## 504 Help Wanted Office-Clerical

**SECRETARIAL/ ACCOUNTING**
Small business needs full-time Secretary with good accounting skills. $6.50-7.50/hr. to start. Some benefits. Must be reliable. Call resistences: 941-4581

SECRETARY - Entry level position. Duties include phones, typing/word processing, filing, customer contact. Working knowledge of WordPerfect 5.1 and a non-smoker with a pleasant, outgoing personality who is responsible, detail-oriented, professional and dependable. Quality Pro or Long Lake 1-2-3 experience helpful. Mon.-Fri., 9-5. Send resume with salary requirements to: Secretary, 17195 Laurel Park North, Suite 421, Livonia, MI 48152

SECRETARY-For Southfield law firm. Entry level. Computer experience helpful. Part-time. Reseiver P.O. Box 37094, Oak Park, 48237

SECRETARY
Immediate opening. Livonia area. Person with computer experience in accounts receivable, payable, order entry, & other general office duties. Call after 1pm. 525-5858

SECRETARY
needed full time for a variety of clerical duties. WordPerfect 5.0 required, Microsort helpful. Must have reliable transportation. Associates or Bachelors Degree preferred. Call between 9:30 & 2:30 355-1980

**SECRETARY/ OFFICE MANAGER**
Troy architectural firm seeks responsible, self-motivated individual well-versed in WordPerfect 5.1 with strong office & personal skills. Varied responsibilities. Send resume to: Straus Associates/Architects 1133 E. Maple Suite 2G Troy, MI 48083

SECRETARY, PART-TIME, needed for small business in Livonia. 20 hrs./wk., flexible hours. $5.50/hr. No experience necessary. 522-8531

SECRETARY
Part or full time for word processing & reception for pediatric speech & language center. Reference. 737-3430

SECRETARY - Part time, Plymouth. Basic computer & phone skills. Flexible hrs. Resumes to: 9040 Canton Center Rd., Plymouth, MI 48170.

**SECRETARY**
**(PART-TIME)**
Seeking an individual for a part-time secretarial position in our financial area. Qualified candidate must possess excellent word processing skills of 50 + wpm (WordPerfect preferred), statistical typing ability and letter composition. Responsibilities will include preparing financial reports and departmental correspondences, recordkeeping, telephone work and coordination of mail. Recent secretarial experience and knowledge of Lotus 1-2-3 are a definite plus 4 days per week, 11:30pm-4pm. Starting salary is $8.50-9.0/hr. Qualified candidates should apply Mon-Fri 8am-4pm.

SOURCE ONE MORTGAGE SERVICES CORPORATION
Attn: Human Resources
27555 Farmington Rd.
Farmington Hill, MI. 48334
(Corner of 12 Mile)
Equal Opportunity Employer M/F/D

SECRETARY - Rapidly expanding Consulting Engineering firm needs a Secretary for typing, receptionist and administrative position. Word Perfect a must. Salary based on experience. Please send resume and salary expectations to:
Engineering Planning Services,
42020 Koppernick, Canton, MI 48187. Attn: Mark W. Smolinski, PE

SECRETARY/RECEPTIONIST, part-time, days for mental health center in Southfield. Friendly attitude & typing skills a must. 353-3250

SECRETARY RECEPTIONIST
Excellent typing, filing, phone & math skills, full time or 20 hours per week. Southfield area. Apply to: Box 561, Clarkston, MI 48347

SECRETARY/TYPIST
To work for law firm in Oak Park. Legal experience preferred, but not necessary. Call 542-0134

## 504 Help Wanted Office-Clerical

**SECRETARY/ RECEPTIONIST**
Property management firm has opening for full time experienced secretary/receptionist. Successful applicant must possess excellent phone etiquette, professional appearance, and strong sense of responsibility. This job entails extensive use of personal computer for word processing and spreadsheet analysis, some bookkeeping, and general office duties. Benefits package includes comprehensive medical & salary up to $15,000. Please submit your resume to:

CERTIFIED REALTY, INC.
Attention: Personnel Manager
28345 West Ten Mile Rd, Ste. 300
Farmington Hills, Michigan 48333

SECRETARY/RECEPTIONIST
General office duties. Busy phones. Microsoft Word for Windows experience required. Send resumes to:
2 Lone Pine Rd.
Bloomfield Hills, MI 48304

SECRETARY/RECEPTIONIST
Part time. Above average skills, good telephone personality. CPA office experience helpful. Send resume to: 3000 Town Center, Suite 2030, Southfield, MI 48075.

