EMPLOYMENT

504 Help Wanted Office-Clerical

EXECUTIVE ASSISTANT
Plymouth office seeks efficient, well-organized, dependable individual for varied duties. Position requires skills with WordPerfect & Lotus, excellent grammar & communication skills, & ability to handle confidential matters. Must be energetic with a desire to learn. Send resume to: Carol Cook, Personnel Clerk, 377 Amelia St., Plymouth, MI 48170

EXECUTIVE SECRETARY
Your employer is looking! Perfect 5.1 is needed by international technology firm. Harvard Graphics a plus. $10/hr. Call Sue Ann 473-2434
Uniforce Temporary Services

EXECUTIVE SECRETARY
$28,000
Executive Secretary with excellent WordPerfect & dictaphone skills needed for busy Birmingham Real Estate Development firm. Weekend & evening hours. Please send resume stating salary requirements to: Ms. Dunn, 250 Martin Ste. 201, Birmingham, MI. 48009-3353

EXECUTIVE SECRETARY
$28,000
Top firm seeks professional secretary for busy V.P. Variety of duties. Shorthand a plus. Great opportunity! Company paid fees
PERMANENT STAFF
Farmington Hills 737-5750
Troy 585-2720

EXPERIENCED DATA ENTRY Person for nationwide company located in Southfield. Hours are 8:30-5:30, 7am-10am, Mon.-Fri. Must be able to work at a rapid pace
MUST BE DEPENDABLE. EOE. Call: Mariann or Colleen 351-8870

FILE CLERK
Part time Perfect 5 or Lotus up student. Flexible hours. Filing & light typing. Call Gail after 10am 737-7000

FILING CLERK. Part-time. 1:30 to 5:30. No Weekends. Ask for Bob. Nova Distributor. 350-8260

FINANCIAL CONSULTANT Assistant - Part time, flexible, working with top level producer in customer service capacity. Must have financial industry exposure. Must possess excellent word processing & Lotus required. Reply to: Box 7052
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

FRONT DESK
Use your energetic personality and recent experience in a fast paced environment. $7/hr.
Call Ruthie 357-0641
Uniforce Temporary Service

FULL TIME
RECEPTIONIST POSITION AVAILABLE
Experienced Receptionist/Customer Service Representative wanted for busy Southfield law office. Seeking mature individual to handle heavy phone traffic. Light typing - 45 wpm. Computer experience preferred. Excellent benefits package. Please submit resume to:
Box 757
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

GENERAL OFFICE HELP - part time. Must know WordPerfect. Located in Royal Oak. Call Lenore 542-7009

GENERAL OFFICE DUTIES
Cheerful individual with good phone skills a must. Computer knowledge helpful. Call 851-5530

GENERAL OFFICE - Pleasant phone manner, typing & organizational skills. Minimum 5-30hrs/week. Send resume & salary requirements to: Pro Services, 31700 Telegraph Hwy., #110, Southfield, MI 48034

GENERAL OFFICE
Permanent position for person to do various duties. Applicant must be well organized and good with figures & filing. Call Janet or Mr. Cern 353-0160 ext 471

GENERAL OFFICE: For window manufacturer. Must be mature, experienced person. Computer experience helpful. Full-time. 933-1516

GENERAL OFFICE PART TIME
W Bloomfield area, misc. office duties. hours 1-5 Mon-Fri. Call for interview. 661-3500

GENERAL OFFICE POSITION
Part time leading to full time in Birmingham. Duties include phones, typing, WordPerfect & Lotus helpful. Call Teresa 645-3000

GENERAL OFFICE
Our law firm is seeking an experienced Receptionist/Typist whose duties will include general office work. Candidates must demonstrate min. 40wpm accurate typing. Non-smoking office. Send resumes to:
Howard & Howard, 1400 N. Woodward, Suite 250, Bloomfield Hills, MI 48304

HIRING NOW!
DATA ENTRY CLERKS
Immediate suburban openings.
$6-$8/hr.
CONTEMPRA
583-9500
BENEFITS NO FEE

INSURANCE AGENCY looking for experienced person with pleasant personality. Apply at 27780 Novi Rd., Ste. 109, Novi, MI.

