504 Help Wanted Office-Clerical

★ Legal Secretaries!

ATTENTION

We are a large mortgage banking firm looking for quality, motivated, intelligent people to train in loan processing and closing. Our high standards are the highest level in our industry. That is why we look outside of our field for excellent people. Overpay has earned us 20th place, nationwide, mortgage medical, 401K, Quality Class begins Mon., Sept. 14, 1992. Please send resume & references to

Human Resources Director
Rock Financial Corporation
30550 Telegraph Rd., Suite 100
Bingham Farms, MI 48025
An Equal Opportunity Employer

LEGAL SECRETARY

A Full Service Agency
For the professional legal community

TEMP - TEMP TO PERM - PERM

Fee paid, exclusives, no charge referral service 9-5 gets you $80.00

PERSONNEL AT LAW

3000 Town Center, Ste 2580
Southfield, MI 48075

FAX 358-0235 Phone 358-0060

LEGAL SECRETARY

Bloomfield Hills law firm needing highly motivated, professional, detail-oriented legal secretary with 5 years litigation experience. Work Perfect experience and 70 wpm required. Send resume to:

PO Box 826
Bloomfield Hills, MI 48303-0826

LEGAL SECRETARY

Busy suburban law firm seeks litigation and word processing Word-Perfect preferred. Full benefits, great location. $22,000 start salary. Call Mon. at 649-5900 or FAX resume to 649-3528.

SNELLING PERSONNEL SERVICES

Market Research

30 openings for Warren and Livonia. These are part time evening positions, with flexible work schedules, for college students, etc. Great way to help accomplish your goals. No selling or commissions involved.

EXPRESS SERVICES
643-8590
Never A Fee Never A Fee

MEDIA ASSISTANT

South Redford School District is accepting applications for the position of Media Assistant. Position includes various clerical duties, assisting students and staff with typing and word processing competency, basic knowledge of data entry, bookkeeping skills and transcription. Part time, $8.40 hour. Deadline for application is Sept. 4, 1992. Apply at: 26141 Schoolcraft, Redford

555-4000
An Equal Opportunity Employer

MEDICAL BILLERS

Major suburban Detroit law firm has need for your third party experience.
Call Marsha at UNIFORCE 473-2933

MEDICAL BILLERS

Immediate openings for experience in this fast paced clinical environment.
UNIFORCE 646-6168

NEEDED IMMEDIATELY
EXPERIENCED

- Word Processors
- Data Entry Clerks
- Receptionists

CONTEMPORA
BENEFITS NO FEE

NOW HIRING
OFFICE PERSONNEL

Immediate full and part time positions in all locations for the following skills!

WORD PROCESSORS
(ALL SOFTWARES)
RECEPTIONIST/SWITCHBOARD
DATA ENTRY CLERKS
(A&M & PM SHIFTS
FILE CLERKS
MEDICAL/LEGAL SECRETARIES

We offer Top pay, holiday pay, bonuses, temp-med insurance. Call today for an appointment.

LIVONIA, 484-2100
SOUTHFIELD, 352-1300
AUBURN HILLS, 373-7500

NEVER A FEE
SNELLING TEMPORAIES

OFFICE CLERK, Part-time
Experienced in filing, typing, record keeping duties. Send resume to Secretary, P O Box 376, Farmington, MI 48332-0376

OPTOMETRIC ASSISTANT - Full time. Northville area. Front desk and dispensing a must.
349-1330

ORDER DESK

Inside sales, Farmington Hills manufacturer has opening for bright & alert person with excellent office skills & computer skills. Must be able to communicate with public. Recent experience in manufacturing office helpful. Salary commensurate with experience, paid holidays, vacation & benefits. 1100 Silverdome Way. Wed between 9-3
473-9305

PARALEGAL/EXPERIENCED

For medical malpractice specialist in Southfield. 20-25 hours per week. Call before noon.
357-7778

PARALEGAL NEEDED for non smoking law firm located in Bloomfield Hills. Looking for recent graduate with top academic credentials. Send resume to P.O. Box 2550 Telegraph, Ste 250, Bloomfield Hills, MI 48302

PART TIME - MATURE TYPIST
Knowledgable non-Speedwriter for insurance firm in Southland Town Center. Call Sophie at UNIFORCE 357-0037

504 Help Wanted Office-Clerical

LEGAL SECRETARY

To need transition area of Troy law firm. Benefits & salary commensurate with experience. Work will be challenging & exciting. This is an excellent career opportunity for someone who is organized, has dictaphone/word work habits & can manage people. Call Petal.
643-9494

LEGAL SECRETARY

Bloomfield Hills law firm needing highly motivated, professional, detail-oriented legal secretary with 5 years litigation experience. Work Perfect experience and 70 wpm required. Send resume to:

PO Box 826
Bloomfield Hills, MI 48303-0826

LEGAL SECRETARY

Busy suburban law firm seeks litigation and word processing Word-Perfect preferred. Full benefits, great location. $22,000 start salary. Call Mon. at 649-5900 or FAX resume to 649-3528.

