444

**LEGAL SECRETARY:** Troy law firm seeks 2 Legal Secretaries. Word processing and at least 1-2 years legal experience in either corporate/estate planning or litigation required. Homework. Send resume to Office Manager: PO Box 99484, Troy, MI 48099.

**LEGAL SECRETARY** - Troy, 3-5 years exp. Word Perfect 5.1, Lotus 1-2-3, days/week. Typing required. Call for appt. 537-5291

**LEGAL SECRETARY**
For Southfield law office. Full/part time. Knowledge of WordPerfect. Call. 558-4055

**LEGAL SECRETARY**
$20-25K, Large firm legal and word processing. Troy. Call Ruth at Express Personnel Service 643-8590

**LEGAL SECRETARY** - Birmingham law firm seeks experienced Legal Secretary. Immediate opening for sharp individual with WordPerfect 5.0 knowledge. Litigation a plus. Accurate typing. Call Jan 644-4433

**LEGAL SECRETARY**, experienced with personal injury and probate background sought by Dearborn area law firm. Word processing necessary. Excellent salary & benefits. Call Joan or Holly. 271-2100

**LEGAL SECRETARY**
Farmington Hills office, small firm, requires experienced Legal Secretary. Preferred areas of expertise: Estate Planning, Pension Plans, Corporate. Salary commensurate with skills.
Marotto, Landau & Posner 643-6410

## LEGAL SECRETARIES

Let our 30 years of service and experience work for you. For professional placement services, temporary or permanent, register on now. THE agency for Legal Secretaries.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188 OR 961-9415

## LEGAL SECRETARIES

Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3430

**LEGAL SECRETARY**
A litigation firm in Southfield, associated with a large insurance company located in Lower Southfield, is seeking an experienced Legal Secretary. Qualified candidates should possess 3-4 years experience, excellent typing skills (60-80wpm), knowledge of litigation experience, good organizational & administrative skills. We offer a competitive salary and a comprehensive benefits package. If interested, please submit resume to: Law Offices of Nelansky & Jaffe, 26555 Northwestern Hwy., Suite 305, Southfield MI 48034.
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

## MANPOWER

Has several positions available for: data entry operators, telemarketers, switchboard operators, light industrial. Excellent fringe benefits. Long & short term assignments. Call for an appt.
LIVONIA • 462-0024
MANPOWER
TEMPORARY SERVICES

**MC DONALD RENTAL** is an expanding organization in the car/truck/van rental business. We are now taking applications for full time customer service representatives. Interviews in Farmington, Garden City, Taylor, Warren & Detroit locations. Major benefits, paid vacations, opportunity for advancement. Send resume to: PO Box 17000 Northville Rd. Northville, MI. 48167.

**MEDICAL BILLER** experienced with general accounting knowledge for Southfield nursing home. Call 353-1155

**MORTGAGE ORIGINATOR**
Lambrecht Company has openings for a Loan Officer position in Wayne & Oakland counties. For a confidential interview, send resume to: 14600 Farmington Rd., Suite 103, Livonia, MI., 48154 or call Marcia at 425-8330

**SMALL SOUTHFIELD** law office seeks Office Manager with legal experience. Must be self-starter, detail oriented. Prior administrative experience desirable. Send resume and salary requirements to: Box 812, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

**OFFICE ASSISTANT/Commercial** Real Estate Company. Mature, organized person with WordPerfect experience and familiarity with computers. Good phone skills. Farmington Hills area. Part time/full time. Call 855-9678

**OFFICE CLERK**
Mature nonsmoker. Full time for 1 person office in Farmington.
525-0020

**OFFICE PERSON** - part time leading into full for insurance repair contractor. Must have 3 years experience, good phone manners & good typing. Salary, vacation. 535-7960

**OFFICE PERSON**
Some computer work. Reliable, hard worker. Full time. Will train. Apply 25215 Glendale, S. of 96 between Telegraph & Beech Daly.

