EMPLOYMENT

504 Help Wanted Office-Clerical

DATA ENTRY
Multiple shifts and many temp to perm openings with fast growing Livonia/Plymouth area company, top pay. Call Donna: 473-2934
Uniforce Temporary Services

DENTAL RECEPTIONIST - Good typing, outgoing. Full or part time. Send resume to: Dental, Su. 103, 28803 W 8 Mile, Livonia, MI 48152.

ESCROW PERSONNEL
National title insurance company needs Escrow Processors. Experience in preparing all documents related to real estate closings. Major benefits package/salary commensurate with experience. Only experienced need apply. Send resume & salary requirements to: Box 808,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE ASSISTANT/Office Manager. Aggressive, personable, mature, experienced self-starter needed to manage small fast-paced Birmingham marketing firm. Excellent bookkeeping, executive secretarial, communications & organizational skills a must. Send resume, references and salary requirements to: Box 866
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE ASSISTANT
A manufacturing company, 3 miles W. of Howell is in need of an experienced Executive Assistant. Must have good organizational skills, attention to detail and be able and willing to handle many activities at the same time. Theses various projects would interface with all departments of the corporation.

If you like variety and responsibility and an environment that is pleasant and challenging this might be the opportunity you are looking for. Above average typing and composition skills, very important.

Salary commensurate with experience. We are a non-smoking company. Excellent benefits and profit sharing.

Please send resume in confidence to:

Office of the President
REX ROTO CORPORATION
P.O. Box 980
Fowlerville, MI 48836

An Equal Opportunity Employer

EXECUTIVE SECRETARY
Looking for executive secretary with accounting experience in Peachtree software. 2 years experience needed. Salaried position. Farmington Hills area. Call for appointment: 442-7430

EXPERIENCED PERSON to handle busy 5-line switchboard & general office work. MAC experience helpful. Send resume to: Cathy, 990 South Blvd. E., Troy, MI 48098.

FAST-PACED COMPANY looking for the right individual to perform general office duties. Experience helpful, but not essential. Forward resumes to: 39500 Orchard Hills Place Dr., Suite 205, Novi, MI 48375.

FILE CLERK/COURIER - Small Bingham Farms law firm needs individual to perform daily filing duties in office. Prior office experience preferred. Typing skills necessary, computer knowledge helpful. Must have car available for court filings, etc. Call Kathy: 644-4433

First Michigan Title
Looking for experienced title personnel preferably in processing, typing & packaging. Become a member of the faster growing title company in lower Michigan. All inquiries confidential.
Ask for Don or Vicky
462-0002

FULL AND PART TIME RECEPTIONIST POSITIONS
Fast paced West Bloomfield real estate office looking for reliable, self motivated, individual with clerical, typing, and phone answering abilities. Call Polly 851-7714

FULL TIME POSITION open for growth oriented person with business forms company. Must have previous office and computer experience. Send resume to:
Discovery Business Systems, Att: Peggy Pions, 17250 W 12 Mile, Su. 110, Southfield, MI 48076.

GENERAL OFFICE
Mature, responsible, self motivated individual, good telephone, typing, filing and organizational skills required. WordPerfect 5.1 awareness. Full time with benefits. Send resume, with salary requirements to: 10631 Capital, Oak Park, MI 48237.

GENERAL OFFICE CLERK
Excellent opportunity currently exists for entry level position in great office environment. Duties will include back up reception and light clerical. Expanding company with advancement potential. Send resume to SH, P.O. Box 9066, Farmington Hills, MI 48333

GENERAL OFFICE - Industrial electronic distributor offering up to $20,000 for entry level customer service to deal with large industrial accounts. Qualifications desired include: high energy, electronic aptitude & college education. Send resume with references & career objectives to: Shand Electronics, Personnel Department, 36945 Schoolcraft, Livonia, MI 48150

GENERAL OFFICE, no experience, will train, $5/hr. to start. Call 722-9700

GENERAL OFFICE
Mature person for small auto repair & collision. Will train. Plymouth area. 455-1951

GENERAL OFFICE DUTIES
Cheerful attitude and good phone skills a must. Computer knowledge helpful. Oak Park area. 542-5530

GENERAL OFFICE
Part time office work including accounts payable and month end reporting to corporate office.
Apply in person:
Northland Container Corporation
9070 General Drive
Plymouth, MI 48170

GENERAL OFFICE
Immediate opportunity for energetic quick learner. Excellent opportunity for entry level Secretary/Bookkeeper position in sales and manufacturing business. Should know wordprocessing and some bookkeeping. Please call or send resume to:
Applied Grinding Technology
1263 Souter St., Troy, MI 48083
585-8377 or Fax 585-0855

GENERAL OFFICE
Popular Town Center personnel agency seeks an "Apprentice Consultant" with above average people and communication skills. Must be organized, energetic & sales motivated. Ideal spot for an eager, bright beginner looking for a career path. Mail your resume in complete confidence to: Box 854,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

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 SECRETARY
Experienced only, for non-smoking Southfield law office. WordPerfect necessary, benefits. Call. 358-0111

General Office-Experienced for construction company, 14 or 24 hours per week, 8am-4:30pm. Non smoker. Plymouth Township location. Resumes to: P.O. Box 700977, Plymouth, MI 48170.

GENERAL OFFICE
BRIGHT Self starter needed for manufacturing office in Farmington Hills, prefer person with some experience in purchasing, inventory control or budgeting. Must have recent manufacturing background. Benefits, paid vacation & holidays, salary commensurate with experience. Send resume with salary requirements to: Personnel Dept. 30057 W. 8 Mile, Livonia, MI 48152. Or call Mon. thru Wed. 9-3 473-9305

GENERAL OFFICE
Busy Troy law firm needs part time person to answer phones, run errands and perform various other office duties. Call, 649-7200

COMMERCIAL Insurance Customer Service Representative - minimum of 2 yrs. multi-line/multi-company experience. Benefits. 871-1000 Eves: 429-9222

KEY PUNCH/KEY TAPE Operators
Days & afternoons.
Tarlan System. Farmington area.
474-1136

LEGAL SECRETARY TRAINEE
for non smoking law firm. Must type 60wpm. Computer skills necessary. Send resume to: B. Hill,
2550 Telegraph Rd., Suite 250,
Bloomfield Hills MI 48302

