504 Help Wanted Office-Clerical

LEGAL SECRETARIES

Experienced, for permanent & temporary assignments. Tri-county. ALL FEES EMPLOYER PAID

JOANNE MANSFIELD
Legal Personnel
362-3430; Fax 362-4881

LEGAL SECRETARY needed for Southfield family law firm. 2-3 yrs. experience, salary negotiable, non-smoking. Ask for Marcie, 357-4888

LEGAL SECRETARY experienced for small general practice firm. Please mail or fax resume with salary requirements to:
Rothstein, Karbel & Wallace, P.C., 3000 Town Center, Suite 1800, Southfield, MI. 48075.
ATTN: Office Manager.
FAX: 353-7843

LEGAL SECRETARY

Temporary position with permanent potential. You will enjoy the benefits of working in the most professional atmosphere while earning top pay. Join a successful team ... Call OFFICETEAM today. An atmosphere that says someone cares.

Southfield — 358-0222
28588 Northwestern Hwy. #250
Southfield, MI 48034

Troy — 524-3110
201 W. Big Beaver Rd. #310
Troy, MI 48084

Vacation & Holiday Pay
Health Care Benefits Available, EOE

LOANS..LOANS..LOANS
Looking for a quality person for a clerical position.
- Organized
- Persuasive Skills
- Full Benefits
Call Mr. Richard at 375-2626, ext. 20
THE MORTGAGE CO. OF MICHIGAN

MANUFACTURING company has full time & part time office positions available. Apply in person at Circuits DMA, 32900 Capitol, Livonia. Off Farmington, S. of I-96.

MARKETING SECRETARY
Plush office of suburban firm needs your WordPerfect 5.1 experience and ability to interact with clients. Call Sophie 357-0036
Uniforce Temporary Services

MARKETING SUPPORT Secretary - A fast paced office. Word processing. Full benefits. Experienced only. Call before 11am. 356-2300

MEDICAL BILLER
Long term positions in Auburn Hills and Detroit for Blue Shield, Medicare/Medicaid experience.
Top pay. Call Mary 646-7683
Uniforce Temporary Service

MORE THAN A RECEPTIONIST
Outgoing personality required for, responsible position including handling switchboard and variety of office duties. Good typing skills. Farmington area. $13,000-$15,000 plus A-1 benefits and many extras.
Call Rick 478-0200

NEED ENERGETIC service/sales person, with experience in Personal Lines, for working inside a Southfield State Farm office. 353-1400

NOVI BASED COMMUNICATION Firm is seeking a Buyer Assistant. Excellent salary and benefits. Previous experience a plus. Send resume and salary history to: Sue Croteau, Personnel Manager, Clover Communications Inc., P.O. Box 40, Novi, MI 48376.

OAKLAND COUNTY based CPA firm looking for secretary/Real World experience. Full time, excellent benefits, compensation commensurate/experience. Send resume & references to box #856
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PART TIME OFFICE CLERK
Needed for Troy distributor. Some typing & general office experience required. Send resume to:
1410 Allen Dr., Troy, MI. 48083.
Attention: Linda.

OFFICE CLERICAL - experience in A/R, A/P, computers helpful, 40/hrs per week, liberal benefits. Apply in person at Engineered Heat Treat, 31271 Stephenson, Madison Hts.

OFFICE MANAGER - Commercial printing shop. Challenging opportunity for quality minded individual with phone skills. Competitive wages, benefits negotiable. Redford. Phone Michelle 538-0188

OFFICE SERVICES CLERK
Mailings, data entry, supply room maintenance, etc. Must have reliable transportation. Southfield area. Send resume to: Box 802,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ORDER ENTRY CLERK
Full time position. Experience with computer & general office a must. Call Karen 433-1700

ORDER ENTRY for Ad Specialty Sales. Fast paced progressive Troy based specialty advertising and incentive award company has an immediate opening for a reliable person-who is self motivated and has excellent written and oral skills. Duties include order input and vendor follow-up. Successful candidate will be organized, work well against deadline and be able to type 45-50 w.p.m. Salary/benefits. Send resume to: Order Entry, P.O. Box 7046, Troy, MI 48007-7046.

PART-TIME CLERICAL ASSISTANT
20-25 hrs /wk. Insurance experience helpful, but not essential. Call for appointment. 540-3131

PART TIME RECEPTIONIST
West Bloomfield Real Estate office
- Telephone/light office work
- Some nights & weekends
Call Mr. Benjamin - 851-8774

PART TIME SECRETARY/WORD PROCESSOR for Bloomfield Hills law firm. 4-8pm & possible weekends. Word Processing experience, typing 80 wpm. Legal experience helpful but not necessary. Send resume to: 525 N Woodward Ave, Ste 1000, Bloomfield Hills, MI 48304.