**OFFICE SALES PERSON**
Part time. Experienced in typing and customer service with pleasant phone manner. Exciting work environment. Top wages. Eves. 4-8pm, Sat. 10-3pm. Call Jodee after noon for interview. 525-3550

**OUR FAST** paced Farmington Hills real estate office needs a responsible, take-charge individual for part-time evenings & weekends. Come join our team.
Ask for Joan 855-2000

**PARALEGAL** - experienced in first & third party automobile cases. Send resume & salary requirements to: Law offices of Metz & Ruben, 30300 Northwestern Highway, Suite 250, Farmington Hills, MI 48334

## OFFICE SUPPORT

- Telemarketing
- Interviewing, Testing and Screening
- Typing and Computer Skills
- Incentive Earnings and Growth Potential

Call Ruth for Appointment
EXPRESS SERVICES
643-8590

**PAYROLL CLERK:** knowledgeable in ADP Computerized payroll, taxes and health insurance. Send resume with pay history to: Box 101, W. Bloomfield, MI 48322.

**PERSON FRIDAY** - Approximately 15-20 hrs. per week. Flexible hours. Great for college student. Organizational skills, typing, computer skills, filing, some reception work.
Call 842-2682

## 504 Help Wanted Office-Clerical

**OFFICE ASSISTANT** - full time Southfield location. Must have previous office experience. Knowledge of Fax machine helpful. Call now for 12 noon 352-1538

**OFFICE CLERICAL**
Northwest suburban firm seeks a dependable individual for an entry level position. Successful candidate must be courteous and businesslike with excellent telephone skills. Some clerical experience helpful. Lotus 1-2-3 and WordPerfect a plus. We offer a competitive benefit package. Send resume to:
Receptionist, Roger Zatkoff Co.
PO Box 413
Farmington Hills, MI 48332-0413
Drug Testing Employer
An Equal Opportunity Employer

**OFFICE HELP**- Part & full time. Auto dealership & computer experience preferred. For appointment call 538-2100

**PART TIME OFFICE** help for furniture store, good phone skills a must. Computer, filing, etc. Flexible hours, call for interview. 625-0030

**PRESTIGIOUS** Detroit law firm seeks legal secretary with over 2/3 yrs. experience. Special training, over $20,000/year. Call Sophie J. at UNIFORCE 646-7861

**PRODUCTION OFFICE CLERICAL**
mature, neat-appearance, accurate, well organized individual for typing, filing, data entry, correspondence, record keeping, misc. duties. Full and part time, excellent benefits. Apply Exotic Rubber & Plastics, 30803 Stephenson Hwy., Farmington Hill

## PR SECRETARY

Secretary to Vice President of Public Relations. Lotus and WordPerfect experience. Excellent skills and communication required. Salary $18-20,000. Dunn Corporation has openings. Call Lori at ADIA 442-7803

**RECEPTIONIST** - Full time. W. Bloomfield agency. Would consider temporary assignment.
625-0211

**RECEPTIONIST**
Entry level position. Light typing, filing and phone skills required. Will train. 881-3333

**RECEPTIONIST**
Beverage distributor needs full time Receptionist. Send resume and salary requirements to: 25601 Veronica, Livonia, MI., 48150.

**Receptionist/Customer Service**
Answer phones, typing, filing, general office duties. Full time, benefits. Send to Box 102 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

**RECEPTIONIST/DATA ENTRY** Perfect for someone seeking stability. Full time, PC experience in Microsoft Word or Word Perfect is required. Private data entry helpful. Ask for Ronald Maloney 525-2700

**RECEPTIONISTS**
Several positions, full time, good image, 30-60 wpm. Some jobs typing not required.
ARBOR TEMPS. 459-1166

**RECEPTIONIST/SECRETARY**
Livonia architect company, professional environment, full time, strong telephone skills, knowledgable of typing, light typing, with benefits. Resume to: Logic Inc., 11900 Farmington, Livonia, MI., 48150. 522-9600

**RECEPTIONIST**
TROY/LIVONIA
Busy phones, light typing & filing
Troy 689-9460
Livonia 474-7768

## MGM Services

**RECEPTIONIST/SECRETARY**, part time, Mon.-Wed.-Fri., 8:30-5, $4/hr. Pleasant working environment.
332-0090

**RECEPTIONIST** - PART TIME
Birmingham law firm. Some typing required.
540-0333

**RECEPTIONIST**
Entry level position. Light typing and filing. Knowledge of telephone phone system a plus. Call Phyllis 726-1000

**RECEPTIONIST** - For Southfield CPA firm. Typing & filing experience required. Excellent opportunity & benefits. 354-4044

**RECEPTIONIST**/switchboard operator with pleasant Robin experience needed for major downriver manufacturer. To $7/hr. Call Ruth at UNIFORCE 357-0648