SNELLING PERSONNEL SERVICES

OFFICE CLERK

EXCEPTIONAL CAREERS!
SECRETARY
$22,000

Immediate opening using your 5 years experience, Lotus and Word-Perfect, for growing suburban firm.

ALL FEES COMPANY PAID
PERMANENT STAFF
Call Evelyn 737-8750
East Suburb: 685-2720

OFFICE CLERK. Must have typing & computer experience, attention to detail, neat writing, good memory, full time. Taylor area. Send resume to: Box 1448
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

PART-TIME OFFICE ASSISTANT
REQUIRED IMMEDIATELY

A major National Consumer Products Manufacturer is seeking a part time office assistant for our Region Office in Farmington Hills. Position duties include various clerical duties requiring accurate typing, filing, copying, and light typing. Position involves 15-20 hours per week (week days with some flexibility in hours). Qualifications: General office skills, light typing, and good communication skills. An attractive hourly wage is based on experience. Send resume to Department 100, Box 958
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

PART TIME - Southfield office, clerical, filing, phones, light typing. Perfect for retired person, college student, children. Send resume, Debbie, P O Box 870, Southfield, MI 48037

PAYROLL CLERK

Large downtown Detroit corporation is in need of a compensation support professional. Some duties will include:

- Preparing and Processing Employee Time Sheets
- Manual Payroll Checks
- Adjustments
- Garnishments
- Data Entry on ADP System
- Light Typing & Filing

If you are looking for meaningful responsibilities that will put use your previous work experience please apply. Salary based on experience. Forward resume in confidence to:

P.O. Box 779
Detroit, MI 48231

REAL ESTATE OFFICE PART TIME
Evenings & Weekends. Receptionist, phone, typing. Central Livonia location. Call Jay Hughes. 522-800.

Part time receptionist needed for upscale busy Birmingham real estate company. Upbeat pleasant personality a must. Light typing & typing skills required. Must be available Tuesday & Thursday 9 m., Friday afternoon & Saturday morning. Call for appointment. Ask for Jill

HANNETT, INC.
REALTORS
646-6200

RECEPTIONIST — needed for non smoking law firm computer skills necessary. Send resume to B Hill, 2530 Telegraph Road, Suite 250, Bloomfield Hills 48302

RECEPTIONIST

1 year experience, accurate typing. Submit resume to Receptionist, 12211 Merriman, Livonia, MI 48150

RECEPTIONIST/SECRETARY
PART TIME

For Troy Realtor's Home Office
Call 680-1500

RECEPTIONIST

Part-time, 20-25 hours. Farmington office. Contact Patti for an appointment
551-3274, ext 336

RECEPTIONIST needed for both downtown Plymouth & Canton offices. Call 455-3670 or apply at 50011 Shelden Ct. Canton on Tuesday, September 1 or Thursday, September 3.

RECEPTIONIST NEEDED

Must be available weekends and holidays. Call before noon.
357-7778

RECEPTIONIST/SECRETARY

Part-time for Birmingham law firm. Send resume to B Hill, 2530 Telegraph, Suite 250, Bloomfield Hills 48302

RECEPTIONIST

Livonia based firm has an immediate opening for a full time Receptionist. Some phone experience necessary, light typing & data entry plus Send resumes to Box 919
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

RECEPTIONIST

Growing sales company in Troy in need of full time Receptionist with good typing & phone skills. Computer experience helpful but not required. Full benefit package provided with opportunity for advancement. If interested please call for an appointment
313 435-4141

RECEPTIONIST

Need part-time receptionist for busy Rochester real estate office (o work Saturdays & Sundays, 9:30 am - 2:00 approximately. Must have experience in answering multi-line phone system with voice mail. Apply in person, Century 21 Town & Country, Rochester, Mich 48307

Receptionist/Secretary

for Farmington Hills construction. Good phone skills & word processing experience required. Submit resume & salary requirements to Box 902
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

RECEPTIONIST

Hella Electronics Corp., an international OEM, is seeking an experienced, mature individual to function as a receptionist in our Troy office. Preferred candidate will have a high school diploma and experience on a Premier system or equivalent multiline system and computer experience. Salary commensurate with experience. Call Marie Schumacher for consideration for interview.
313-362-1255

RECEPTIONIST/TYPIST - Promotional position, real estate office in Birmingham offers a challenging position for a mature individual with pleasant voice and professional appearance, ability to handle very busy phone lines, possessing good typing skills, can work closely with another co-worker, relate to a variety of personalities, and can maintain a pleasant attitude. For interview appointment, call Karen 433-5468

RECEPTIONIST
PART-TIME

Plymouth company desires experienced receptionist. This position requires good communication and office skills. The work period will run from September through May. Great position for those who like their summers off. Send resume to Sales Corporation, 272 Amelia Street, Plymouth, MI 48170. Attention Human Resources

504 Help Wanted Office-Clerical

RECEPTIONIST/
GENERAL CLERICAL
(Part Time)

Candidate must have a professional voice, manner, and good typing skills. Flexible hours, part week at $6.50/hr. Please send resume to: Pharmatrol Alpha, 17750 Haggerty Dr, Novi, or call Lisa at (313) 348-0070

RECEPTIONIST

Full time, 5 positions, basic secretarial skills: business letters, shorthand/dictation, math, spelling, grammar.

