EMPLOYMENT

504 Help Wanted Office-Clerical

CUSTOMER SERVICE
(Part-time)
We are seeking individuals with previous banking or telephone customer service experience. Responsibilities will include responding to over 100 telephone inquiries per day & some problem solving. Available hours are Mon, Tues, Thurs, Fri 10am-6pm or Mon, Tues, Thurs, Fri 10am-6:30pm. We offer a competitive benefit package. Qualified candidates should apply Mon. - Fri. 9am-4pm
SOURCE ONE MORTGAGE SERVICES CORPORATION
Attn: Human Resources
27555 Farmington Road
Farmington Hills, MI 48334
(corner of 12 Mile)
Equal Opportunity Employer M/F/D

DATA ENTRY CLERK - for busy Novi office, data entry experience a must, other computer knowledge & telephone experience helpful. Full time position, immediate opening, good benefits 737-6800

DATA ENTRY
Large company located in Troy seeking individuals with good alpha/numeric skills. *Great pay & benefits.*
CONTEMPRA
583-9500

DATA ENTRY
Major suburban corporation has immediate short and long term needs for experienced data entry operators with rapid key strokes and attention to detail. Excellent earning potential. Call Donna799-3949 or 646-7663
Uniforce Temporary Services

DATA ENTRY OPERATORS
Needed immediately for both 1st and 2nd shifts. Long-term, temporary work in rapidly expanding west suburban video cassette company. Casual atmosphere. Top Pay! Any WordPerfect, Lotus 123, Symphony, or Excel experience would be a plus. Turn your production speed alpha and numeric data entry skills into a top dollar opportunity. Call today for an appointment.
N S SERVICES
473-2111

DATA ENTRY - part time. Flexible hours, nights & weekends. Inquire within: Art Van Furniture, 29905 7 Mile Rd., Livonia

DATA ENTRY/PART TIME
Nights, weekends. Must have computer knowledge & excellent typing skills. Apply within: Art Van Furniture, 22555 Greenfield, Southfield. 569-3770

DEALERSHIP CASHIER
Temporary full time position, approximately 6 weeks. Available for individual with dealership/cashier experience. Non-smoking office. JOE PANIAN CHEVROLET 28111 Telegraph Southfield 355-1000

DEPENDABLE MATURE person needed to do filing, typing & general office work. Please apply in person: 1647 Inkster Road, in Garden City.

Do You Do WINDOWS? ...
Trust us, you'll have a job immediately if you do! A demand for Microsoft Word for Windows/Works 6.0 version and WordPerfect for Windows will "LAND" you a job. A good attitude and a desire to work part-time or full-time are a must. These are temp-to-perm positions with potential for more hours as the positions grow. Call us for your appointment TODAY!
FUTURE FORCE
Southfield - 353-6300
Troy - 528-8454

EXECUTIVE FINANCIAL SECRETARY
Immediate full time opening for an Executive Secretary for the Client Financial Services Department of DMB&B, Advertising. Successful candidate will design special projects using Lotus 1,2,3, and will perform duties of an executive secretary for CFS Department. Must have ability to act as software backup person. Send salary history to DMB&B, CFS Executive Secretary, P.O. Box 811ph, Bloomfield Hills, MI 48303
EOE M/F/H

EXECUTIVE SECRETARY - self starter with Word Perfect & excellent phone skills, shorthand a plus, full benefits, send resume & salary requirements to: Office Manager, 31760 Telegraph Rd., 2nd floor, Bingham Farms, MI 48025

EXECUTIVE SECRETARY
Major suburban corporation needs your recent experience and excellent skills. Candidates are expected to be highly motivated and know Word Perfect. Benefits and paid vacations. Call Sally 799-3946
Uniforce Temporary Ser...