LEGAL SECRETARY
Fast paced Farmington Hills law firm seeks 3 plus years experience in Divorce/Family law & WordPerfect. We are busy, but happy. Excellent salary to well qualified person. Contact Peggy at 855-5770

LEGAL SECRETARY
Experience Legal Secretary/Medical Malpractice for Southfield law firm. Salary negotiable. Please call Office Manager: 350-8700

LEGAL SECRETARY
Established New Center mid-sized law firm needs your organizational skills and confident personality. Two years experience. Temp to perm. Salary dependent on experience. Call Sharon 646-7662
Uniforce Temporary Services

LEGAL SECRETARY
For Troy law firm. WordPerfect and at least 2-3 yrs. legal experience (Corporate, Estate Planning) required. Non-smoking office. Please send resume to:
Box 832
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
North suburban law firm seeks an experienced legal secretary. Must have previous experience working for a real estate/corporate attorney (litigation experience not required). Must be proficient in Word Perfect and have previous experience using dictaphone equipment. Verbal and written communication skills a must. We offer an outstanding work environment and salary commensurate with experience. Send resume and cover letter to:
Box 804
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY, Part-time (20-30hrs.), Bingham Farms area. Proficiency in WordPerfect a must. Call for appointment: 646-9902

LEGAL SECRETARY
Full time, experienced for 2 attorneys in Royal Oak area. Call,
Waelchli & McKinney, 288-2248

LEGAL SECRETARY
Experienced for busy immigration law office. Good salary. Send resume to: 4000 Livernois, Ste. 110, Troy, MI 48098

LEGAL SECRETARY
Experienced full time for defense litigation firm. Wang experience preferred. Excellent benefits.
Send resume to: Kohl, Secrest, P.O. Box 3040, Farmington Hills, MI 48333-3040.

LEGAL SECRETARY - plaintiffs personal injury, must be experienced, with WordPerfect, minimum 3 yrs. prior experience, will have private office. 25 hrs. per week. Excellent hourly rate with experience. Position available immediately.
Call Rick, 569-4910

LEGAL SECRETARY
Full time, 2 years experience, typing 65 wpm, dictaphone, WordPerfect 5.1 experience required, knowledge of bankruptcy helpful, small Birmingham office, salary based upon experience, benefits. If interested, please send resume to:
Box 862
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY & BACK-UP LEGAL SECRETARY
For busy Plaintiff Personal Injury firm. 2 positions available. Will train Back-Up with some legal experience. Minimum 3 years personal injury experience a must for Legal Secretary position. Excellent typing required. Knowledge of medical terminology a plus. Please send resume including salary requirements to: Box 752
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

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

LEGAL SECRETARIES
- Corporate Legal Departments
- Temporary - Long or Short Term
- Permanent Positions
- Temp to Perm

Fax, Mail or Call

PERSONNEL AT LAW
358-0060 (Fax) 358-0235
3000 Town Center, Ste. 2580
Southfield, Michigan 48075

LIVONIA CHIROPRACTOR seeking full-time, front desk receptionist. Send resumes to: Doctor, c 6378 Dellwood, Waterford, MI 48329.

LOAN PROCESSOR- No experience necessary. Excellent compensation. Resume to: Loan Processor, P.O. Box 1181, Birmingham, MI 48012

MORTGAGE BROKER Seeking outgoing, entry level individual who would like to learn all aspects of the mortgage business. Candidates should have completed high school, have good verbal and written communication skills, basic typing skills, and enjoy working with people. This is a salary position with additional benefits including Blue Cross/Blue Shield. For more information, call 352-1200

OFFICE ASSISTANT
Lumber & construction knowledge a plus. Benefits package. Please call Jean 272-3600

OFFICE ASSISTANT
Entry level full time, Southfield location. Must have minimum 3-5 yrs. previous office experience, excellent math ability & 10 key calculator skills required. Good communication & organizational abilities needed. Send resume including salary requirement to P. O. Box 5091, Southfield, MI., 48086.

OFFICE CLERICAL/RECEPTIONIST, 20-30 hrs., Livonia area.
Send resume to: 31333 Southfield Rd., Ste. 150, Birmingham 48025

MORTGAGE LOAN PROCESSOR
Experienced, for growing Rochester credit union. Must be knowledgeable in all aspects of mortgage lending. Call Mr. Briskey, 656-5834

NATIONAL PAYROLL COMPANY seeking Payroll Specialist. Must possess good math aptitude skills & a strong desire to provide customer satisfaction. Knowledge of payroll & payroll related taxes helpful. Excellent benefit package available. Please send resume to:
PAYCHEX, INC.
6960 Orchard Lake Rd., Ste. 110
W. Bloomfield, MI 48322

OFFICE ADMINISTRATOR
Immediate position available with major corporation in the Troy/Birmingham area. This selected person must be knowledgable with the automotive industry & have strong communication skills to provide administrative duties which include: WordPerfect 5.1 & Lotus 1-2-3. 3 yrs. experience required. Send resume to: 16000 W. 9 Mile Rd., Ste. 500, Southfield, MI 48075,
Attention: Tom Stevens.

OFFICE CLERICAL
Northwest suburban firm seeks a dependable individual for an entry level position. Qualified candidate must be courteous and businesslike with excellent telephone skills. Computer experience helpful. Lotus 1-2-3 and WordPerfect a plus. Will train. Excellent benefit package. Send resume to: Receptionist, Roger Zalkoff Company, P.O. Box 413, Farmington, MI 48332-0413
We promote a drug-free environment. Substance abuse testing is part of the pre-employment process.
An Equal Opportunity Employer

OFFICE CLERICAL
We have long term positions available in the Farmington Hills area for responsible people who can:
- Make a 6 mo-1 yr. commitment
- Type a minimum of 30 w.p.m.
- Be detail oriented

Light data entry experience helpful. Pay rates vary. Please call immediately for an appointment:
FARMINGTON HILLS
471-2050
KELLY SERVICES

OFFICE CLERK
Entry level, self-motivated, full time, non-smoker needed for retail office. General duties: filing, typing & answering phones. Basic computer experience in accounting & inventory control areas helpful. Organized & dependable individuals need only apply. Submit resume with salary requirements to: O.P., P.O. Box 313, Farmington, MI 48332-0313

OFFICE CLERK
Full-Time, Part-Time & Temporary Position

U-Haul is looking for an aggressive person with various office knowledge:

Accounts Payable
Payroll
Data Entry
Auditing
Phone Work
Filing

Pick up an application at your nearest U-Haul location and Mail to:

U-Haul Co. of Detroit
29600 Michigan Ave.
Inkster, MI 48141

No Phone Calls Please

An Equal Opportunity Employer

OFFICE CLERK
Lochinvar Corporation, a local water heater and hydronic boiler distributor, is seeking a part time office clerk to perform general office duties. Person must be willing to work at least 25 hours per week. Experience with multi-line phone is preferred. Send resume or complete application to:
Lochinvar Corporation
Attn: Gerri Foxworthy
45900 Port Street
Plymouth, MI 48170

OFFICE CLERK
Motivated person to handle customer service, good typing and figure aptitude. Apply in person: Al's Glass & Tire, 24777 Telegraph, Southfield.

