504 Help Wanted Office-Clerical

COST ACCOUNTANT
Plymouth area manufacturer seeks degreed individual with 1-2 yrs. Cost Accounting experience. Excellent opportunity for highly motivated individual. Must be computer literate. Prefer proficiency in Excel. Send resume and salary history to: Cost Accounting, P.O. Box 5545, Plymouth, MI 48170.
An Equal Opportunity Employer

TICKETMASTER
Has an immediate opening for a customer service representative. Enthusiastic, hard working individuals are encouraged to apply. Full time position. $5.65 per hour plus benefits. Apply at: 30150 Telegraph, Ste. 400, (N. of 12 Mile). No calls.

CUSTOMER SERVICE REP
Full time. Must have excellent phone & organizational skills. Southfield area. Please call. 356-6683

CUSTOMER SERVICE - entry level position. Computer/phone skills a plus. $6.50 an hour to start, by resume only. Attn: Human Resource Dept., Credit Technologies, Inc., 40480 Grand River Ave, Suite H, Novi, MI 48375.

Customer Services Representative
Must be very articulate & able to work in a busy, professional environment. Heavy phone work & light data entry. Typing 35 wpm. Call us today to begin working tomorrow!
ENTECH SERVICES
336-8888

CUSTOMER SERVICE/ RECEPTIONIST
3 to 4 years experience, for fast paced Madison Heights company.
737-1711
TEMPORARY RESOURCES

CUSTOMER SERVICE REPS
with data entry skills
Long-term positions available
1-3 years experience/
2 years college
MANPOWER
TEMPORARY SERVICES
471-1870
• Paid holidays & vacations
• Life/health insurance

CUSTOMER SERVICE
Looking for experienced Customer Service people to work at international freight shipping company in Livonia. Need prior customer service experience, excellent phone manner, ability to type 30wpm & basic data entry skills also needed. Part-time hours, 12Noon-6pm. $6 to start. Merit reviews/raises with length of assignment.
NORRELL SERVICES 953-9749

CUSTOMER SERVICE/ TYPIST
Full time position available in Southfield area for right candidate desiring benefits & growth opportunities. Requirements are: experience in some form of customer service, typing, professional phone manner and familiarity with office environment.
Call today for an appointment
FUTURE FORCE
353-6300

CUSTOMER SERVICE IMMEDIATE OPENINGS!
Suburban insurance headquarters has immediate needs for expanding location. Qualified candidates must have:
• Excellent people skills
• Basic math skills
• Commitment to long term assignment
• Light computer skills
• Prior business experience
Thorough training will be provided to selected candidates. This full time assignment offers regular pay increases to over $8.50/hr.
Call Cathy 799-3946
Uniforce Temporary Services

20 DATA ENTRY OPERATORS
Needed for the Livonia and Plymouth area. Call Tim for an appointment. 462-3990.
CORPORATE PERSONNEL SERVICES
362-9698
NO FEE EOE

DATA ENTRY CLERK
Dearborn. Typing of 60 wpm minimum. Some accounting experience. Communication & telephone skills necessary. Salary is negotiable. $8-8.50 per hour. For appointment: 563-8000

DATA ENTRY CLERK
Livonia firm seeks dependable and detail oriented individual for data entry on IBM AS/400. Must have some experience with inventory, processing Purchase Orders and/or Shipping. Send resume and salary expectations to: Box 454
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DATA ENTRY CLERK
Needed for billing department at a defense law firm in Southfield. Applicants must be able to type 50-100 wpm, work 40 hrs. per week & enjoy being busy. Hours flexible. Pleasant surroundings. Excellent benefits. Please send resume to:
Lori Driggs
Collins, Einhorn, Farrell & Ulanoff
4000 Town Center
Suite 909
Southfield, MI 48075

DATA ENTRY
Many short or long term openings. Multiple shifts. Fast growing financial corporation. Top pay and benefits. Call Donna 646-8500
Uniforce Temporary Services

DATA ENTRY OPERATOR
2 years experience. Part-time evenings & weekends. Southfield area. Call after 6pm. 827-4023

DATA ENTRY OPERATORS
Immediate Part-Time positions available
• Starts week of 10-11-93
• 10,000 Keystrokes
• Livonia area
• Days or Evenings
BARTECH SERVICES
271-5454
An Equal Opportunity Employer

DATA ENTRY/ PAYROLL
Large corporation seeking 2 people to start Dec. 1 in Farmington Hills. Minimum $8 an hr. Need problem solving, data entry & customer service oriented individuals. If you are a quick learner & enjoy a fast paced environment send your resume to: P.O. Box 3339, Farmington Hills, MI. 48333. Attn: Carolyn.

DATA ENTRY PERSON for busy Accounting Dept. in the Ferndale area. Must be experienced and dependable with a good phone voice. Call John 543-8100

DATA ENTRY person for special project. Full or part time, days. Urgently needed in Farmington Hills office. Call, 553-9250

DATA ENTRY
$250/WK. +
Livonia area, 5 day week. Fee paid by Employer. Experience required. Employment Center Agency. 569-1636

Dental Appointment Administrator
Our Bloomfield general dental office is seeking an enthusiastic, detail-oriented person with excellent communication skills for this full time (4 day) position. If you are interested in joining a quality, ethical practice where your participation makes a difference, call Dr. Spengler's office at: 645-8831

DIVISION ACCOUNTANT
With inventory responsibilities for wholesale distributor in Oakland county. Degree preferred. Send resume and compensation requirements to: Box 452
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ENGINEERING OFFICE CLERK - Filing, blueprints, typing, errands, etc. Experience with word processor & spread sheets. Call 10AM-3PM: CPI ENGINEERING, CANTON 454-1080

DATA ENTRY
FIRST SHIFT
10-12,000 KEYSTROKES
ALPHA/NUMERIC
ACCURACY A MUST
9 NEEDED
737-1711
TEMPORARY RESOURCES

DATA ENTRY
Quality building product distributor needs experienced Computer Data Entry person. Must be detail oriented & possess good math skills. Additional duties include: general filing, various interdept assistance & switchboard backup. Salary commensurate with experience. Excellent benefit package. Please send resume to: Pella Window & Door Co.,2000 Haggerty Rd., W Bloomfield, MI. 48322. Attention Hertha.
An Equal Opportunity Employer

DATA PROCESSOR
For local expanding retail chain store. Good salary. Ask for Dan. 615-6777

DO YOU WANT TO LOVE YOUR JOB!
Receptionist, typist and general office details for busy construction company. Experience preferred. WordPerfect 5.1, and accounting experience could lead to advancement. Benefits available. Send resume to Box 408:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ENTRY LEVEL position for fast paced company. General office duties. 39500 Orchard Hill Place Dr, Suite 205, Novi, MI 48375.