FAST PACED office ... in need of enthusiastic receptionist with professional image, must have good typing & customer relation skills, approximately 30/hrs per week including some weekends.
Reply to Box #678
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

FINANCIAL SECRETARY for dental office. Bookkeeping & financial experience. Full or part-time. Good pay & benefits. After 5:30. 721-7624

FULL CHARGE BOOKKEEPER FOR MULTI UNIT CORPORATION
Part time, flexible hours. Computer experience helpful. Non smoking office. Send resume to Box 776,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

GENERAL OFFICE help needed, full and part time. Must have good problem solving skills, good phone skills, be organized & efficient. Computer experience is a plus. Non-smoking office. Send resume and salary requirements to: AIPM, 30445 Northwestern, #350, Farmington Hills, MI 48334

GENERAL OFFICE Clerk/Computer Operator - Immediate opening in well established, fast-paced Auburn Hills contracting company. Full time person to complete 3-person non-smoking office staff. Duties include answering phone, payables/receivables, data entry. Send resume & salary requirements to Office Manager, P.O. Box 214032, Auburn Hills, MI 48321 or fax: 313-299-0905

GENERAL OFFICE
For architectural design manufacturing firm, in Plymouth. Seeking full-time person with experience in billing, scheduling, & other office administrative duties. Full benefits. Must have experience with PC's, Lotus, word processing. Send resume with salary history to Box 760
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

GENERAL OFFICE - Permanent part time. Immediate opening for experienced applicant. Flexible hours between 8 & 5. Duties assigned based upon skills. Up to $6/hour. Send resume to: P.O. Box 40090, Redford, MI 48240-0090 Attn PERS No. 10

GENERAL OFFICE/PART-TIME
9-2. Must type, have light computer skills and good phone manner. Fill out application at: Plymouth Construction Equipment, 41889 Ford Rd., Canton. Ask for Jack 981-0240

GENERAL OFFICE CLERK for Troy law firm. 25 hours per week. Duties include back up for receptionist, filing, copying, purchasing. $7/hr, no benefits, non-smoking suite. Starts mid-Dec. Resume only to: Carol Zachrich, Powers Chapman 3001 W Big Beaver Ste 704 Troy, Mich 48084

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 - PART TIME
Troy office has openings with flexible hours for general office work. WordPerfect a must. Lotus helpful. Send resume to: Personnel, 560 Kirts Blvd., Ste 101B, Troy, 48084

GENERAL OFFICE CLERK
Immediate full time opening for person to handle a variety of office duties including order processing, invoicing and answering phones. Computer experience a plus. Call Christine 313-471-5400

GENERAL OFFICE, on-site Dearborn, Southfield, or Livonia. Telephone skills, light typing, computer literate. $5.25 per hour. 559-0200

GENERAL OFFICE ASSISTANT
To senior V.P. at National investment Firm. Mature individual with basic secretrial skills required. Part time. Call Eric Pratt: 637-0245

GENERAL OFFICE
Southfield mortgage company looking for energetic person to fill general office position. Typing, data entry, filing, etc. Call John 353-2130

GROWING COMPANY seeks individual for legal secretary/legal assistant position. Candidate will have excellent typing & computer skills, must be able to work independently as well as function as part of a team. Litigation experience helpful but not necessary. Will train right person with strong academic background. Excellent benefits & salary.
Please fax or send resume to Legal/S, P.O. Box #2223, Southfield, MI 48037-2223 or fax 357-3895

HUMAN RESOURCES - benefits, Farmington Hills, familiar with health insurance & benefits. Must have Lotus, WordPerfect 5.1, Cobra, 401k program & workers comp. Benefits. $21,000. Fee paid

RECEPTIONIST - Troy, 12 lines, WordPerfect 5.1, outgoing, friendly, greet visitors & clients, great benefits. $18-$20,000. Fee paid

SECRETARY - for service marketing & public relations dept. Southfield, proficiency with WordPerfect 5.1 & Lotus 1 2 3, versatile & pleasant personality. Benefits. $8-$9.50/hr
LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