OFFICE CLERK, part-time, for Farmington Hills dealership. Good phone & people skills. Filing experience. Ask for Karim: 474-1234

OFFICE CLERK, PART-TIME
16 hrs. a wk. Filing, typing, record keeping duties, will train. Come in or call: Star Cutter Company
23461 Industrial Park Dr.
Farmington Hills, MI. 474-8200

OFFICE CLERK/ SECRETARY
Duties include: answering phones, reception desk, typing, filing, order entry, preparing shipping documents, handling customer orders. General computer knowledge, good typing skills & pleasant phone manner essential. Knowledge of WordPerfect a plus. Send resume to:
Attn: Linda
2V Industries, Inc.
48553 West Rd.
Wixom, MI 48393

OFFICE HELP
Fast growing Troy company seeking part-time office help, 20-30 hrs/wk. Duties include: light typing, mailing, sorting & data entry. Must be organized. Send resume to: Reader, 1845 Brinston, Troy, MI 48083

OFFICE MANAGER wanted full-time with work experience. Greenfield/I-96 location. Non-smoker. 838-4010

Office Manager/Secretary
FULL TIME
Dependable, organized individual needed for building material distributor. Responsibilities include:
- Computer knowledge - Real World accounting preferred. Accounts receivable/payable, general ledger.
- Excellent phone manner & skills.

Customer service, receiving orders.
Salary plus benefits. Hours 8-5, Mon.-Fri. Send resume to:
Human Resources
34119 Autry, Livonia MI 48150

OFFICE PERSONNEL
Immediate full and part time openings in all locations for the following skills:

WORD PROCESSORS
(Any Software)
RECEPTIONISTS/SWITCHBOARD
DATA ENTRY CLERKS
FILE CLERKS

We offer: Top pay, Holiday pay, Temp-Med insurance, and bonuses. Call for an appointment today!

LIVONIA	464-2100
SOUTHFIELD	352-1300
AUBURN HILLS	373-7500
TAYLOR	284-0777

SNELLING PERSONNEL SERVICES
NEVER A FEE

OFFICE POSITION, Part time. Required to work 3 week nights and every other weekend. $4.00 per hour. Call Mr. Corbett,
Newton Furniture, Novi. 349-4600

OUR CLIENTS NEED
Experienced Secretaries/Word Processors. Must know WordPerfect 5.1, Lotus 1-2-3. Long & short term. Temp-to-perm. Excellent opportunity and working conditions.

ARBOR TEMPS 459-1166

PRINTING COMPANY
in Rochester area needs dependable, full time, accounts payable/accounts receivable clerk with general office skills. Apply between 4pm-5pm only at: 1480 North Rochester Road. 652-7800

PARALEGAL
Full time position. Litigation experience or paralegal degree required. FAX resume with salary requirements to 313-335-0869.

PART TIME CLERICAL
Good Telephone voice
Mon-Tues-Wed., 8:30-5pm
Southfield area. 569-4860

PAYROLL - Accounts receivable/payables clerk needed for busy Southfield office. 2 yrs. plus computerized PR experience required. Lotus & WordPerfect a plus. Full time 40 hours per week. Call Lauren Tempro Medical, 443-5590.

PAYROLL CLERK
Payroll Tax Return experience required. General Ledger, 401K & cafeteria knowledge helpful. ADP & Solomon software experience a plus.
Send resume to Pam Freeman at:
Computer Training & Support Corp
14115 Farmington Rd.
Livonia, MI. 48154

COMPUTERIZED Medical Billing Company needs a Receptionist to answer phones, type & do special projects. Experience with WordPerfect & Executone preferred. Please submit resume to: General Manager, 37735 Enterprise Ct., Ste. 400, Farmington Hills, MI. 48331.

HIRING part time Receptionist/Secretary for small law firm. Afternoons, Mon-Fri. Duties include answering phones & typing, using WordPerfect 5.1. Send resume with salary requirement to: Diane Dow, 31700 Telegraph Rd, Ste 110, Bingham Farms, MI 48025

RECEPTIONIST - to work 3 days per week starting Sept 1. Filing, typing and answering phones. Please call for interview. 313-358-5044

RECEPTIONIST
Phone, light typing & bookkeeping. 2 days per week. $6.50 an hour. Woodward & 16 Mile Rd. 642-2317

RECEPTIONIST - busy Rochester salon. Applicant MUST be mature, well organized people person. Inquire Tues-Fri, 9am-3pm, 656-7690

RECEPTIONISTS (2)
Full Time and Part Time
Suburban Nissan in Troy
Please call Adrienne 649-2300

RECEPTIONIST - Part time entry level position needed for our Southfield office to perform light clerical duties. Send resume to: Attn: Personnel, 28400 Northwestern Hwy., Suite 100, Southfield MI 48034.

RECEPTIONIST/SECRETARY
20-30 Hrs. per wk. Potential full time. General contractor's office. Experienced in word processing, payroll, accounts payable. Send resume to 2695 Crooks Rd., Rochester Hills, MI., 48309.

RECEPTIONIST
needed for Farmington Hills CPA firm. Must be able to type. Computer experience a plus. Send resumes to: Julie, 32255 Northwestern Highway, Ste. #298, Farmington Hills, MI., 48334.

RECEPTIONIST/CLERICAL, weekday mornings, part time, computer & typing skills required. Non smoking office. Send resume to:
Bex Inc.
37709 Schoolcraft
Livonia, MI 48150
No Smokers.