**RECEPTIONIST/Loan Processor.** Profitable broker looking for energetic individual with good clerical skills. Send resume to: Capital Mortgage, 33 Bloomfield Hills Parkway, Suite 120, Bloomfield Hills, MI. 48304 Attn: Cheryl

**RECEPTIONIST**
Growing company in West Bloomfield needs receptionist. Responsibility for routing calls on 30 in-coming phone lines and greeting guests. Send resume to Pro Holdings, 7125 Orchard Lake Rd., Suite 300, West Bloomfield, MI 48322

**RECEPTIONIST/SECRETARY** - busy property management company. Must be organized, a bright, friendly person with good secretarial skills and positive attitude. Word Perfect 5.0 helpful. Should be well organized, typing 65 wpm. Benefits package. Salary $18K plus, send resume & salary to: Parsons Realty, 29777 Telegraph Rd., Birmingham, MI. 48010

## RECEPTIONIST

needed immediately for Birmingham property management company. Must possess good typing & math skills. Growth potential. Non smoker. Excellent benefits. Send resume to:
Personnel Manager
31000 Telegraph, Ste 210
Birmingham, MI 48010

**RECEPTIONIST - PART TIME**
Progressive hair salon is seeking an energetic person for part time opportunity to join our team. Experience in marketing, Office Management, or General Business helpful. Very flexible hours. Contact Suzanne at 644-9720

**SECRETARY:** For well established Southfield general contractor. Must have some construction experience. Bookkeeping. Word Processor & Computer literate. Pay negotiable. Call. 353-0960
An Equal Opportunity Employer

## Secretary

Guardian Industries, a world leader in the glass industry, has an opening in its Personnel Department for a Secretary.

In this position you will be working on a wide variety of secretarial and administrative assignments for our Director of Personnel. You must be organized, detail oriented, have excellent filing and organizational skills and be able to meet deadlines and work well under pressure. Shorthand is helpful.

Please forward a resume with salary requirement to:

Robert Merrick
GUARDIAN INDUSTRIES
43044 W. 9 Mile Road
Northville, Mi., 48167

Equal Opportunity Employer M/F

**SECRETARY** needed, general office skills. Knowledgeable in payroll and computers. Administrative assistance preferred. Bring resume to: ICTS Services, Detroit Metro Airport, NW Baggage Claim area.

**SECRETARY/OFFICE MANAGER**
Seeking qualified person with PC & bookkeeping background. Full time, starting pay $7/hr. Apply at: 1198 Cambermere, Troy, off Maple between Livernois & Rochester Rd.

**SECRETARY - PART TIME**
Top pay for top skills, a mature person with good secretarial skills. Flexible hours. Southfield Town Center. Call Mr. Matson, 332-0620

**SECRETARY - PART TIME**
For downtown Birmingham law firm. WordPerfect 5.0/6.1 preferred. Lotus and data base helpful. Apply in person: Kotelkin Properties, 1400 Woodward, Suite 150, Bloomfield Hills, MI. 48304.

**SECRETARY** - part time, position available in Ford Road area. Law office in the Cambridge Center, Livonia. Position requires individual with good typing skills, pleasant phone manner, & good organizing skills, and requires in confidence to Harder's Food Systems, 34777 W. 8 Mile Road, Livonia, MI. 48152. Attn: All Hirst

**SECRETARY/Receptionist**, experienced, for manufacturing firm in Northville. Permanent full time. Bookkeeping experience helpful. Pleasantries adhered to but not benefits. Please send resume to P.O. Box 550, Northville, MI 48167

**SECRETARY/RECEPTIONIST**
Birmingham based land development company seeking an independent working person with strong telephone answering skills. Word-Perfect 6.1 and LOTUS/Symphony experience a plus. Full time, salary and benefits. Send resumes to Human Resources, P.O. Box 196, Birmingham, MI. 48012-0196.