KEYDISC/KEYPUNCH experienced data entry operators. Days/afternoon shifts. Full or steady part time work. Ms. Hardman. 581-5151

LAW CLERK & COMPTROLLER
Small office in Birmingham. Great opportunity for one considering Law School, who has some bookkeeping experience. Nice environment.
Call Joyce, 642-9700

FRIENDLY OUTGOING - individuals needed as leasing consultants. Full & part time positions available. Willing to train the right people.
Call. 624-9449

LEGAL SECRETARY
For Southfield defense firm. Knowledge WordPerfect 5.1. Minimum 3 years experience. 443-4141

LEGAL SECRETARY
TRANSACTIONAL/CORPORATE
We are seeking 2 Transactional Legal Secretaries for major Michigan business. Salary based on experience. Medical/Optical/Prescription/Dental/401 k. Arthur Thomas, 3000 Town Center, Suite 2333, Southfield, Call. 355-4140

LEGAL SECRETARIES
$25,000
3 suburban positions available. Medical malpractice/personal injury/corporate or litigation experience, plus Word Perfect, 5.0 or 5.1, 35 hour week, outstanding benefits, including dependent coverage. Opportunity to advance with growth.
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY
Bloomfield Hills firm seeks an experienced Legal Secretary.
Candidate must demonstrate min. 60wpm accurate typing. WordPerfect proficiency, dictaphone experience, effective oral & written communication skills and an ability to work in a team environment, timekeeping skills, salary commensurate with experience. Send resumes to:
Hiring Coordinator, 11533 N. Woodward, Suite 250, Bloomfield Hills, MI 48304

MAINTENANCE
$18,720
PLUS BENEFITS
Opportunity with a large commercial property management company. Mechanical, electrical skills, general repair. Call Dave, 464-0909.
SNELLING PERSONNEL SERVICES

NATIONAL LEASING company seeking energetic, hard-working individual for lease documentation processing and general clerical duties. Please send resume to T.H., P.O. Box 9066, Farmington Hills, MI 48333-9066

504 Help Wanted Office-Clerical

LEGAL SECRETARY: For Downtown Birmingham Law office. 2 yrs. litigation experience. WordPerfect 5.1. Please send resume to: PO Box 1899, Birmingham, MI. 48012-1899.

LEGAL SECRETARY needed full time for Bloomfield Hills law firm. Must be experienced & organized with WordPerfect 5.1 knowledge. Salary commensurate with experience. Resume to: Personnel Manager, 6895 Telegraph Rd., Bloomfield Hills, MI. 48301-3139.

LEGAL SECRETARY
The successful candidate will work full time, 2-4 years experience, personal computer and word processing experience required. Must be able to take transcription. Positive interpersonal skills required for direct, typing 55wpm, dictaphone experience helpful. Send resumes, in confidence, to: 28491 Stuart, Southfield, MI 48076.

MARKETING RESEARCH
Data Entry & Processing, keypunching, coding, tabulations. Experience preferred. Send resume to:
Consumer Edge, 725 S. Adams, Birmingham, MI 48009

MEDICAL SECRETARY
Executive headquarters of major hospital corporation. Experience required. Medical terminology a plus. To $9.50/hr. Call Meredith 646-7662
Uniforce Temporary Services

NEED EXTRA HOLIDAY MONEY
Our Birmingham office is in need of a data entry person to work evening/weekends. $7 an hr. cash. Please call Tom. 258-6740

OFFICE CLERICAL
With computer experience.
Start immediately full time.
532-6303

OFFICE CLERICAL
Fast growing Farmington Hills Troy based incentives/advertising company has immediate opening for a reliable person to work in our dealer merchandise program center. Successful candidate must be self-motivated, have excellent organizational & communication skills. Send resume to: P.O. Box 1058, Troy, MI 48099-1058

FINANCIAL CONSULTANT Assistant - Part time, flexible, working with top level producer in customer service capacity. Must have financial industry exposure. Must possess excellent word processing & Lotus required. Reply to: Box 7052
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

FRONT DESK
Use your energetic personality and recent experience in a fast paced environment. $7/hr.
Call Ruthie 357-0641
Uniforce Temporary Service

FULL TIME
RECEPTIONIST POSITION AVAILABLE
Experienced Receptionist/Customer Service Representative wanted for busy Southfield law office. Seeking mature individual to handle heavy phone traffic. Light typing - 45 wpm. Computer experience preferred. Excellent benefits package. Please submit resume to:
Box 757
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

GENERAL OFFICE DUTIES
Cheerful individual with good phone skills a must. Computer knowledge helpful. Call 851-5530

GENERAL OFFICE - Pleasant phone manner, typing & organizational skills. Minimum 5-30hrs/week. Send resume & salary requirements to: Pro Services, 31700 Telegraph Hwy., #110, Southfield, MI 48034

GENERAL OFFICE
Permanent position for person to do various duties. Applicant must be well organized and good with figures & filing. Call Janet or Mr. Cern 353-0160 ext 471

GENERAL OFFICE: For window manufacturer. Must be mature, experienced person. Computer experience helpful. Full-time. 933-1516

GENERAL OFFICE PART TIME
W Bloomfield area, misc. office duties. hours 1-5 Mon-Fri. Call for interview. 661-3500

GENERAL OFFICE POSITION
Part time leading to full time in Birmingham. Duties include phones, typing, WordPerfect & Lotus helpful. Call Teresa 645-3000

GENERAL OFFICE
Our law firm is seeking an experienced Receptionist/Typist whose duties will include general office work. Candidates must demonstrate min. 40wpm accurate typing. Non-smoking office. Send resumes to:
Howard & Howard, 1400 N. Woodward, Suite 250, Bloomfield Hills, MI 48304

HIRING NOW!
DATA ENTRY CLERKS
Immediate suburban openings.
$6-$8/hr.
CONTEMPRA
583-9500
BENEFITS NO FEE

INSURANCE AGENCY looking for experienced person with pleasant personality. Apply at 27780 Novi Rd., Ste. 109, Novi, MI.