PAYROLL CLERK - Expanding department needs clerk with 2 years previous experience on computerized system. Send resume with salary requirements to: 45211 Helm, Ste C, Plymouth Twp., MI 48170

PERMANENT PART-TIME clerical position in Wixom. Responsibilities will include phones, payables, receivables, WordPerfect & Lotus. Call 464-7078
ETD Temporary Service
An Equal Opportunity Employer

PHONE WORK - Part time work in our Westland office calling for Purple Heart. Flexible hrs. approx. 25-30 hrs/wk. $425/hr. Apply at: 847 Manufacturers Dr., S. of Cherryhill, E. of Newburgh, Cherryhill Industrial Center. 728-4572

WEEKEND RECEPTIONIST
Light typing, filing, phones. WordPerfect preferred. $6 per hour. Sat & Sun hours: 9am-5pm. 855-0700

PERSONNEL AGENCY FULL TIME
Energetic person needed for busy Farmington Hills office. Duties include very busy phones, interviewing, testing and employment placement. Clerical background is important. Weekend hours included. Benefits. Call Renee at 442-2047

PHONE ORDER PROCESSORS
Heavy customer contact. Light record keeping. Permanent, part-time after 5pm. $12 per hour earning potential. Will train the right people. Great position for students, homemakers, retirees. 476-7355

PRODUCTION CONTROL Analyst
2 year minimum experience with M.R.P., EDI, inventory management and manufacturing. Send resume and salary requirements to P.O. Box 47436, Oak Park, MI 48237

APARTMENT SEARCH - Southfield & Ann Arbor offices. Full & part time marketing associates (receptionist) requires highly organized, enthusiastic, articulate & ambitious person. Word processing & excellent phone skills a must. Call Mary, 10am-3pm. 313-354-8040
An Equal Opportunity Employer

RECEPTIONIST/ SECRETARY

Troy area law firm needs full-time experienced typist. Computer knowledge helpful & good phone voice. Send letter & resume to:
Box 792
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST/SECRETARY - entry level, some typing skills, full time. Apply at: 8345 Ronda, Canton or call Mr. Ransford. 455-3790

RECEPTIONIST NEEDED part time, Plymouth area. Must have clear pleasant voice, math & typing abilities, and enjoy working with the public. Must have own transportation. Call between 9-5. 773-3300

RECEPTIONIST

Needed for Birmingham law firm, must be pleasant & professional. Please call Raisa 642-0333

RECEPTIONIST
International headquarters of this prestigious firm has need for experienced switchboard operator.
Call Ruth 646-6168
Uniforce Temporary Services

RECEPTIONIST/SWITCHBOARD
Your people skills and two years experience on multiple line phone system are needed for this position.
Call Rose 473-2933
Uniforce Temporary Services

RECEPTIONIST - Farmington Hills printing company seeks responsible individual for full time receptionist position. Entry level position. GOOD TYPING SKILLS A MUST! Computer entry experience a plus. Call Mr. Grant: 478-6620

RECEPTIONIST

A growing company is looking for a full-time office/clerical person. Must type 60+ wpm, answer phones, take messages, file & perform other clerical duties as required. Apply in person at: 44700 Grand River, Novi.

RECEPTIONIST, part-time, for Southfield law firm. Compensation commensurate with qualifications. Call. 350-1000
Or send resume to:
Weisberg & Walton, P.C.
21650 W. 11 Mile Rd., Ste. 202
Southfield, MI. 48076

RECEPTIONIST - Experience necessary for multi-line busy phone system. Professional manner a must. Possible temp-to-perm position. Call today for more information, 261-3830, Interim Personnel. Never a fee.
An Equal Opportunity Employer

RECEPTIONIST - Birmingham CPA firm seeking well qualified individual to perform receptionist/secretarial functions. Word Processing, spreadsheets. Must know WordPerfect & Lotus 123. Some overtime, good pay & benefits for right person. Resume to: 999 Haynes, Ste. 340, Birmingham, MI 48009, Attention: Shirley.

RECEPTIONIST/SECRETARY FULL TIME
For downtown Detroit office
Please call, 961-8451

RECEPTIONIST/FILE CLERK
Livonia insurance agency. Experience preferred. Send resume to: Receptionist, P.O. Box 2748, Livonia, MI., 48151.

RECEPTIONIST - Good typing skills, wordprocessing and enjoy answering the telephones. Send resume: 30150 Telegraph Rd., Suite 142, Birmingham, MI 48025.

RECEPTIONIST - FULL TIME
Excellent telephone skills a must. Proficient in WordPerfect with ability to handle fast paced brokerage environment. Send resume only: Multi Bank Securities, 28411 Northwestern Hwy, Su. 1350, Southfield, MI 48034.

RECEPTIONIST - Immediate opening for busy Farmington office seeking an experienced Receptionist full time. Must have experience handling multi-line phone system. Position also consists of various clerical functions. Call 478-0005, ext. 115 for more information.

RECEPTIONIST
Modern upbeat Southfield facility is in need of a full-time and a part-time receptionist. Outgoing personality desired. Must be well-mannered, polite and able to work well with others. Experience with Rolm phone system preferred but not required.
Send resume to:
Receptionist, P.O. Box #760451, Lathrup Village, MI 48076

RECEPTIONIST needed for Bloomfield Hills law office. This position requires a pleasant, professional individual with strong communication and organizational skills. Successful candidates should be able to type 50 w.p.m. and have a minimum of one year office experience. Please respond to: BOX 878,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST
Front desk receptionist needed for our lovely Farmington Hills office. We are looking for a pleasant, energetic individual who enjoys working with the public. Good phone skills and neat appearance are a must! This is a part-time position, approximately 30 hours per week, evenings and weekends. $6.50/hour. For an interview phone Debbi, Tuesday-Friday, after 5PM 737-3060

RJ LEEDS FURNITURE
General Clerical Position.

Full or part time hours. Must be flexible, some experience preferred. Apply within Mon-Thur. 11-7pm.