**SECRETARY/RECEPTIONIST**
needed for Farmington Hills real estate office. Must have accurate typing skills, good phone manners, & be dependable. Ask for manager, 474-3303

## 504 Help Wanted Office-Clerical

**SECRETARY AND ACCOUNTING CLERK**
Needed for construction firm. Must be self-starter, detail oriented and thoroughly. Experience desired in word processing, filing, office equipment usage, and dealing with people. Multiple PC programs knowledge a plus. Send resume to:
148 E. Big Beaver, Suite 258
Rochester Hills, MI 48309

## SECRETARY

Needed full time at Corporate Office in Birmingham. Word processing, knowledge of Word Perfect and Lotus 123. Good skills, ability to type 60 wpm. Purchasing background helpful. Offer good benefits. Please call 644-5300, ext. 351

## Erb LUMBER CO.

**SECRETARY/RECEPTIONIST** - Full time, benefits. Experience necessary. Please phone Katie Marks.
645-7083

**Secretarial**

## Legal Services Coordinator

Johnson Controls, Inc., Automotive Systems Group is seeking for an opening for a Legal Services Coordinator in our Legal Department.

Responsibilities include routine resolution of all customer complaints and simple legal issues, data accumulation and report preparation, maintaining billing and filing systems and the processing of all correspondence.

The position requires a high school diploma with a minimum of 3-5 years experience as a Legal Secretary or Administrative Assistant in a litigation, auto, or law firm as well as excellent computer skills and experience with Lotus 1-2-3.

If you are interested and possess the above qualifications, please send your resume with salary requirements to:

Johnson Controls, Inc.
Automotive Systems Group
Attn: LS-208, P.O. Box 20110
Plymouth, MI. 48170
*Equal Opportunity Employer*
Minority/Female/Handicapped/Vet

**SECRETARIAL POSITION**
part time, possible full time openings, good phone skills necessary.
Call. 261-1400

## SECRETARY

Abitibi-Price Corporation, a leading producer of Newsprint Products, has an immediate opening in their Troy Corporate Offices. Requires at least 5 years secretarial experience. Skills include computer working knowledge of WordPerfect 5.1 and Lotus 1-2-3. The individual selected has the ability to work well under time constraints, possess above average communication and writing skills, as well as good administrative skills.

We offer a competitive salary and an excellent benefit package. For consideration, please send a cover letter, resume and salary history to:

PERSONNEL DEPARTMENT
ABITIBI-PRICE CORPORATION
3250 W. BIG BEAVER ROAD
TROY, MI 48084

Equal Opportunity Employer M/F

**SECRETARY/Administrative Assistant** needed immediately for Birmingham CPA firm. Wordperfect experience required. Plush working conditions, excellent salary & benefits. For appt call 540-8600

**SECRETARY/ASSISTANT** for fast paced Southfield law firm. Word Perfect, Customer service background desired. Must have experience in Probate. Excellent opportunity & benefits. 354-4044

**SECRETARY - CLERICAL**
Part time, flexible hours. Own transportation to Birmingham office. Bloomfield or Farmington Hills. 647-startMichael/begger. 431-2137

**SECRETARY/CLERICAL**
Experienced in Mortgage or Real Estate preferred. Well organized self starter. Call Mr. Bell at Century 21, 1999 Stutz Dr. Troy 48084. Call Lori Roecke 649-3240

**SECRETARY** - Farmington Hills based sales office is seeking a part time secretary. Duties to include: telephone coverage, filing and customer service. Initially 20 hours per week. Flexible hours, possible leading to full time. Send resume/salary history to: Schwartz Law Firm, Suite 300, West Bloomfield, MI 48322

**SECRETARY/RECEPTIONIST**
Busy property management company. Must be a bright, friendly person with good secretarial skills and positive attitude. Word Perfect 5.0 helpful. Should be well organized, typing 65 wpm. Benefits package. Salary $18K plus, send resume & salary to: Parsons Realty, 29777 Telegraph Rd., Birmingham, MI. 48010

## RECEPTIONIST

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Personnel Manager
31000 Telegraph, Ste 210
Birmingham, MI 48010

**RECEPTIONIST - PART TIME**
Progressive hair salon is seeking an energetic person for part time opportunity to join our team. Experience in marketing, Office Management, or General Business helpful. Very flexible hours. Contact Suzanne at 644-9720

**SECRETARY:** For well established Southfield general contractor. Must have some construction experience. Bookkeeping. Word Processor & Computer literate. Pay negotiable. Call. 353-0960
An Equal Opportunity Employer

## Secretary

Guardian Industries, a world leader in the glass industry, has an opening in its Personnel Department for a Secretary.