KEYDISC/KEYPUNCH experienced data entry operators. Days/afternoon shifts. Full or steady part time work. Ms. Hardman. 581-5151

LAW CLERK & COMPTROLLER
Small office in Birmingham. Great opportunity for one considering Law School, who has some bookkeeping experience. Nice environment.
Call Joyce, 642-9700

FRIENDLY OUTGOING - individuals needed as leasing consultants. Full & part time positions available. Willing to train the right people.
Call. 624-9449

LEGAL SECRETARY
For Southfield defense firm. Knowledge WordPerfect 5.1. Minimum 3 years experience. 443-4141

LEGAL SECRETARY
TRANSACTIONAL/CORPORATE
We are seeking 2 Transactional Legal Secretaries for major Michigan business. Salary based on experience. Medical/Optical/Prescription/Dental/401 k. Arthur Thomas, 3000 Town Center, Suite 2333, Southfield, Call. 355-4140

LEGAL SECRETARIES
$25,000
3 suburban positions available. Medical malpractice/personal injury/corporate or litigation experience, plus Word Perfect, 5.0 or 5.1, 35 hour week, outstanding benefits, including dependent coverage. Opportunity to advance with growth.
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY
Bloomfield Hills firm seeks an experienced Legal Secretary.
Candidate must demonstrate min. 60wpm accurate typing. WordPerfect proficiency, dictaphone experience, effective oral & written communication skills and an ability to work in a team environment, timekeeping skills, salary commensurate with experience. Send resumes to:
Hiring Coordinator, 11533 N. Woodward, Suite 250, Bloomfield Hills, MI 48304

MAINTENANCE
$18,720
PLUS BENEFITS
Opportunity with a large commercial property management company. Mechanical, electrical skills, general repair. Call Dave, 464-0909.
SNELLING PERSONNEL SERVICES

NATIONAL LEASING company seeking energetic, hard-working individual for lease documentation processing and general clerical duties. Please send resume to T.H., P.O. Box 9066, Farmington Hills, MI 48333-9066

504 Help Wanted Office-Clerical

RECEPTIONIST/General Office
Small Pontiac based office needs person to answer telephone, with some light typing involved. Mon-Fri., 8:30-5, $6. per hour. Responsibility: P.O. Box 163, Bloomfield Hills, MI 48303-0163

RECEPTIONIST/SWITCHBOARD
Do you smile when you talk on the phone? Then you're just what we're looking for. New automotive dealership needs you. Applications being accepted for: Mike Fitzpatrick, Mgr., c/oSaturn of Plymouth, 9321 Massey Dr., Plymouth, MI. 48170

RECEPTIONIST/SECRETARY
wanted for small Bloomfield Hills law firm, overlooking courtyard. Detail oriented a must. WordPerfect, typing 55wpm, dictaphone experience helpful. Send resume, in confidence, to: 28491 Stuart, Southfield, MI 48076.

RECEPTIONIST
full time, for Farmington Hills insurance service in Birmingham.
644-9209

RECEPTIONIST - Livonia insurance agency, computer & typing skills helpful, advancement possibilities, ask for Pat 251-6000

RECEPTIONIST
International - 30hrs/wk. firm needs experienced receptionist. $7/hr.
Call Ronna 646-6168
Uniforce Temporary Services

RECEPTIONIST
Answer busy office phones, no typing or computers required. Good phone skills necessary. $5.25/hour. Start now! 559-8420

RECEPTIONIST/SECRETARY
Exceptional individual to answer phones, typing, computer knowledge an asset. Salary commensurate with abilities. Waterford area. Call 476-9600

RECEPTIONIST - Part time 12-5pm. Non-smoking office. WordPerfect knowledge, ideal for mature college student with office experience. Start immediately. Send resume to: P.O. Box 1058, Troy, MI 48099-1058

RECEPTIONIST
Front desk position for Livonia agency. Good communication & clerical skills needed. Full time. Submit resume to: Personnel, 14145 Farmington Rd. Livonia, 48154

RECEPTIONIST needed for busy Troy office. Includes phones & general offices duties. Send resume to: Knight Enterprises, Inc./Delta Fuels, 40600 Grand River, Novi, 48375, Attention: Shirley Trombetta