13624 michigan ave
dearborn, MI 48126

FARMINGTON HILLS ATTORNEYS seek experienced secretary with WordPerfect skills. Please submit resume with wage requirements to: 33533 W. 12 Mile Rd., Suite 180, Farmington Hills, MI 48331.

RECEPTIONIST OFFICE ASSISTANT

Busy Livonia Corporate office seeking full time person for an expanding company. Professional take charge image required. Excellent phone skills & extended WordPerfect knowledge a must. Benefits.

Send resume to:

Personnel Director
P.O. Box 8404, Livonia MI 48150.

RECEPTIONIST/C GENERAL CLERICAL

Pleasant, professional phone manner. Multi-line or console experience a plus. Will perform routine clerical duties - filing, copying, faxing.
For appt. call:
TEMPEXCHANGE
332-8000
Bloomfield Hills Office

REMODELING & PAINTING HELP
Some experience necessary.
Call Friday & Saturday, 9am-5pm.
Leave message: 661-8097

SALES DEPARTMENT SECRETARY
Immediate opening for a division of a Fortune 500 Company. Requirements include: excellent telephone skills, PC experience including spreadsheet, dictaphone, as well as, good filing & organizational ability. Excellent working conditions & benefits package. Please submit resume to: P.O. Box 2020, Southfield, 48037-2020. EOE.

EXCELLENT OPPORTUNITY for experienced Secretary/Administrative Assistant in a W. Bloomfield non-profit organization. Non-smoking environment. Organized, computer literate person desirable. Good people skills a must. Resume with references required. Send to: Box 786
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BUSY SERVICE COMPANY
In Novi needs efficient, organized secretary for one-person office. Excellent phone skills and computer experience required. Please send resume & salary requirements to:
P.O. BOX 991
Novi, MI 48376-0991

SECRETARIAL - Downtown Plymouth. Fridays only between 8:30-5:30pm. Answer phones & must know Word for Windows. Call April 15 or 16 between 1 & 4 pm 451-2272

SECRETARIAL POSITION
Well organized, Mac experience a must. Wine knowledge a plus. Auburn area. 844-4811

SECRETARIAL SKILLS NEEDED
Brighton area, phone, data entry, typing, general office duties needed immediately. Long term assignments. Call for appointment

Future Force
528-8454

SECRETARIES

Professional persons needed who are detail oriented, type 55wpm, & computer knowledgeable. Excellent pay & locations. For an appt. call:
TEMPEXCHANGE
332-8000
Bloomfield Hills Office

SECRETARY/ACOUNTS PAYABLE - for Livonia construction company, candidate must be able to handle a fast paced office, type 60 wpm, A/P, P/R, and have some computer knowledge. Excellent benefits. Please send resume to box #826.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY

Administrative Assistant to V.P. of Sales and Marketing. Strong computer and word processing skills required. Harvard Graphics or WordPerfect highly preferred. Northwest suburban location.
Call Today!
OFFICETEAM
Phone 358-0222, FAX 358-0941
28588 Northwestern Hwy. #250
Southfield, MI 48034
Vacation & Holiday Pay
Health Care Benefits - E.O.E.

SECRETARY/BOOKKEEPER
full time for computer consulting firm. Must have experience with WordPerfect and computerized bookkeeping (all aspects), knowledge of AccountMate helpful. Send resume and salary requirements to: CDI-BK, 28544 Orchard Lake Rd. #110, Farmington Hills, MI 48334.
NO PHONE CALLS

SECRETARY

Entry-level position opening in the Milford area. Looking for hard-working, dependable person with basic secretarial skills. Call 9-5; 684-9694

Secretary/Entry Level

Hella North America, Inc., an international OEM, is seeking an experienced, mature individual to function as a receptionist and entry level secretary in our Farmington Hills office. Prefer candidate who has a high school diploma, experience on a Premier system or equivalent multi-line system, and secretarial experience or training. Salary commensurate with experience. Please mail resume to Box 834:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY, EXPERIENCED, part time position for Birmingham CPA firm. Must know word processing and spreadsheets (Word Perfect/Lotus 123) Good pay. Send resume to: 999 Haynes, Suite 340, Birmingham, MI 48009, Attn. Shirley

SECRETARY
Fortune 500 company has challenging positions for experienced secretarys. Excellent salary.
Call Sally at 646-7662
Uniforce Temporary Services

SECRETARY - Full Time
Start immediately. Typing, computer and good phone skills. Must be organized. 669-5863

SECRETARY - Mature, experienced, with top skills and proficient in Word Perfect 5.1. Lotus a plus. Real Estate/Financial background preferred. Must be able to work under pressure. National company in new offices. Attractive benefits.
Send resume to: Box 800,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY
Part-time, non-smoker, for real estate company. Knowledge of word processor helpful. Troy (Big Beaver at Livernois). 362-4666

SECRETARY - Professional full-time to the Clergy. Candidate will have demonstrated experience in MS WORD 4.0, accurate typing skills 80 wpm, excellent listening skills, flexible approach to work, confidentiality a must. Attractive compensation package. Please fax resume and cover letter to: (313)644-0148 or call 644-6210 ext. 30

SECRETARY
Reliable, take charge individual for 1 person office. Computer experience necessary. Full or part time. Flexible hours. Wixom area.
Call Mr. Olsen, 380-8960