RECEPTIONIST
Busy Bloomfield Hills law firm needs sharp individual with good phone manner for receptionist & general office work. Hours 9AM-5:30PM. Good benefits. Send resumes to: Beier Howlett, 200 E Long Lake Rd., Su 110, Bloomfield Hills, MI 48304.

RECEPTIONIST - full time. Experienced in filing, answering phones, and word processing. Must know Word & WordPerfect. Medical background preferred. Flexible schedule. Send resume to: Total Therapy Management, Administrative Office, 28521 Orchard Lake Rd, Suite B, Farmington Hills, MI 48334.

RECEPTIONIST
Branch office needs responsible, experienced, dependable individual, with professional appearance, to answer phones and perform clerical duties. Proper telephone etiquette, filing, computer, typing and grammatical skills necessary. Full time employment with benefits. Send salary requirement and resume to:
Personnel, 12874 Westmore
Livonia, MI 48150

RECEPTIONIST/SECRETARY
Plymouth company desires experienced receptionist. This position requires experience in using multiple line phone system, knowledge of using a computer & good communication skills. This position allows flexibility in having extra time off during the summer months. Please send resume to: Calex Corp., 377 Amelia, Plymouth, MI 48170, Attn: Human Resources

RECEPTIONIST
- Good phone skills a must
- Some typing and data entry
- Must be dependable and hard working
- Needed for the Livonia area

Ask for Loretta at 261-1120
CORPORATE PERSONNEL SERVICES
NO FEE EOE

RECEPTIONIST/LIGHT OFFICE worker needed, part-time, 5 afternoons, for Farmington Hills CPA office. Call: 855-9595

RECEPTIONIST - mature person, male or female. Some general office experienced preferred. Part time, Mon.-Fri. Southfield area. 559-0200
An Equal Opportunity Employer

RECEPTIONIST
Experienced, needed in busy real estate office in downtown Birmingham. Please call Jean for further information at 644-6700

RECEPTIONIST/Word Processor for CPA firm. Send resumes to: W.H.E., 29201 Telegraph, Ste. 606, Southfield, MI 48034. No phone calls please.

RECEPTIONIST
Needed for a prestigious Real Estate Firm in Bloomfield Hills. Part-time and full-time positions available. General office duties, heavy typing. Call Margie, 647-8100.

RECEPTIONIST
Prominent computer firm seeks entry level Receptionist. Light data entry. Full time 9-6pm. Benefits.
HR/Receptionist, 29299 Franklin Rd., Southfield, MI. 48034.
Fax: 353-7258

RECEPTIONIST/SECRETARY
Growing Farmington Hills office looking for energetic, personable employee, with good telephone skills, to join our team. Typing 60wpm/WordPerfect skills required. Health Insurance. Joyce 932-3100

RENTAL AGENT/CLERICAL
Knowledge of Sec. 8 necessary. Apply in person or send resume to: Oakbrook Villa, 15001 Brandt, Romulus, MI 48174

RECEPTIONIST SECRETARY
Full time, fast paced Birmingham talent agency. Good clerical and computer skills, phone personality, people oriented business. Must be organized. Send resume to:
Secretary, 30600 Telegraph, Suite 2181, Birmingham, MI 48025

RECEPTIONIST
Fast paced office seeking a part-time to full-time RECEPTIONIST. Ideal person must be able to type 40wpm & be versatile with the front desk duties. Must be self-motivated and personable. Qualified applicants please mail resume to: Receptionist position, P.O. Box 2580, Dearborn, MI 48123-2580

RECEPTIONIST
Growing staffing company has need for a career minded person. Responsibilities include answering phones, greeting applicants and performing general clerical tasks. This position has great growth potential for a hard working person.
CALL TODAY 932-9111

RECEPTIONIST
CPA firm in Bingham Farms needs enthusiastic Receptionist to handle incoming calls, greet clients and perform general office duties. Computer skills helpful. Excellent salary and fringe benefits. Reply to: BOX 852,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST
Hovinga Business Systems, Inc., Michigan's largest Canon dealer, has a full time opening for Receptionist in our Novi office. We are looking for an individual with prior office experience, including professional telephone communication skills, keyboarding skills and customer service experience. Enjoy excellent fringe benefits including profit sharing thru 401K. Please send resume to:
Branch Office Manager
HOVINGA Business Systems, Inc.
41180 Bridge Street
Novi, MI 48375-1300
An Equal Opportunity Employer

RECEPTIONIST - PART TIME
Entry Level. Phones, filing, etc.
30 hours per week. $6.00 per hour.
Please submit resume to:
Office Manager
27260 Haggerty Road
Suite A12
Farmington Hills, MI 48331

RECEPTIONIST/ Property Manager
Needed for real estate development company. Real estate knowledge preferred. Salary/benefits negotiable. Please send resume to:
2470 Elizabeth Lake Rd.
Waterford, MI 48328
Attn: Mike Parks

RECEPTIONIST
Growing Livonia based strategic staffing company, is seeking the right person to handle front office & various support duties for company. Advancement into Human Resource related areas is possible. Qualified candidates must have the following:
- WordPerfect 5.0 experience
- Minimum input speed 50wpm
- Excellent communication skills
- Desire to work with customers and public
- Excellent organization skills

For appointment call Tom, 591-1100
ACRO

SALES SECRETARY - Farmington Hills sales office is looking for a person w/secretarial, telephone and accounts payable skills. Non-smoking. Please call 313-489-4040

SECRETARIES WORD PROCESSORS
$10-$12/HOUR
Growing companies in the western suburbs are seeking skilled office support personnel. Let us match you with those positions. Top companies, vacation & holiday pay. Close to home assignments.

CALL TODAY!

WESTERN TEMPORARY SERVICES
615-0660

SECRETARY/ADMINISTRATIVE ASSISTANT for local tree/landscape firm. Strong phone skills and computer experience preferred. Call Bonnie, 313-588-0202

SECRETARY/BOOKKEEPER
Dependable, organized individual needed for Kitchen Design company. Must have accounting background and computer skills in WordPerfect and computerized accounting systems. Please send resume to: Dawn Strom, Kitchen Master, 33318 Grand River, Farmington Hills, MI., 48336.

SECRETARY/BOOKKEEPER for medical office, must have computer knowledge & at least 5 yrs. working experience. Excellent working conditions. For appointment, 557-1622

SECRETARY/BOOKKEEPER
Experienced working in 1 person office for small manufacturing company. Apply Mon.-Fri., 8-4:30, 6595 Diplomat Dr., Sterling Heights, 1 block E of Mound, 1 block S of M59.