In this position you will be working on a wide variety of secretarial and administrative assignments for our Director of Personnel. You must be organized, detail oriented, have excellent filing and organizational skills and be able to meet deadlines and work well under pressure. Shorthand is helpful.

Please forward a resume with salary requirement to:

Robert Merrick
GUARDIAN INDUSTRIES
43044 W. 9 Mile Road
Northville, Mi., 48167

Equal Opportunity Employer M/F

**SECRETARY NEEDED**
WordPerfect 5.1
Displaywriter 3 & 4
Decmate NBI
Wang
Lotus 1-2-3
We are recruiting word processors for long & short term assignments in
DETROIT
LIVONIA
SOUTHFIELD
TROY
Hurry & call today for your appointment.

**TOP PAY & BENEFITS**
CORPORATE PERSONNEL SERVICES
Livonia: 261-1120
Detroit: 963-0287
Troy: 362-8900
NO FEE EOE

## 505 Help Wanted Food-Beverage

**ACCEPTING** APPLICATIONS for experienced Wait Person. Full time or part time. Apply in person: The Great, 34733 Warren, Westland.

**ALL SHIFTS OPEN** - paying premium wages, free uniforms, flexible schedule. Taco Bell, 7 Mile/Farmington. Apply in person. 476-9061

**Meadowbrook Country Club** interviewing for the following positions. Waitstaff, Liquor waitstaff, food runner, wait staff. Excellent pay plus benefits. Apply in person Tues - Fri, 2-4. 40841 W. 9 Mile, Northville

**ATTENTION**
Joey's Japanese Steakhouse & Chinese restaurant is hiring dishwashers and waitstaff. Apply within: 16825 Middlebelt Rd., Livonia.

**BOB EVANS SOUTHFIELD**
Now hiring AM & PM grill cooks, AM & PM servers, bus person/cashiers, full benefits. Starting $5.25-$5.50. Apply 10% & Telegraph.

**BUDDY'S - FARMINGTON HILLS**
Now hiring: PM Grill & Pizza cooks & waitstaff, bus people, some benefits. Great place to work. Apply Buddy's, Northwestern & Middlebelt.

## 505 Help Wanted Food-Beverage

**ACCTNING PERSONNEL**
**BAKERS BOULANGERIE HIRING.**
- **COOKS TO $6/HR**
- **SERVERS TO $12/HR**
- **DISHWASHER TO $5/HR**
- **JANITOR TO $9/HR**
- **MANAGERS $21,000+**

Apply in person:
Bakers Boulangerie
Two locations:
**Birmingham - 835 Bowers**
**Canton - 5648 Sheldon Rd.**
**Oak Park - 26860 Greenfield**
**Plymouth - 13602 14 Mile**
**Westland - 36101 Warren Rd.**

**ATTENTION:**
Line Cooks - part time evening shift or full time evening shift, up to $4 an hour, depending upon experience. Apply in person Mon.-Fri. 2-4.
The Ground Round
30005 Ford Road
FARMINGTON

**BAR PERSON** for afternoons. Also grill & kitchen help, days. Clean friendly bar.
631-4780

**BAR PERSONS WANTED**, no experience necessary, excellent pay and tips. Full and part time.
Livonia area. 427-1137

**CAFETERIA**
Good hours. Good pay.
Call Carol
349-8200 Ext. 2589

**COOK**, culinary arts degree preferred but will train, excellent benefits package. Day hours available for cold foods cook, salads, sandwiches etc. Mayflower Hotel in Plymouth. 453-1632

**COOK**
Full or part time. Competitive wage plus, depending on family style experience.

**WAIT PERSON**
Afternoons & weekends.
Apply in person:
Big Ed's Restaurant
8, Main Bt. at Ann Arbor Rd.

**COOK (INSTITUTIONAL)**
Day shift, in Westland.
Resume only welcome.
261-8600

**COOKS, BARSTAFF, WAITSTAFF**
All shifts. Apply within:
Reiser's Keyboard Lounge, 1670 S. Wayne Rd., Westland. 726-8330

**COOKS**, Short Order
Full & part time. Pay well. Honeytree Restaurant, Farmington Hills.
855-4866

**COOKS**
Upscale business lunch seeking experienced line cooks for fine dining restaurant in Bloomfield. Full & part time available. Competitive wages & benefits. Apply in person.
HOTEL BLOOMFIELD
(at Twelve Oaks Mall)
27100 Novi Rd.
Novi MI.
Equal Opportunity Employer M/F/H

**COOKS - WAITSTAFF**
Full time, days & evenings. Breakfast experience preferred. Apply within: SAGEOS, 25858 Middlebelt.

