504 Help Wanted Office-Clerical

DATA ENTRY/ CUSTOMER SERVICE
Dynamic progressive firm looking for a special individual who can work in a fast paced environment, maintain a sunny disposition, who is detail oriented, uses good grammar skills & has good penmanship. Typing 40wpm, previous office & data entry experience. This full time position is an excellent opportunity for a team player who enjoys helping others. Send your resume & salary requirements to:
Attention: Debbie Baranski
P O Box 71043
Madison Heights, MI 48071

ENTRY LEVEL ACCOUNTS MANAGER
Farmington Hills Apartment Community, seeks person to handle 424 apartment accounts. Must be detail oriented, organized and personable. Computer & 10 Key experience required. Skyline Knowledge preferred but will train. Apply by FAX, 474-1968 or in person to the GATEWAYS: 12 Mile & Middlebelt.

EXECUTIVE ASSISTANT
Fast paced office in Northwest Suburb seeks full-time assistant with Word Processing & shorthand skills. Spread sheet, bookkeeping & construction/property management experience a plus. Send resume to: Box 788
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY
International foundation has opening for experienced secretary. Proficiency on MS Word and Excel helpful. Call Susan 646-7661
Uniforce Temporary Services

EXECUTIVE SECRETARY
Experienced secretaries needed for both short and long term positions with major health care headquarters. Top pay. W.P. 5.1 or Macintosh. Call Martha 646-7661
Uniforce Temporary Services

EXECUTIVE SECRETARY
$25,000
Prestigious firm seeks highly skilled assistant with expert WordPerfect skills. This important position needs an efficient, energetic type to keep the fast pace of this executive.
Diversified Recruiters Co.
344-6700 FAX 344-6704

EXECUTIVE SECRETARY- Commercial Real Estate office looking for strong candidate. Must possess Lotus and Word Perfect computer skills. Property Management experience helpful. Good organization and communication needed. Please send resume to:
Schostak Brothers & Co., Inc.
P. O. Box 267
Southfield, MI 48037

EXECUTIVE SECRETARY- Administrative office for retail merchandising...requires Word Perfect, Lotus and number ability. Three to five years experience preferred. Must enjoy working independently. Medical and dental benefits plus. Please send resume and salary history to:
Lisa Fuller
P. O. Box 1745
Troy, MI 48099-1745

EXECUTIVE SECRETARY
Administrative position assisting CFO. High energy person, strong secretarial & word processing skills. Your chance for involvement!
Call OFFICETEAM today!

Southfield – 358-0222
or fax your resume to: 358-0941
28588 Northwestern Hwy. #250
Southfield, MI 48034

Troy – 524-9050
or fax your resume to: 524-3115
201 W. Big Beaver Rd. #310
Troy, MI 48084

Vacation & Holiday Pay.
Health Care Benefits. E.O.E.

EXECUTIVE SECRETARY
Full-time Secretary with WordPerfect & dictaphone skills needed for Birmingham Real Estate Development firm. Please send resume stating available commencement date & salary requirements to: Ms. Gordon, 250 Martin Street, Suite 201, Birmingham, MI. 48009-3383.

FARMINGTON HILLS office has an immediate opening for a General Office Position. Computer skills helpful. Good customer phone skills required. Blue Cross/Blue Shield available. Apply by resume to: Office Manager, 24657 Halsted Rd., Farmington Hills, MI 48335

FILE CLERK/MESSENGER
Downtown Detroit law firm seeks reliable individual to assume daily court filing responsibilities. Valid driver's license necessary. Salary negotiable. Non smoking environment. Submit resume: Office Manager, 2300 First National Bldg., Detroit, MI 48226-3520.
NO PHONE CALLS PLEASE
An Equal Opportunity Employer

FRONT DESK
RECEPTIONIST - needed for 68 year old Livonia company. Evening and weekend hours for a total of 29 hours per week. Phone answering and typing skills required. Perfect for students!
Call Rhonda at 462-1580

GENERAL OFFICE - typing, phones, computer work. Full time Bloomfield Hills area.
Call, 644-0920

GENERAL OFFICE
Multiple positions available with prestigious Farmington Hills firm. Typing and some computer experience preferred. Call Renee 473-2933
Uniforce Temporary Service

GENERAL OFFICE - customer friendly, capable to take orders, enter orders, accounts receivable and other office functions. Benefits. Southfield/5 Mile. Send resumes to: Box 896,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

GENERAL OFFICE
Permanent position for person to do various office functions. Attention to detail & accuracy a must.
5 Mile/Telegraph. Mr. Carn:
353-0180 ext 471

INSIDE SALES/Order Processing/ Order Entry. Automation components. Resume & salary history to: Human Resources, Enprotech Corp., 38701 Seven Mile, Ste. 145, Livonia, MI 48152.

INSURANCE AGENCY, part-time clerical in Beverly Hills/Birmingham area. $4.50/start. Call between 9-5pm. 258-1860

GONZALEZ DESIGN ENGINEERING
NEEDS TEMPORARY:
• SECRETARIES
• RECEPTIONISTS
• WORD PROCESSORS
• DATA ENTRY CLERKS
To work in Dearborn, Romulus & Troy areas.
Send resumes to:
GONZALEZ CLERICAL DIVISION
29401 Stephenson Hwy.
Madison Heights, MI. 48071
(313) 548-6010 Fax: 548-3180
An Equal Opportunity Employer

INSURANCE - LIVONIA. Part time, office. Reply to: Box #804
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

GENERAL OFFICE
Part time, could work into full time. Experienced, for insurance agency: filing, typing & customer service. Please send resume to: P.O. Box 807, Farmington, MI., 48332.