SECRETARY/RECEPTIONIST
For fast paced Southfield real estate office. Computer experience, light bookkeeping. Shorthand helpful. Send resumes with salary requirements to: 27615 Elba Dr., Grosse Ile, MI 48138.

SECRETARY RECEPTIONIST - part time for front office in large senior citizen complex. Excellent phone & organizational skills. Word Perfect & light bookkeeping helpful. Resumes only to: Premis Federation Apt., 15100 W 10 mile, Oak Park, MI 48237. Attention Administration.

**SECRETARY**
**Temp to Hire**
**Professional Office**
WordPerfect or Microsoft
Type Approximately 60wpm
Filing • Answering phones
CALL TODAY!
**SPENCER PERSONNEL, INC.**
**559-0110**
E.O.E. Never a fee.

SECRETARY
to work as independent contractor for office in home. Computer & general office experience needed. Must be comfortable with pet dogs. Send letter to: R's Dmcal, Inc., P. O. Box 451, Drayton Plains, MI., 48330.

SECRETARY
50 w.p.m., WordPerfect, memos, queries, benefits. Troy. ASI 589-3830

Special Opportunity
**ADMINISTRATIVE ASSISTANT**
Unique opportunity for take charge individual. Macintosh with Word and Excel needed. Call Sarah. 540-7684
Uniforce Temporary Services

**NEED EXTRA MONEY FOR CHRISTMAS?** We need a temporary switchboard Operator 3 months. Send resume to: Gilson-Ayres, Inc., 26400 Northwestern Hwy., Troy, MI 48083, Attn: Rick Graves

**SWITCHBOARD OPERATOR**
Experienced. Long term assignment. Word processing skills helpful but not necessary. Competitive pay & benefits.
**CONTEMPRA**
**583-9500**
NO FEE EOE

WORD PROCESSING SECRETARY
Strong WordPerfect & telephone skills. Line for fast paced accounting firm. Send resume & salary requirements to:
Personnel Department, 45211 Helm, Ste. C., Plymouth Twp. 48170

## 504 Help Wanted Office-Clerical

SECRETARY, WORD PROCESSOR
Executive shared offices. Experienced and customer service oriented. JOB SHARE 2½ days, 8:30-5. Southfield. WordPerfect 5.1 required with advanced features. Word for Windows, Harvard Graphics helpful. Call Anna between 9-12 only 262-1402

SECRETARY/WORD PROCESSOR
Needed for Southfield area law firm. Some shorthand experience and computer knowledge a must. Entry level position. 540-4100

**SWITCHBOARD OPERATORS**
We have part time positions available in the Southfield area.
Call 563-9098 for an appointment.
**CORPORATE PERSONNEL SERVICES**
NO FEE EOE

**SYNERGY STAFFING HAS JOBS FOR YOU!**

**PAYROLL CLERK**
Detroit based company is looking for an experienced payroll clerk with ADP experience. Excellent salary.

**ACCOUNTS PAYABLE CLERK**
Farmington Hills company is seeking an entry level accounts payable clerk. Must have good data entry skills and some knowledge of accounts payable.

**WORD PROCESSING SECRETARY**
Are you an experienced secretary with working knowledge of WordPerfect 5.1 with Windows? Apply today for a position in the Farmington Hills area. Good skills a must, also dictaphone experience. Great position.

Call today to make an appointment for an interview for these permanent positions. SYNERGY STAFFING also has many temporary positions available. Call Margaret today!!!

**SYNERGY STAFFING**
**313-489-0700**

**WORD PROCESSING SECRETARY**
Dynamic suburban company seeks experienced candidates for executive offices. Long and short term WP or MS Word. Call Sally 799-3946
Uniforce Temporary Services

**WORD PROCESSORS/ EVENINGS**
Special temp-to-perm full time opportunity. WordPerfect 5.1 or MS Word & Lotus. Training in daytime.
Call Sylvia 646-7683
Uniforce Temporary Services

**WORD PROCESSORS**
**$9-$12/HOUR**
Let us do the work! We have job openings in Plymouth, Livonia & Novi for Operators with experience on:
• WordPerfect 5.1/5.2
• EXCEL FOR WINDOWS
• LOTUS 123
• MICROSOFT WORD
Positions range from temporary to permanent. Call to see if we have the right job for you!
313-691-1100
**Acro Service Corp.**
NEVER A FEE