Immediate openings
ADMINISTRATIVE SECRETARY
Rapidly growing corporate headquarters has full and part time needs for your experience. Harvard Graphics a +. Call Susan 646-7661
Uniforce Temporary Services

IMMEDIATE OPENINGS IN LIVONIA
Kelly Temporary Services need high production data entry operators to work 20 hours per week, 4 hour shifts per day between 8 AM and 5 PM. These assignments could lead into 20 hour per week permanent positions.
Call Diane or Maureen for an appointment.
522-4020
KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

IMMEDIATE OPPORTUNITY
SECRETARY
International Farmington Hills firm needs your experience. WordPerfect or MS Word for Windows a plus. Long and short term openings. Call Shana 473-2931
Uniforce Temporary Services

INFORMATION COORDIATOR
Bloomfield Hills tax and business consulting firm is seeking a motivated information Coordinator. The qualified candidate must be a self-starter and possess 3-5 years computer experience, WordPerfect 5.1 and Lotus 1,2,3 and computer related college degree. Responsibilities include: mainting various data bases and secretarial duties. For immediate consideration, please submit resume to:
Human Resources
CENDROWSKI, SELECKY & REINHART, P.C.
2050 N. Woodward Ave.,
Suite 310,
Bloomfield Hills, MI, 48304-2260
An Equal Opportunity Employer

INSIDE SALES ASSISTANT (Industrial) Typing, filing, good phone skills required. Entry level position. Send resume to: Sales Manager, 14500 Jib St., Plymouth, MI 48170

INSURANCE - agency in West Dearborn seeking full time experienced Personal Lines Customer Service Rep. We offer continuing training and an above average salary and benefits package. Please phone:
INSURANCE ONE
561-4360

INVESTMENT FIRM
Specializing in the institutional market seeking aggressive, self motivated individuals to become brokers. Small base, large commissions, will earn 6 figures plus income within several years. Series 7 beneficial but not necessary, will train.
Send resume to: Multi Bank Services, LTD. 28411 Northwestern Hwy Southfield, MI 48034

JOB OPENINGS
Livonia/Plymouth
• WORD PROCESSORS
• DATA ENTRY CLERKS (Part-Time & Full-Time)
• RECEPTIONISTS
• GENERAL CLERKS
Top Companies
Top Pay
Top Benefits
Top Notch Service
ADIA PERSONNEL
525-0330

JOIN THE INFORMATION AGE!
CMA needs Customer Service Reps & Research Interviewers. Work 16-40 hours per week: day, evening & weekend shifts available. No outbound sales required. If you like working with customers, have a voice that should be in radio, type 45 wpm, $6-$7/hr. If you are ready for a challenge, call us at 637-1434 for an interview, stop by or write.
CMA, 2301 W. Big Beaver, Suite 411, Troy, MI 48084

LEGAL CLERK - Law firm needs full time clerk, no experience necessary. Must have reliable transportation, excellent salary. Send resume to: 3000 Town Center, Ste 2510, Southfield, MI 48075

LEGAL SECRETARY
Full time, 2 years experience. Typing 65wpm, 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 802
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

INPUT CLERK - Accounts Payables. Send resume to: TAG, 4000 Town Center, Suite 190, Southfield, MI 48075

INSURANCE AGENCY in Northville needs customer service rep. Full time/part time considered. Non smoking office. Call: 349-2000

INSURANCE
Due to Livonia branch expansion, this Michigan based property & casualty insurer is seeking candidates for the following positions:

Typist
Entry level typist needed with excellent grammar, punctuation & spelling skills, to type & proofread policies & endorsements. Commercial lines insurance background preferred.

Assembler/Photocopier Clerk
Entry level policy assembler needed to pull necessary policy forms, photocopy typed forms & endorsement change forms, & put together entire policy for mailing.

Personal Lines Underwriter
The qualifications include a minimum of 2 years company or agency experience. IIA or similar insurance courses, degree preferred.

Claims Clerk I
This position requires a minimum of 2 years clerical, switchboard, transcription & computer experience.