GENERAL OFFICE CLERK
Busy steel service center is looking for an ambitious person to fill a full time position doing filing, data entry, answering multi line telephone system, typing & other misc. office duties. Excellent benefit package. Apply in person only.
CONTRACTORS STEEL COMPANY
36555 Amrhein Road
(near Levan) Livonia

GROWTH ORIENTED Auto supplier seeks professional Executive Secretary. Must have 3-5 yrs. experience working for a top level executive. Associates degree preferred. Shorthand mandatory. Typing at least 75wpm. Only qualified candidates need apply. Attractive benefit package available. Salary negotiable up to $30,000 based on qualifications. Mail resume & current salary to: Human Resources, PO Box 80670, Rochester MI 48308-0670
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

INSURANCE
Underwriting Trainee needed for the Southfield branch office of Provident Life & Accident. This person works closely with a sales person handling proposals and processing applications. Excellent phone and administrative skills required. Disability insurance background very helpful. Please send letter & resume to: M. Adams, Provident Life & Accident, 26261 Evergreen Rd., Suite 170, Southfield, MI 48076
An Equal Opportunity Employer

INVENTORY & COMPUTER person. Some cashiering. Auto dealership experience. Benefits & 401K. Busy Novi dealership. 348-7000

JOBS!
• $5 - $10 Per Hour
• Long & Short Term
• Light Industrial
• Word Processors
• Data Entry/Clerical
NO FEES EOE/M/F/H
EmploymentGroup 583-1919

KEYDISC/KEYPUNCH
Experienced Data Entry Operators. Day afternoon shifts, full or part time. Miss Hartman, 581-5151

LAW OFFICE requires File Management Person with knowledge of WordPerfect 5.1. Ability to efficiently organize & maintain legal files a must! Only experienced need apply. Send resume to: 28411 Northwestern Hwy., Suite 740, Southfield, MI 48034

LEGAL SECRETARY:
Specialty in Personal Injuries
Part-time. Birmingham Area
Call, 313-258-6262

DOWNTOWN LAW FIRM seeks legal secretary with a minimum 3 years probate estate planning experience. Experience with WordPerfect helpful. We offer competitive salary and benefits. Send resume & salary history to:
Director of Administration
Berry, Moorman, King & Hudson
600 Woodbridge Place
Detroit, MI 48226
No phone calls please!

LEGAL ASSISTANT
For 7-attorney Troy labor & employment law firm. 3 yrs. experience necessary. Labor & employment law experience preferred but not essential. Excellent working conditions & fringe benefits. Please send resume:
K.A.P.
3290 W. Big Beaver Rd.
Suite 310
Troy, MI 48084

LEGAL SECRETARIES
Our reputation for integrity has opened the doors to many of the best law firms in the area.
For permanent and temporary placement, Register now with THE agency for Legal Secretaries.
FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3430; Fax 362-4881

LEGAL SECRETARY - Experienced. WordPerfect 5.1, personal injury & family law. Salary/hrs. negotiable. Resume: 30833 Northwestern Hwy., Suite 100, Farmington, MI 48334

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

LEGAL SECRETARY
Some legal experience required, proficient in WordPerfect 5.1. Salary commensurate w/experience. Novi location. 344-1492

LEGAL SECRETARY - Expanding downtown law firm seeks a professional experienced Legal Secretary with an eye for detail. Salary commensurate with ability. Send resume: Personnel, 1370 Penobscot Building, Detroit, MI 48226.

LEGAL SECRETARY - PART TIME
4 days per week for Farmington Hills law firm. 5 yrs. experience, WordPerfect 5.0. 932-3500 ext. 247.

LEGAL SECRETARY for Southfield plaintiff personal injury law firm. Entry level, I year legal, WP 5.1, type 70 wpm. Call Katherine 552-0400

LEGAL SECRETARY Needed for Bingham Farms Law Firm. Must have at least 4 yrs. legal secretarial experience and type 70wpm.
BARB JESTER: 642-6000

LEGAL SECRETARY
For Southfield personal injury law firm. Experience and knowledge of WordPerfect 5.1 required.
Call office manager. 358-0100

LEGAL SECRETARY - Part Time
For small Farmington Hills general practice law firm. Legal experience preferred but not required. Word processing and dictaphone skills required. Salary negotiable. For an appointment please call:
Harvey Babcock 851-2660

LEGAL SECRETARY
Troy law firm seeks highly motivated legal secretary with a working knowledge of litigation defense. 70 wpm typing. Word Processing knowledge. Dictation equipment. Working for two attorneys in a fast paced office.

Excellent benefits. Paid vacations, holidays, sick-time. Salary commensurate with experience. Non-smoking environment.

Phone: 641-1800 Ext. 3002 between 9am & 11am to schedule appointment. Or send resume to: Office Administrator, 1301 W. Long Lake, Suite 250, Troy, MI 48098.

RESTAURANT

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: 354-9398.
Ruby Tuesday

LEGAL SECRETARY
A Full Service Agency for the professional legal community
TEMP ... TEMP TO PERM ... PERM
PERSONNEL AT LAW
3000 Town Center, Ste. 2580
Southfield, MI 48075
FAX 358-0235 Phone: 358-0060

LEGAL SECRETARY
for Southfield law firm. Personal Injury/Medical Malpractice experience & knowledge of WordPerfect 5.1 required. Call:
Fleger, Fleger & Schwartz 355-5555

LEGAL SECRETARY/PARA LEGAL
For Southfield sole practioner with medical malpractice specialty. Full time. Must be experienced. WordPerfect knowledge required.
Call 357-7778

LEGAL SECRETARY
Ann Arbor area. Prestigious law firm. Secretary to managing partner. Must be proficient on Wang, very professional image, excellent skills.
ARBOR TEMPS 459-1168

LEGAL SECRETARY
Non-smoking Bloomfield Hills law firm. Minimum 2 years experience as Legal Secretary or equivalent. WordPerfect 5.1, 70 w.p.m. dictation equipment. Familiarity with general legal and litigation forms helpful. Good writing/speaking skills and analytic ability required. Competitive salary and benefits. Call
Chris weekdays, 1pm-5pm 644-2800

LEGAL SECRETARY - part time, eve. & weekends on an as needed basis. Sole law practice in Southfield, WordPerfect a must. 851-3333

LEGAL SECRETARY - PART TIME
Busy Southfield personal injury law firm, needs non-smoking, experienced, self-starter. Send resume:
Gail Klevinger
28588 Northwestern Hwy. Ste. 444
Southfield, MI 48034

LEGAL SECRETARY
Dependable legal secretary needed for Birmingham law firm. 2 years litigation experience & WordPerfect a must! Send resume to: Office Manager, P.O. Box 1899, Birmingham, MI 48012-1899

LEGAL SECRETARY
Prestigious Troy law firm has immediate opening for a Coprorate/Administrative Secretary. Applicant must be motivated & self-directed. Shorthand or speed writing a must. Wang WP helpful but not required, excellent compensation & benefit package. Send resume to: P. O. Box 7037, Troy, MI 48007-7037

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/ADVERTISING COORDINATOR
Experienced person sought to coordinate all marketing activities in a fast paced & rapidly growing computer hardware & supplies dealer in Dearborn, MI. Ideal candidate will have 2-3 yrs. management experience & background in desktop publishing, desktop presentations & Excel spreadsheets. Journalism skills helpful. Must be self-motivated, have strong organizational & planning skills. Please send resume to: 15260 Commerce Dr. S., Dearborn, MI 48120, Attn: Personnel Dept.