RECEPTIONIST
Experienced, Mature, reliable. Good telephone skills. Non smoker. Send resume to: Receptionist, Jobar, Inc., 27150 W. 8 Mile, Southfield, MI 48034

RECEPTIONIST for consulting firm. Responsibilities include telephone, typing & filing. General office experience helpful. Flexible hrs. Send resume to: Hi-Tech Consulting - 45 2550 Franklin Rd., Ste 210, Bloomfield Hills, MI 48302

RECEPTIONIST with 1-2 years experience and light secretarial skills is required for our medical products or services company relocating to Farmington Hills in early January. Please submit resume to: GIM, 6034 W. Fort, Detroit, MI 48209

RECEPTIONIST
For busy property management company. Computer experience important. Salary commensurate with skills. Send resume to: PM Diversified, Personnel/Kat, 31000 Telegraph, #210, Bingham Farms, MI 48025

RECEPTIONIST/SWITCHBOARD
Immediate opening with fast paced sales office of major computer communications company. Flexible 9 to 5 hours. 40-8hrs /day, Long-term. $7/hr. Mary Glynn 1-800-733-4209
Uniforce Temporary Services

RECEPTIONIST for busy investment management firm. Self-motivated individual with good phone skills, skills & WordPerfect 5.1 experience helpful. Flexible hours. Send resume only to: Flex-Sible Plan Investments, 3892 Orchard Lake, Suite 100, Bloomfield Hills, MI 48302.

RECEPTIONIST
Mature person required for busy Bloomfield Hills law firm. Typing skills a plus. Competitive wage and benefit package. Hours 8AM-5PM. Send resume to: P.O. Box 750
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.

RECEPTIONIST/SECRETARY
For fast paced Farmington Hills insurance office. Must have a pleasant personality, excellent phone skills, WordPerfect 5.1 proficiency. Knowledge of additional computer software helpful. Full time. Salary commensurate with experience. 851-6600

RECEPTIONIST needed for insurance company. Plymouth/Arbor area. Must be bright with pleasant personality and good interpersonal and phone skills. Some computer knowledge helpful

ARBOR TEMPORARIES 459-1158

RECEPTIONIST $17,000
Answer phones, greet clients, and typing skills required for this progressive, international firm. Great benefits, growth potential, immediate openings. Company paid fee
PERMANENT STAFF
Troy Farmington Hills
585-2720 737-5750

RECEPTIONIST
Full time temporary position. Experienced with 10 key, switchboard, great clients. Responsibilities include data entry typing, mail and organizational skills. Professional appearance and presentation. Send resume to: Box 764
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SALES-DEPENDENT GENERAL SECRETARY - full time for State Farm Agency. Seven Mile & Inkster Rd. area 531-0117

RECEPTIONIST
Medium sized fast growing company, both domestic & international sales, has an opening for a receptionist. Duties would include: answering phones, some typing, heavy filing, interacting with people. Real opportunities for both professional & personal growth. Excellent short term & long term benefits. Salary is dependent on job performance, experience, & willingness to assume additional responsibilities.
Send resume to:
MAC Valves Inc.
30569 Beck Rd.,
Wixom, MI 48393
Attention: Sales Dept.
No phone calls please.

Sales Secretary
Non-profit office equipment dealership is looking for a full time Sales Secretary. Excellent phone skills, Word Perfect 5.1 and organizational skills are very important. Send resume to:
HOVARDA Business Systems, Inc.
41160 Bridge Street
Novi, MI 48375
Attention: Mary

SALES SECRETARY
for busy cellular office. Responsible, take-charge individual. 13 & Telegraph area 646-8006

$ HOLIDAY CASH $
LEGAL & MEDICAL SECRETARIES
WORD PROCESSORS
DATA ENTRY OPERATORS
RECEPTIONIST AND
SWITCHBOARD OPERATORS
OFFICE CLERICS
TELEMARKETERS (am or pm shifts)
We offer Top Pay, Holiday Pay, Bonuses, Temp-Med Insurance
SNELLING
TEMPORARIES
NEVER A FEE
LIVONIA, 464-2100
SOUTHFIELD, 353-1300
AUBURN HILLS, 373-7500

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
Mature, responsible, self-motivated, person. Excellent verbal and organizational skills, good with details, knows WordPerfect 5.0 and typing. Upbeat, friendly phone voice and pleasant demeanor. Light bookkeeping experience a plus. Send resume to:
29201 Telegraph
Southfield, MI 48034

RECEPTIONIST
Small suburban Wayne County office looking for experienced dental receptionist with computer data entry experience. Must have pleasant, professional personality with a cooperative attitude. We offer competitive salary & benefit package. Send resume to:
P.O. Box 1058
Northville, MI 48167

RECEPTIONIST/GENERAL Clerical
For fast paced W. Bloomfield Finance Office. Sharp, energetic, self starter, for varied duties. Including: Phones, Typing, Filing, Errands. Must have reliable car. Full and or part time positions.