TRANSAMERICA TITLE INSURANCE COMPANY
Seeking experienced Escrow Processors for preparing all documents related to real estate closings. Major benefits package. Salary *commensurate with experience.* Send resume to: 33762 Schoolcraft Rd., Livonia, MI 48150, Attention: Barb Schmitt

EXECUTIVE of small business needs an assistant who possesses excellent phone skills, complete knowledge of the Macintosh computer, is pleasant, detailed & well organized. 40/hr position - 9-6pm.
Fax resume qualifications to C. Barrett, 313-652-4602

EXECUTIVE SECRETARY
Southfield healthcare headquarters has long term opportunities. Full and part-time. WP 5.1 helpful.
Call Sue 799-3946
Uniforce Temporary Services

EXECUTIVE SECRETARIES
Microsoft Word
With/Without Windows
Large company in Troy needs you!!! Long and short term available for secretaries with advanced skills in Microsoft Word. Call today for an appointment. 362-9696
CORPORATE PERSONNEL SERVICES
NO FEE EOE

EXECUTIVE SECRETARY
Troy based corporate office needs a top-notch executive secretary to provide clerical and administrative support to the President of the Company and two other executives. Our business is in the automotive field which requires the ability to function in a fast-paced environment. Basic secretarial skills including good computer knowledge in Word-Perfect, Lotus, and DOS are required. More importantly, though, a professional, take-charge attitude with the ability to learn and adapt quickly are fundamental. Please send resume and salary history to:
WOODBRIDGE INOAC
2500 Meijer Dr.,
Troy, Michigan 48084
Att'n.: Bill Johnstone

EXECUTIVE SECRETARY ($22-$25K)
Career opportunity. Requires professional image, WordPerfect, Lotus 1-2-3. No fee.
ARBOR TEMPS 459-1166

EXHIBIT COORDINATOR/Administrative Assistant. Proficient with WordPerfect, strong accurate typing, experience working with outside suppliers, self-starter. Reply to: Exhibit Coordinator, P.O. 2823, Livonia, MI 48150.

FAST FINGERS NEEDED
Data entry operators with 8000 + keystrokes needed for long & short term assignments.
EMPLOYERS
TEMPORARY SERVICE
353-7050

FILE CLERK
If you're conscientious, reliable & looking for advancement opportunity consider this opportunity. You'll organize & maintain file of correspondence, invoices, forms & other records. You'll also sort & stamp incoming mail, compile reports & supply written or photo copy information as needed. Please send your resume to: Homadco, 1755 Maplelawn, Troy, MI. 48084.
Attn: Human Resource Rep.
No phone calls please.
An Equal Opportunity Employer

File Coordinator a fast growing company that has an opportunity for a full time, temporary file coordinator which may lead into a part time employment status with our company. This position requires 1 to 2 months related experience & or training in the clerical field with some knowledge of computer literacy. Communication skills & proficiency key skills required. Submit resume to: Medical Evaluations Specialist 5700 E 11 Mile Rd., Warren, MI 48091
An Equal Opportunity Employer

FINANCIAL SECRETARY for dental office. Bookkeeping experience necessary. Full or part-time. Good pay & benefits. After 5pm, 721-7624

FRONT DESK
Challenging, busy key spot in this dynamic organization. Answer all incoming calls, provide word processing assistance. Requires professional demeanor, upbeat personality. Growth opportunity. Great environment. Excellent pay. No fees.
PERSONNEL SYSTEMS
8433 Haggerty Rd., Plymouth
459-1166

FRONT DESK RECEPTIONIST
Long term assignment for a large company located in Bloomfield Hills. Light typing, filing, computer experience helpful, but not necessary. Competitive pay & benefits.
CONTEMPRA
583-9500

GENERAL CLERICAL
High school senior or college student wanted for general clerical in law office. 12-15 hours per week. Must have good transportation. $5.50/hour. Send resume to:
Peter Angelas
29777 Telegraph, Suite 2500
Southfield, MI 48034-1306

GENERAL OFFICE
Some bookkeeping & computer skills required. Full or part time. Call 581-0229

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. 9-3 473-8305

GENERAL OFFICE Person for filing and customer service for insurance agency. Office experience needed. Part time. Resumes to: P. O. Box 807, Farmington, MI 48332

GENERAL OFFICE - permanent/ part time, mature, experienced, responsible, adaptable to anchor established Birmingham business, 4-5 days, 25/hrs/wk. 9am starting time a must. Reply to Box #480
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

GENERAL OFFICE for busy manufacturer's rep, full time mature individual with pleasant phone skills, typing, filing & knowledge of computers. Livonia. 591-9448

GENERAL OFFICE: Immediate opening in Southfield law firm for part-time clerical position. College student. General office skills required. Call Cindy at 353-7575

GENERAL OFFICE/ Receptionist/Typist
26111 West 14 Mile, Suite 201
Franklin Village, MI 48025

GENERAL OFFICE-PART TIME, duties: typing, phone, light bookkeeping & retail sales. Birmingham & Rochester, Arlene after 4pm. 646-4743

GENERAL OFFICE duties, strong communication skills necessary, computer knowledge & sales experience helpful, full time. 642-5530

GENERAL OFFICE - 6 hours, 5 days, detail-oriented, computer knowledge helpful, will train. Rochester/Utica area. 254-4590

HEAT UP YOUR EARNINGS!
Experienced switchboard operators needed in Livonia, Plymouth and Canton areas.
Must have recent experience in the following:
• handling 30 or more incoming lines
• typing ability a plus
Call today for an appointment!
Livonia 522-4020
Westland 326-5590
KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

30 IMMEDIATE OPENINGS LIVONIA AREA!
• Data Entry Operators
8000 keystrokes +
• Receptionists
• Word Processors
Call Today - Work Tomorrow
525-0330
ADIA
Personnel Services