MARKETING SECRETARY
Plush office of suburban firm needs your WordPerfect 5.1 experience and ability to interact with clients.
Call Sophie 357-0038
Uniforce Temporary Services

MARKETING SUPPORT Secretary - A fast paced office. Word processing. Full benefits. Experienced only. Apply in person: Michigan Business Systems, 24399 Telegraph, ¼ mile S. of 10 Mile.

MARKET RESEARCH
Established market research firm seeks enthusiastic, motivated self-starters for interviewing positions. Experience preferred, but will train the right person. For appt. 569-7050

MEDICAL BILLER
Long term positions in Auburn Hills and Detroit for Blue Shield, Medicare/Medicaid experience.
Top pay. Call Mary 646-7663
Uniforce Temporary Service

METRO DETROIT Fluid Power Distributor, has an immediate opening for a Receptionist Secretary. Candidate should have good office skills & excellent telecommunication skills. Computer experience required. Send resume to: P.O. Box 157, Walled Lake, MI 48390

MORTGAGE COMPANY, Southfield area, Internal Audit Dept. looking for Loan File Reviewer of government files. Previous experience preferred. Individual should be self reliant, thorough and efficient in work habits. Please call Janet, 353-2130

MORTGAGE COMPANY, Southfield area, looking for industrious, hard-working, efficient individual, willing to work overtime, on computer data entry and various other entry level duties in Insuring Department. Please call Janet. 353-2130

NATIONAL COMPANY SEEKING ADMINISTRATIVE PERSONNEL
We are the leader in our industry and are moving to Livonia. We offer a quality, smoke-free work environment where personnel are encouraged to set and achieve professional goals. In return we are seeking high energy applicants, with an Associates Degree, a drive to succeed and experience in any of the following areas:
Accounts Receivable/Payable
Purchasing Assistant
Accounting
General Clerical
(an all around flexible position)
Please send a resume and cover letter explaining which type position you are interested in and why you feel you should be considered, to: H.R./General, P.O. Box 1505, Birmingham, MI 48012-1505.

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

OFFICE ASSISTANT
Part-time/Afternoons. Must be flexible & pleasant. Word processing experience. Call 338-9110

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 CLERKS - Receptionist and phone sales personnel. Computer knowledge a plus. Good communication and writing skills a must. Excellent salary packages. Apply or send resume to: E.R.S., 25140 Lahser, Su. 264, Southfield, MI 48034, or call 353-5115

OFFICE/DELIVERY HELP
full/part time, must have dependable transportation & excellent phone skills. Livonia 525-6872

PAYROLL/PERSONNEL FULL TIME
Bloomfield Hills firm seeks responsible individual with payroll processing experience. Excellent benefits. Submit resume including salary requirements to: Box 910,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

PHONE AD TAKER/CLERICAL
Part time, Good phone skills, WordPerfect needed. Some days, some evenings available. Send resume: Box 29-E, Birmingham, MI 48012.

PRODUCTION PLANNING ASSISTANT for auto/OEM paint mfg. Duties to include data processing, scheduling, product costing, traffic, & inventory control. Computer, math & mfg. experience required. Send resume to: Human Resources, Seibert Oxidermo, 16255 Wahrman Rd., Romulus MI 48174
An Equal Opportunity Employer

FULL TIME
Front Desk Receptionist needed to support fast-paced office, who also has a creative flair for writing! Looking for a mature personable individual who has Macintosh experience and general knowledge of office procedures. Minimum 2 yrs. office experience required. Qualified individuals please send resumes to: Box 774,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE MANAGER
Non-profit charity, Southfield. Strong computer (WordPerfect), office competency, detail oriented, strong people skills imperative. $18-$20. Send resume to: Variety, 30161 Southfield, Ste. 301, Southfield, MI 48076. NO PHONE CALLS PLEASE

OFFICE PERSON-Local Plymouth company looking for individual to function as office person. Duties will include answering phones, working with word processor & other general office tasks. Wages starting at $4. Please send resumes to: TCLC, P.O. Box 228, Plymouth, MI 48170

PART TIME SECRETARY/Clerk needed, approx. 20 hrs./wk. Experience with computer word processing system. Office hrs. are Mon.-Fri. 9-5. Apply by resume stating salary requirements to: Sinclair & Co., 27478 W. Five Mile, Livonia, 48154

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. 478-7355

PHONE WORK - Part time work in our Westland office calling for Purple Heart. Flexible hrs. approx. 25-30 hrs/wk. $425/hr. Apply at: 987 Manufacturers Dr., S. of Cherryhill, E. of Newburgh, Cherryhill Industrial Center. 728-4572

RECEPTIONIST - PART TIME
Apt. community in Canton, professional appearance a must. Apply in person at The Crossings at Canton, 8375 Honeytree Blvd, Canton

RECEPTIONIST/SWITCHBOARD
Multiple line phone system experience needed for position with this expanding company. Ruth 473-2933
Uniforce Temporary Services

RECEPTIONIST - needed for Livonia. We offer short, long and temp-to-perm assignments with excellent pay. Call 464-7078
ETD Temporary Service
An Equal Opportunity Employer

RECEPTIONIST
Front desk position with national insurance corporation for your office experience. Word processing a plus.
Call Gada 357-0037
Uniforce Temporary Services

RECEPTIONIST/ CALL COORDINATOR
Century 21 Real Estate Office located in Novi seeks dependable person with good phone manners. For interview, call 349-9175 ext. 224

RECEPTIONIST
40 ± Extensions, light typing. Farmington Hills. Long & short-term.
589-8428
ET SERVICES & SYSTEMS

RECEPTIONIST
Professional, organized receptionist with phone skills for busy Farmington Hills real estate office. Experience & people skills required. Area resident preferred. Call Mr. Zehnder Century 21 MJL 851-6700

RECEPTIONIST/SECRETARY
Electronics distributor looking for enthusiastic individual for full time entry level office position. Good phone and organizational skills necessary. Word Processing experience a plus. Send resume and salary requirements to: Arrow Electronics, 19880 Haggerty, Livonia, MI 48152.