SECRETARY
Excellent clerical & organizational skills required for busy regional life insurance office. Computer experience including Microsoft Word & Windows knowledge a must. Non-smoking office. Resumes to:
Office Manager
General American Life
26211 Central Park Blvd., #300
Southfield, MI 48076
An Equal Opportunity Employer

SECRETARY
Exciting opportunity for motivated individual to be part of a growth oriented management company. Excellent telephone, clerical & computer skills required. Light bookkeeping helpful. Contact Joy at: 932-5420

SECRETARY
Expanding W. suburban company seeks professional Secretary with Macintosh knowledge. Send resumes to: 1900 W. Big Beaver, Suite 220, Troy, MI 48084

SECRETARY
First class Southfield location requires WordPerfect 5.1 expertise. Lotus 1-2-3 helpful. Position available Sept 1. Submit resume, salary history & requirements to Box 818:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY
Follmer, Rudzewicz & Co., one of Michigan's largest independent CPA firms, is seeking to hire a Senior Word Processing Secretary. Strong candidates will have an excellent knowledge of WordPerfect 5.1 & will have a professional office demeanor. If you are a self motivated worker send your resume & salary history to Attention: SEC
Follmer, Rudzewicz & Co.
26200 American Dr., Ste. 500
Box 5004
Southfield, MI. 48086-5004

SECRETARY
for busy law office. Must type 60wpm. Please call. 559-3830

SECRETARY
For busy office in Northville area. Applicants must possess following:
- 3 yrs. experience minimum
- Strong verbal & written communication skills
- Typing 55-60 wpm
- WordPerfect 5.1
- Lotus 123
- Transcription experience

Full-time. Complete benefit package. Please send resume with salary requirements to:
Secretary
P.O. Box P
New Hudson, MI 48165
An Equal Opportunity Employer

SECRETARY
Major financial institution with multiple locations has immediate short & long term openings. WordPerfect 5.1 with Windows and Lotus a plus. Top salary. Call Sheila 646-7662
Uniforce Temporary Services

SECRETARY
National real estate and management company located in downtown Ann Arbor seeks experienced individual to supply support to property management team. Strong verbal and written communication skills a must. Lotus 123 and MS Word experience required. Please send resume to:
McKINLEY PROPERTIES, INC.
Attn: Human Resources Dept.- GM1
P.O. Box 8649
Ann Arbor, MI 48107-8649
EOE - M/F/H/V

SECRETARIAL/GENERAL OFFICE
Full time position, 2 to 3 years experience. Type 55wpm, general engineering typing/correspondence, file room duties, switchboard experience & general office work. WordPerfect a must. Lotus 123 a plus. Send resume to: First Oven Place, Romulus, MI 48174,
Attn: Personnel.

SECRETARY/ADMINISTRATIVE ASSISTANT
Beverly Hills Racquet Club has an immediate opening. Responsibilities include a variety of office and customer service duties. Must be mature, computer literate, versatile, customer service oriented and a non smoker. Salary & benefits.
Call Mrs. Glassford, 642-8504

SECRETARY
Experienced in group health & life, for insurance agency in Troy. Computer knowledge a plus. Full benefits. Send resume & salary requirements to: Box 742
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY
Fast-paced, non-smoking, Livonia distributor seeks a full-time, self-motivated Secretary. Duties include: Word Processing (55-65 wpm), typing quotes, letters, ordering supplies & various other tasks. Experience with IBM AS400 preferred. Send resume to:
Box 842
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY for medical company. 3 yrs. experience. MAC computer knowledge. Send resume: M.E.R.I., P.O. Box 7006, Novi, MI 48376

SECRETARY needed for small Plymouth Law firm to work for one attorney. Some experience required. Computer (WordPerfect) experience necessary. Non-smoking office. Part time or full time.
Please call, 313-455-0860

SECRETARY
Needed full-time for an established Troy-based commercial property management/construction firm. Experienced in construction contract administration a plus. Excellent typing & shorthand skills necessary. Familiarity with WordPerfect 5.1 helpful. Send resumes to:
Box 878
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY - Part time Needed for busy Rochester office. Requires excellent word processing skills, WordPerfect preferred, good phone voice, flexible hours.
Call Sandra at: 651-5511

SECRETARY, PART-TIME
Non-profit agency needs 2 part-time secretaries: 1 for our Springfield branch & 1 for Madison Hgts. Must have good typing & telephone skills with word processing experience. Please forward resume to:
Personnel Office
117 Turk St.
Pontiac, MI 48341
An Equal Opportunity Employer

SECRETARY
Quotation secretary needed to prepare sales proposals for machine tool distributor. Heavy typing involved; Word Perfect experience preferred. Some customer contact involved. Send resume to.
14600 Keel
Plymouth, Mi. 48170

SECRETARY/RECEPTIONIST - non smoker, familiar with MS Word & Excel, some legal helpful.
Send resume to: 30100 Telegraph, #350, Bingham Farms MI 48025

SECRETARY/RECEPTIONIST - part time, flex hours at busy Birmingham real estate office. Some computer & typing skills. Real estate license preferred. Call Al Butts 645-5600

SECRETARY/RECEPTIONIST
For Westland real estate office. Require typing, telephone, good front desk appearance. Entry level position. Call Mr. James, 525-5600

SECRETARY/ RECEPTIONIST
Beautiful Plymouth office. Full time. Experienced person to answer phones, light typing & other general office duties. Computer experience a plus. Please send resume to: Personnel, P.O. Box 700926, Plymouth, MI. 48170.

SECRETARY
Three month temporary assignment. High level secretarial position. Professional atmosphere and stimulating environment.
Call OFFICETEAM today.

Phone 358-0222 / Fax 358-0941
28588 Northwestern Hwy. #250
Southfield, MI 48034
524-3110 / 524-3115
201 W. Big Beaver #310
Troy, MI 48084
Vacation and Holiday Pay
Health Care Benefits/EOE

SECRETARY
Unique opportunity with established company. Ability to work independently. Well rounded computer skills. Anxious to hire ...
Call OFFICETEAM today.