Immediate openings
SECRETARY
Openings for experienced word processors. Candidates must have WP 5.1 and Lotus. Long and short term openings. Top pay. Call Shana: 473-2931
Uniforce Temporary Services

INSURANCE - Experienced licensed personal lines CSR for Farmington Hills agency. Excellent benefits. Call Carol 851-7793

INSURANCE - Personal Lines CSR with some commercial background, 3 years experience required. Office hours 8:30am-5pm. Medical benefits included. Call, 261-6000

Insurance
RATER
Michigan based property & casualty insurer is seeking a multiline commercial rater. Computer rating experience REQUIRED. Individual must be self-reliant & willing to learn other duties. Send resume and salary requirements to:
Ms. Patricia Finter, CPS
LAKE STATES INS. CO.
P.O. Box 530669
Livonia, MI 48153-0669

JR. SECRETARY
One of our finest companies! Great benefits and top salary! Need WordPerfect and Lotus.
Call 355-2440 Fax 355-5899
THE KPM GROUP

JUNIOR SECRETARY
Suburban office needs your all around experience and desire to learn. 40+ typing.
Call Gretchen 799-3947
Uniforce Temporary Services

LEASING AGENT NEEDED
For busy apartment complex. Must be able to work weekends. Apply in person: The Springs Apartments, Pontiac Trail in Novi.

LEGAL ASSISTANT
for Birmingham Law firm. Paralegal Degree and family law experience required. Salary based on experience. Please send resume to
Box 392
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL ASSISTANT
Suburban plaintiff's firm located in Plymouth-Canton area. Salary commensurate with experience. Non smoker. Send resume to Box 468
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

LEGAL SECRETARY 3-5 yrs. experience for defense firm. Non-smoker, salary commensurate with experience. Send resume to: Lynn, 380 N. Main, Clawson, MI 48017.

LEGAL SECRETARY for Plymouth law firm. Defense litigation experience preferred. Excellent typing, speed required. Salary commensurate with ability. 453-4044

LEGAL SECRETARY-2 years litigation experience & WordPerfect necessary. Non-smoking office. Please call Lynda or Karen at: 645-1003

LEGAL SECRETARY with min. 3 yrs. litigation experience for Birmingham law firm. WordPerfect experience necessary. Call 642-1330

LEGAL SECRETARY
Birmingham lawfirm seeks motivated, experienced Legal Secretary for partner. Excellent benefit package available. Send resume to: Mary, 280 W Maple, Ste 310, Birmingham, MI 48009

LEGAL SECRETARY
Farmington Hills personal injury firm seeks experienced secretary with WordPerfect. 355-1555

LEGAL SECRETARY
For Southfield law firm. Must have minimum of 5 yrs. experience in Estate Planning, Corporate, & Real Estate law. Excellent Word Processing and organizational skills required. Wang Word Processing experience helpful. Please send resume to:
Office Administrator
P.O. Box 215
Southfield, MI 48037-0215

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

LEGAL SECRETARY
A Full Service Agency
for the professional legal community
TEMP...TEMP TO PERM...PERM
Fee paid, exclusives, no charge resume service, 8-5 gets you $95.00
PERSONNEL AT LAW
3000 Town Center, Ste. 2580
Southfield, MI 48075
FAX 358-0235 Phone: 358-0060

LIFE & DISABILITY INSURANCE COMPANY
Computer experience required for Sales Assistant position. Should also have strong typing abilities and excellent communication skills. Send resume to: P.O. Box 979, Bloomfield Hills, MI, 48304-0979.

LIVONIA OFFICE is looking for team oriented people who strive to produce quality work. Part time positions available performing Check Printing Functions. Day and Evening, 10 hour shifts. 2 to 3 days a week. Call 525-4587, Tues. - Fri. 9 AM to Noon An Equal Opportunity Employer

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
needed for non smoking law firm. 1-5 years experience in litigation. Type 70-80 wpm. Computer skills necessary. Send resume to: Barb, 2550 Telegraph Rd., Suite 250, Bloomfield Hills 48302

LEGAL SECRETARY - WordPerfect or Wordstar, transcription. 8am-5pm. No benefits. Type 70 wpm minimum. Experienced. $400/wk. to start. Send resume in confidence: Michael W. Reeds, 1038 E. West Maple, Walled Lake, MI 48390

LEGAL SECRETARY
Personable, thinking and organized legal secretary with strong secretarial skills needed for downtown Northville Personal Injury firm. Competitive salary & benefits. Ask for Sharon at, 349-6030

LEGAL SECRETARY - Experienced for Bloomfield Hills litigation attorney. Salary & benefits commensurate with skills. Phone Lori VanHove 335-5000

LEGAL SECRETARY - afternoons only for small Southfield firm. WordPerfect experience & excellent typing skills required. Non-smoking. Contact K. Mann at: 353-4400

MAIL CLERK - part time position involving light clerical duties and mail processing. Flexible hours. Up to $6.00 an hour. Send work history to: S.H., P.O. Box 9066, Farmington Hills, MI 48333

MAJOR LIVONIA FOOD BROKER is seeking highly-motivated, quick learner for an office administration position, serving as sales support. Highly diverse responsibilities in fast-paced environment. Computer & grocery industry experience preferred. Send resume to: Attn. GM, PO Box 3304, Livonia, MI 48150.
An Equal Opportunity Employer

MANAGER
Experienced Residential Manager is needed for 1 of our eastside apartment complexes. Salary commensurate with experience. Benefits included. Send your resume to:
RESIDENTIAL MANAGER
Box 394
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL SUPPORT STAFF
Major medical facility has need for your recent experience. Candidates for either medical secretary or biller will receive top pay. Call Mary for:
• long and short term assignments
• temp to perm opportunities
Southfield - 799-3947
Birmingham - 646-7664
Uniforce Temporary Services

NORTHWEST SUBURBS - Busy Office requires full-time experienced real estate secretary, with good word processing & organizational skills. Flexible hours. Benefits. Please send resume & salary requirements to: P.O. Box 370,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OCS (Office Coffee Services)
Administrative applicant should possess good comunication & organizational skills. Previous computer experience is essential. Call Cynthia for appointment. 838-5249