RECEPTIONIST/SECRETARY
Part time. Mature responsible person to answer phones, light typing, some computer, 10am-2pm. Some full time days. Send resume with letter to: Box 906,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST - required for established manufacturing company. Full time, experienced with a good telephone personality, data entry required, Word Perfect a plus, excellent benefits, competitive wages. Send resume to: C. Dean, or apply at: Greenfield Die & Mfg., 6301 Ronda Dr., Canton MI 48187.

RECEPTIONIST/CLERICAL
Hours 1PM-8PM. Requires experience with busy Rolm Switchboard or equivalent. Excellent phone etiquette, professional attitude and appearance for greeting visitors. Need congenial demeanor with good people skills. Very friendly staff. Light clerical/some typing. Send resume only, and salary requirements to: Studio Center/O&W, Att: Executive Assistant, 23689 Industrial Park Dr., Farmington Hills, MI 48335.

RECEPTIONIST
SOUTHFIELD/BIRMINGHAM
QUALIFICATIONS:
Good phone voice
friendly personality
professional image
Data Entry
DUTIES:
Cash Drawer
Meeting Clients
Typing
Filing
Hours: 1-9pm weekdays
Saturdays: 8:30-5:30pm
$8.00/HR.
CALL: 647-6111

RECEPTIONIST needed for a Wall Street brokerage firm in W. Bloomfield. Call Heidi Mon.-Fri. 8:30-5. 737-8442

RECEPTIONIST
Part time, Approximately 25 hours per week. Answer phones, filing, typing. Redford area. 15720 Dale, Detroit. 533-5277

RECEPTIONIST
Immediate opening for professional mature person. Must be energetic and friendly. Call Raisa 842-0333

RECEPTIONIST
Evenings & week-ends Tel-Twelve Mall. Typing, filing, answering phones. Between 5-15 hrs. per week. Hours flexible. $5 per hour. Call between 5 pm-9 pm, 354-0002

RECEPTIONIST/GENERAL OFFICE needed for small office in Plymouth. Must have Lotus experience, accounting background helpful. Salary negotiable. Send resume to: P.O. Box 701386, Plymouth, MI 48170

RECEPTIONIST - Immediate opening. Full time, 40 hrs. per week. Self starter with excellent communication skills, typing 30 words or more. Familiar with 5.1 a plus. $7 an hour plus medical benefits.
Call Aaron Sanders, 847-7700

RECEPTIONIST/TYPIST
Computer entry skills preferred. Energetic & alert person must pass drug screening, physical & profile testing. Full time position in well established Troy business.
Send resume to: J. McCullen, P.O. Box 1189, Troy, MI, 48099-1189.

RECEPTIONIST/SECRETARY
Must be familiar with WordPerfect & Lotus. Excellent phone manners & able to handle a variety of duties. Send resume in confidence to Box #932
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RETAIL FURNITURE STORE
Experienced part time clerical, 24 hours per week. Must be able to work weekends and evenings.
Apply: Classic Interiors, Inc.
20292 Middlebelt, Livonia

SECRETARIAL - Farmington Hills CPA needs experienced clerical individual, statistical typing, WordPerfect, full time. 932-1800

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

PART TIME SECRETARY
for Bingham Farms engineering office. Must be experienced, mature & dependable with computer & stenographic skills. Reply should include: detailed qualifications & preferred hours of work. Resume to Box 888
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BIRMINGHAM consultant is seeking candidate to assume client service, clerical & reporting duties. Entry level opportunity. Part time, flexible hours. Resumes only to: Jules Rapaport. Rappaport & Associates, 30800 Northwestern Hwy., Ste 220, Farmington Hills, MI 48334

RECEPTIONIST
For Farmington Hills law firm. Full time position. Candidate should have a minimum of 1 year general office experience with computer skills. Salary plus full benefit package provided. We are committed to Equal Opportunity Employment. For further information call the Administrator at 851-4111

RECEPTIONIST
Immediate full time opportunity exists for a highly motivated, non smoker. Organizational skills are required. Responsibilities include: answering busy multi line Merlin telephone system & various clerical duties. Excellent communication skills & ability to work as a team player are a must! Competitive fringe benefit package includes master medical, optical, dental, & profit sharing plan. If you are interested in growing with a leader in the health-care industry, send resume in confidence to:
MEDI-SPEECH SERVICE
Outpatient Rehab Agency
Human Resources Department
755 W. Big Beaver, Ste. 404
Troy, MI 48084-4903

SALES SECRETARY/ RECEPTIONIST
We are looking for a special person with good communication skills and an up-beat personality to assist our sales force in representing our company. A professional, responsible attitude is required. PC experience with WordPerfect and Lotus 1-2-3 is essential. Please mail your resume with salary requirements to: Mr. Lee, Moeller Mfg. CO., 43938 Plymouth Oaks Blvd., Plymouth, MI 48170-2584.

Secretarial

OPERATIONS SECRETARY
A global Telecommunications Company is seeking a reliable, friendly, energetic and well organized team player for our Southfield office. Must have IBM PC and Telecommunications experience. Send resume to:
FUJITSU BUSINESS COMMUNICATION SYSTEMS
4000 Town Center
Suite 777
Southfield, MI 48075
Equal Opportunity Employer

SECRETARIAL SKILLS NEEDED
Brighton area, phone, data entry, typing, general office duties needed immediately. Long term assignments. Call for appointment
Future Force
528-8454

SECRETARY
An insurance company located in Southfield is seeking a Secretary for its' Actuarial Department. Must have a minimum of 3 years secretarial experience, accurate typing (60wpm), and a thorough knowledge of WordPerfect 5.1 and LOTUS 123. Shorthand skills desired. We offer an excellent benefit package. Please send resume with salary requirements to:
CUNA Mutual Insurance Group
Human Resources
28333 Telegraph Rd.
Southfield, MI 48034

SECRETARY/BOOKKEEPER
Needed for small industrial shop in Ferndale. $15,000/yr. Apply in person Fri., Apr. 23, 9-11am: 2441 Wolcot, (near Hilton & Drake).