## 505 Help Wanted Food-Beverage

ACCEPTING applications for food service people, kitchen prep and/or short order cooking experience preferred. Full & part-time. Benefits for full time. Call Mon.-Fri. between 8 am-11 am or 355-9210

ACCEPTING APPLICATIONS
The Drive-In Of The Deal/Care
Full or part time
Dishwashers & servers. Apply anytime. 7667 Wayne Rd. Westland, MI (adjacent to Westland Mall)

## 505 Help Wanted Food-Beverage

**ASSISTANT MANAGERS**
An exciting opportunity awaits you for A & W Restaurants for experienced Assistant Managers. Must have experience in fast-food restaurant management. Company offers bonuses, insurance & profit-sharing. Novi for Operators with experience on:
262-9065

ATTENTION! Bar Persons, day & night shifts. Cook for days, Porter for days. Grand Inn, Apply: 21111 Lounge, 23610 Five Mile. 533-4780

ATTENTION
EXPERIENCED COOKS
Opportunity knocking at The Original Pancake House. We are looking for energetic, quality cooks to join our growing business. Days only, great pay plus benefits. Apply in person at: 19355 W. 10 Mile, Southfield

BARTENDER - Part time, weekends (Fri., Sat. & Sun.). Apply at: Livonia Elks, 31317 Plymouth Rd., Livonia.

BARTENDER - PART-TIME
Days and nights. Experienced. Busy bar. Warren area.
Call Bridget or Suzanne, 348-4404

BARTENDERS & WAIT STAFF
full & part time available, days & nights. Apply within. Woody Dubys, 43533 W. 7 Mile Rd., Northville.

## 505 Help Wanted Food-Beverage

**ATTENTION**
The Original Pancake House is now hiring for all positions. Full or part-time. Apply at: 1360 S. Woodward, Birmingham.

A.J.'S NOW HIRING - Experienced cooks, dishwashers. Please see Mark after 2pm. Also wait staff, bartenders, see Mike after 5pm. Apply in person, 39405 Plymouth Rd., Plymouth.

**BENNIGAN'S NOW HIRING**
**WAIT STAFF**
**HOST PERSONS**
Bennigan's meal plan, paid vacation, insurance, credit union, etc.
Apply in person Mon. thru Fri. 2-4pm at:
**BENNIGAN'S**
40441 Ann Arbor Rd.
Plymouth, MI

BROILER COOK - experienced person needed at Lord Fox. Earn while you learn, good salary/varied shifts. Apply in person, 5400 Plymouth Rd., Ann Arbor. 662-1847

## 505 Help Wanted Food-Beverage

BAKER
With experience making and/or finishing donuts. Farm Hills Donuts 477-6655

BAKERY, COUNTER & DELI HELP
$5.50 per hour. Part time. Apply at Buttrey Bakery & Deli, 2232 Crooks Rd. Rochester. 852-7795

**BEVERLY HILLS GRILL**
Now hiring
To accomodate increased business
WAIT STAFF
LINE & PREP COOKS
BUS PERSON
Apply 31471 Southfield Rd.
between 13 & 14 Mile Rds.

BROILER PERSON for dinner house. Full time nights. Includes weekends. Must have references. Call Mitch or Beverly, 425-5520

BUS PERSONS - Main & Terrace. Full or part time. Flexible schedule. Salary negotiable. Hourly + tips. Apply in person: Peabody's, 154 S. Hunter, Birmingham.

CASHIER & COOKS needed for day & night shifts. Handicappers & laborers encouraged to apply. Flexible hours. Wage negotiable. Apply in person: Kentucky Fried Chicken, 13495 Farmington Rd., Livonia

## 505 Help Wanted Food-Beverage

BOB EVANS
now hiring, all positions. Apply in person 26245 Telegraph, Southfield 358-3552

BREAKFAST BUSSERS - No experience needed. Also Wait Staff for Lunch & Dinner, 1 year experience. Apply in person at Embassy Suites, 19525 Victor Parkway, Livonia.

BUS PERSON/PORTER
Full time. Must be available to work days, evenings & weekends. Good benefits. Apply at Botsford Inn, 28000 Grand River, Farmington Hills.