Please forward resume including salary history to:
Patricia S. Finter, CPS
Lake States Insurance Co.
PO Box 530669
Livonia, MI 48153-0669
An Equal Opportunity Employer

LEGAL SECRETARY TRAINEE
EARN WHILE YOU LEARN
High school graduates. Must have computer, telephone, and people skills with charming personality. Salary commensurate with ability.
Call (313) 348-2653

LEGAL SECRETARY/PART TIME
Southfield lawyer wants mature, flexible, experienced person, to work approximately 20 hours per week. WordPerfect 5.1, Send resume to: Box 742
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY for partner in medium sized Farmington Hills law office. Must have current law office experience. Very strong skills in WordPerfect 5.1. Immediate opening for this full time position. Health/benefit package included, salary commensurate with experience. Call office manager at, 851-4111

LEGAL SECRETARY WANTED for Birmingham law firm. WordPerfect 5.1 and Litigation experience required. Good salary and benefits. Send resumes to: Box 756
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

LEGAL SECRETARY
For small Southfield law office. Must have 1-2 years experience in a law office. Must be proficient in Word-Perfect and type 60-80 wpm. If you qualify, please send resume with salary requirements to:
Thomas A. Howard & Associates
21125 Northwestern Hwy., Suite 201
Southfield, MI 48075

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 SECRETARY for 8 attorney Troy law firm, 3+ years of legal experience required. Word Perfect experience desired. Successful candidate will be highly organized, have an excellent phone manner & will be eager to assist other staff members. Firm offers a pleasant work environment & excellent fringe benefit package. Please send resume & salary requirements to: Attn. Kellie Pabian, 3290 W. Big Beaver Rd, Ste 310, Troy, MI 48084.

LEGAL SECRETARY- For small Birmingham law office. 85 wpm, Word Perfect & civil litigation experience required. 258-1100

LEGAL SECRETARY
Full-time for personal injury litigation. Experience necessary. Excellent salary. Benefits. 354-2500

LEGAL SECRETARY
Full time for busy Southfield Plaintiff's personal injury litigator. Experience required. WordPerfect. Nonsmoking office. 827-7000

LEGAL SECRETARY needed for law office in Troy/Birmingham area. Litigation practice experience required. Must be proficient on WordPerfect. Call Mark. 649-5530

LEGAL SECRETARY TO $27,000
This prominent firm needs your corporate experience plus good organizational skills. Friendly environment, benefits. 772-8760.
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY
2-6 Years Litigation experience sought. Comprehensive benefits. Call or send resume to: Arthur Thomas, 3000 Town Center, Suite 2333, Southfield 48075. 355-4140

LEGAL SECRETARY TO $26,900
Exciting opportunity with major downtown firm. 2-3 years litigation experience. Excellent opportunity to advance. Full benefits. Immediate opening. 772-8760.
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY
Southfield personal injury firm seeks secretary with at least 2 yrs personal injury experience & WordPerfect. Top salary & benefits. Send resume to: 3000 Town Center, Ste 2510, Southfield, MI 48075

LEGAL SECRETARY
1-3 yrs experience required, preferably legal, full or part time for small firm. Applicants send resume to: Office Manager, 31600 Telegraph, Suite 230, Bingham Farms, MI 48025.

LEGAL SECRETARY
For senior partner in Farmington Hills law firm specializing in family law. Must be mature, well organized, computer literate with minimum 5 years recent experience with extensive knowledge of WordPerfect, Time Slips and Quicken. Pleasant working environment with excellent salary. Call Arlene932-3500 Ext 222.