SECRETARY - Full time. Start immediately. Typing, computer & good phone skills. Must be organized.
595-2882

SECRETARY
Long term position with fast growing engineering consulting firm. WP 5.1 and Excel. Call Sally 646-7662
Uniforce Temporary Services

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

SECRETARY - PART TIME
proficiency in Lotus, Wordperfect & Windows, typing 70 wpm. Keego Harbor, Call 683-6240

SECRETARY - PART TIME
Flexible hours. Typing 50 wpm from transcriber, Computer, WordPerfect 5.1. Must be organized and motivated. Resume: Devon Title Company, 1600 Woodward, Suite 121, Bloomfield Hills, MI 48304 Attn: Dan

SECRETARY - PART TIME, with bookkeeping & accounting background. Garden City area.
313-425-0770

SECRETARY, PART TIME
We're Hershey Chocolate USA & our Northville sales office is looking for a top notch part time secretary. You'll be involved in a variety of assignments including customer contact, correspondence, sales record maintenance & providing support for our sales personnel. You'll need proficiency in typing, filing, Word-Perfect & Lotus. We offer an excellent opportunity for any individual with the desire to be involved in a fulfilling job. Please send resume to: Box 930,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

SECRETARY RECEPTIONIST
Immediate opening in Birmingham ad agency for experienced person with heavy Mac skills. WordPerfect, Excel & excellent command of the English language. Call Susan Rober for appointment. 649-7330

SECRETARY/RECEPTIONIST
for fast paced construction company. Must be self-motivated with WordPerfect, good office & telephone skills. Salary & benefits negotiable based on ability. Send Resume to Box #882
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY/RECEPTIONIST
No experience necessary. Good phone voice a must.
Livonia. 313-471-1830

SECRETARY/RECEPTIONIST needed for busy real estate office in Plymouth. Front desk appearance. Typing, telephone, filing & general office duties. Part-time position, evenings 5-9. Ideal for co-op or college student. Call Marilyn 459-6222

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
Fast paced sales team needs enthusiastic "get things done" person. Excellent oral and written communication skills. Proficient in word processing.
Call OFFICETEAM today!

Southfield – 358-0222
or fax your resume to: 358-0941
28588 Northwestern Hwy. #250
Southfield, MI 48034

Troy – 524-9050
or fax your resume to: 524-3115
201 W. Big Beaver Rd. #310
Troy, MI 48084

Vacation & Holiday Pay.
Health Care Benefits. E.O.E.

SECRETARY/RECEPTIONIST - fast paced auto repair business seeks qualified person to receive customers and handle all related clerical duties. Energetic self starters only.
Apply in person.
Muffler Man, 298 10 Michigan Ave.
1 Mile E. of Telegraph.

SECRETARY/TECHNICAL
provide administrative & secretarial service for engineering. Strong communication & problem solving skills. ESSENTIAL REQUIREMENTS: Sharpest reading & PC skills. Qualified candidates forward resume in confidence to: Pinst Mfg. Co., 12660 Stout, Detroit, MI 48223

SECRETARIES
We have several openings for long-term temporary work in Troy and Livonia. We prefer candidates have experience with:
• WordPerfect 5.1
• DisplayWrite IV
• Lotus 123
• Wang
• or Multimate
but we will train any qualified applicants. Machine transcription experience is a big plus. Positions are also available for:
• Junior Secretaries
• Data Entry Operators
• Receptionists
Call today for an interview appointment.
N S SERVICES
473-2111

SECRETARY/GENERAL Office Assistant position open for person with prior office experience, friendly telephone voice, and reliable transportation. WordPerfect and Lotus 1-2-3 experience required. Company produces educational programs for schools. Send resume to: ECA, Inc., P.O. Box 700436, Plymouth, MI 48170. No phone calls please.

SECRETARY
Pleasant self-motivated person for interesting variety of work in West Bloomfield. Should know Word Perfect, some bookkeeping, and have good general office skills. Please call Pam at: 851-4306

SECRETARY/RECEPTIONIST
Part time. Real estate, corporate, estate, probate, law practice. 5 hours daily. Flexible hours. Administrative, excellent typing, spelling & WordPerfect 5.1 skills, 3-5 years experience, transcription, dictation. Join us. Send resume to:
Sandy, 31874 Northwestern Hwy., Farmington Hills, MI 48334.

SECRETARY - typing, filing, answering phones. Full-time position in Farmington Hills area. Call 489-5840

SECRETARY
Typing, accounting. Must have computer skills & accounting background. Minimum 3 years experience. Send resume & income requirements to: Suite 202, 32500 Grand River, Farmington, MI 48336.

SECRETARY WANTED for small Bloomfield Hills law firm. Luxurious and friendly surroundings overlooking courtyard. Detail oriented a must. WordPefect, typing 55 to 60wpm, dictaphone experience. Send resume to: Attn: Secretary, 1080 Woodward Ave., Bloomfield Hills, MI 48304

SECRETARY with WordPerfect needed for Livonia. We offer short, long and temp-to-perm assignments. Call 464-7078
ETD Temporary Service
An Equal Opportunity Employer

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

SECRETARY/WORD PROCESSOR
PART TIME for Livonia law firm. Approximately 20 hrs./wk. Legal experience helpful, but not necessary. Send resume to: Secretary, 15443 Middlebelt Rd., Livonia, MI 48154.