SALES SUPPORT

Order preparation, many diverse jobs, highly technical position, 2-3 days customer service, problem solving, servant's heart, clerical skills, math, spelling.

An ideal candidate seeks stable, hard workers who are willing to be team players in a busy and technical office environment. BASIC REQUIREMENTS: DETAIL ORIENTED, GOOD WRITTEN SKILLS, EXPERIENCED IN BUSINESS OFFICE OPERATIONS.

Mail resume including job history to

P.O. Box 1448
Great Lakes Business Forms
2116 S. Wayne Rd.
Wayne, MI 48184

RECEPTIONIST, experienced for professional office in Royal Oak. Typing, filing, phone work, 35 hrs.
435-8855

RECEPTIONIST wanted for local CPA firm. Experience preferred, but not required. Full time position. Ask for Janet.
352-3230

RECEPTIONIST for busy office in Farmington 37 hr. Mon-Fri, 9-1pm. Light typing, phone, filing, general manner. Rhonda or Stuart, 334-4820

RECEPTIONIST: Needed with good phone manner, hours 8am to 4pm. Apply Chelsea Lab Corp.
Kathy F. or Fran, 729-8200

RECEPTIONIST &
GENERAL OFFICE

For Bingham Farms law firm.
258-0600

RECEPTIONIST/SECRETARY for Bloomfield office, approximately $6/hr. Must have professional telephone voice & appearance
335-0280

RECEPTIONIST for Troy law firm. Good typing skills, legal experience preferred.
643-6700

RECEPTIONIST, part time for Auburn and Saturdays 4-8pm, Sunday 8am-4pm. Answer phones & light typing skills. Call Ann Marie or Ann Lact Debby, Mon-Fri, 1-5pm.
852-7133

RECEPTIONIST/SECRETARY

for growing W. Bloomfield accounting firm. Computer skills, interpersonal and knowledge of DOS a must. Send resume to: C.E., P.O. Box 3238, Southfield, MI 48037.

RECEPTIONIST - Full time for real estate development co. Light typing, excellent voice and phone manner. Send resume to Receptionist, 33481 W. 14 Mile, Ste 100, Farmington Hills, MI 48331

RECEPTIONIST/SECRETARY

Part time, perfect for parent of school age children. Typing, word processing, 34303 Industrial, Livonia

RECEPTIONIST & SECRETARIAL POSITIONS AVAILABLE

Candidates must possess excellent skills preferred: 38-39 hr. plus benefits. Must be eligible Oakland County resident.

RECEPTIONIST - Full time. Responsibilities include answering phones, sorting mail, general office duties. Some computer experience helpful. Hours are from 8:30 AM to 5 PM. Call Ann Marie, Southfield, MI 48034 @ 350-8250

RECEPTIONIST - MBS Mortgage Services Limited of Southfield, has a position available for front desk receptionist, full time, permanent. Good typing skills required. Experience required. Call Andrea 746-0500

RECEPTIONIST

With exceptional telephone manner and good typing wanted for full time Plymouth office position. Excellent benefits. Send resume to: Straight, Inc., 42309 Ann Arbor Rd., Plymouth, MI 48170

Receptionist
Switchboard

ATTN: Retirees & Homemakers

If you only want to work occasionally, you are looking for a challenge, and can work in Southfield we have a temporary job for you.

ET SERVICES & SYSTEMS

RECEPTIONIST/SECRETARY

for bankruptcy firm, Birmingham area. Excellent communication & organizational skills required. Word processing a plus. Submit resume & salary requirements to Box 942
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

RECEPTIONIST

Farmington office has immediate opening requiring excellent telephone manner, typing, word processing & typing of 45-wpm. Send resume cover letter & salary requirements to: Human Resources, 33309 Industrial Park Dr, Farmington, MI 48335 Fax 476-0213

RECEPTIONIST

Southfield marketing agency individual will handle phones, light reception and general office duties. Entry level position with strong growth potential. Excellent office skills a must. Familiar with WordPerfect Dbase, Lotus, IBM System 36 and Harvard Graphics a plus. Send resume with salary requirements. Marketing Manager, P.O. Box 27400 Northwestern Hwy., Ste 440, Southfield, MI 48034