LIGHT OFFICE WORK - PART TIME
typing, filing, computer knowledge helpful. Westland area. Call Kathy F. 729-6200

MACINTOSH COMPUTER Operator
With experience in data base, word processing, desk top publishing & modem. Mon-Fri, 8:30-5. Benefits, non smoking. Berkley area. Call Marsha after 11am. 543-3340

NEWS MONITORS
PR research firm needs people to summarize TV and radio newscasts at 60 w.p.m. plus. Need IBM compatible (no PS models), WP51, 2400 Baud Modem and VCR. Openings from 5am-12 midnight. Good typing and daily realiability a must. Please fax letter & resume to 212-789-1296 or mail to Box 802
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE ASSISTANT
Part-time, 2-3 days/wk. Must be mature with light typing skills for Redford company. Please call: 937-0150

Marketing
Program Coordinator
Ability to speak & write in the French language is Key

Join a proven leader in packaged goods merchandising and in-store promotion execution. Rapid growth has created the full-time need on the day shift for a Program Coordinator at our Headquarters facilities in Rochester Hills.

You'll be responsible for coordinating programs and sales efforts involving a major global automotive company and its dealers. This involves dealer and sales person interface using the telephone and in writing, and requires strong communications skills, ability to control program costs and solid knowledge of word processing and spreadsheet software. You must have Bi-lingual ability to speak and write in French. Business and automotive marketing background desired.

We offer an attractive compensation package, a full range benefits program and a professional work environment. Qualified candidates should forward resume with salary requirements to:

Marketing Force, Inc.
Human Resources, WKPC
1757 Northfield Dr.
Rochester Hills, MI 48309
An Equal Opportunity Employer

OFFICE/CLERICAL
Busy steel service center is looking for an experienced individual to do order entry, match-up and other misc. office duties. Hours are 9:30am-6pm. Excellent fringe benefits package. Apply in person only: Contractors Steel Co., 36555 Amrhein (near Levan), Livonia.

OFFICE MANAGER
Troy location. Supervise 4-6 office staff. Duties include invoicing, correspondence, assisting with customers etc. Basic computer skills required. Excellent salary and benefits. Respond in confidence to:
Box 734
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE MANAGER
Lawrence Technological University, Division of Continuing Education and Professional Development, seeks office manager -- immediate opening for 'People Person' who enjoys working with others. Position requires excellent written and verbal skills, typing proficiency, editing, proofreading and computer skills essential. Associates Degree required. Pleasant working conditions, 37.5 hour work week. Please send resume to:
Mrs. Rosemary Hodges
Executive Assistant to the President
21000 W. 10 Mile Rd.
Southfield, MI 48075

OFFICE PERSON- Multi-duty for all office functions. Experience preferred. Full or part time. 591-3333

OFFICE PERSONNEL
Immediate openings for the following clerical positions:
Word Processors(Any Software)
Data Entry Clerks(AM & PM)
Receptionist/Switchboard
Customer Service Representatives
File Clerks
We offer: Top pay, Holiday Pay, Bonuses, Temp-Med Insurance. Call Today for an appointment!
SNELLING PERSONNEL
NEVER A FEE
Livonia, 464-2100
Southfield, 352-1300
Auburn Hills, 373-7500
Taylor 284-0777

OFFICE
Retailer needs to increase rapidly in all areas of operations due to recent expansion. Full-time Clerical positions available in Cash Department, File Room, Accounts Receivable, Inventory, Accounts Payable & Accounting. Math & computer skills are a must. Part-time positions available in some departments. Now located in Livonia but possible headquarter move to Milford area. Send resume to: Box 638
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OPEN HOUSE
Saturday, November 20, between 9am-3pm.
WE NEED YOU!
• Word Processors
• Data Entry Operators
• Switchboard Operators
• Clerks
START IMMEDIATELY!
We look forward to seeing you, bring a friend.
TODAYS TEMPORARY
2301 W. Big Beaver
Ste. 103
Troy, MI. 48084
649-4455
An Equal Opportunity Employer

ORDER ENTRY
Experience necessary, full time, hourly, and benefits, non smoking environment. Please send resume to Order Entry, P.O. Box 2587, Southfield, MI 48037-2587

PART TIME MAIL CLERK
Needed for fast paced Birmingham law firm. Ask for Mike Muller 645-2440