SPECIAL SECRETARY
For a small company with people who work closely together. Part time position, temporarily full time. Must have WordPerfect knowledge, strong organizational skills and proficient with dictaphone transcription and filing. If you are right for this job, send resume to: Personnel, Arbor Corporation, 3500 West South Blvd., Rochester Hills, MI 48309

SWITCHBOARD
International headquarters of this prestigious firm has need for Rolm experienced operators.
Call Ruth 646-6188
Uniforce Temporary Services

SWITCHBOARD OPERATOR
Immediate opening in Farmington area. Must have professional phone manner and prior work experience. Busy work environment. To schedule an interview call:
TEMPEXCHANGE
557-5600

SWITCHBOARD RECEPTIONIST needed, part time evenings, 4:30-8:30pm. Computer experience helpful. Call Mrs. Solomon, 559-1500

TELEPHONE AGENTS
BI-LINGUAL (English/Spanish)
High tech computer/teleservices company in Livonia, seeking experienced bi-lingual (English/Spanish) teleservices/customer service agents to work on catalog order projects. Previous phone & data entry experience preferred with exceptional diction & grammar in both languages a must. Reading comprehension in both languages preferred. Good pay, benefits & growth opportunities await qualified candidates. For more information, please call after 2pm 261-8220

TEMPORARY ASSIGNMENTS AVAILABLE
• RECEPTIONIST – WordPerfect & pleasant professional phone voice a must!
• GENERAL OFFICE – Filing, copying, light typing
• DATA ENTRY – Alpha/Numeric skills of 8000 keystrokes per hour necessary!
Call OFFICETEAM today!
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. E.O.E.

TEMPORARY General Office Clerk 8am-4pm, Mon-Fri. Needed immediately. Please apply at:
32975 Schoolcraft, Livonia, MI.

TRANSPORTATION COMPANY needs Office Clerical professionals for second and third shifts. Good typing and letter skills a must. Excellent working conditions, full benefits and paid holidays. $ 6.50 per hour to start. Send complete resume to: Box 924
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

$250/Week Plus
20 PEOPLE NEEDED
IMMEDIATELY. NO SELLING!
Must be friendly, enthusiastic and enjoy working with the public. Days and afternoons available in Southfield, Farmington Hills and Bloomfield Hills. Call now.
EXPRESS SERVICES
643-8590
Not an Agency Never a Fee

TYPIST/RECEPTIONIST - good typist for entry level position. Apply at Accu-Matic Sytems, 11973 Mayfield, Livonia. 261-8060.
Equal Opportunity Employer

WORD PROCESSORS
Dynamic environment in creative department of national advertising agency needs experienced WordPerfect 5.1 candidates. Top pay. Call Shelly 357-0034
Uniforce Temporary Services

WORD PROCESSOR TOP PAY
• WordPerfect
• Lotus 1,2,3
• EXCEL
• And Others
Troy, Auburn Hills & Farmington Hills locations.
We Have Many Jobs
589-8428
ET SERVICES & SYSTEMS

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
313-722-6080 or 313-362-2342

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. 347-3950

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS FOR:
Full time COOK & WAIT STAFF
Dependable, eager to work.
Apply within:
Alexander The Great
34733 Warren
Westland, MI.

ACCEPTING APPLICATIONS
for all positions, apply Bob Evans, 26245 Telegraph, Southfield
(N. of 10 Mile, S. of 696)

ANGELO BROS. RESTAURANT
WAIT STAFF NEEDED
Apply after 3PM: 33550 Ford Rd. Westland. 427-1872

APPLY WITHIN
Waitpersons wanted for weekend work/maybe more. Must be 18 years old. Moy's Chinese Restaurant, 16825 Middlebelt, Livonia.

ARA SERVICES
Has an opening for a part time food service worker in the Romulus area. The ideal applicant will have prior food service experience. Hours are 8am-1pm, Monday-Friday. Starting wage is $7/hour. Respond to: ARA Services, 13250 Rotunda Dr., Dearborn, MI 48120 (313) 271-0600

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

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

BAKER - Experienced in making and finishing donuts.
COUNTER PERSON - Possible experienced. Call 477-6655

BANQUET COORDINATOR
for private club. Some experience required. Call Susie, 9am-3pm Tues. thru Fri. 476-1986

BANQUET PORTERS & SERVERS - flexible hrs. Full time - part time needed. Experience helpful but not required. Apply at Holiday Inn, 17123 Laurel Park, Livonia

BANQUET WAITSTAFF NEEDED
Must be available for all shifts.
Apply within: Fellows Creek Golf Course - Canton.
Ask for Leslie, 728-0105

BAR STAFF, WAIT STAFF, COOKS & DOOR PERSON - Apply at:
Reisers Keyboard Lounge
1570 S. Wayne, Westland. 728-9330

BAR STAFF/WAIT STAFF
Earn excellent money. Experience helpful, will train. Must be neat, reliable & a hard worker. Farmington Hills area. Call Bob at 474-3533

BARTENDER - am-pm shifts, experience a must, apply Golden Mushroom, 18100 W. 10 Mile (corner 10 Mile & Southfield)

BARTENDERS & WAITSTAFF, beach attire, guaranteed $100/day. Day shift, full & part time. 581-7580

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

Bill Knapp's Restaurant
We are looking for Daytime Servers and Cooks who enjoy working in a team-work oriented environment
Apply in person
27925 Orchard Lk, Farmington Hills
An Equal Opportunity Employer

BLAKENEY'S RANCH HOUSE now hiring full time Day Bus Person and part-time Host/Hostess, Evenings. Willing to train. Please apply by appointment: Blakeney's, Farmington Hills, 477-3340
Join our great team today!

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

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

EXPERIENCED COOKS WANTED
All shifts available. Apply at:
Wooly Bullys - Northville
43333 Seven Mile Rd.

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

COOK-deli style short order cook wanted, flexible hrs. nights. Apply in person: The Arena, 23914 Ford Rd., Dearborn Heights. No phone calls.

COOK - Hiring a neat experienced line cook. Nights. Meal Plan.
Benefits Available
MOUNTAIN JACKS: In Warren
5702 12 Mile, between 2-5pm

COOK- needed immediately, flexible scheduling. Apply to: Rochester Golf 652-4800

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

COOKS & DRIVERS
Apply within, Pizza Hut,
35445 Michigan Ave. Wayne.
No phone calls please.