RECEPTIONIST/TYPIST

Property Management firm in Southfield is looking for a Receptionist/Typist. Candidate must have word processing 50. have professional telephone manner, able to deal with the public. Duties also include machine transcription, copying and filing. Send resumes with salary history to P.O. Box 7777, Troy, MI, 48007-7777

RECEPTIONIST

needed for the headquarters office of a Livonia Area automotive supply company. Must be dependable, self organized, able to handle multiple tasks and have an interpersonal style in manner. Word processing capability a plus. Prior telephone transcription with experience. Please send resume to:

Human Resources Manager
31572 Industrial Rd
Box 4000
Livonia, MI, 48150

SECRETARIES

Large property management company located in Southfield is seeking high energy individuals with entry level and experienced secretarial skills and proficiency. Word processing. Send resume to Office Manager, P.O. 5071, Southfield, MI, 48086

Secretary

INTERNAL
MEDICINE
PROGRAM
SECRETARY

Secretary needed for Internal Medicine Program. Position requires word processing on PC. Word Perfect 5.1, shorthand, typing 70 wpm. Previous sales or recruiting experience a plus. Pleasant working office environment. If interested in this challenge, please send resume and cover letter to Human Resources Department, Oak Wood Hospital Village Plaza, 23400 Michigan Avenue, Suite 1100, Dearborn, MI, 48124

An Equal Opportunity Employer

SECRETARY

SERVICE
COORDINATOR

Large luxurious apartment community in Farmington Hills seeking a hardworking, energetic, organized individual to work in our Service Department. Candidate must be service oriented and people-oriented, full time position with competitive salary with benefits. Apply at Woodland Apartments, Grand River & Drake.

504 Help Wanted Office-Clerical

REFUND COORDINATOR

full time, for Northville insurance agency. Bookkeeping, computer & personal office skills required. Send resume to: CES, 605 Griswold, Detroit, MI 48226

SECRETARY/ADMINISTRATIVE ASSISTANT

Company in Plymouth area has immediate opening for person with secretarial skills and minimum of 8 years experience. Must have Word Processing/Typing. Possess a good communications with company's sales representatives. Salary DOE.

Secretary/Typ. P.O. Box 6543, Plymouth, MI 48170

An Equal Opportunity Employer

SECRETARY

Currently our organization has available an immediate opening for a Secretary. Job responsibilities will include: scheduling department appointments, ordering office and clinic supplies. The qualified candidate must possess good typing & verbal communication skills & excellent typing skills. Strong PC skills preferred, not required, with extensive knowledge of WordPerfect 5.1. Additional duties include: Receptionist, telephony & Flow Plus is desirable. Salary commensurate w. helpful. Please send Resume with SALARY REQUIREMENTS or apply in person at:

Human Resources Department

AMERICAN YAZAKI
CORPORATION

6700 Haggerty Road
Canton, MI 48187

No Phone Calls Please

An Equal Opportunity Employer

SECRETARY

A dynamic, fast growing company with offices in Southfield & Detroit, has held this seeks 2 personable & efficient secretaries. Candidates must be proficient in MicroSoft Word, type 65 wpm accurately, transcribe from dictaphone & have 2-3 yrs. experience working directly for an executive. Salary $20-$25K. Please send resume & salary history to

Human Resources, BEA
22255 Greenfield Rd. Ste #550
Southfield, MI 48075

An Equal Opportunity Employer

SECRETARY - ANSWERING Telephones, typing, word processing. Knowledge of Word Perfect 5.1 preferred but we will train. 344-9569

SECRETARY/BOOKKEEPER

For expanding west suburban company. Must be experienced. $ Mike Telegraph American Van, 255-6226

SECRETARY

Excellent opportunity in Novi area for experienced professional salaried secretary.

- WordPerfect 5.1
- DBASE IV
- Typing 50 wpm +
- Excellent communication skills
- Administrative/sales experience helpful

Applicants will have minimum of 2 yrs experience in the above requirements. Call for appointment

591-1100

ACRO SERVICE CORP.

SECRETARY for Southfield law firm. Personal injury litigation experience. WordPerfect 5.1. Salary commensurate w/experience 559-5620

SECRETARY for busy office. Typing and phone experience a must. Call
879-5959

SECRETARY

Full-time, non-smoking, position available Mon. 24th. Must be organized and self motivated person. This person should be a team player and have the ability to handle a variety of diverse responsibilities. Word Perfect 5.0 experience back ground. Salary commensurate with experience. Call Andrea 746-0500

SECRETARY

Immediate opening in assisted full time for nursery school. Experience with word processing. Must be organized, have skills and pleasant phone manner necessary. Full benefits. 477-6588

DAY SECRETARY

One day per week for Bingham Farms office. Good phone skills, typing 40 wpm.
258-0990

SECRETARY Part Time, 20-30 hrs per week, to work in my Birmingham office. Must have Word Perfect, Word Perfect 5.1, 3 yrs office experience. Call Bob at
642-4121

SECRETARY Part-time, mornings. Nice Office Downtown Plymouth. Word Perfect 5.1 helpful. Desk top publishing desirable. Send resume to CSV Sales, PO Box 9187 Livonia, MI 48151.