OFFICE Administrator/Secretary
Full time for a CPA/Consulting firm. Computer/word processing and office skills required. Resumes to; 31800 Northwestern Hwy. #204, Farmington Hills, MI 48334

OFFICE ASSISTANT
Retail furniture company seeks dependable individual for immediate part-time office/clerical position. Requires motivated self-starter, strong organizational skills & some basic office experience. Weekend work is required. Apply in person or call:
LA-Z-BOY SHOWCASE SHOPPES
27754 Novi Rd, Novi
349-3700

OFFICE CLERK
Full time, Mon-Fri. Need word processor & spreadsheet experience. Benefits. Send resume to: PO Box 792, Garden City, MI 48135

OFFICE CLERK
Many positions available for energetic flexible individuals. Detroit and suburbs. Two shifts. Suitable for females and males. Charlene646-8501
Uniforce Temporary Services

OFFICE CLERK - PART-TIME
Needed 11am-5pm. Courteous with phone, typing and filing skills. Contact Kathy 729-6200r

OFFICE HELP NEEDED
for full time position. Please apply in person at: Englanders, 501 E. Maple Rd., Birmingham.

OFFICE MANAGER
Temporary to permanent position in Birmingham. Pay $10 to $11 per hour. Strong secretarial and accounting skills. Macintosh skills helpful. Call today!
EmploymentGroup
583-1919
Never a fee
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

OFFICE MANAGER
• Motivated self-starter
• Degree preferred
• 3 years experience
• Computer literate
• Very competitive compensation package
Garden City office
Fax resume to:
Barbara Zebrowski, 313-893-2007

OFFICE PERSONNEL
Immediate openings for the following clerical positions:
WORD PROCESSORS/
(ANY SOFTWARE)
DATA ENTRY CLERKS (AM. & PM.)
RECEPTIONISTS/SWITCHBOARD
CUSTOMER SERVICE REPS
FILE CLERKS
We offer: Temp-Med Insurance, Top Pay, Holiday Pay, Bonuses. Call today for an appointment!
LIVONIA 464-2100
SOUTHFIELD 352-1300
AUBURN HILLS 373-7500
TAYLOR 284-0777
SNELLING PERSONNEL SERVICES
NEVER A FEE

PATENT ADMINISTRATOR/ SECRETARY
Troy company seeks experienced patent administrator/secretary with background in U.S. and foreign patent prosecution (PCT experience a plus). Duties include maintaining a worldwide patent portfolio, coordinating with foreign associates, and handling annuity fees using PCMaster software. Salary commensurate with experience. Excellent benefits. Send resume to: Human Resources Dept., 1875 West Maple Road, Troy, MI 48084.
We Are An Equal Opportunity Affirmative Action Employer

PHONE SURVEYORS
No sales. Permanent part time. 6-10pm, Mon-Fri. (flexible). Good communication skills, immediate openings. Please send resume to:
CSI Associates
26877 Northwestern Hwy., Ste 220
Southfield, MI 48034
NO PHONE CALLS PLEASE

PURCHASING CLERK
Aggressive wholesale distributor has opportunity for person with office & organizational skills to assist in all clerical functions of busy purchasing department. Math proficiency, 10 key, data entry & light typing skills a requirement. Spread sheet & WordPerfect a plus. Must be self confident with good interpersonal skills. Full benefits & advancement opportunities. Send resume with background and salary requirements in confidence to: Box 492,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE POSITIONS AVAILABLE
Livonia glass company has positions to fill in customer service & order entry. Will train. Non-smokers with glass industry experience preferred. Apply at: 11866 Hubbard, Livonia (between Merriman & Farmington Rds., N. of Plymouth Rd.).

ORDER ENTRY/BILLING DEPT.
J & L Industrial Supply Company located in Livonia is seeking someone for our order entry/billing dept. The ideal candidate will be a high school graduate or equivalent, able to type 45-55 wpm, experience with a 10 key calculator & work well with others. Please send resume to: Human Resources, P.O. Box #3359, Livonia, MI 48151

PART TIME RECEPTIONIST
For busy Real Estate Office. Ideal for students. Duties include answering phones & typing. Must be dependable, 26-30 hours a week. Call between 3-5pm. Ask for Sherry, (313) 459-6000

PART TIME. 15-20 hours. Mon.-Fri., afternoons. Answer phones, light secretarial. $5.50-$6.50/hr. FAX Resume 313-453-4475 or mail, P.O. Box 2932, Livonia, MI 48151

PERSONABLE PERSON
Rapidly expanding company needs energetic, detail oriented person for customer service. Challenging environment. Send resume to: 7687 Market, Canton, MI 48187.

PERSONNEL ASSISTANT
Full service automotive prototype company in Livonia is seeking a self starting, goal oriented, human resource generalist with strong experience in employee benefits. Duties will include administration of insurance and other benefits, interface with payroll dept. Experience with unemployment and workers comp issues a plus. Growing company with offices in several states.
Send resume to:
ROUSH INDUSTRIES
Attn: Betty Zink
P.O. Box 1095
Westland MI 48150

PRODUCTION BILLING CLERK
Immediate full time ENTRY level opening for a Production Billing Clerk with the Client Financial Services Department of DMB&B Advertising located in Bloomfield Hills. Must have basic accounting background, 1 year general office experience, good math aptitude, CRT skills & proficiency on 10 key calculator. Send resume and salary history to Client Financial Services, Production Department Billing Analyst, DMB&B, P.O. Box 811pn, Bloomfield Hills, MI. 48303.