CAFETERIA HELP - 13 Mile & Telegraph area, days only, Mon. thru Fri. All positions. Cooks, counter servers, bus persons, dish machine operators, health & other benefits available. Call for appt. 683-1768

CATERING company in Southfield accepting applications for: Banquet wait persons, busers, stewards, prep cooks, bartenders, pastry assistant. Send resume to: Box 575 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150 or Fax to: 352-9118

COOK, Experienced. Full time nights, contact Mark between 2-5pm: Pages Food & Spirits, 23621 Farmington, Farmington. 477-0099

## 505 Help Wanted Food-Beverage

**BATES HAMBURGERS**
**ALL SHIFTS.**
Uniforms furnished. Apply in person 8am to 10am or 2pm to 5pm. 33406 5 Mile, Livonia and 27291 Middlebelt, Farmington Hills.

CERTIFIED FOOD SUPERVISOR
Full time. Apply in person:
**LARCHCREST MANOR**
15475 Middlebelt
Livonia, MI., 48154
427-9175

CHEF, EXPERIENCED
Fine dining. Full time.
Apply in person, Lamey's Steaks, 24201 West 7 Mile, at Telegraph.
2-5pm, Monday-Friday.

COOK & DISHWASHER, DAYS.
Lunch hours. The Cozy Cafe
Contact Michael. 455-3310
Or Nick. 455-3501

COOK, EXPERIENCED.
Days. Full-time.
Garden City area.
425-7373

COOK, FULL-TIME. Night Line Cook. Experienced in cooking steaks. Applebee's Grill & House, 21400 Michigan Ave., Dearborn.

COOKS - west staff, bus help wanted, experienced. Good pay for right persons. Mr. Mike's, 35323 Ford Rd. Westland 722-8882

## 505 Help Wanted Food-Beverage

**COOKS - AM & PM**
Apply in person.
**BUDDY'S PIZZA**
33605 Plymouth Rd.
Livonia. 261-3550

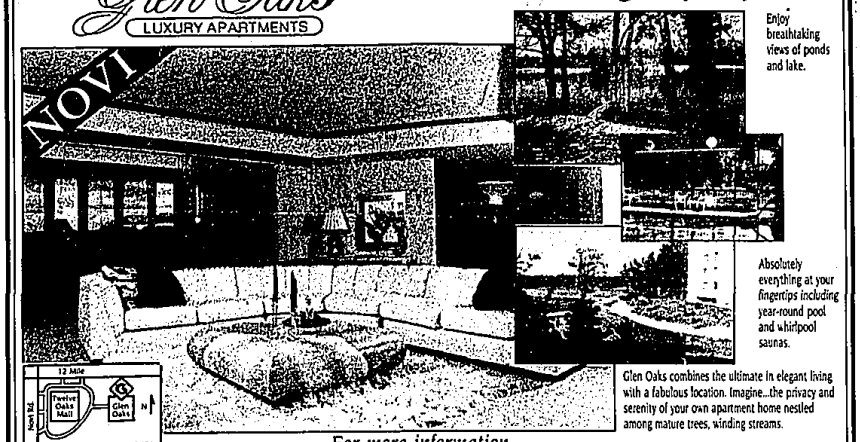
COOKS WANTED, part-time days, week-end nights. Experience helpful or will train. Apply at: Mr. B's Farm, 24555 Novi Rd. (N. of 10 Mile). 349-7038

**COOK**
Sweet Lorraine's looking for an experienced cook for our Southfield cafe. Good benefits. Apply in person, 20th-5pm Greenfield Rd., N. of 12 Mile

**DISHWASHER**
evenings, apply in person Redford Inn, 21800 Five Mile, Redford

**DENNY'S NOW HIRING**
MIDNIGHT COOK
$7-$8 PER HOUR
EXPERIENCED ONLY
DISHWASHERS
Afternoon or Midnight
$5-$6 per hour
Apply in person: I-275 and Ann Arbor Rd., Plymouth.


Glen Oaks
LUXURY APARTMENTS
...where luxury is a way of life!




Enjoy breathtaking views of ponds and lake.

Absolutely everything at your fingertips including year-round pool and whirlpool saunas.




Adjacent to 12 Oaks Mall

Glen Oaks combines the ultimate in elegant living with a fabulous location. Imagine...the privacy and serenity of your own apartment home nestled among mature trees, winding streams.

*For more information*
**Call...348-7550**

**Unfurnished from $1,300**
Furnished corporate suites available

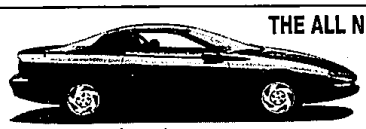


# THIS WEEK'S SPECIALS:

We Honor All Employee Purchase Programs!