SECRETARY/RECEPTIONIST
Farmington Hills manufacturing company has opening for person in production planning dept. Good people, phone & computer skills required. Recent manufacturing experience helpful. Salary commensurate with experience, paid holidays, vacation & benefits. Call Mon. thru Wed. between 9-3 473-8305 or send resume with salary requirements to 30057 W. 8 Mile, Livonia, MI 48152

SECRETARY/RECEPTIONIST
Canton manufacturing firm seeks experienced receptionist. Position will be responsible for the reception desk & all related clerical duties. Candidates must proficient in the use of computers, possess excellent communications & organizational skills. Competitive salary & great benefits. Send resume to: Box 872
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY
Typing, accounting. Must have computer skills & accounting background. Minimum 3 years experience. Send resume & income requirements to: Suite 202, 32900 Grand River, Farmington, MI 48336.

SECRETARY

D&N Bank, fsb, has an immediate opening for an experienced Secretary. Located in our Troy offices, this individual will be responsible for prompt, efficient and friendly greeting of office visitors, scheduling appointments, taking messages, opening and distributing mail, and performing clerical activities associated with the position. Qualified candidates will possess word processing skills (preferably Micro-Soft Word) with a typing speed of at least 50 wpm and a pleasant personality.

D&N offers a comprehensive compensation/benefit package. Applications and resumes are being accepted at:

D&N Bank, fsb
3331 West Big Beaver Road
Suite 308
Troy, MI 48084

Equal Opportunity Employer
Minority/Female/Handicapped/Vet

SECRETARY/SALES ASSISTANT
State Farm agent is seeking a person for long term employment. Minimum 2 years experience in service and/or sales of property & casualty/life & health insurance. Please send resume & salary requirements to: 788 Edgemont Run, Bloomfield Hills, MI 48304

SECRETARY
Small Troy distribution company looking for full time Secretary/Office Manager. Applicants should have good communication skills & computer experience. $20-$22K.
Send resume to: Box 850
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY - typing, phone skills, shorthand desirable, salary upper teens. Send resume to: Box 864,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY
Word Perfect 5.1 required for immediate openings with rapidly growing suburban firm. Call Sean 473-2931
Uniforce Temporary Service

SECRETARY/WORD PROCESSOR for Bloomfield Hills law firm. Word processing experience, typing 80 wpm. Legal experience helpful but not necessary. Send resume to: 525 N Woodward Ave., Ste. 1000, Bloomfield Hills, 48304

SECRETARY/WORD PROCESSOR

Bloomfield Hills based marketing firm seeks professional individual to handle various secretarial, word processing & back-up switchboard duties. Excellent written communication skills, organizational skills & word perfect experience required. Knowledge of Harvard Graphics or Windows helpful. Professional work environment. Benefits. Send resume or call: RDA, 450 Enterprise Ct, Bloomfield Hills, MI 48302, Attn: Dawn 332-5000

SECRETARY/ WORD PROCESSOR

Looking for all-around flexible person with ability to work independently. Self directed individual with excellent oral and written skills. Proficient in typing and word processing. An immediate opportunity. Call OFFICETEAM today.

Southfield - 358-0222
28588 Northwestern Hwy. #250
Southfield MI 48034

Troy - 524-3110
201 W. Big Beaver Road, #310
Troy, MI 48084

Vacation & Holiday Pay
Health Care Benefits Available, EOE

SECRETARY: 20-25 hrs. a wk. Experience with DOS, WordPerfect & Windows a must. Bingham Farms. American Heritage Group 647-1280

SENIOR ACCOUNTING CLERK
- One year plus work experience with account & bank reconciliations.
- Experience working with Lotus 123 & Framework work sheets helpful.
- Keyboard experience essential.
- Positive attitude important.

Pleases send resume along with work history & salary requirements to: 5400 Cogswell Rd, Wayne, MI 48184. Attn.: Accounting Dept.
An Equal Opportunity Employer

SWITCHBOARD RECEPTIONIST needed, part time evenings, 4:30-8:30pm. Computer experience helpful. Call Mrs. Solomon, 358-1500

TRAVEL AGENT
Downtown Detroit travel agency has employment opportunity for talented individual interested in added responsibility. Job requires:
- Some travel
- Knowledge of interior design
- Ability to work well with others

Applicants should possess excellent organization & communication skills with 2 yrs. travel experience. Previous PARS experience a plus! Qualified applicants forward resume and salary requirements to:
Travel Agent
P. O. Box 779
Detroit, MI 48231

VETERINARY CLINIC RECEPTIONIST

Part time opening at Michigan Human Society in Westland. Up to 32 hours per week. Strong clerical and public relations skills required. Apply in person at: M.H.S., 37255 Marquette Rd.(off Newburgh Rd.), in Westland.