Phone 358-0222 / Fax 358-0941
28588 Northwestern Hwy. #250
Southfield, MI 48034
524-3110 / 524-3115
201 W. Big Beaver #310
Troy, MI 48084
Vacation and Holiday Pay
Health Care Benefits/EOE

SECRETARY/WORD PROCESSOR
Fast paced commercial property management, W. Bloomfield company, seeks a self starter who MUST possess the following: excellent verbal & written communication skills. Must be capable of handling duapers responsibilities coupled with ability to PRIORITIZE, exercise INITIATIVE, along with good organizational skills while working under pressure. P.C. COMPUTER/WordPerfect skills REQUIRED. Position provides long term growth opportunity for the right person. Send resume to:
L.S. Management Inc., P.O. Box 250095, W. Bloomfield, MI. 48325.

SECRETARY - 3 days per week. Non-smoker for real estate company. Knowledge of word processor helpful. Troy (at Big Beaver & Livernois). 362-4588

SECRETARY - 30 hours per week. Small professional Bloomfield Twp. office seeks organized, self-starter proficient in WordPerfect 5.1 & dictaphone transcription. Send resumes to: Box 870,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SHIPPING/RECEIVING CLERK
Part time may lead to full time. Experience in shipping/receiving area & skills in Lotus 1-2-3 or WordPerfect. Please send confidential resume with wage requirements to:
D.D., 32500 Van Born
Ste. 800, Wayne, MI 48184
An Equal Opportunity Employer

SMALL MORTGAGE company in Southfield has immediate opening for full time, permanent general clerical/secretarial position. Must have good typing skills & pleasant phone manner. Recent experience not necessary. Paid vacations, no benefits. Salary negotiable.
355-1800

SWITCHBOARD
Southfield based mortgage banker has a position available for a highly-motivated individual with previous experience to handle high-volume switchboard. Duties include: answering all incoming lines, taking messages, logging in deliveries & drop-offs.
We offer competitive salary, health & benefit package, good clean work environment. Interested applicants should contact Merle Baum, Mon-Fri, 9am-4pm, at: 827-3390
An Equal Opportunity Employer

SECRETARY $20,000
2 plus years experience, typing 60 + & word processing needed to support fast paced department of large, professional firm. Similar positions available in Southfield & Troy.
COMPANY PAID FEE
PERMANENT STAFF
585-2720 Fax: 585-2725

SERVICE COORDINATOR
Livonia company seeking self-starter with bookkeeping experience for phones, dispatching, billing & clerical. Computer experience required. Part time position. Send resume with salary requirement to: 12425 Stark Rd, Livonia, MI 48150

STANLEY STEEMER Carpet Cleaner is seeking employment for an energetic, friendly individual to answer phones & assist in minor office operations. Full-time position, 9am-6pm & alternating Sats. Public relations a plus. Ask for Marci. 348-4400

SWITCHBOARD RONT DESK
Interact with clients in the creative atmosphere of this major advertising agency. Recent multi-line experience. Call Rose 646-6168
Uniforce Temporary Services

TEMPORARY HELP SUPERVISOR
People oriented person needed for fast-paced temporary office help. Schedule will require you to work Wednesday through Sunday. Must be computer literate and able to work independently. Some customer contact required.

Please send resume to:

Kelly Services
29125 Buckingham
Suite #4
Livonia, MI 48154
Attn: Office Manager

KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

TOP VOLUME AUTO DEALER needs an organized & detailed person with good telephone skills to assist our leasing manager. Please contact Blair Sellers at Dean Sellers Ford. 643-7500

TRANSPORTATION COMPANY
Needs clerical staff for afternoons and midnights. Duties include data input, filing, and issuing of directives to employees. Salary begins at $8.75 per hour plus health benefits and paid holidays. Only motivated individuals need apply. Send resume to:
Box 868
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

VETERINARY RECEPTIONIST
Energetic, mature, person needed for Bloomfield location. Full or part time position. Call: 646-1669

WORD PROCESSING SECRETARY
Executive level secretary needed for creative atmosphere of major ad agency. Candidate must have experience with word processing. Benefits & paid vacations. Sally:357-0037
Uniforce Temporary Services

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS
for experienced Grill Operators and Prep Cooks. Offering health insurance, 401K retirement, paid vacations, paid holidays, seniority bonus & meal allowance, if hour requirement is met. Apply in person only:
BOB EVANS RESTAURANT
13911 Middlebelt, Livonia

ACCEPTING APPLICATIONS
ALL POSITIONS
Apply Monday thru Thursday, 2pm-4pm, at: Livonia Mountain Jacks, 31501 Schoolcraft.

ACCEPTING APPLICATIONS for Japanese Teppan Chef. Willing to train & must be able to work lunch & dinner hours. Need not apply if under 21, some cooking experience helpful. Moy's Japanese Steak House, 18825 Middlebelt, Livonia.

ASSISTANT MANAGER, WAITSTAFF, CASHIER & COUNTER HELP needed for Brazil Coffee House in Royal Oak, experience necessary. Call between 7am-5pm, 399-7200

ASSISTANT MANAGER ROCHESTER
Minimum requirement: 2 yrs. college degree & 2 yrs. industry experience. Good pay, good hours, good working conditions.

Send resume:

D.A.Payne
FAMILY BUGGY RESTAURANTS, INC.
11502 Middlebelt Rd.
Livonia, MI 48150

BAKER
Expanding gourmet shop which supplies country clubs & fine restaurants needs Baker for muffin, scone & cookie production. Great hours!
Contact Ben Schwartz. 932-1170
Harper Associates,29870 Middlebelt
Farmington Hills, MI 48334

BAKERS HELPER-10pm-5am shift. Good wages. Apply at: The Looney Baker, 13931 Farmington Road, in Livonia.

EXPERIENCED BAR TENDERS needed for part time work. Some cooking involved. Canton, MI. 487-9770

BAR STAFF, Waitstaff & Cooks
Apply after 6pm at Resser's Keyboard Lounge, 1870 S Wayne Rd. Westland. 728-9330

BARTENDERS
"Cheers" style bar. Farmington Hills, all shifts, top wages. 474-3533

BATES HAMBURGERS
ALL SHIFTS.
Uniforms furnished. Apply in person 8am to 10am or 2pm to 5pm. 33406 8 Mile, Livonia and 22291 Middlebelt, Farmington Hills.

BOSTON CHICKEN of Southfield needs chicken cutters, prep cooks, enthusiastic server/cashiers. Only friendly, hardworking, team oriented people need apply in person. 29940 Southfield.