CALL KATHY between 10-4pm
313-855-3277

RECEPTIONIST - part time, for busy multi line phone system, must have some experience. Willing to be able to type accurately. Hrs. are Mon.-Thur. 3pm-7:30pm. Fri. 3pm-7:30pm. Sat. 9am-1:30pm. Ideal for high school or college student or someone interested in re-entering the work force. Apply at Community Federal Credit Union, 500 S. Harvey, Plymouth, MI

RECEPTIONIST/ SECRETARY
$14,500 FEE PAID
Accurate phones, accounting personality and good organizational skills needed for this busy design firm. Southfield location, up tempo atmosphere and lots of variety. Benefits and immediate position.
Call Ann Marie 557-9220
SNELLING PERSONNEL SERVICES OF TROY

RECEPTIONIST/CLERK
The X-Ray Department is currently looking for individuals interested in working on the midnight shift (11:00pm - 7:30am) approximately 16 hours per week.
Qualified candidates must possess a high school diploma or equivalent. Minimum of 3-6 months clerical experience in a clinic, doctors office or hospital setting required. In addition, typing, telephone and filing skills are a must.
If interested, you may apply in person or send resume to:
Personnel Department
GARDEN CITY HOSPITAL
6245 N. Inkster Rd.
Garden City, MI 48135
(313) 458-3400
EOE

SECRETARIAL TRAINING for General Office or Medical Positions
Oakland Community College is currently accepting applications from laid-off workers for full scholarships to attend our 10-week college credit program. Occupations offered include 1 or our 12-week Hospital Ward Clerk program. Classes begin in January. Perfect 5.1 and organizational skills are provided upon graduation. Call 340-6787
for more information on this great opportunity!
Supported through the BDC and GPAC service delivery areas. Oakland Community College is an affirmative action/equal opportunity institution.

SECRETARY - Administrative Assistant. Word Perfect 5.1 a must. Human Resource background helpful. Prestigious American Center location. Call Robert Field, 353-6655 or Fax letter and resume to 353-6615.

SECRETARY/ FLOATER
Guardian Industries, located in Northville, is seeking a part-time, floating secretary to provide on-call secretarial support to various departments within the corporate headquarters. Position will last for regular secretary during her vacation absence, on a daily or weekly basis. The successful candidate will be professional in appearance, be proficient in oral and written communications, will be able to meet deadlines under pressure, and be available to report to work on short notice. Please forward a resume with salary history to:
Cindy Webb
Guardian Industries
43043 W. Nine Mile Rd.
Northville, MI. 48167

SECRETARY
Full time for Westland office. Computer experience required. Lotus experience preferred. Send resume to: Margret, P.O. Box 530, Westland, Mich 48185

SECRETARY - immediate opening with Southfield manufacturer. Good typing, telephone & PC skills required. Excellent working conditions & benefit package included. Please submit your resume to: P.O. Box 2020, Southfield, MI 48037-2020
An Equal Opportunity Employer

Livonia sales & engineering office. Dependability & word processing experience a must (Macintosh/Word Gowa). Excellent salary & benefits. Send resume to: Office Manager, 29125 Buckingham, Suite 6, Livonia, Mich. 48154

SECRETARY NEEDED
$5-$6/hr. Mon.-Fri. 9am-5pm. Southfield Rd. & 10 Mile area.
569-5909

SECRETARY -- Non profit health agency seeks responsible individual with good typing, computer & telephone skills. Non smoker. Entry level position. Good benefits. South field. For appointment call 552-0480

SECRETARY
PART-TIME
Successful Birmingham commercial real estate developer seeks professional, well trained individual to perform a variety of secretarial duties for 2 managers on a part time basis (20 hrs/wk) Ideal candidate will be flexible, have excellent written & verbal communication skills & possess at least 3 yrs. secretarial experience. A solid background in Word Processing a must. Experience with WordPerfect 5.1 a plus. Generous salary offered. If interested please send resume Ms. Elliott, P.O. Box 5068, Birmingham 48037.

PLANTE & MORAN
RECRUITER FOR AN EOE.