PART TIME
Permanent part-time positions, 25 hours, Mon-Fri, including paid vacations, holidays, company profit sharing, medical & dental plan. Positions available from entry level, with a chance to develop advance skills, to office assistant requiring good typing. Salary commensurate with skills and experience. Opportunity for full time positions. Send resume or stop in to complete application:
Liberty Mutual Insurance Group
Attn: Dept 014
26200 Town Center Dr.
Suite 200
Novi, MI 48376-8001
An Equal Opportunity Employer

PART TIME SECRETARY
Flexible hours. Great for a Mom with school age children. Good communication skills. Word Perfect preferred. Send resume to: P. O. Box 530327, Livonia, Michigan 48153

PROFESSIONAL RECEPTIONIST needed for busy law firm in Northville. Call and ask for Renee on Tuesdays. 349-6030

PAYROLL CLERK/ GENERAL OFFICE
$18,000 FEE PAID
Computerized payroll and general office experience needed for busy sububurban firm. Full benefits. Call Mark.
649-3330
or FAX resume to 649-FAX-2
M.BOOKSPAN & ASSOCIATES PERSONNEL SERVICES

Real Estate
CLOSING MANAGER
For busy builder in Novi. Must have knowledge of FHA & VA mortgages & be able to qualify buyers. Fax resume to: Mary Beth 661-9899

PART-TIME: Mature assistant bookkeeper, flexible hrs. Accounts Receivable & Payable, payroll, Macintosh experience. Nice boss. Call 615-4444

PAYROLL CLERK
Fast-growing, nationwide retailer seeking full time payroll clerk for corporate offices in Troy, 1-2 yrs. experience necessary. $7-$8 to start. Lotus 1-2-3 experience. Familar with ADP payroll system. Advancement opportunities available. Send resume: Personnel Manager, Mr. Bulky Treats & Gifts, 755 W. Big Beaver, Ste. 1600, Troy, MI 48084.

RECEPTIONIST
Positions available immediately in Dearborn and the Downriver areas.
Good pay and flexible hours.
OLSTEN STAFFING
441-3182

RECEPTIONIST
Are you looking for a challenging position with a growing company? If so, we want to talk to you about joining our team! We are a machine tool industry manufacturer in Redford who seeks a sharp, positive individual to fill an important front office position. Duties include: Answering multi-line phone system, departmental support, mail disbursement & misc. projects. Applicants MUST have pleasant-speaking voice, good math, English & computer skills, along with a PROFESSIONAL appearance & demeanor. Good opportunity for recent college graduate. Degree desired.
Please submit RESUME W/SALARY REQUIREMENTS to:
Dept. R-Human Resources,
P.O. Box 40199
Redford, MI 48239

RECEPTIONIST/RECEIVABLES clerk for Property Management Company in Birmingham. Some computer experience necessary. Send resume to J. N., 280 N. Woodward, #407, Birmingham, MI 48009

RECEPTIONIST/SECRETARY
32 hours per week. Send resume to: 38281 Schoolcraft, Ste K, Livonia, MI 48150.

RECEPTIONIST for Farmington Hills property management company. Experienced on multi line phone system. Send resume that MUST state salary requirements to:
4738 Pickering, Bloomfield Hills, MI 48301

RECEPTIONIST/SECRETARY - for busy Plymouth real estate office. Full time. Typing, phones, advertising & appointment experience preferred. We need a high energy personality for this important position. If you are available for immediate hiring send resume & salary requirements today to: Box 710
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST - good phone skills, light typing & filing required. Mail resume to: 13000 Farmington Rd Livonia, MI 48150.