RESEARCH INTERVIEWERS
Flexible scheduling, 18-35 hours, day & evening shifts available. Seeking people with pleasant voices & personalities to conduct research interviews. Must type 40 wpm & have excellent communication skills, flexibility. No sells work, professional environment.
Call 637-1434 or send resume to:
CMA, Director of Recruiting,
2301 W. Big Beaver, Suite 411,
Troy, MI 48084

REAL ESTATE Office in Livonia needs Receptionist to answer phones and typing. Evenings and weekends. Call Jay Huges, 522-8000

BE THE VOICE OF OUR COMPANY
Immediate full-time opening for a well organized, courteous entry level receptionist for a fast paced Troy firm. Call Judy 828-3290 ext. 483

ADDITIONAL INCOME? - part time receptionist position available for responsible person. Must be available for evening & weekend hours. Call Nadine at The Michigan Group 591-9200

RECEPTIONIST for orthodontic office, full/part-time. Must be personable & motivated. Benefits. Medical experience not required. 356-3240

RECEPTIONIST
part time, 35/hrs per week, $5/hr. Rochester Hills 652-2250

RECEPTIONIST, W. Bloomfield salon. Tues. & Thur., 9-3:30, Wed. 3-7:30pm. $6.50 to start. Cosmetologist welcomed. Gloria. 851-7464

RECEPTIONIST
Experienced, for Birmingham law office. Hours, 8:30am-5pm. 647-1140

RECEPTIONIST
Computer friendly, light typing, experience with multiple phonelines. Reply to: RECEPTIONIST, P. O. Box 2823, Livonia, MI 48150.

RECEPTIONIST/TYPIST
Mature person for weekends. Some computer knowledge helpful. Contact Laura or Jeanette Real Estate One Birmingham. 646-1600

RECEPTIONIST
Full time. Answer phones, greet visitors, file, and type with accuracy a must. Send resume with references and wage request to: A P & C, 1749 E. Highwood, Pontiac, MI 48340

RECEPTIONIST - Birmingham area. Excellent communication skills required, 20 line switchboard. Experience in the mortgage industry preferred but not required. Send resume & salary requirements to: Receptionist, P.O. Box 2106, Birmingham, MI 48012-2106

RECEPTIONIST
Part time needed, 20 hrs., Mon. thru Fri. in our Farmington Hills office. Typing/Word Processing experience. $8 an hour. Send or fax resume to: Fax #553-2987, or 32605 W. 12 Mile, Suite 340, Farmington Hills, MI 48334.

RECEPTIONIST
Immediate opening. A busy manufacturing firm needs a neat appearing person to answer phones, greet customers & other general office duties. MUST TYPE 60wpm. Apply in person, 30930 Industrial Rd., Livonia (between Merriman & Middlebelt).

RECEPTIONIST
Experienced receptionists needed to handle multiple duties. Good organizational skills are required for this professional environment. Typing 35 wpm. Call today for an appt.
ENTECH SERVICES
336-8888

RECEPTIONIST
Position requires bright, articulate, well organized, neat, personable team player, for property management company. WordPerfect, Quattro experience important. Nonsmoker, benefits. Reply to Box 342
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST/Switchboard
PVH is seeking a part time Receptionist for its Corporate office in Southfield. Pleasant phone personality a must. Typing & word processing a plus. Interested candidates please send letter to: PVH, 24300 Southfield Rd., Suite 300, Southfield, MI 48075, Attention: Marilyn Voelker

RECEPTIONIST- Enthusiastic, cheerful person to answer phones for high tech company in Farmington Hills. Word Processing experience helpful.

OFFICE ASSISTANT- Take charge individual needed to support sales force. Strong communication skills a must. Word Processing & PC knowledge needed.
Call Sue:478-2500
Info Tronics
23370 Commerce Dr
Farmington Hills

RECEPTIONIST
Some typing. 9 a.m. - 2 p.m. Mon thru Fri North Woodward area. Call: Miss Green (313) 642-8600

RECEPTIONIST - EXPERIENCED
Responsible position with opportunities for growth and future advancement. Excellent compensation and benefits package. Eligible candidates must possess excellent telephone communication skills; a pleasing, courteous personality; and a commitment to quality customer service. Knowledge of real estate, mortgage lending procedures, and the Merlin Phone System a plus.
GREAT LAKES MORTGAGE CO.
31000 Telegraph Rd., Suite 120
Birmingham, MI 48025
(313) 540-2100
An Equal Opportunity Employer

RECEPTIONIST (Experienced)
For busy Auburn Hills insurance office. Good typing, computer & math skills preferred. 8:30-4:30 weekdays. Call Brenda 313-377-8600

RECEPTIONIST
Full or Part-time. Fast paced, busy switchboard needs individual with pleasant phone voice. Some light clerical duties. Excellent work environment and benefits package. Up to $7 an hour. Please send resume to T.H., P.O. Box 9066, Farmington Hills, MI 48333.

RECEPTIONIST
If you have a professional appearance, good telephone etiquette, are well-organized, possess some typing ability, and have strong verbal & written communication skills, you are the person we are looking for to be our Receptionist. Team-players can fill out an application at:
Attention Personnel Manager,
44700 Grand River, Novi.

RECEPTIONIST
Marketing Company in Farmington Hills is seeking a receptionist switchboard operator. The ideal candidate must have experience in operating a multi-line phone system. (Rolm system is preferred). They must be organized and dependable. A professional and courteous attitude is a must.
We offer a strong benefit package including 401K, profit sharing and medical benefits.
Please send resume to:
Human Resources Dept (REC10)
P.O. Box 2487
Farmington, MI 48331-2487

RECEPTIONIST
Weekends for Farmington Hills real estate office. Larry Harwin 851-6700
Century 21 MJL

RECEPTIONIST - Part time mornings, approximately 20 hours per week in Southfield. Good phone skills necessary, general secretarial skills a plus. Call Shelly, 569-4910

RECEPTIONIST/SECRETARY
For Farmington Hills real estate office. Salary plus benefits negotiable. Call Mr. Harwin 851-6700
Century 21 MJL

RECEPTIONIST
Full-time, Mon.-Fri. Excellent telephone skills. Must type 50 wpm. No phone calls please. Send resume to:
Graebel Detroit Movers
21140 Trolley Industrial Dr.
Taylor, MI 48180

RECEPTIONIST - PART TIME, 3 Days/wk. Answer phones, filing, light typing. Must be organized, reliable, familiar w/WordPerfect 5.1 preferred, familiar w/Excel 4.0 preferred but not required. $8/Hr.
Call 953-2000
Voice Mail # 7025

RECEPTIONIST/SWITCHBOARD
Full time for Farmington Hills/ Southfield office. Experienced front desk person for multi-line phone system. Must possess excellent people skills and have professional phone manner. Position includes other general office duties.
Please call. 354-6290