SECRETARY
Permanent/Temporary. Excellent typing, WordPerfect, Lotus & basic secretarial skills. Attractive benefits. Sivco Associates, Inc. Troy. Contact Linda for interview 362-2200

SECRETARY/RECEPTIONIST
Energetic individual with excellent computer & typing skills for busy accounting office. Send resume to: OE, P.O. Box 3338, Southfield MI 48037

SECRETARY/RECEPTIONIST
Growing Southfield investment firm has immediate opening. Duties include typing, filing, phones, general clerical. WordPerfect, Lotus 1-2-3 a plus. Send resume/salary required to: Director of Client Services, P.O. Box 3144, Southfield MI 48037

SECRETARY
Your experience/WordPerfect 5.1 & Lotus are needed by international technology firm. Harvard Graphics a plus. Call Sophie 357-0034
Uniforce Temporary Services

TAX RETURN PROCESSOR needed for busy CPA firm in Farmington Hills. Jan 15-April 15. $5.50 per hour. For appointment call 626-2400

504 Help Wanted Office-Clerical

SECRETARY
Needed full time for small Farmington law office. Experience required. Must be familiar with WordPerfect 5.0 & dictation equipment. Some legal experience in probate and general civil practice preferred. This is a no-smoking environment. Call for interview 473-0075

SECRETARY/RECEPTIONIST - Immediate full time opening for bright person in Farmington Hills manufacturing office. Must have good typing, computer & telephone skills, also enjoy working in fast paced environment in manufacturing office helping others. Overtime 2 Saturdays & holidays. Salary commensurate with experience. Call Mon. thru Thurs. at 473-8305
Or send resume & salary requirements to: Fabricut, 29601 Orchard Lake, Suite 300, Farmington, MI 48332

SUPERVISOR OF payroll/personnel records needed for growing nursing home. Call 313-288-6610
An Equal Opportunity Employer

SWITCHBOARD/RECEPTIONIST
Major health care provider needs your experience. Hours are 8-5 plus. $7.50/hr. Call Rebecca at 473-2933
Uniforce Temporary Services

TELEMARKETERS
Data entry and telephone skills are important to become involved with growing company. Full & Southfield Part-time, entry level positions for various shifts are available.
Please call TOYA or DONNA at:
827-4300 between 2pm & 4pm.

TELLER - part time, Plymouth office, must be accurate with numbers, have good clerical skills, exhibit professionalism in attitude & dress, & enjoy working with the public.
Hrs. are Tues. & Thurs. 9am-5:30pm. Sat. 9am-1:30pm. Apply at Community Federal Credit Union, 500 S. Harvey, Plymouth

WE WANT YOU!
Openings for skilled, experienced word Processors with WordPerfect 5.1 & or Lotus 1-2-3, typing 65 wpm.
• Data Entry/8,000 to 10,000 kpm.
• Articulate Receptionist.
• Capable Clerk Typist.
Immediate openings in Southfield, Livonia, Farmington & Novi areas. Call for personal interview or fax resume to:
OLSTEN
Temporary Services
Southfield 354-0555
Fax:354-0585
Livonia 525-1244
Fax: 525-4909
EOE M/F/H/V NO FEE

WORD PROCESSING SECRETARY
Suburban healthcare headquarters has immediate opening for Word Perfect 5.1 & Lotus experience. $9.50/hr. Call Stacy 473-2931
Uniforce Temporary Services

WORD PROCESSOR - PART TIME
wanted for Southfield office, 2-5 hours/day. Must know Word Perfect. Please call Janet 354-5551

WORD PROCESSOR SPECIALIST
National Retail Management firm in Troy requires an experienced word processor. The ideal candidate will have a minimum of 3 yrs. experience, advanced knowledge of skills including graphics, type a minimum of 65 wpm and be experienced in Windows environment. Lotus 1-2-3 a plus. Please send resume with salary requirements to: Personnel, P.O Box 7777, Troy, MI 48007-7777.

WORD PROCESSOR
Full time position for Birmingham law firm. WordPerfect 5.1, 75wpm required. Send resume to: P.O. Box Jackie, 555 S Woodward, Fifth Floor North, Birmingham, MI 48009.

WORD PROCESSORS/ SECRETARIES
• Experienced
• All software welcome
• Training Offered
• Long & short term positions
Call today!
CONTEMPRA
583-9500
BENEFITS NO FEE

WORD PROCESSORS
Many Assignments Open!
Up to $10/hr.
Call today!!
CORPORATE PERSONNEL SERVICES
Berkley: 398-8960
Livonia: 261-1120
No Fee EOE

505 Help Wanted Food-Beverage

ACADIA
Wood-Fired Grill American Food
We are looking for experienced:
• WAITERS
• HOST PERSONS
• SERVICE ASSISTANTS
• BUSSERS
Must be flexible & dependable
Apply in person Mon-Sat. 2-5.
2pm-4pm. 2830 Lapeer Rd. (across from The Palace) Auburn Hills
Accepting applications for:
SERVERS
HOSTPERSONS
At the Ground Round. Flexible hours, competitive wages. Apply between 2 & 4pm at:
Ground Round, 30005 Orchard Lake Rd, Farmington Hills 851-7404

APPLY NOW - Bar persons & wait persons. Apply in person, Blumey Day Pub, 27736 W. Warren, Westland, between Inkster & Middlebelt Rds

ASSISTANT MANAGER
Full time, theme restaurant seeks corporate trained manager. 323-3275, Ann Arbor/Ypsilanti area. 932-1170 Harper Associates, 29870 Middlebelt Farmington Hills, MI 48334

ASSISTANT MANAGER
Assistant Manager needed for new restaurant/bar. Minimum 2 yrs. experience in a high volume restaurant/bar, night club atmosphere. Please send resume to: General Manager, Woody Bullys, 36434 Groesbeck, Clinton Twp., MI 48035.