WORD PROCESSING SPECIALIST
Immediate opening in Agent Services Department of financial planning firm. Familiar with MultiMate, WordPerfect or AmiPro. Will train in additional programs. Professional non smoking environment with great people. Benefits include prescription & dental. Resumes to:
M. KOST
ALLMERICA FINANCIAL
Suite 405
Franklin Center Building
29100 Northwestern Hwy.
Southfield, MI 48034
FAX: 313-352-3812

WORD PROCESSING RECEPTIONIST/SWITCHBOARD

Immediate full and part time openings in all locations for any software or Receptionist experience. We offer: Top pay, Paid Holidays, Temp-med insurance, and cash bonuses. Call today for an appointment!
We offer: Top Pay, Paid Holidays, Cash Bonuses, Temp-Med insurance. Call today for an appointment!
SNELLING TEMPORARIES
NEVER A FEE

LIVONIA	464-2100
SOUTHFIELD	352-1300
AUBURN HILLS	373-7500

WORD PROCESSOR needed for Novi/Northville medium size law firm. Qualified individual must have excellent spelling, typing, transcription skills and be experienced on WordPerfect 5.1. Legal knowledge helpful. Call Ann, 349-3980

WORD PROCESSORS
Dynamic environment in creative department of national advertising agency needs experienced WordPerfect 5.1 candidates. Top pay.
Call Sheila 337-0034
Uniforce Temporary Services

WORD PROCESSOR - WordPerfect 5.1 and Lotus experience necessary for top paying positions in Livonia & Farmington Hills. Possible temp-to-perm. Call for an appointment, 261-3830, Interim Personnel. Never a fee.
An Equal Opportunity Employer

WORD PROCESSORS

For Westland, Wayne, Belleville & other areas. Full & part-time. Temporary & permanent positions. Experienced in 1 or more of the following:
- Microsoft
- Windows
- WordPerfect
- SmartWare

ADIA
313-722-6060 or 313-383-3342

WRITER
Experienced in resumes and cover letters. Birmingham.
Call Kay, 647-7960

RESTAURANT

Ruby Tuesday

TIRED OF BORING DEAD END JOBS?
If the answer is YES, then we have the challenge for you.
Ruby Tuesday is opening in Tel-Twelve Mall and we're looking for the very best people.

Wait Staff	Managers	Dishwashers
Bussers	Line Cooks	Host/Hostesses
	Prep Cooks	

Highest wages paid to start and a full line of benefits including Day One Health Insurance, Credit Union and Paid Vacations.
This is your chance to work in a beautiful new restaurant with professional management and secure first class operations.
Apply in person daily Mon.-Sat. 8:30 a.m. to 6 p.m. Tel-Twelve Mall, across from Kerby's Coney Island.
Call: 354-9310.

505 Help Wanted Food-Beverage

AM & PM POSITIONS AVAILABLE. Preps, Servers, Linecooks, Service Assistants. Apply in person at: Big Boy of Canton, 45250 Ford Rd, Canton, MI

ANGELO BROS. RESTAURANT
WAIT STAFF NEEDED
Apply after 3PM: 33560 Ford Rd. Westland. 427-1872

APPLICATIONS BEING accepted for part-time banquet cook in Farmington area. Call weekdays 477-8050

APPLICATIONS BEING accepted for part-time banquet waitpersons. Farmington area. Call weekdays: 477-8050

APPLY WITHIN
Waitpersons wanted for weekend work/maybe more. Must be 18 years old. Moy's Chinese Restaurant, 15825 Middlebelt, Livonia.

ASSISTANT CHEFS
In Cuisine & pastry. Also dishwasher needed. Must be conscientious & dependable. Call Carol 539-0110

ASSISTANT GARDE MANAGER, 2 yrs minimum cold food experience.
LINE & PREP COOK
Qualified applicants only.
Send resume to: Chef Schopen, Meadowbrook Country Club, 40941 W. 8 Mile Rd., Northville, MI 48167. (No calls please!)

ASSISTANT MANAGER

Some cooking experience. Afternoons/mid-nights for Northville location or Ann Arbor. Please call for interview: 458-2272
SILVERMAN'S RESTAURANT

ATTENTION: FAST FOOD & FULL SERVICE MANAGERS

National full service family dining chain seeks qualified candidates for local management openings. 2 yrs. + experience a must. Excellent training, benefits & advancements. To $28,000 + bonus. 473-7212
Steven J. Greene Personnel

BANQUET WAIT Staff needed part time. Experience necessary, days & nights. Must be available weekends. Apply in person, Mon-Fri, 8am-7pm. University of Detroit Mercy, Outer Drive Campus, Ward Conference Center, 8200 W. Outer Dr. 993-6126

BAR MANAGER - for private country club located in S. Lyon. Minimum 2 yrs. experience. Please send resume to: 25501 Johns Rd. S. Lyon, MI 48178. Attn General Manager

BAR MANAGER
Position open for hard working, honest & reliable individual with bar & management experience. Full time nights including weekends and possibly some days. Competitive wages. N.W. Suburbs. Send resume to Box #858,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BAR STAFF - needed for night shift. Apply within, Body Rock Cafe, 19245 W. 8 Mile, Detroit.