RECEPTIONIST/ BOOKKEEPER
Full-time for printing company office in Suburban Detroit. Light typing & computer experience necessary. Send complete resume to: Box 412
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST ECRETARY
Full-time. Must have excellent phone skills and friendly outgoing personality. Word Perfect knowledge a must. Send resume and salary requirements to:
TORRE & BRUGLIO, INC.
850 Featherstone
Pontiac, MI 48342
(Next to the Silverdome)

RECEPTIONIST/Word Processing Secretary with accurate typing skills (55-60 wpm) needed for market research firm in Southfield (11 Mile/ Inkster Rd. area). Front desk position for person with excellent oral communication, telephone manner & word processing skills (WordPerfect 5.1 preferred). Benefits offered. Call Nancy at: 352-3300

RECEPTIONIST
D.O.C. of W. Bloomfield has immediate openings for experienced Receptionist. Excellent working conditions, flexible hours. The best commission programs, top salary, paid holidays, vacations, health insurance & more. For interview, call:
626-0200

RECEPTIONIST - fast growing training & organizational development firm looking for assertive, organized, detail oriented individual to fill receptionist position. Some experience required. Computer skills necessary. Please submit resume to:
Attn: Receptionist
37000 Grand River, Suite 230
Farmington Hills, MI 48335.

RECEPTIONIST/SECRETARY
Fast paced office in the Livonia/ Plymouth area is looking for an office Receptionist/Secretary. This position requires the ability to handle an eight line phone system for a staff of 20. WordPerfect 5.1 skills required. Send resume only to: Personnel, 37625 Ann Arbor Rd., Suite 105, Livonia, MI 48150
Equal Opportunity Employer
M/F/D/V

RECEPTIONIST
General Contractor looking for an outgoing person with experience on telephone, WordPerfect & general clerical skills. Send resume & salary requirements to:
Office Manager
31313 Northwestern, Suite 206
Farmington Hills, MI 48334
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
The Charles Kant Reaver Co. has an opportunity open for a receptionist/ secretary. Must be familiar with computer input, good typing skills, a good speaking voice that conveys warmth in public contact & an elegant professional appearance are necessary. This is a full time position with excellent company benefits including health, life & dental. Non-smokers only. Call Ms. Brown, Mon-Fri, 1pm-4pm. 557-4553

RECEPTIONIST/ADMINISTRATIVE ASSISTANT
Progressive high-tech firm in Troy seeking responsible, dependable individual for busy front desk position. Candidate will interact with clients, direct telephone calls, type correspondence and perform routine administrative functions. Pleasant personality a must.
Excellent salary and benefit package. Smoke-free environment.
Send resume including salary requirements to:
Receptionist
P.O. Box 760451
Lathrup Village, MI 48076
An Equal Opportunity Employer

RECEPTIONIST
Part-time position requires flexible hours and days. Preference given to experience with computers and word processing knowledge. Must have strong customer service and communication skills.
Please apply in person this week, Monday thru Friday, from 10:00 am to 12:00 noon at the Senior Living Building, OAKBROOK COMMON, 16351 Rotunda Dr., Dearborn, MI., 4120; (313) 441-0800.
Equal Opportunity Employer.
OAKBROOK COMMON
A subsidiary of
Oakwood Health Services

RECEPTION & OFFICE organizer. Typing & good computer skills necessary. Full time. Reply: Box 488,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SALES SECRETARY
Expanding custom display firm. Knowledge of presentation, graphics & word processing program required. Please send resume to: 10401 Ford Rd, Dearborn, MI 48126

SECRETARIAL - Farmington Hills financial co. Full time position. Salary, Blue Cross/Blue Shield. Call for interview: 832-4141

SECRETARIAL/ WORD PROCESSING
Positions available in Taylor, Dearborn, Belleville areas. Must possess good PC skills.
ADIA
The Employment People
(313) 383-2342 or (313) 722-8080

OFFICE ASSISTANT
For construction company. Must have transportation and a good driving record. Phones, filing, pull permits, and deliver contracts. 548-4850

SECRETARIAL SUPPORT
Clerical, word processing & PC experience for finance company. 50 wpm required. Knowledge of WordPerfect. Good salary & benefits. Chance for advancement. Bank, finance company, legal office or collection agency experience a plus. Call: 774-0380

SECRETARY/ADMINISTRATIVE ASSISTANT - Accounting & tax firm seeking person with skills in office management, finance, bookkeeping & computer and the ability to meet & work with people. Send resume, salary history & requirements: CFD, 3271 Five Pts. Dr., Ste. 204, Auburn Hills, MI 48326.

SECRETARY
Advertising agency seeks a person with 1-2 years secretarial experience. Duties will include filing, light word processing on WordPerfect 5.1, and phones. Some overtime required. We offer an attractive work setting and full benefits. Send resume and salary requirements to:
W.B. DONER & COMPANY
ATTN: HUMAN RESOURCE DEPT
25900 NORTHWESTERN HIGHWAY
SOUTHFIELD, MI 48075
An Equal Opportunity Employer

SECRETARY/ASSISTANT, part-time. Good people skills. Knowledge of WP 5.1 & Lotus required. Southfield area. Mr. Ferris. 351-1750

SECRETARY
Automotive manufacturing sales office in Livonia seeks a professional secretary reporting to a V.P., 3 to 5 years experience in automotive sales environment desirable with the ability to work well under pressure. Experience with Microsoft Word & Excel preferred. Send resume to: Key Plastics, 38325 Plymouth Rd., Suite 200, Livonia, MI 48150, attention: Sales Secretary.

SECRETARY
Client in Oakland County needs a proficient typist, good clerical skills, some wordprocessing experience (50-55wpm), shorthand or transcription a plus. Please call today for appointment. (Long term assignment leading to a permanent situation)
FUTURE FORCE
353-6300

Secretary/Coordinator
Immediate opportunity for a highly skilled Administrative Secretary in Dearborn. Must know Word Perfect 5.1, able to perform a variety of tasks, fact paced environment. Automotive/steel industry experience preferred. Call Karen today!!
Entech Services
528-8092

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. Quattro Pro or Lotus 1-2-3 experience helpful. Mon.-Fri., 9-5. Send resume with salary requirements to: Secretary, 17199 Laurel Park North, Suite 421, Livonia, MI 48152

SECRETARY
For expanding retail chain store in Livonia. Good salary. Ask for Dan. 615-977

SECRETARY
For Farmington Hills attorney.
Excellent typing a must
Mon.-Thurs., 9-5pm. 626-9070

SECRETARY - In-home family counseling program. Southfield. WordPerfect 5.1 experience, good typing and math skills, flexibility, people oriented and ability to work on your own. Resumes to: Christine Carlson, Catholic Social Services/Oakland 50 Wayne St., Pontiac, MI. 48342. E.O.E.