RECEPTIONIST TYPIST
Computer literate with knowledge of WordPerfect. Novi area. Full time. 476-1442

RECEPTIONIST
Responsible person for full-time position with a Livonia company. Answering phones, typing and filing required. For interview, call 261-8801

RECEPTIONIST - Entry level for expanding business. Responsibilities include data processing computer work, internal office duties. Pay to increase with experience. Fax resume to: C & B Inc. 313-305-9121

RECEPTIONIST/SECRETARY
with prior office experience, and friendly telephone voice. WordPerfect and Lotus 123 experience required. Company produces educational programs for schools. Send resume to: ECA, INC. P.O. Box 700435, Plymouth, MI 48170
No calls please.

RECEPTIONIST
Saturn of Southfield is seeking an energetic Phone Receptionist to join our team oriented staff. Duties include: answering multi-line phones, greeting customers & computer entry. We offer a friendly work environment, great benefits & opportunity for advancement. Call Sheryl between 1pm-5pm 354-6001

RECEPTIONIST/LEGAL SECRETARY needed for busy Birmingham law firm. Looking for a mature person with knowledge of WordPerfect 5.1, pleasant phone etiquette & typing skills. Paid medical benefits, vacation & parking. Salary commensurate with experience. Send resumes only to: P.O. Box #1966, Birmingham, MI 48012-1966

RECEPTIONIST
Large apartment community located in Southfield seeking a reliable, outgoing person to fill position of receptionist. Excellent people, telephone & typing skills a must. Benefit package available. Applicant must be available to work Mon.-Fri., 9am-6pm. We conduct pre-employment drug testing. Call Mon.-Fri. 10am-4pm. 356-8020

RECEPTIONIST/SECRETARY
Must have excellent phone skills & working knowledge of Lotus & Word Perfect. Inside sales or customer service experience preferred. Typing, filing, payroll etc. as required. Great benefits & nice West-Northwest suburbs location. Forward resume & salary history to:
Box 736
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST for health club. Full time, flexible hours. Full benefits package. Wage $6 per hour. Call for interview. 855-9448

RECEPTIONIST
for health club. Part time, flexible hours. Wage $5.50 per hour. Call for interview. 855-9448

RECEPTIONIST
part time for law office. Thur. & Fri. Answer phones & light typing $5.50/hr. 932-3500 Ext 247.

RECEPTIONIST - full time for busy real estate office in Troy. $6.50/hour. Experience preferred. Ask for Harvey 740-2300

RECEPTIONIST
Part time - 25 hours per week in Bloomfield area. Call, 350-1022, Ext. 129

RECEPTIONIST - PART TIME
$6 per hour. Answer phone, perform basic office duties. Send resume to Receptionist, 37100 Plymouth Rd. Livonia, MI 48150.

RECEPTIONIST - needed for a long term assignment in Livonia. Must have experience. Call 464-7078
ETD Temporary Service
An Equal Opportunity Employer

RECEPTIONIST
To $15,000
Professional manner and background sought, 50 wpm typing. Call Arthur Thomas. 355-4140

RECEPTIONIST, full time. Dependable, loyal person with good communication, word processing, phone answering, filing skills. Apply in person or send resume: 3000 Town Center, #733, Southfield 48075

RECEPTIONIST
Full time position for receptionist to handle busy, multi-line telephone. Pleasant phone voice a must. Walled lake area. Call Debbie T. between 8:30-4:30 at, 669-4060

RECEPTIONIST
Person needed for fast-paced Southfield law firm. Excellent phone etiquette, professional appearance & good typing skills a must. Full-time, 9-6. Please call Cheri Koyle. 353-5500

RECEPTIONIST
2 days per week for small law firm. Telephone answering, typing, clerical, some WordPerfect computer experience helpful. Send resume and salary requirements to: Office Manager, 33450 W. 12 Mile Rd., Farmington Hills, MI 48331.

RECEPTIONIST & SECRETARY
Great personality a must. Must be bright & energetic with take charge attitude. Must be proficient in WordPerfect or Microsoft Word. Will train right individual.

PART-TIME GREETER
Great personality, energetic & must have good public relation skills.

Send all requests to:
16721 Greenfield, Ste. 5
Detroit, MI 48235.