BUS, COOK & Dishwashers Needed
Apply in person between 2-4pm at:
Mavericks Restaurant
4309 N. Woodward, Royal Oak.

CATERING HELP - full & part time, days & some evenings. Only experienced need apply. Call Susan 471-8007 or send resume to Catering Dept., 28050 Grand River, Farmington Hills, MI 48336. Attention Susan.

CHARTER HOUSE OF NOVI
is currently seeking
COOKS
Cook Supervisor, Institutional kitchen. Full time.
Call Linda Beeley, 477-2000

CHEF'S HELPER for carryouts. Will train to cook & be assistant manager. Needed immediately, Farmington Hills. After 6PM, 626-6814

COOK/DRIVER
Part time, Mornings or nights. Hard-workers only, apply at: 20772 Farmington Road, Farmington. 478-0406

COOK - Experienced, Short Order $7.50/hr. to start, apply in person: Wagon Wheel Lounge, 212 S. Main, Northville.

COOK - full time. Must have short order experience. Apply in person, My Grannys Restaurant, 27645 Plymouth Rd., Livonia.

BURGER KING
Brand new restaurant opening in the fall. Hourly and management needed. Part & full time. Call Mon-Fri.
313-335-5590

BUS PERSON (pm shift)
WAIT STAFF
(am/pm shifts)
Full & part time. Apply 2-5pm daily:
MACHUS RED FOX
6676 Telegraph, Bloomfield Hills
(S. of Maple)

COOK - BREAKFAST
ALA CARTE - BANQUET
Full time, excellent benfits. Apply at: Botsford Inn, 28000 Grand River, Farmington Hills.

COOK NEEDED
for accredited nursery school weekdays only, great benefits.
525-5767

COOK
Part-time, includes weekends. Residential children's facility seeks individual with one year formal vocational food service training. Excellent working conditions and salary. Send resume to: Food Services, P.O. Box 40505, Detroit, MI., 48240.
EOE

COOKS & DISHWASHER
Full or part time. Benefits available. Salary commensurate with ability. Apply at: Jonathon B Pub
Livonia Mall

COOKS & WAIT STAFF
Needed for upscale Northville restaurant. Experienced personnel only. Full & part time. 380-8350

COUNTER PERSON for Gourmet to-go foods. Also hiring: • Chef Assistant • Pot Washer. Apply at: Vic's, 13/Southfield Rd. Ask for Dash.

COUNTER PERSONS - prep cooks, dishwashers. Immediate openings, for gourmet carry-out restaurant. 225 E. Maple, Birmingham 777-8545

DAY HELP. Full or part time.
Flexible hours. Will train.
Dagwood's Deli, 33179 Grand River, Downtown Farmington. 474-3800

DELI-BAKERY MANAGER
full time days. Must be experienced. Maria's Bakery, 8675 Newburgh, at Joy Rd. Westland

DIAMOND JIM BRADY'S, NOVI
Hiring kitchen personnel. Night dishwasher and day pantry. Good work experience. Learn while you earn. Apply Grand River and Novi Rds., Novi Town Center, next to movies.

DISHWASHER, days, 20 hrs. Weekends off. For retirement community in Southfield. Apply in person to: Heatherwood, 22600 Civic Center.

DISHWASHER
Excellent pay.
Call Mark.
473-8400

D. DENNISON'S OF LIVONIA
Currently seeking experienced help for all areas, kitchen & dining room. Apply in person only, 37716 Six Mile Rd. Laurel Park Mall.

EXPERIENCED DINING ROOM MANAGERS
Ann Arbor based restaurant group looking for experienced Assistant Managers. Real Seafood, Gratzi, Maude's, Palio. Send resume to: Personnel Director, 343 S. Main St., Ann Arbor, MI. 48104

Foodservice

RESTAURANT OPPORTUNITIES
Immediate positions available at the Garden Court Restaurant in the Southfield Marriott Hotel! We seek:

- Restaurant Servers
- Dining Room Attendants
- Room Service Server

Look into our competitive wages, attractive Marriott benefits and career advancement potential! Apply in person Mon. 3-6pm, Tues. 9-11am, Wed., 3-6pm & Fri., 9-11am at:

SOUTHFIELD MARRIOTT
27033 Northwestern Hwy.
Southfield, MI

EOE M/F/D/V
Marriott is committed to a drug-free work place.

HIRING FOR FALL SEASON
Japanese Restaurant, Cherry Blossom, West Oaks II, Novi, needs full or part time Wait Person, Cashier, Bartender, Host Person, Karaoke Bartender, Dish Person & Kitchen help. Call for details 380-9160

HIRING: Friendly happy people for Bar & Wait Staff Positions. Apply within: 19245 W. 8 Mile, Detroit.

HOMEMAKERS, STUDENTS, RETIREES. Now hiring. Flexible hours. Apply within, McDonalds, 39555 Six Mile, Northville.

HOST POSITION AVAILABLE
Must be reliable, apply with in at Holiday Inn of Southfield - 26555 Telegraph Rd.

IMMEDIATE OPENINGS
for banquet setup & wait staff. Must be dependable. Great job for homemakers. Flexible scheduling. Part-time work. Apply at: 39000 Schoolcraft Rd. 462-0770

JALAPENO PETE'S is now hiring Wait Staff. Apply within: 35230 Cental City Parkway, Westland.

JOHN EDWARDS RESTAURANT NOW HIRING:
- GRILL/FRY COOK
- MORNING FOOD PREP, 9:30-3:30 (Some lifting required)

LET'S TALK--532-3130, Redford

JONATHON B. PUB
New Restaurant Opening
Westland Mall
Wait Staff, Hosts, Cooks, Dishwashers, Bartenders

Apply at: Jonathon B. Pub, Fairlane Town Center, Mon-Fri, 11-6pm.

KITCHEN MANAGER
Join a winning team full-time. Minimum 2 yrs. experience required. Send resume to:
Shield's
25101 Telegraph
Southfield, MI 48034

LA LUNA GRANCAFFE
Now accepting applications for wait staff, busser, host/hostess, cashier, pizza maker/line cook. Birmingham. 642-7070

LINE COOKS/WAITSTAFF
Experience necessary. Full or part-time, days or nights. All other positions available. Apply in person at:
Salvatore Scallopini
24299 Novi, Novi
348-3830

LINE COOK
Wanted for Plymouth area golf course. Call 635-5313

LITTLE ITALY RESTAURANT
Now hiring full & part time for dish, food prep & bus help. Northville. 348-0575

MAX & ERMA'S NOW HIRING:
AM WAIT STAFF
FULL & PART TIME
Apply in person: Mon-Thurs. from 2-4pm (if possible):
MAX & ERMA'S, Laurel Park Place Mall, 6 Mile & Newburgh

NOW HIRING ALL POSITIONS
Apply in person, Mon thru Thurs., 2-4pm. Chili's Restaurant, 32788 Northwestern, Farmington Hills.