BAR STAFF, WAIT STAFF, COOKS & DOOR PERSON - Apply at:
Reisers Keyboard Lounge
1870 S. Wayne, Westland, 726-9330

BARTENDERS
Experienced needed for night work. Some cooking involved.
Canton. 487-8770

BATES HAMBURGERS

33406 5 Mile, Livonia and 22291 Middlebelt, Farmington Hills. All shifts. Uniforms furnished. Apply in person 8am to 10am or 2pm to 5pm

BOB EVANS NOW accepting applications for: Grill Cooks, Servers, Bus Persons & Cashiers. Apply in person at 32701 Concord Dr. Madison Hgts. 14 Mile & I-75

BURGER KING - NOW HIRING CASHIERS & all other positions available. Apply 32704 Grand River, Farmington

BUS PERSON

DAY SHIFT, 11am-4pm Mon. thru Fri. Please call for an appointment. Blakeney's Ranch House, Farmington Hills. 477-3340

BUS Persons/Banquet Set-up
Wait Staff/Banquet Supervisor

Wages from $5.00 to $7.00 hr. Experience helpful but will train. Flexible hours ideal for homemakers. Apply at: Burton Manor, 27777 Schoolcraft, Livonia, MI 48150, between Inkster & Middlebelt

BUS PERSONS
Evenings. Part time. Expanded Summer hours. Home Sweet Home, 43180 Nine Mile Rd., Novi, 313-347-0095

BUSSER/DISHWASHER
Needed full time, Mon-Fri., day shift. Vie De France Restaurant -
12 Oaks Mall 348-3944

A FULL TIME CATERING POSITION is now available in the dietary department. Must have catering experience. Hours are flexible. Medical benefits are available. Come & fill out application & bring resume to: 28050 Grand River, in the Dietary Department, Mon-Fri between 8-4. No phone calls please.

HEAD WORKING CHEF
For large banquet facility in Western suburbs. Experienced, motivated, production oriented individual to manage staff, schedule, & order products. Compensation commensurate with experience. Send resume to Box 732:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CHEF/COOK
to order & batch cooking experience preferred. Neat, organized & professional. Culinary degree & computer skills a plus. ARA Services, Call after 2pm 942-8417

CLARION HOTEL seeks full & part-time host/hostess, wait staff & dishwashers for the Tivoli Restaurant. Apply in person at 35125 W 12 Mile Rd., Farmington Hills.

SHORT ORDER cook wanted. Apply before 11 am or after 2 pm at: Signature Cafe, 27300 11 Mile Rd., Southfield, MI. 48034

COOK - Experienced, for prestigious Country Club. Must have Culinary Degree and 3-5 yrs. work related experience. Good salary & benefits. Call Chef Kevin. 582-0100

COOK - experienced, full or part time, opportunity in unique restaurant. Apply in person Victor's, 43317 Grand River, Novi 349-1438

COOK, PREP
COUNTER SERVICE
BUS PERSON
Full time, health & life insurance. Day shift. Apply in person:
RICHARD & REISS
273 Pierce St.
Downtown Birmingham

COOKS & DRIVERS
Apply within, Pizza Hut, 33443 Michigan Ave. Wayne. No phone calls please.

COOK
Seeking experienced line cook for fresh seafood restaurant.
OCEAN GRILLE 646-7001

COOKS, SANDWICH BOARD & DISHWASHERS. Part time, evenings & weekends. Cozy Cafe of Plymouth. Ask for Michael. 455-3310

COOKS - SHORT ORDER
Full or part time, Days only Mon.-Fri. Troy. Call Mon.-Fri. 1-4pm, 643-7753

COOKS & WAITRESSES
BUSBOYS & HOUSEKEEPERS
Apply in person: Red Apple Restaurant, 32711 Michigan Ave., Wayne.

COOK

This position open for a responsible person to do quantity food production in a long term care setting. Must have experience.
Call Debbie Grefka, 667-8051
Bella Woods Continuing Care
44401 I-94 Service Dr.
Belleville, MI
An Equal Opportunity Employer

COOK WANTED - Apply in person, between 10am & 3pm, Karawood House, 7011 N. Wayne Rd., Westland.

COOK wanted full or part-time with experience. Please call Mr. Muster's and ask for John or Kevin at 464-3839

DAY BARTENDER, DAY BUSSER, COOKS, HOST STAFF & SERVERS
Full and/or part-time. Apply: Ground Round, 17080 Laurel Park South, Livonia. 462-1735

DELI PERSONS

Mature, clean, neat, experience preferred. Farmington Hills. 478-7766

DAY CREW - Wait Staff - Dishwashers - Bus Person - Room Supervisors - Bartender. Apply at: Romas of Garden City, 32550 Cherry Hill.

DIAMOND JIM BRADY'S NOVI
We need a few good people!! The deck is opening and so are several waitstaff and bar positions. Day and evening shifts. Apply next to movie theaters, Novi Town Center.

DISHWASHERS & COOKS
Needed - full & part time with experience. Apply in person at Holiday Inn, 17123 Laurel Park N. Livonia

EAST SIDE area country club seeking "team players" to join our winning program. Cheerful, friendly & a willingness to please are the key ingredients that will make you a successful candidate. Our professional in-house training program will give you the necessary technical skills required to perform your role. Interviewing for the following positions: SERVERS & BUS PERSONS. Please apply in person, Weds. thru Sun., 9am-5pm. No phone calls please. Lochmoor Club, 1018 Sunningdale, Grosse Pte. Woods

ELI & DENNY

The new, exciting restaurant located in the Sheraton Oaks Hotel in Novi is looking for enthusiastic and energetic individuals to build a strong team. We are now hiring for the following full and part-time positions:
- WAIT STAFF
- BUSSERS
- HOST PERSONS/CASHIERS

For immediate consideration, apply in person at the Hotel Front Desk between the hours of 2:00 and 5:00 pm, Mon. through Sat.
SHERATON OAKS HOTEL
27000 Sheraton Dr., Novi

EXPERIENCED COOKS

Full/part time. We will pay up $8 per hour start. Medical & dental, profit sharing, employee discounts, paid vacation. Please apply at Denny's Restaurant, 7725 Wayne Rd., Westland or call 427-2711

EXPERIENCED DELI PERSON
Full time. Good salary. Apply at: Embers Deli, 3595 W. Maple, Birmingham, or call. 645-1033

EXPERIENCED wait staff, kitchen & banquet help wanted, apply in person, Mon. thru Fri. 10-4. No phone calls. Tanglewood Golf Club, 53503 W. 10 Mile, S. Lyon

FOOD SERVERS, BUS PERSONS, COOKS & DISHWASHERS
experienced, for private W. Bloomfield club. Apply in person: Mon-Fri, 9am-11am only. 6050 W. Maple Rd., W Bloomfield, between Inkster & Middlebelt.