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

COOKS
Excellent part-time Day shifts now available. Excellent working conditions. Experience preferred.
Please apply by appointment: Blakeney's Ranch House, Farmington Hills, 477-3340

COOKS/WAIT positions open for full and/or part time, days & nights. Increased busy work environment. Competitive wages. Sheehan's on the Green, 5 Mile E. of Haggerty. 420-0646

COOKS/Wait Staff/Dishwashers
New restaurant in Farmington. Day & night shift. Benefit package available. Luigi's 477-1880

COOKS, WAITSTAFF, Dishwasher Experienced. Great pay for the right person. All shifts. Apply in person, Mr Mikes, 35323 Ford Rd. or call: 722-8882

COOKS, WAITSTAFF, Dish & Bus. Apply in person between 3-5pm.: Cafe Marie, 21200 Haggerty Rd., Farmington Hills. No calls.

COOKS, Waitstaff, all other positions. Full or part time, all shifts, competitive wages. Apply at: Mervi's, 28750 Plymouth Rd. or call427-4650

COOK wanted full or part-time with experience. Please call Mr. Muster's and ask for John or Kevin at 464-3939

DELI HELP WANTED
Experienced. Good pay.
Apply in person: Medi's Deli
1942 Monroe, Dearborn

Culinary Professional
For cafe serving breakfast & lunch with corporate and social catering on and off premise. Excellent benefits package, daytime shift. Apply in person or send resume:
RICHARD & REISS
273 PIERCE ST.
BIRMINGHAM, MI 48009

DINING ROOM MANAGER
Unique opportunity for talented individual to grow with small, successful organization. Full benefits and 5 day week. Send resume to:
BEVERLY HILLS GRILL
18231 W. 14 Mile Rd. Ste. 13
Birmingham, MI 48025

COOKS/WAITSTAFF/BUSSERS/ PORTERS-Full & part-time positions available. Apply in person between 2-5pm at: Matt Brady's Tavern, 38123 W. 10 Mile in Farmington Hills

COOK WAIT PERSON
Now accepting applications for day-time lunch personnel. Apply in person. First Edition Lounge, 18334 W. Warren Ave., 2 blocks W. of Southfield Freeway.

DISHWASHER - AM-PM shifts available, apply Golden Mushroom, 2-5 PM Mon. thru Sat. 18100 W. 10 Mile (corner 10 Mile & Southfield)

DISHWASHER-Part-time, nights. Apply in person. MacKinnons, 126 E. Main, Northville.

DUE TO INCREASED BUSINESS
Bennigans is looking for experienced kitchen staff and wait staff. Contact Plymouth Bennigans in person, Mon. thru Fri. between 2 & 4pm. 40441 Ann Arbor Rd. 459-8907

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 MANAGER
Supermarket looking for experienced Deli Manager. Must be a highly motivated, creative individual, willing to express imagination, who enjoys working with others. Positive customer contact is essential. Send resume to: Employment Director, 5720 N. Telegraph Rd., Dearborn Heights, MI 48128

EXPERIENCED LINE COOK,
Part-Time. Bus Person, Night Wait Person. Apply after 2pm: Newport Richie, 11791 Farmington Rd., Livonia. Or call after 2. 525-7640

EXPERIENCED WAIT STAFF
Lunch & dinner
Apply 1940 E. Jefferson
567-1940

EXPERIENCED WAITSTAFF
Food liquor service experience necessary. Full time positions.
Italian Cucina, 39500 Ann Arbor Rd. Just E. of I-275.

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 8 am to 5 pm
Ramada Inn, 30375 Plymouth.

GRILL COOK
Days, Mon.-Fri. Downtown Detroit. Must understand production and inventory. Union position with benefits, approximately $7, per hour.
Call Tom before 10AM. 964-3448

GRILL COOK/KITCHEN HELP
Full-time. We're accepting applications at: 31440 Northwestern Hwy., Farmington Hills from 9am-3pm.

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

HOSTESS- Part-time, nights. Apply in person. MacKinnons, 126 E. Main, Northville.

HOST/HOSTESS experienced needed for new family restaurant. Apply in person: The American Inn, 15800 Middlebelt, Livonia

HOST/HOSTESS
Must be available 10am.-2pm. Mon-Fri. Apply in person between 2-4pm. Tues.-Fri. Olga's Kitchen, 17651 W. 12 Mile, Lathrup Village.

HOST/HOSTESS position available. PM shift, must be dependable & accurate with figures.
Also Wait Staff, apply with-in.
No phone calls please. Holiday Inn Southfield, 26555 Telegraph Rd.

HOSTS, SERVERS & COOKS
Full & part time. Apply in person Mon thru Sun., 1:30-4:30pm, Ground Round, 3310 N Woodward, Royal Oak.

IF YOU'RE EXCITED, WE PAY WELL: • Servers • Counter
• Dishwasher/Prep; part/full-time, food experience best but will train. Apply at: Lox, Stock & Barrell, NW corner of Grand River & Drake, Farmington Hills

MANAGEMENT
OPPORTUNITY AT
CANTON BIG BOY
America's been loving its Big Boy since the little boy in checkered overalls first flashed his winning smile. We think you'll love managing one.
Big Boy has immediate management positions available. Hiring, training, delegating & motivating others are just a part of your responsibilities as a manager. Excellent starting salaries and benefits. Structured training program. Apply in person: 45250 Ford Rd., Canton.

MANAGER - Excellent opportunity, willing to train. Apply within: Rams Horn Restaurant (between 12 & 13 Mile on Orchard Lake Rd) 855-8882

• MANAGER TRAINEE •
Bar/grill. Rapid advancement. Honest, dependable hardworker. Former military a plus. Fax resume & salary history: (313) 681-4344

McDONALDS MANAGEMENT
Experience preferred or will train. Benefits. Garden City, Novi, Wixom areas. (313)646-5802

MOY'S Japanese Steak House is accepting applications for TEPPANYAKI Chefs. Apply within: 16825 Middlebelt, Livonia. Need not apply if not experienced.