SECRETARY

Position available for Farmington Hills corporate office. Must have WordPerfect 5.1 experience for the person who will be supporting two Presidents. Please call Molly, 10am-3pm at
851-8900

An Equal Opportunity Employer

SECRETARY/RECEPTIONIST for Woodward CPA office, computer experience. Send resume to CPAS, P.O. Box 2530, Bloomfield Hills, MI 48037

SECRETARY/RECEPTIONIST

Livonia contractor seeks a mature individual with Wordperfect, shorthand preferred. Salary commensurate with experience. Excellent benefits. Please send resume to Box 952
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

SECRETARY - Small Plymouth sales office needs hardworking, most excellent secretary. Minimum 2 years experience. Must be computer literate, proficient literate (Word-Perfect preferred), with excellent phone skills. Send resume to

P.O. Box 3440
Farmington Hills, MI 48333-3450

SECRETARY

Suburban law firm seeking headquarters has immediate opening for your Word Perfect and Lotus experience. $10/hr. Call Sophie at UNIFORCE 646-7661

SECRETARY, TO $22,000

Professional seeks, type 55, WordPerfect 5.1, lots of variety. Have fun! Call Ann Marie

SNELLING PERSONNEL SERVICES

SECRETARY - Troy office. Proficiency with Lotus 1-2-3 preferred. Good phone manner. Call Ann Marie, Salary commensurate with experience. Excellent benefits. Send resume to Box 852
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

SENIOR ADMINISTRATIVE
SECRETARY

To provide secretarial support for Executive Vice President and Medical Chiefs. Should have at least 2 years experience in senior secretarial position. Required skills include interpersonal, typing, word processing and spreadsheet skills. Interested applicants should send resume with cover letter to Recruiter at

DMC Health Care Centers
41835 W. 12 Mile Rd
Novi, MI, 48377

Affiliated with The Detroit Medical Center. An Equal Opportunity Employer

SOUTHFIELD glass shop seeking responsible, self motivated individual willing to work with the public. Answering phones, light typing and filing involved. Apply in person, 8-5pm 27224 Telegraph, Southfield

SWITCHBOARD

Major computer corporation needs your customer service background experience. Both full & part time. Call Gloria at Technical Staff, 473-2932

TRANSCRIPTIONIST-MEDICAL

Part time, flexible hours, excellent work environment, competitive salary. Call Barbara
532-4200

TYPIST/PART TIME

With Word Perfect a must 3 days a week in Farmington. Apply in person at Master Manufacturing, 12173 Middlebelt, Livonia, 1 block W of Levan, 1 block N. off Plymouth

504 Help Wanted Office-Clerical

TELEMARKETER: $8/HR, plus commission. Full time employment. Royal Oak & Eastpoint office park. Bar Del Stack.
772-1700

TELLER - PART TIME Needed for Credit Union. Experience preferred. Send resume to 28217 Liberty, Farmington, MI 48335

TYPIST/DATA ENTRY

Expanding company seeking experienced typist or data entry person to real with customer relations skills. Excellent benefits. Please send resume to 2600 Telegraph Rd., Bloomfield Hills, MI 48302-0053. Attn: Barb Robinson

An Equal Opportunity Employer

WORD PROCESSING SECRETARY

Immediate suburban opening for person with Word Perfect 5.1, Harvard Graphics experience $9.50/hr.

Call Stacey at UNIFORCE 473-2933

WORD PROCESSOR/SECRETARY

Part 20-25 hours weekend. Farmington Hills area.
489-5117

WORDPROCESSOR-SOUTHFIELD

Full time, processing commitments & policies. 55-60 wpm, experienced, helpful-not necessary, will train. Benefits. Call Sue 353-1800

An Equal Opportunity Employer

WORD PROCESSOR

UP TO $11/HR.