KITCHEN MANAGER & COOKS, "Cheers" style bar. Current & new location. All shifts. Experience preferred. Oakland Cty. Lucrative salary based on experience. Rapid advancement. Send resume - 30800 Telegraph, Ste. 2725, Birmingham, MI 48025 or FAX 581-4344

LIVONIA area CHILD DEVELOPMENT CENTER seeking outgoing, child oriented, reliable cooks. Experienced in creating menus & preparing nutritional meals. Full time positions available. No Weekends.
Call 953-8855

MR. SPORT'S hiring skilled operations manager with management & food experience. Call Kim for interview Mon.-Fri., 10am-6pm, 534-7420

NOW HIRING
Shield's Restaurant • Bar • Pizzeria, is hiring for the following positions:
- Host/Hostess
- Carry Out Person
- Bussers
- Dishwashers
- Waitstaff

Experience helpful, but will train.
Apply in person:
SHIELD'S OF TROY
1476 W. Maple
1 block W. of Crooks Rd.

NOW HIRING
Short Order Cooks, Door Attendants, Wait Staff. Apply within:
Charlies Too/Wayne
32413 Michigan Ave.

PAPA ROMANO'S now hiring inside help & drivers, day or night, full or part-time. Apply within between 2-4pm, Mon-Thurs: 37112 Six Mile at Newburgh in Livonia.

PART TIME COOK WANTED
Great hourly rate.
473-8400

PIZZA COOK, experienced, full time, flexible hours: PREP COOK, mornings. Apply: Akbi Restaurant, 6700 Rochester Rd., Troy

PIZZA HUT
Hiring full and part time Drivers, all shifts. Talk to any of our Managers at 906 S. Wayne Rd., Westland.

POGO'S SPORTS BAR & GRILL
Now hiring cooks, waitstaff & doorstaff. Must be able to work weekends. Apply in person Mon.-Thurs. between 4-8 pm.
5663 Lilley Rd., Canton, MI.
(Golden Gate Shopping Center)

PREP COOK, part-time, days, 25-30 hrs/wk. for Retirement Community. Apply in person to: Heatherwood, 22600 Civic Center Dr. Southfield.

PRESTIGIOUS ELEGANT NOVI Hotel, seeking superior service oriented individuals. Join us in providing our guests with unsurpassed hospitality. We offer a comprehensive benefits package, in a supportive work environment. Positions available in the following departments:
- Line Cooks
- AM-PM Servers
- AM-PM Host/Hostess

Apply in person only, Mon-Fri, 9am-5pm, The Hotel Baronette, 27790 Novi Rd., Novi, MI

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

Please apply at location.
535-4255 or 349-3220

Restaurant
IF YOU'RE WORKING HARD BUT YOUR PAYCHECK'S HARDLY WORKING
It pays to work at Red Lobster. We have all positions available.

Apply in person Monday - Thursday from 2 PM.- 5 PM. at Red Lobster, 24705 Twelve Mile Road, Southfield, MI., We are an equal Opportunity employer.

RED LOBSTER.

RESTAURANT/LODGING
Hotel Food & Beverage Directors, Theme/Dinnerhouse Managers, Executive & Sous Chefs. 932-1170
Harper Associates,29870 Middlebelt
Farmington Hills, MI 48334

RESTAURANT MANAGERS
FULL SERVICE
National chain seeks qualified candidates for local management openings. 2 yrs. + experience a must. Excellent training, benefits & advancements. To $35,000 + bonus.

FAST FOOD
- General Managers to $30,000
- Assistant Managers to $25,000

Excellent benefits & bonus plan. Degree or experience required. Career opportunity.
473-7212
Steven J. Greene Personnel

R.I.K.'S The Restaurant
NOW HIRING FULL & PART-TIME:
- GRILL COOK
- PANTRY PERSON
- NIGHT SERVERS

EXPERIENCED, GOOD PAY/I APPLY IN PERSON: 6303 Orchard Lake Rd., W. Bloomfield

SALAD PREP ASSISTANT -- dedicated, hardworking individual needed to assist in salad preparation in Dearborn Hts. area. 313 562-7788

SERVERS, CASHIER/HOST
Full time/part time. Will train. Apply at the very busy Lox Stock & Barrel. NW corner of Drake & Grand River.

SERVERS & NIGHT SHIFT Needed for Farmington Hills & COOKS needed for all Metro Music Cafes. Apply in person at: 34555 W. 12 Mile, Farmington Hills.

SERVICE ASSISTANTS
for high energy dining room! Apply in person, 2pm-5pm, Sweet Lorraine's, Greenfield Rd., N of 12 Mile.

STATION 885
Now Hiring!
Experienced line Cooks to join our culinary team. Great chance for advancement with our major expansion. Day or night shift. Apply within at 885 Starkweather in Plymouth's historic Old Village. 459-0885

SUBWAY - all positions, full & part time. Apply within, 39490 14 Mile Rd., Walled Lake.

SUPERVISOR
for fine dining.
Call for an appointment
844-4111

WAIT & BAR STAFF
Experienced. Merriman Street Grill
7860 Merriman, Romulus
Request Manager 595-6188

THE LIVONIA COOKER BAR & GRILLE - is now accepting applications for Hostpersons & Servers. If you are friendly & dedicated to quality, please apply in person Mon.- Fri. between 2-4pm at 38703 W. 7 Mile Rd.

STATION 885
Now Hiring
Experienced Waitstaff. Day or night shift, full or part time. Apply within at 885 Starkweather in Plymouth's historic Old Village. 459-0885

WAIT PERSON - Full/part time, days or evenings. Also seeking night cashier. Apply in person: Kerby's Koney Island, 27841 Orchard Lake Rd, at 12 Mile, Farmington Hills.

WAIT PERSONS and COOKS
Needed at
PASQUALE'S
3415 N. Woodward, Royal Oak