BUDDY'S - FARMINGTON HILLS
COME WORK FOR THE BEST!
NOW HIRING
AM & PM PIZZA COOKS
AM SALAD
AM & PM WAIT STAFF
Competitive wages and benefits. Apply at: BUDDY'S, Northwestern & Middlebelt.

BUDDY'S LIVONIA
Now hiring energetic outgoing people for Host/Hostess and Carry-Out positions. Some experience preferred. Apply in person anytime at 33505 Plymouth Rd.

BUS PERSON
Full time position, part time days. Apply in person 2-5:
SWEET LORAINE'S CAFE
Greenfield N. of 12 Mile

CHUCK DALY'S GREAT NORTHERN
Now hiring for the following positions: Day & Night Wait Staff, Host Person & Bus Staff. Also accepting kitchen applications. Full & part time. Apply in person at:
8199 Orchard Lake, W. Bloomfield

505 Help Wanted Food-Beverage

ASSISTANT MANAGER for high traffic bake shop. Must be outgoing & service oriented. Will train.
Call Corine. 352-5655

ATTENTION
FAST FOOD MANAGERS
TIRED OF BEING
USED & ABUSED?
MOVE UP TO SIT DOWN DINING
$22,000 1ST. YR.! NO FEE
RBS ASSOCIATES AGY. 540-4130

DATES HAMBURGERS - 33406 S. Mile, Livonia. Expert Grill Person, Front Counter Help. Full & part time, mass and uniform furnished. Apply in person, 8am to 10am & 2pm to 5pm.

BORDER CANTENA®
OPENING in NOVI
Accepting applications from enthusiastic hard-working people. Experience preferred, references required. Full & part time.
• Management
• Cooks
• Pre Cooks
• Bartenders
• Host Staff
• Wait Staff
• Busers
• Dishwashers
Apply in person: 21420 Novi Rd. 10am-2pm. Mon-Fri. 10-5 Sat.

CAFETERIA SUBSTITUTE HELP for Dorothy Gale's Michigan Ave. Pleasant working conditions.
Call Kathy 423-8768

COCKTAIL SERVER
for progressive Royal Oak nightclub. Apply after 9pm.
1815 N. Main/12 Mile.

NOW HIRING COOKS!!
The Moose Preserve is looking to hire a part/full time Cook. Experience is preferred. Very pleasant staff and working environment. Apply in person at 2395 Woodward Ave. Bloomfield.
GOOD WAGES AND
BENEFITS OFFERED

COOKS - short order. Full time days. Must be experienced and reliable. Good pay. Connor's Telegraph, Dearborn Hts. 278-1188

COUNTER HELP & EXPERIENCED Pizza Man. Ask for manager, at Pizza Man, 31530 Plymouth Rd. Livonia 261-0600

DINING ROOM SUPERVISOR & Waitstaff wanted for senior community in Westland. Evening hours & weekends. Supervisor position $5.50 per hour. Waitstaff - $5 per hour. Please call or come to 35700 Hunter, Westland. 728-8570

EXPERIENCED Bartenders, Waitstaff, Bus Help & Hostess. Experienced on fine dining preferably. Call. 549-3344

FAST FOOD MANAGER
Earn between $275-$450 per week. Experience preferred but not required. Apply in person at Subway, 26055 Greenfield N. in Southfield or call 557-6620

GRILL PERSON
$6.50/hour. 3:30pm-12midnight, Mon thru Fri. Benefits. 462-5117

HOMEMAKERS
KITCHEN HELP, FOOD PREP
PART TIME Mon. thru Fri. 10-3
Apply Blaze's Restaurant, 449 N Wayne Rd (near Cherry Hill Rd.)
Ask for John 721-3745

Hosts, Hostess, Wait Staff & Line Cooks
Full or part time. Apply in person. 3731 S. Mile Rd., Laurel Park Place, Livonia

JAPANESE restaurant in Novi needs sushi chef. Must have 3 years exp. Hours: 11am-2pm or 5pm-10pm. Part or full. Start $5.50 & $6 per hour. Call for details 380-9160

KITCHEN MANAGER, family dining & bar, experienced, supervisory, creative page, opportunity for advancement. Send resume to: PO Box 251431, W Bloomfield, 48325.