ALL SOFTWARES
Specialist
Macintosh, Graphic & Windows

WOLVERINE
STAFFING SERVICES

358-4270
Southfield

879-9070
Troy/Rochester

505 Help Wanted Food-Beverage

★ CAFE BONHOMME

A small French restaurant in downtown Birmingham is seeking quality, team oriented people to fill the following positions. Waiters and waitresses full time. Wait persons
Bussers
Baker/prep
Dish machine operator
Apply in person daily. 844 Pennsylvania

ACCEPTING APPLICATIONS
Bar Backs, Bar Persons
& Short Order Cooks
Apply in person (only) Blarney Bay 27172 Gratiot Avenue, Roseville

AN EXCITING OPPORTUNITY

awaits you with A&W Restaurants. We are expanding and need well rounded fast food management people. Call Ted at
Call Carl, Mon-Fri, 1-4 pm 262-9665

APPLY NOW
At the New
EMBERS DELI &
RESTAURANT
in Orchard Lake

Now hiring Experienced
- Deli Counter Person
- Line Cooks
- Wait Staff

Full or part time. Start immediately. Call Joe or apply in person
5258 Orchard Lake Rd

683-3344

ATTENTION - SERVERS WANTED

Full & part time, days & evenings available. Apply in person 7 Mile & Kendallwood Square, 30005 Orchard Lake Rd., Farmington Hills

BAGEL SHOP has immediate positions for Assistant Manager & Trainee. Apply in person 24551 W 12 Mile Rd at Telegraph

BANQUET MANAGER

Experienced with banquet service, handpick management skills, aggressive, team, schedule staff, inventory, food cost, must be well with public & be a team player. Send resume to attention Joanne Wright, Hyatt Regency Dearborn, 380 South Dearborn, Dearborn MI 48009

BAR PERSON
Call day before
534-0100

BAR PERSON
Experienced
Wanted for busy restaurant in Troy. Ask for Marco 689-2332

BARTENDER

Part time & full time. Almost Apple Golden Mushroom 18100 W 10 Mile, corner of 10 Mile & Southfield

BARTENDERS - Wait staff. D.J.S. apply in person after 7:30pm
Rocky's Cafe 34275 Ford Rd
Westland

BATES HAMBURGERS - 23408 9 Mile, Livonia. 22291 Middlebelt, Farmington Hills. Apply within hours and uniforms furnished. Apply in person: 8am to 10am & 2pm to 5pm

★ BENNIGAN'S

is now accepting applications for the following positions

Wait Staff & Line Cooks

Only fun-loving & enthusiastic individuals need apply

Apply in person between 2-5pm at the following locations

BLOOMFIELD HILLS
2355 Woodward Ave
(at Square Lake)
334-9810

SOUTHFIELD
28355 Northwestern Hwy
(S. of 12 Mile)
352-7420

MADISON HEIGHTS
32787 Stephenson Hwy
(at 14 Mile)
583-9835

WARREN
30700 Van Dyke Ave.
(between 12 & 13 Mile)
573-8230

BURGER KING NOW HIRING!

Full time and part time. Apply at Plymouth Day for closing shift. Call Mr. Henry 8 Sam-4pm 322-3311

Apply in person Burger King, Full time Apply in person Knollwood Country Club 5050 W Maple Rd., West Bloomfield

BUS PERSON

Full time hours.
Ryan's Family Steak House
(W of Haggerty)
624-1000

BUSSERS-PRE COOK & KITCHEN Helper. Ask for Dave
462-2630

CHEF

Growing downtown Ann Arbor restaurant has an opportunity for an experienced working chef to join our team. Ideal candidate for this position should be a hands on professional possessing a supervisor and management skills have at least 2 yrs management experience, demonstrating cost control & labor scheduling. Please send resume to 111 E. Washington Ann Arbor MI 48104 for immediate consideration

CHEF

Hartmans Casual Dining & Sports, for upscale casual restaurant, great opportunity. Lake Orion 391-4800

COOK

Dorner Shift Experience necessary
Contemporary Seafood Cuisine

Ocean Grille
Birmingham 646-7061

COOKS SANDWICH BOARD

Experience helpful. Will train, right party. Contact Nick The Coty Cafe
433-2541

Cooks

Very good pay. All shifts available. Kerry Irish Restaurant
559-8882

COOK**, WAITSTAFF, Dishwashers

Must have experience & transportation. Good pay & benefits no experience necessary for the right individuals. Apply within Tues-Fri, 2-5pm.

Meadowbrook Country Club
40611 W 8 Mile, Northville

NOW ACCEPTING applications for Mr B's Plymouth Grill, formerly Harry's Grill. Bartender, Wait Staff, Cooks. Apply at Mr B's Southfield, 16701 W 12 Mile, Southfield. For appointment
559-4400

505 Help Wanted Food-Beverage

CHEF - NIGHTS, do the job, be your own boss. Highly recognized Detroit restaurant seeking quality 8/or exciting chef. Salary plus. Write

PO Box 32149, Detroit 48232

CLAIRMOR HOTEL EXECUTIVE SUITES are currently seeking experienced staff in following areas

Hostess, Dish Washer, Busperson, Bus, & Service Staff. Apply in person 31275 Ford Road
Farmington Hills, MI