**COUNTER HELP** needed for pizza store in Livonia. Ask for Angela
261-0600

**COUNTER PERSON**, Donut finisher. All shifts. Full or part time. Top wage up to $5.75 plus tips. PJ's Donuts & Cones. 478-4844

**DELI HELP/EXPERIENCED**
Full time, benefits.
Westland area.
Ask for Mark. 421-0660

**DEPENDABLE DIETARY AIDE** needed, 3pm-8pm. 20/hrs per week. $4.80/hr. Plymouth Ct. Nursing Center 455-0510

## DINING ROOM MANAGER

Good pay, full benefits. A great opportunity for the right person. Call:
Sweet Lorraine's Cafe
In Schoolcraft
559-5988

**EMBASSY SUITES SOUTHFIELD**
Has immediate openings for the following positions:
- **SALES MANAGER**
2 years previous experience, knowledge of Detroit area.
- **SOUS CHEF**
Minimum 1 year Sous Chef prior experience in large volume restaurant catering operation.
Please complete application or application to Personal Director:
EMBASSY SUITES HOTEL SOUTHFIELD
28100 FRANKLIN RD.
SOUTHFIELD, MI. 48034
NO PHONE CALLS PLEASE
An Equal Opportunity Employer

**KITCHEN HELP WANTED.** For private social club evenings. Restaurant experience helpful. Weekend area. Ask for Ben. 421-9790

**KITCHEN UTILITY**
Needed for full service restaurant inside Franklin Racquet Club. Good pay. Full time. Full club privileges upon employment.
Call Paul at Carey: 352-8000, ext. 56

**MANAGERS, BARTENDERS, WAITSTAFF, COOKS & PORTERS**
Now accepting applications for new Livonia location. Apply at: Woodbridge Tavern, 29800 Plymouth Rd. between Jefferson & the River, Detroit. Mon thru Thurs. 2:30pm-4:30pm. 313-259-0578

## MANAGER TRAINEE

National company. First year to $20,000 (base + bonus). 2 years management experience, restaurant or retail or degree (2 or 4 year). Excellent benefits & training. Career opportunity. Call Ron at
473-7210
Steven J. Greene Personnel

## 505 Help Wanted Food-Beverage

**FOOD SERVICE**, part time, new cafeteria in Southfield, days, $5.50 per hour. Need good team player. Call Carol, Mon.-Fri., 8:30-4pm. 746-3629

**HOST/HOSTESS** - Now taking applications for hostess, busing, pot washing for full time day shift or part time evening shift. Excellent working conditions. Please apply by appointment only.
Blakeney's Ranch House
Farmington Hills. 477-3340
Join our great team today!!

## JOIN THE BEST TEAM IN TOWN

MAX & ERMA'S RESTAURANT at 70 N. Adams Rd. is looking for Interested Pastry, Line, & Prep Cooks. Bus & Dishwasher positions also available. Apply Mon.-Fri., 3-4 pm. No phone calls please. An Equal Opportunity Employer

**LINE COOK & PANTRY PERSONS** wanted. Experience preferred. Holiday Sweet Home, 43180 Ann Arbor Rd., Novi. 347-0096

**MATURE HELP** - Part time. Will train. Flexible hours. Bonanza Family Restaurant, Livonia. Apply Monday-Friday 10-4pm. 425-8300

**MCDONALDS**
is now hiring for all shifts. Days, nights & weekends. Also Manager/Assistant Manager positions. Apply in person at 18311 Farmington Rd., N. of 7 Mile.

## MITCH'S

Wonderful opportunity for an experienced line and broiler cook to advance culinary knowledge and skills. Competitive wages. Apply in person: Mitch's 1, 4000 Cass Elizabeth, Westland. 862-1818

**NEW SPORTS TAVERN**
now hiring all positions: bar person, wait staff, kitchen help & dishwashers. Apply at 27206 Michigan Ave.
An Equal Opportunity Employer

**NOW ACCEPTING** applications for Cook and Cashier. No experience necessary. Apply at Long John Silver, 461 S. Wayne Rd., Westland.