LOCAL RESTAURANT - currently seeking kitchen & dining room supervisors. Some experience required. Competitive wage. Opportunity for advancement. Send resume to Mr. Van, P.O. Box 530822, Livonia, MI 48152.

MAX & ERMA'S LIVONIA
NOW HIRING
PART TIME - Wait Staff, Dishers PM, Busers & Hosts, all shifts. Please apply within, Mon.-Thurs. from 2-4. Max & Erma's, Laurel Park Place Mall, 6 Mile & Newburgh.

D. DENNISON'S
Has immediate openings for waitstaff, host & busing personnel, but not necessary. Apply in person Mon-Sat. 2-5. N.W. corner of Orchard Lake & 12 Mile.

NEW RESTAURANT
Downtown Farmington. No liquor. Cooks, Wait Staff, Dishwashers, Bus Help. Call or apply at:
Hugo's Bar-B-Que & Pasta
23360 Farmington Rd. 477-1880

505 Help Wanted Food-Beverage

Little Caesar's Italiano
Opening soon. Accepting applications: Wait Staff, Food Prep Crew, Dish. Apply: 23780 Michigan Ave., 1/4 mile E. of Telegraph, Dearborn

MANAGERS
Industry leader, national family restaurant chain, needs professional, ambitious management dedicated to service. Immediate local openings. Excellent benefits, training & career opportunity. No fee.
PERSONNEL SYSTEMS
459-1100

D. DENNISON'S
Has immediate openings for full or part time bus persons. Earn between $8 & $12/hr. Apply in person Mon-Sat. 2-5. N.W. corner of Orchard Lake & 12 Mile.

NEW RESTAURANT - Mesquite Creek Steak House. Now hiring wait staff, hostess/host, bar staff, bus person. Apply in person, Mon thru Fri., 2 to 5pm, 7228 Orbonville Rd. M-15 & I-75.

NOW ACCEPTING APPLICATIONS FOR ALL POSITIONS, ALL SHIFTS For our Grand River restaurant in Detroit. Please apply in person at any International House of Pancakes for our Grand River location.

PAPA ROMANOS PIZZA, opening its newest location on Michigan Ave in Dearborn, is now accepting applications for all shifts & all positions. Flexible hours available for homemakers & students. Apply at 5124 Telegraph Rd. corner of Ford Rd. or call Barb 277-3388

PASTRY CHEF WANTED
for top area retail shop. Send resume to: 2580 Orchard Lake Rd., Orchard Lake, MI 48324

RESTAURANT MANAGER
WE ARE currently interviewing for restaurant management positions. If you possess the skills for result oriented management & desire to work with our high service quest expectations we want to talk to you. 2 years experience with fast service hospitality industry helpful. Send resume to: Machus Restaurant, Wholesale of Auburn Hills, Two Championship Dr., Auburn Hills, MI 48326-1752

RESTAURANT MANAGEMENT
ARBY'S ROAST BEEF
Sybra, Inc. one of the nation's largest franchises of Arby's Roast Beef restaurants with over 150 units has immediate opportunity in its management training program. We offer:
• Incentive Bonuses
• Insurance Package
• 401k retirement program
• 5-day/45 hour work week
• Rapid advancement
• Paid vacation
• Paid holidays
Qualified applicants will possess previous restaurant and/or prior management experience. If you are interested in these entry level positions, please call:
Michele Cohen
(313) 347-4029
or send resume to:
SYBRA, INC.
3549 Ballenger Hwy.
Flint, MI 48507

RESTAURANT MANAGERS!!!
• GENERAL MANAGER to $35,000
• MANAGER to $28,000 + bonus
• ENTRY LEVEL to $18,000
National full service family dining chain. Excellent benefits, training & career opportunity. Call today, or send resume to:
Steven J. Greene Personnel
SAUCE, PRANTL & ASSOCIATES
Full time AM & PM positions available under the direct guidance of Chef Ernesto DeMichele. Uniforms & benefits. Apply in person: Ernesto's, 29475 Northwestern Rd., Southfield

SERVERS, HOST PERSONS & BUS PERSONS. Apply at Bob Evans, 29350 Northwestern Rd., just N. of 10 Mile, Southfield. No phone calls.

SOUTHFIELD CAFETERIA
needs Dishers & Deli Help. No experience necessary. Mon-Fri. Easy work. Leave message 642-8134

WAIT PERSON
Full time experienced.
BUS & KITCHEN HELP, LIVONIA.
Ask for Paul or Tomaso 462-2630

WAIT STAFF
Day & night shifts available. Experience required. Apply: The Alex, 6700 Rochester Rd (S. of M59) Troy.

WAIT STAFF - for days & nights. Full & part time. Fine dining experience preferred.
Southfield, 355-2757

505 Help Wanted Food-Beverage

WAITPERSONS NEEDED - For well respected private club located in Birmingham area. Season