FRANCESCO'S PASTA CAFE
Open soon-now hiring.
- Dining room supervisor
- Hostess
- Waitstaff
- Bar Staff
- Cooks
- Bus People

Apply 9 am to 5 pm.
Ramada Inn, 30375 Plymouth.

GRILL COOK & PREP COOK
Experienced. Eves. Accepting applications at Bob Evans, 13911 Middlebelt Rd. at Schoolcraft.

HOST/HOSTESS
Evenings. Part time. Expanded Summer hours. Home Sweet Home, 43180 Nine Mile Rd., Novi. 313-347-0095

KITCHEN STAFF WANTED
Workers for general clean-up, dishes & banquet set-up. Fox Hills Country Club, Plymouth. 453-7272

LINE COOK - Experienced. Apply in person Red Coat Tavern, 3806 N. Woodward, Royal Oak, 1½ miles N. of 13.

MANAGEMENT POSITIONS
available. Competitive salary, benefits. Major pizza chain on the grow! If you'd like to be a part of the team, Send resumes to: 35301 Schoolcraft, Livonia, MI 48150

MATURE HOST/HOSTESS
Afternoons/mid-nights. Waitperson's - afternoons/mid-nights.
Apply in person: Silverman's Restaurant, 12 Mile & Orchard Lake, Farmington Hills.

MAX & ERMA'S NOW HIRING:
Line Cooks & Dishwashers
Full & Part Time
Apply in person: Mon.-Thurs. from 2-4 (if possible):
MAX & ERMA'S, Laurel Park Place
Mall, 6 Mile & Newburgh

MAX & ERMA'S

Rochester Hills is now hiring:
LINE COOKS & DISHWASHERS. Experience helpful but not necessary. Full and Part Time available. Flexible hours, competitive wages. Apply in person, Mon.-Fri., 2-4pm: 70 N. Adams (N.E. corner of Walton & Adams)

McDONALDS MANAGEMENT
Experience preferred or will train. Benefits. Garden City, Novi, Wixom and Rochester areas. (313)646-5602

NORM'S Oyster Bar & Grill under new management. Help wanted, all positions. Apply 2-4pm, Mon.-Fri. 357-4442

NOW HIRING outgoing, waitstaff, door attendant & DJ. Apply within:
- 32413 Michigan Ave., Wayne
- 31415 Ford Rd., Garden City
CHARLIE'S TOO LOUNGE

OPENING SOON - Cajun style oyster house. Needs executive chef and working chef. Resumes or letters to: Enterprise Group & Assoc., Attn. Chef Search, P.O. Box 251431, W. Bloomfield MI 48325.

OUTBACK STEAKHOUSE

NOW HIRING
COOKS $6-$8/hr.
Apply in person between 2-4pm Orchard Lake Rd., N. of Maple
539-1030

MOUNTAIN JACKS
LIVONIA

is now accepting applications for:
- KITCHEN HELP
- WAIT STAFF
- HOST/HOSTESS
- BUSSERS

Apply in person Mon-Thurs 2-4pm
31501 SCHOOLCRAFT RD
(at Merriman)

MOUNTAIN JACKS
Farmington Hills
IS NOW HIRING
FOR ALL POSITIONS

Apply in person Mon-Fri 2-4pm
24275 SINACOLA CT.

NOW ACCEPTING APPLICATIONS for: Cooks, Dishwashers & Wait Staff. Apply in person only: 8 Mile & Haggerty Big Boy in Novi.

OLD COUNTRY BUFFET-Westland
Now hiring for the following positions. Bussers, Dishwashers, Line Servers, Hosts-Hostesses, Cooks. Apply in person:
6535 N. Wayne Rd., Westland

PANTRY PERSON
Must have experience. Also requires baking. Full time 3pm-11pm. Good benefits. Apply at Botsford Inn, 28000 Grand River, Farmington Hills.