**NOW HIRING:** Working part time or noon wait-up in banquet & catering facility. Hard-working, hands-on type of person. Top wages.
Call Mr. Bond after 12pm. 625-3550

**OPENINGS FOR ENTERPRISING**
Waitstaff in a busy restaurant. Flexible hours. Apply in person:
Mitch's 1, 4000 Cass Elizabeth, Waterford. 862-1818

**PANTRY PERSON**, experienced, full time. South Lyon area. 437-7337

**Restaurant**

## Join A Winner Be A Winner

Work with best seafood restaurant in America and feel good about it. Fri. At expenses paid. $50K and up. Call Marvin 248-4796

**APPLIANCE SALESPERSON**
wanted - full time position open for experienced salesperson with a large chain. Commission sales plus Blue Cross Blue Cross Compensation plus but not necessary. Call for appointment, 10am-2pm, ask for John Kelly. Sears Home Appliances, 39915 Michigan Ave., Canton. 728-8600

## ARE YOU LIKE ME?

I work hard and want the better things in life. My career rewards me well for my effort. I work between 42 and 46 hours in a well displayed showroom. I enjoy people and get great personal satisfaction from knowing that their lives will be better for having purchased my product. I presently earn in excess of $250/yr. and I'm, not the highest paid salesperson in my company. I also have a full benefits package including major medical and dental, paid vacations and profit sharing.

If this sounds like you, we should talk.
CALL MR. HANSOR AT
569-3770
ART VAN FURNITURE
Located on Greenfield
S. of 9 Mile.

**ATHLETIC SCOUTING/FINE ARTS**
Full or part time positions statewide Michigan. We scout and evaluate high school athletes and talented fine art students for colleges across the Nation. We offer a comprehensive resource service to students that insure their opportunity for scholarships. You will be conducting in home interviews with families during evening hours. Income is based on commission. Call for personal interview:
313-758-7710

**ATTENTION** - Interior health company needs help in all areas for company expansion. Earn up to $60000 full time. Part time $6000 full time. 313-462-8781

**ATTENTION MULTILEVEL MARKETERS**
If you are serious about your career, for a recording: 927-8031.

## 505 Help Wanted Food-Beverage

**SHORT ORDER COOK** - Part time, 10-3pm, Mon.-Fri. Experience for fast paced Livonia location.
Wait Person - Part time. Day or evening shifts. Experience. Apply within:
Big Boy, 34401 Michigan Ave.
Wayne
WAIT STAFF - Hilltop Golf Club. Call or apply in person: 47000 Powell, Plymouth, Mich. Ask for Ed.
453-8600

**WAITSTAFF**
Part time. Hours fun while you work. Apply in person: 12:30-7:30pm at Chuckie's Country Club, 16480 Telegraph Road.

## 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 464-4700
REAL ESTATE ONE, INC.
Bloomfield • Birmingham

**A CAREER SHOULD BE BY DESIGN....NOT BY DEFAULT.** That's why Real Estate One offers our choices for the self-directed, ambitious individual and then supports those choices through Real Estate One's strong, staff assistance, high quality educational programs, and unsurpassed marketing tools. Ask about our guaranteed income program.
Betty K. Clark
Multi-Million Dollar Career Manager
313-451-1511
REAL ESTATE ONE, INC.

**ACCEPTING INTERVIEWS** for full time retail sales person in top notch bridal shop. Apply between 1 and 3 Kitchen Glamor, 26770 Grand River, between Beech Daly & Inkster.

**ADMISSIONS** - Milane Modeling School & Agency, looking for sales person to fill position. Part time only, no retail, high earning potential
558-1123

**AD PEOPLE**
Full & part time.
Flexible & rewarding. Metro area.
Call Earl 718-8470

**ADVERTISING SALES MANAGER** for motion display signs. Unique opportunity for right person in new division in 20 year old company.
248-3600

**A FEW** real estate agents needed to earn 100% commission with no office fees. Call Sally, start today.
Ask for Jim or Rich 532-2700

**AGGRESSIVE PERSON**
To sell INDUSTRIAL CUTTING Tools the power tool users supplied. Salary plus commission.
532-1515

## AGGRESSIVE

Sales people needed to call on company clients throughout the country. Must be 2 days a week. Fri. At expenses paid. $50K and up.
Call Marvin 248-4796

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