COOK AND WAITPERSON

Full time, Reuben House's Sam's Cafe Haggerty/ Grand River, Novi
474-8887

COOK FULL TIME to work in a Senior retirement facility. Similar experience preferred. Applicants must be mature, responsible, a Harvard player. Send resumes to: The Heathwood, 23800 Civic Center Dr., Southfield, MI 48034

COOK

$7.50 per hour, 40 hours per week. 6:30am - 3pm Benefits
482-0117

COTTAGE INN PIZZA

Join the Cottage Inn team. Now hiring for days, nights, weekends. Flexing hours. Manager, Shift Managers, Drivers and Counter Help. 553-2380

COUNTER HELP

Needed in Southfield health club snack bar. Seeking self-motivated, energetic, reliable & dependable person. Days or nights available

Call 8am-5pm
CREW PEOPLE & DRIVERS (18 & over - valid drivers license) full & part time days. Up to $5.00 per hour plus mileage. Taco Bell, 13 & Southfield.
An Equal Opportunity Employer
591-5797

DELI UNIQUE of W. Bloomfield now accepting applications for Hostess/Host/Front Counter Help. Bus Persons & Waitstaff. Apply in person weekdays between 2-4pm at
6724 Orchard Lake Rd

DELIVERY HELP NEEDED. Good driving record. Apply in person Grand Lake Ale Co., 1711 W. Auburn Rd., Rochester Hills
852-4321

★ DINING ROOM
MANAGER

Busy Fine Dining Restaurant is looking for an experienced manager. Full benefits. Call

SWEET LORRAINE'S CAFE
859-3996

DUNKIN' DONUTS

All shifts Livonia & Long Lake, Troy, Rochester Rd & Avon, Rochester, Orchard Lake & 14 Mile, Farmington 4339 Highland Rd, Waterford. Apply in person

D. DENNISON'S

Is now hiring day or night dishwashers, full & part time, start $5.50 hr. Apply in person Mon. thru Fri. between 9am-11am or 2pm-5pm N W Corner Orchard Lake & 12 Mile

D. DENNISON'S

Now hiring full or part time prep people, busperson, cooks. Experience preferred but not necessary, salary commensurate with experience. Apply in person Mon. thru Fri. between 9am-11am or 2pm-5pm N W Corner Orchard Lake & 12 Mile

D. DENNISON'S - seafood tavern is currently seeking qualified personnel for the following positions
Lunch Waitstaff, Line Cooks, Pantry Cooks & General Utility Applicants can expect pleasant working conditions & competitive wages. Apply in person daily at 27716 E Mile Rd., Laurel Park Mall, Livonia

FARMINGTON HILLS
MOUNTAIN JACKS

Now hiring for the following positions

- Lunch Servers
- Hostesses/host/ess
- Bus People

Full or part time. Apply in person, Mon thru Fri., 2-4pm. 24275 Smiley Cir., Farmington Hills

PART TIME 20-31PM.

3-4 days/wk to help in preparation of food. Some experience needed. Apply in person Mon-Fri
32177 W Warren, Garden City

GARLAND'S

New stores opening. Experienced pizza help, delivery, & counter/store help. Call between 2-4pm.
548-3370 471-0601

HOST/HOSTESS Am shift. Mon thru Sat (25 to 30 hrs per week). Mature responsible people. Apply in person only at Bagel Factory, 18100 W 10 Mile, corner of 10 Mile & Southfield

HOST STAFF

Dinner Shift Available
Experience Necessary

OCEAN GRILLE
Birmingham 646-7061

THE HOTEL BARONETTE

An upscale business hotel in Novi, has openings for individuals experienced in the following

- Waiter/Waitress
- Bartender
- Bakery Helper
- Banquet Housepersons
- Line Cooks
- House keeping Positions
- Front Office Clerks

Please apply in person only, Mon-Sat, 8-7pm

The Hotel Baronette
27790 Novi Rd
Equal Opportunity Employer M/F/H

JAPANESE RESTAURANT

Cherry Blossom, in Novi, needs lunch Wait Person, Night Hostess, Bus Person, Dishwasher & Kitchen Help 11AM-2PM. Excellent salary. Call for details
380-9160

KITCHEN HELP & DELIVERY

For Pizza Pacifico, Plymouth
Call for appt
451-8222

KITCHEN SUPERVISOR

Buddy's Pizza, Livonia seeking qualified applicants for Supervisory position. Kitchen experience a must. Advancement opportunity. Full time available AM/PM. Wages commensurate with experience. Call for further information and interview

LEGAL SECRETARY

For Farmington Hills defense firm. Must be well organized and type a minimum of 90 words per minute. Experience and references required. Call Kathy
478-6900

LINE COOK

Experienced - Full Time
Be part of Detroit's oldest & finest Italian restaurant
Full and professional training
Employee & family discounts
Benefits available
Apply in person
R.H. is The Restaurant
855-9889

LONG STAR HOTEL - NOVI

SEEKING

- Kitchen Manager/Chef
- Dishwashers Weekends

Send resume to 27372 Michele, Novi, MI 48050

LUNCH & WEEKEND Wait Staff
Pages Food & Sports, 23821 Farmington Rd. S of Grand River
477-0099

MARRIOTT CORPORATION is looking for Server-Host Person, Monday thru Friday, no evenings, no weekends. $6.00/hr Benefits. Experience preferred.
340-3449
An Equal Opportunity Employer

MAX & ERMA'S IN BIRMINGHAM

is now hiring experienced people for the following positions

LINE, PANTRY & PREP COOKS.