POGO'S SPORTS BAR

Looking for high energy people to fill positions in Canton for:
- Doorstaff • Waitstaff • Cooks
Please apply in person, Mon.-Thurs. between 4-8pm; 8663 Lilley Rd. (Golden Gate Shopping Center)

PRESTIGE CLUB - elegant dining & superb banquet now hiring: Broiler person, Wait Staff, & Bartender. Please apply after 4pm, or call Mr. Agemy at: 537-3660
22925 W. 8 Mile near Telegraph

Restaurant

BOSTON CHICKEN
Rotisserie

We have the following positions available:
- Cashiers
- Prep Cooks
- Chicken Cutters
- Counter Attendants
- Kitchen Utility

In addition to flexible schedules, we offer full and part-time positions, day or night hours, competitive wages and a pleasant team environment. For immediate consideration, please apply daily from 8-10am or 2-4pm at the location nearest you:

BOSTON CHICKEN

37104 Six Mile Road
Livonia, MI.

580 W. Ann Arbor Rd.
Plymouth, MI.

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RESTAURANT MANAGER
Two plus years of full or quick service high volume restaurant management experience. Excellent salary, benefits. Northville location. Rush your resume to: Mark Roman, Wooly Bullys, 20415 Lida Lane, Mt. Clemens, MI 48038

RESTAURANT MANAGERS
Chefs, Restaurant & Fast Food Managers, Resorts & Clubs. 258-5533
Rooney Personnel, 159 Pierce, Ste 202, Birmingham, MI 48009

ROCHESTER AREA
Established fine dining restaurant, seeking experienced assistant to Chef. Resume or inquires to PO Box 81343; Rochester, MI 48308.

SAUTE COOK WANTED

Immediate full time position available. Experience required. Apply in person, Italian Cucina, 39500 Ann Arbor Rd. Just E. of I-275.

SERVERS
Evenings. Part time. Expanded Summer hours. Home Sweet Home, 43180 Nine Mile Rd., Novi. 313-347-0095

Restaurant

THIS OUGHT TO WHET YOUR APPETITE

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We have openings for:
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- Food Production

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THE OLIVE GARDEN

STATION 885

NOW HIRING
Experienced SOUS CHEF -
LINE COOKS (night Shift),
DAY WAIT STAFF, DAY HOST/HOSTESS. Full or Part Time. Apply within 2-8 pm, 7 days a wk. at 885 Starkweather, Plymouth MI 48170, in Plymouth's Historical Village.
459-0885

RED ROBIN

Burger & Spirits Emporium
Novi's newest restaurant located at in the Novi Town Center
43250 Crescent Blvd., Novi.
Now accepting applications for:
- Bartenders
- Servers
- Cooks
- Prep Cooks
- Dishwashers
- Bus People
- Host/Hostess
- Expeditors

Please apply at location.
535-4256; 349-3220

Restaurant
ALL POSITIONS
FULL & PART TIME
FLEXIBLE HOURS
Apply: Mon. - Thurs. 2-4 at
Red Lobster 24700 W. 12 Mile, Southfield, at Telegraph.

RESTAURANT Assistant Manager
Looking for outgoing individuals for fast paced food court restaurant. Minimum 2 yrs experience, flexible hrs a must. Send resume to: 27650 Telegraph, Southfield, 48350

RESTAURANT MANAGERS
- Country Club • Resort • Hotel
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$25-$45,000 932-1170
Harper Associates, 29870 Middlebelt
Farmington Hills, MI 48334

SERVERS

Busy 24-hr. restaurant interviewing waitpersons for all three shifts. DENNY'S at Ann Arbor Rd & I-275.
An Equal Opportunity Employer

STELLINE

JIMMY Schmidt's new Italian Restaurant, located in the beautiful Somerset Mall is now accepting applications for:
- Cooks • Servers
- Runners • Server Assistants
- Host/Hostesses
- Bartenders • Dishwashers

Apply at the Somerset Mall, 2801 W. Big Beaver, Mon-Fri. 11am-6pm. Main entrain Concierge's Desk.

TRES VITE RESTAURANT in the Fox Theater now accepting applications for all positions.
Apply between the hours of 5-4pm, Tues. thru Fri. No phone calls.

WAIT PERSON/BARTENDER - day and/or eves. Full time.
Clancy's Bar & Grill
Farmington Hills 477-7177

WAITPERSON
Full time. Apply in person:
The Box Bar & Grill, 777 West Ann Arbor Trail, Plymouth.

WAIT PERSON - with cocktail experience preferred, can be fun & rewarding, apply in person. Victor's 43317 Grand River, Novi 349-1438

WAIT STAFF - Ala Carte fine dining. Full time, good benefits. Must be able to work a flexible schedule. Apply at Botsford Inn, 28000 Grand River, Farmington Hills.

WAIT STAFF

apply in person Red Coat Tavern, 3806 N. Woodward, Royal Oak, 1¼ miles N. of 13.

WAITSTAFF - COOKS, experienced. Great pay for the right person. All shifts. Apply in person. Mr mikes. 35323 Ford Rd. or call 722-8882

WAIT STAFF - day shift, experienced only, apply with in, Farmington Big Boy, 20788 Farmington Rd. near 8 Mile, Farmington

WAIT STAFF - Day or night, part time. Apply in person at: Chin's Family Restaurant, 28205 Plymouth Rd., Livonia.

WAIT STAFF - EXPERIENCED
Full or part time, all shifts. BIG TIPS & wages. Excellent working conditions. Ram's Horn, 17481 Telegraph, N. of 6 Mi. 537-0990

WAITSTAFF
For catered events.
Experience required.
Express services. 643-8590

WAITSTAFF
Lunch or lunch & dinner shifts. Experience necessary.
OCEAN GRILLE 646-7001

506 Help Wanted Sales

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Suburban private school seeks experienced Sales Manager. This individual will actively sell, recruit and be responsible for the entire sales effort. Salary + benefits + bonus. No travel. Send resume to: Human Resource Department, 1770 Fort St., Lincoln Park, MI., 48146.

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23660-A RESEARCH DRIVE
FARMINGTON HILLS, MI. 48333
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