SECRETARY/MANAGER
Desired by small title insurance agency in Bingham Farms. Salary commensurate with experience. WordPerfect, real estate and/or title insurance experience required. Send resume to: 32100 Telegraph Rd., Ste. 215, Bingahm Farms, MI 48025 or call Harry. 642-1115

SECRETARY
needed full time for a variety of clerical duties. WordPerfect 5.0 required, Microsoft helpful. Must have reliable transportation. Associates or Bachelors Degree preferred. Call between 9:30 & 3:30 355-1980

SECRETARY needed full or part-time for Livonia Insurance Agency. Experience preferred. 425-3880

SECRETARY/OFFICE MANAGER
Small architectural firm seeking highly-organized/non-smoker with outstanding communication, computer, Word Processing & light bookkeeping skills. Must be proficient in WordPerfect. Will consider full/part time employment. Send resume to: Garbooshian Architects, 30500 Northwestern Hwy., Suite 210, Farmington Hills, MI 48334

SECRETARY Real Estate Office, experienced preferred, but may train organized, high energy person. Full & part time available. Call George
ERA AMERICA 680-1500

SECRETARY/ RECEPTIONIST
Property management firm has opening for full time secretary/receptionist. Successful applicant must possess excellent phone etiquette, professional appearance, and strong sense of responsibility. WordPerfect & Lotus experience helpful. Benefits package includes comprehensive medical & starting salary of $7/$7.50 per hr. Please submit your resume to:
CERTIFIED REALTY, INC.
Attention Personnel Manager
38345 West Ten Mile Rd, Ste 300
Farmington Hills, Michigan 48335

SECRETARY/RECEPTIONIST, part-time, days for mental health center in Southfield. Friendly attitude & typing skills a must. 353-3350

SECRETARY RECEPTIONIST
Excellent typing & communications skills, full time or 20 hours per week. Southfield area. Reply to: Box 581, Clarkston, MI 48347

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
For fast paced Southfield real estate office. Computer experience, light bookkeeping. Shorthand helpful. Send resumes with salary requirements to: 27613 Elbe Dr., Grosse Isle, MI. 48138.

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

SECRETARY/RECEPTIONIST For Farmington Hills engineering firm. Spelling, grammar, word processing & phone skills required. [illegible]

SECRETARY - Small Northville real estate & income tax office. Variety & responsibility. Call 348-5100

SECRETARY/RECEPTIONIST - part time, flex hours at busy Birmingham real estate office, some computer and typing skills. Real estate license preferred. Call Al Butts 646-6600

Secretary/Receptionist
To perform general office duties for medium-sized accounting firm. Experience in WordPerfect necessary. Knowledge of Excel helpful. Salary negotiable, fringe benefits. Hours: 8:30-5PM. Call Trudy: 489-6410

SECRETARY
Self-motivated person for regional church business office in Redford area. Two years experience, excellent word processing and organizational skills a must. Non-smoking office. Salary $18,800. Full benefits & pension. Send resume to: Box 482
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

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

SECRETARIES GENERAL OFFICE
Temporary Assignments!
WordPerfect 5.1 or
Windows Experience
• Top Salaries
• Paid Holidays
• Vacation Pay
• Referral Bonus
Call 355-2440 Fax 355-5899
THE KPM GROUP

SECRETARY
Position immediately available at this national commercial property insurer. Requires excellent word processing, dictaphone, communication skills and the ability to organize workload and work with deadlines. Proficiency with WordPerfect a must. Familiarity with DOS, Paradox, Harvard Graphics a plus. Please send resume with salary requirements to:
PMIC, 39555 Orchard Hill Place,
Suite 155, Novi, MI 48375
An Equal Opportunity Employer

SECRETARY SUBSTITUTES needed by Garden City Schools. $5.41/ hr. Apply at School Board Office, 1333 Radcliff, Garden City, MI.

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 office experience and computer knowledge a must. Entry level position. 540-4100

Special Opportunity
ADMINISTRATIVE ASSISTANT
Unique opportunity for take charge individual. Macintosh with Word and Excel needed. Call Sarah. 646-7664
Uniforce Temporary Services

NEED EXTRA MONEY FOR CHRISTMAS? We need a temporary Switchboard Operator for 3 months. Send resume to: Gilson-Ayres, Inc., 600 Stephenson Hwy., Troy, MI 48083, Attn: Rick Graves

SWITCHBOARD OPERATORS
We have part time positions available in the Southfield area. Call 362-9696 for an appointment.
CORPORATE PERSONNEL SERVICES
NO FEE EOE

SWITCHBOARD OPERATOR
Part-time position for busy university's multiple-line telephone console. Tuesdays and Fridays, 8 a.m. to 4:30 p.m. Starting rate $5.70/hr. Requires: 3 months related experience and demonstrated knowledge of business telephone etiquette. Send resume with cover letter to: MADONNA UNIVERSITY, H.R. Dept., 36600 Schoolcraft, Livonia, MI 48150-1173. E.O.A.A.E.