ASK FOR DETAILS SMART LEASE By GMAC

**$437.00 per month***
**1993 CORVETTE COUPE**
Automatic, Delco Bose Sound system, power steering and brakes, anti-lock brakes, air, power drivers seat, removable roof panel, touch red/red leather. Stock #37013.



**THE ALL NEW 1994 CAMARO 2 DOOR COUPE**
3.4L V6, Automatic, Power steering and brakes, air conditioned, power windows and locks, All the speed you need!!! Stock #45000.
**$16,529** GREAT BUY!

**$299.41 per month***
**1993 FULL SIZE VAN CONVERSION**
G20, Automatic, air, RV Package, Power steering and brakes, tilt, speed control, 235 whitewalls, rally wheels, chrome bumpers, AM FM cassette, power mirrors, bay windows, Majestic conversion, 4 captains chairs, running boards, striping package.

**$298.00 per month***
With $3500.00 Cap Reduction
60 month Close-End Lease
**1993 CAPRICE CLASSIC 4 DOOR SEDAN**
5.0L, Automatic, Power steering, brakes, windows and locks. Speed Control. Nice Car. Stock #30021.

EVERY 1993 MUST GO!
LEASE FOR LESS NOW!
HARRELL CHEVROLET/GEO INC.
IS
HUNGRY FOR YOUR BUSINESS...

**$289.41 per month***
**1993 ASTRO VAN CONVERSION**
Automatic, Power steering and brakes, air, power windows and door locks, speed tilt, power mirrors, chrome bumper, rally wheels, 4 captain chairs, couch, light package, running board, interior package, bay windows, curtains. Holiday Conversion.

**$279.00 per month***
$2,000.00 Cap Reduction
60 month Close-End Lease
**1993 CAVALIER Z-24 CONVERTIBLE**
3.1L V6, Automatic, Power steering and brakes, defroster, rear spoiler, cassette, speed loaded. Keep that summer feeling. Stock #38112.

**$223.11 per month***
**1993 A.P.V. LUMINA DEMO**
7 Passenger seating, Automatic, Power steering, brakes, windows and door locks. Rear defogger, AM FM Stereo.

**$249.00 per month***
60 month Close-End Lease
**1993 LUMINA COUPE**
3.1L V-6, Automatic, Power steering and brakes, Defroster, cassette, speed control, tilt wheel, power trunk, color-keyed mats, Preferred Equipment Package. Stock #31093-Demo.

**$199.71 per month***
**1994 FLEETSIDE WORK TRUCK PACKAGE**
Automatic, Power steering and brakes, P235 tires, AM radio, rear step bumper.

**$249.14 per month***
**1993 S10 4X4 EXT CAB DEMO**
Automatic transmission, Air, Power steering, brakes, windows and door locks, tilt, cruise, AM FM Cassette, Trailer Package, aluminum wheels, P235 W.L. tires, bedliner, alarm.

**$266.22 per month***
**1993 S10 BLAZER DEMO**
4X4, Air, Automatic transmission, Power steering, brakes, windows and door locks, Trailer Package, tilt, cruise, 235 W.L. tires, aluminum wheels.

*We're taking a Bite out of High Prices!!!*
*Come In and Compare*

**HARRELL CHEVROLET GEO INC.**

20811 West 8 Mile Road
Detroit, MI 48219
**(313) 534-1400**
Convenient Store Hours
Mon & Thu 9-9
Tue & Wed 9-7
Fri 9-6; Sat 9-3

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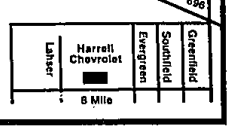
HEADQUARTERS
*All Prior Sales Excluded*
VISIT OUR TRUCK STORE
Plow Trucks In Stock!

Goodwrench

Visit Our Truck Store
on W. 8 Mile between Lahser & Evergreen
(313) 534-1400

THE PRIDE IS BACK




*Lease payments based on approved credit 60 months. Closed end lease 45,000 mile limitation. Excess mileage charge is 10¢ per mile. Lessee has the option to purchase at lease end at value determined at lease inception. Lessee is responsible for excessive wear and use. 0 money down. Security deposit rounded to nearest $25 plus first month payment plus license, tax, plus title and take. 1¢ per mill amount multiply payments by 60. Subject to 4% use tax. Rebates assigned to dealer. Payment moment due to lease signing.