NEIMAN MARCUS RESTAURANT
NOW HIRING
Front and back house positions available. Excellent hours & working conditions. Apply at:
HUMAN RESOURCES
NEIMAN MARCUS
SOMERSET COLLECTION
2705 W Big Beaver, Troy

NEW RESTAURANT OPENING SOON
Steamer's Seafood Grill
Now hiring all positions
Apply in person
Thurs. - Sat. Noon - 10pm
30685 12 Mile Rd
Just E. of Orchard Lake

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

NOW HIRING
Cooks
Wait Staff
Mt. Chalet II 549-2929

OLGA'S KITCHEN - Hiring Day Cooks, Dishwasher, Hosts, Waitstaff for Dearborn Hts., & Westland Mall Locations. Apply within.

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

PIZZA & GOURMET CARRY OUT
In Troy needs full-time, am Chefs helper and Part-time pm Pizza maker. Experienced desired, but will train. CALL, 313-879-5900
Mon. thru Sat. After 1pm

PIZZA HUT
All positions. Delivery drivers earn up to $7-$12/hr. Apply in person:
906 S. Wayne Rd., Westland
29650 Ford Rd, Garden City
35669 Warren Rd., Westland

PIZZA HUT DELIVERY now hiring: Managers, Cooks, Order Takers, & Drivers. Apply at 29650 Ford Rd., Garden City or call 427-5252

RAM'S HORN NOW HIRING:
Wait Staff, Bus Persons, & Cooks. All shifts. Full & part time. Good pay, good working conditions. Apply within: 20385 Middlebelt, 1 block S. of 8 Mile. 477-4770

RESTAURANT HELP WANTED: Linecooks and dishwashers, pm. shifts. Server assistants, food runners, hostpersons, am & pm. shifts available. Apply in person at: Buster's Bay, 4108 Orchard Lake Rd. No phone calls please!

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 4-6pm: 6663 Lilley Rd., (Golden Gate Shopping Center)

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.
535-4255; 349-3220

RESTAURANT Assistant Manager
Looking for outgoing individuals for fast paced food court restaurant. Minimum 2 yrs experience, flexible hrs a must. Send resume to: 28750 Telegraph, Southfield, 48350

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

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

Restaurant

SERVERS
Up To $8 an hour!
($3.35/hr. + tips)
Immediate opportunities at the Courtyard by Marriott in Southfield! In addition to outstanding earning potential, you'll receive excellent Marriott benefits, including employee discounts. For consideration, apply in person:
COURTYARD BY MARRIOTT
27027 Northwestern Hwy.
Southfield, MI
EOE m/f/d/v
Marriott is committed to a drug-free workplace.

Restaurant

THIS OUGHT TO WHET YOUR APPETITE
The Olive Garden, America's leading Italian dinnerhouse, has opportunities that provide everything from a good salary and excellent benefits, including paid vacation, profit sharing, and server sales achievement awards - to flexible schedules and meal discounts—even possible medical/dental eligibility.
We have openings for:
• Waiters/Waitresses
• Hosts/Hostesses
So if you are ambitious, enthusiastic, talented - and want to be fairly rewarded for these important qualities - get a taste of our success.
Apply in person daily at The Olive Garden, 14000 Middlebelt Rd., Livonia, MI. We are an equal opportunity employer.
THE OLIVE GARDEN

SHIELDS PIZZARIA Restaurant looking for experienced Waitstaff, Bussers, Host people & Kitchen help. Must be dependable, mature & have a positive attitude. Contact Sue, Jeannette or Paul, 2pm-5pm, Mon thru Fri. Apply at 42100 Grand River, Novi or call 349-8110

SHORT ORDER COOK
Afternoons. Apply at: Rene's Bar & Grill, 31022 Ann Arbor Trail, (1 block E. of Merriman), Westland

STATION 885
NOW HIRING
NIGHT DISHWASHERS
DAY WAIT STAFF, DAY HOST/ HOSTESS. Experience preferred. Full or Part Time. Apply within 2-5 pm, 7 days a wk. at 885 Starkweather, Plymouth MI 48170, in Plymouth's Historical Village.
459-0885

STEAK AND ALE
Now hiring for dining room and kitchen positions. Apply in person at: Steak and Ale, 24666 Northwestern at 10 Mile & Evergreen.

SUBWAY
Apply in person 406 Main
Rochester, 18 & over.

THE CLARION HOTEL has immediate openings for Dining Room Servers, Banquet Servers, Banquet Set-up and Hostess/Host positions. Exceptional guest service skills and positive team attitude required. Good benefit package, major medical insurance, holidays and vacation. Apply in person at: 31525 W. 12 Mile, Farmington Hills, MI 48334
NO PHONE CALLS PLEASE
An Equal Opportunity Employer

THE Plaza Hotel of Southfield has immediate need for the following positions:
LINE COOKS
COCKTAIL SERVERS
RESTAURANT SERVERS
Applications accepted Wed-Fri, 1-4pm. 16400 J.L. Hudson Dr.

VICTORIAN TEA ROOM in Plymouth needs part time wait staff & kitchen help. No experience necessary. Call after 2pm Tues. thru Sat. 454-0777

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

WAIT PERSON - luncheon shift, experience a must, apply Golden Mushroom, 18100 W. 10 Mile (corner 10 mile & Southfield Rd)

WAITPERSONS
For Banquets At
W. Bloomfield private club.
Part time hours.
Call 360-0600

WAIT PERSON - with cocktail experience preferred, can be fun & rewarding, apply in person, Victor's 43317 Grand River, Novi 349-3438

WAITRESS/BAR MAID - Part-time days & nights. Experienced & reliable. Redford area. For appointment call 531-4844, ask for Larry.

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.

WAITSTAFF/BUSSERS-Banquet facility in Livonia needs part-time waitstaff & bussers mostly weekends. 421-8720

WAIT STAFF
Full or part time, experienced. Apply from 2-5pm., The Alibe Restaurant, 6700 Rochester Rd., Troy.

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

506 Help Wanted Sales

ARE YOU THINKING ABOUT A REAL ESTATE CAREER?
If so, you owe it to yourself to investigate why we are #1 in the market place and best suited to insure your success. Look at our ad under REAL ESTATE PROFESSIONALS. All real estate companies are not the same.
DISCOVER THE DIFFERENCE
Call Jim Stevens or Neal Lamphere
459-6000
COLDWELL BANKER
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