TYPIST/CLERICAL
Part-time for Birmingham law firm. Hours: 3pm-7pm., Mon.-Fri. Strong typing/computer (WordPerfect 5.1) skills a must. Send resume to:
260 E. Brown St., Suite 300
Birmingham, MI 48009-6232
Attn: Jackie

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

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 646-7663
Uniforce Temporary Services

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS
The Sign Of The Beefcarver
Full or part time
Dishwashers & servers. Apply anytime. 7667 Wayne Rd. Westland, MI (adjacent to Westland Mall)

ACCEPTING APPLICATIONS FOR ALL POSITIONS
Apply Mon.-Fri. 2-5pm at:
CARLOS MURPHY'S
29244 Northwestern Hwy.
in Southfield

ASSISTANT MANAGERS
An exiting 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. Call Carl, Mon.-Fri., 2-4pm: 262-9665

ASSISTANT MANAGER for Manchu Wok at Summit Place Mall. Ask for Gilbert: 683-7440

ASSOCIATE MANAGERS
Are you looking for a change?
Career advancement while working for a growing company.
Why not try something different...
ARBY'S...
"where different is good!"
• Up to $8.20 per hr.
• Tuition reimbursement
• Medical/Dental Benefits
• Free Meals
• Free Uniforms
• 401(k) Plan
• Flexible Working Hours
• Full/Part Time positions available
High school or G.E.D. equivalent required. Positions available thru-out the Tri-County area. Apply at:
2915 N. Woodward, Royal Oak
14864 Southfield, Allen Park
30049 Ford Rd., Garden City
22820 Harper, St. Clair Shores
E.E.O.C.

ATTENTION EXPERIENCED COOKS
Opportunity is 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

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 6pm. Apply in person, 39405 Plymouth Rd., Plymouth.

BAKERS SQUARE NOW HIRING
Servers up to $14/hr
Host/Hostess up to $7/hr
Cooks up to $8/hr
Dishwashers up to $7/hr
Apply in person at the following locations:
825 BOWERS, BIRMINGHAM
29660 GREENFIELD, OAK PARK

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

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.

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, Burtrew Bakery & Deli, 2232 Crooks Rd. Rochester. 852-7795

BAR PEOPLE WANTED
Days & nights. Specific attire required. Call for appointment: 449-8227

BAR STAFF, Waitstaff, Cooks & Doorman. Please apply after 6pm at: Reiser's Keyboard Lounge, 1870 S. Wayne Rd. in Westland. 728-8330

BARTENDERS & WAIT STAFF
full & part time available, days & nights. Apply within. Wooly Bullys, 43333 W. 7 Mile Rd., Northville.

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

BELLEVILLE restaurant seeking experienced, self-motivated managers. Send resumes to: PO Box 1431, Belleville, MI 48112

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

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

BURGER KING
Hourly people - full or part time. All positions available. New location on Orchard Lake Rd. at Pontiac Tr. Apply at location or call 335-6599

BURGER KING MANAGEMENT
Fast food managers. EXPERIENCED ONLY NEED APPLY. We are a local franchisee. Call Monday-Friday, 9am-5pm 335-5599

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

Bus Persons - Evenings
Students OK. Great money. Apply:
DIAMOND JIM BRADY'S
Novi Town Center
or call for an interview
appointment: 380-8460

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

BUSSERS
Full or Part Time. Ram's Horn, 2235 Orchard Lake Rd., W of Telegraph. 334-3900

CAFE BONHOMME
Immediate Wait Positions available. Experienced only. Apply in person: 844 Penniman, downtown Plymouth

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

COME JOIN THE ARBY'S TEAM
Up to $5.10 per hr. Great place to work. Apply within: 24700 Haggerty at Grand River, Farmington Hills or call: 615-9330

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

COOK - EXPERIENCED
Full or part time. Competitive wages. Carry out Restaurant in West Livonia area.
Call 953-2000
Voice Mail # 7019

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

COOK
Full & part-time. Apply in person:
The Box Bar & Grill
777 W. Ann Arbor Trail, Plymouth.

COOK, FULL-TIME. Night Line Cook. Experienced in cooking steaks. Apply: Chicago Road House, 21400 Michigan Ave., Dearborn.

COOK
Full time, nights. Experienced. Needed immediately. Wixom area. Call Bridget or Suzanne. 348-4404

COOK needed. Call Mr. Sheets between 7-8am or 6-9pm at: 453-4410

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

COOKS
Full or part time. Excellent working conditions & pay. Ram's Horn, 2235 Orchard Lake Rd., W. of Telegraph. 334-3900

COOKS
Positions open for hardworking individuals, day and evening shift. Fun, fair working environment with competitive wages.
Sheehan's on the Green, 5 Mile, E. of Haggerty. 420-0646

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

COOKS / WAIT STAFF / DISHWASHERS - Breakfast, lunch, dinner. Apply within: Peacock Cafe, 25938 Middlebelt, Farmington Hills

COOKS & WAITSTAFF
Evenings. Apply in person after 3pm: Jalapeno Pete's Mexican Restaurant, 35230 Central City Pkwy. (across from Westland Mall)

COOKS WANTED, part-time days; weekend 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 is looking for an experienced cook for our Southfield cafe. Good benefits. Apply in person, 2pm-5pm Greenfield Rd., N. of 12 Mile

DAGWOOD'S DELI
now hiring full and part time help. Apply in person anytime: 33178 Grand River, Farmington

DAYTIME & NIGHTTIME COOKS DAYTIME & NIGHTTIME UTILITIES
Offering a competitive salary. Apply in person. 37612 - 6 Mile Rd. Livonia, MI (Laurel Park Mall) 464-1400

DISHWASHERS
Full or part time. Excellent pay & working conditions. Ram's Horn, 2235 Orchard Lake Rd., W. of Telegraph. 334-3900

FAMILY STYLE RESTAURANT - Looking for hard working full & part time employees for all positions. Top pay & benefits. Apply at: 21300 Novi Rd., Northville, MI. 48167.

FARMINGTON BAKERY COUNTER HELP NEEDED
Day time hours. 442-2360

FOOD AND Beverage Waitstaff 2 to 3 years experience. High volume private club, Joe Louis Arena, Detroit, MI, catering department. Apply Fri & Mon., 10 to 4pm. Go to east gate on river side of Arena.

FOOD SERVICE Cafeteria positions available. Full-time, Mon. - Fri., no weekends. Benefits available. Call between 8-10am: 484-5857

HOST STAFF & EVENING Waitstaff For Dimitris of Farmington. Experience necessary. Inquire within: 33200 Grand River. 476-3301

HOST STAFF NEEDED-Apply at: Chin's Family Restaurant, 28205 Plymouth Rd. in Livonia.

HOTEL BARONETTE - 27790 Novi Rd. (located in front of 12 Oaks Mall) Accepting applications for the following positions: All cooks positions, dishwashers, porters, all banquet staff, servers, bus persons, hosts & bartenders. Apply in person on Tues. & Wed., Oct. 5 & 6, 9-2pm.