Days & Nights Available
Please apply in person between 2-4pm. Mon-Fri at 250 Merrill St (1 block S. of Maple)

MEADOWBROOK Rochester Hills

Now accepting applications for the following positions Servers, Cooks, Dishwashers Flexible hours, competitive wages. No experience necessary. Apply Mon-Fri 2-4pm. Northeast corner of Walton-Adams

MEADOWBROOK COUNTRY CLUB

SERVICE ASSISTANTS

Prestigious country club seeking to hire Service Assistants positions. Good pay & benefits no experience necessary for the right individuals. Apply within Tues-Fri, 2-5pm.

Meadowbrook Country Club
40611 W 8 Mile, Northville

NOW ACCEPTING applications for Mr B's Plymouth Grill, formerly Harry's Grill. Bartender, Wait Staff, Cooks. Apply at Mr B's Southfield, 16701 W 12 Mile, Southfield. For appointment
559-4400

505 Help Wanted Food-Beverage

MACHUS RESTAURANTS

Now hiring for caterers.

- Prep Cooks
- Cashiers
- Wait Staff
- Pastry Help
- General Utility
- Cashiers

All/PM shifts, full/part time, flexible hours. Dish Washer, good pay, benefits & advancement. Apply Mon-Fri, 2-4pm at
Machus Adams Square, 643 Adams, Birmingham

MANAGER
AFTERNOONS

Livonia area restaurant looking for aggressive, success oriented individual to join our management team. If you have the following qualifications: management experience, self motivated, works well with people, takes pride in their appearance & work. Wages & benefit package commensurate with experience. Call 8am-4pm. Ask for Don or Jerry

421-4349

MANAGER & WAIT STAFF

Must work full time Nights
Apply in person Monday, EVERALD-Q, 4259 Highland Road/Pontiac Lake Road, (behind Dodge Truck)

MATURE, front cafe counter sales person for Farmington & early evenings, Edwards Catering, Northville. Call Theresa
348-3350

NOW HIRING

BILL KNAPP'S is now hiring servers for all shifts. If you are fun loving organized and enjoy people - come join our team! Apply at the following

- corner of Haggerty and 8 Mile
- South Lindon - corner of Plymouth and Farmington Rd. Livonia
- Ann Arbor - Ann Arbor Center Dr., Southfield, Mon-Fri, 2-4pm

WAIT STAFF & SAUTE COOK
EXPERIENCED PREFERRED
Apply in person
ROMAN FORUM, 41801 Ford Rd
Canton 981-2040

WANTED PROFESSIONALS! Now hiring for GRAND OPENING. Wait staff, Line Cooks. Apply BAGEOS, 25836 Middlebelt, Farmington Hills

Waitstaff needed part time for evenings. Also grill person needed. Must be experienced. Call 427-1060

506 Help Wanted Sales

A BRIGHT & enthusiastic sales person is needed to begin Top Flite Video in the Wonderland Mall for sales of country Music Videos. Full or Part time. Retail experience preferred.

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SALES WITH US IS A "REAL JOB"

Our Sales Associates are our most valuable asset. Our support systems are so effective we guarantee you a minimum annual income of $25,000 with unlimited potential.

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SUE KELLY, 644-4700
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Bloomfield - Birmingham

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ADMISSIONS ADVISOR/
CLASS ARRANGEMENTS

Modeling & Career Center Work in the exciting field of modeling in a professional position working with the public, commission plus bonus, sales experience required. Truly 449-1090

ADMISSIONS REP

Detroit is searching for a stylish, enthusiastic sales person. If you're the slightest bit interested call between the hours of 10-5. 358-3809

AD SALES REPRESENTATIVE

$30,000 Demos $25,000 Retainer. Sales Mgr. Jim Hoffman, 1205 E Big Beaver, Troy, MI 48083

ADVERTISING SALES

For Metro Detroit Area. Excellent phone sales a must. $300 + weekly salary 10% commission & bonuses
425-9533

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A GREAT PLACE TO WORK
AND A $25,000 DOLLAR
MINIMUM INCOME GUARANTEE
IS WHAT WE CAN OFFER TO AN
AMBITIOUS CONSCIENTIOUS
MOTIVATED INDIVIDUAL

Call JOSEPH P. MELNIK, CRB, CRS
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