RECEPTIONIST - PART-TIME, 12:30-5:15. Excellent phone manner, accurate typing, apply in person at Michigan Business Systems, 24399 Telegraph, Southfield, between 9-10 Mile

RECEPTIONIST
MODEL TYPE
Office management receptionist for public relations. Must have great attitude & dealing with people.
Call Monica - 459-7070

RECEPTIONIST/SWITCHBOARD
Full time for Troy 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 - PART-TIME
Responsibilities of position include answering phones, general office duties, light typing on WordPerfect 5.1, transcription a plus. Individual should possess excellent verbal skills & a positive attitude. To apply, please phone Charlene: 642-8700

RECEPTIONIST/ FRONT DESK
Your people skills and recent experience are needed for unique opportunities with the international division of major manufacturer. Roim a plus. Call Ruth 646-6166
Uniforce Temporary Services

RECEPTIONIST
Typing 50, switchboard & WordPerfect 5.1, Southfield
Temporary to permanent position
#1 Temporaries
274-4230

RECEPTIONIST
$15,000 - $16,000
Varied duties. Good clerical skills including word processing & multi-line phones. Great opportunity.
ARBOR TEMPS 459-1166

RECEPTIONIST/TYPIST
Suburban Detroit office looking for experienced Receptionist/Typist. Qualifications include 2 years experience on multi-line switchboard and typing at a minimum of 60 w.p.m. Excellent salary and employee benefits. Send resume to: Personnel, P.O. Box 4545, Troy, MI 48099-4545

RECEPTIONIST
Established company offers variety and a chance to learn graphic design. Computer experience and good phone skills a must. Call Diana 464-0909.
SNELLING PERSONNEL SERVICES

RECEPTIONIST/CASHIER
Plymouth
AUTO DEALER looking for a cheerful, energetic person to handle receptionist/cashier duties on a full time basis. A pleasant phone voice, good telephone skills and positive attitude are a must. If you qualify and enjoy working with people, we offer a friendly work environment, plus benefits.
Call 453-3600 for an appointment

RECEPTIONIST -- Full-time receptionist and switchboard operator needed for beautiful real estate office in Southfield. Hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Must be reliable, cordial and have pleasant telephone voice. Miscellaneous clerical duties daily. Some experience required. Please send resume to
Ms Lynn Dennes
P.O. Box 267
Southfield, MI 48037

RECEPTIONIST/ SECRETARY
Receptionist/Secretary for fast paced Engineering Company in Novi. Computer experience in Excel, Lotus, Microsoft Word. Good communication skills (6 Line Incoming Phone System). Fax or send resume to T P (FAX) 313-477-6043
41159 Vincenti Ct., Novi, MI 48375
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
The Charles Kent 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 and an elegant, professional appearance are necessary. This is a part-time position, evenings and Saturdays with excellent company benefits including health life and dental. Non-smokers only. Call Ms. Brown, Mon.-Fri. 9:30-11am. 557-4553

RECEPTIONIST
Mature individual desired for Receptionist position in small, friendly, fast-paced law firm. Experience desired & poise/professionalism in dealing with clients is mandatory. Variety of duties including typing, word processing, WordPerfect 5.1, filing, light bookkeeping & filing assistance where needed. Reply to.
Box 780
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST - PART TIME
Computer networking firm has immediate opening for part time Receptionist. Responsibilities include answering multi-line phone, typing, data entry, filing, and other duties as needed. The successful candidate must have excellent phone skills, be dependable and detail oriented, and enjoy a variety of clerical duties. Word processing and database skills a plus. Send resume to:
DataServ, Inc.
37562 Hills Tech Dr
Farmington Hills, MI 48331

REWARDING CAREERS • Word Processors • data clerks • secretarys • customer service. Never a Fee. Archer temporary. 362-5252

SALES ASSISTANT
For Southfield brokerage firm, experienced. Series 7 registered a plus. Experience on PC & various software needed. Send resume to: Box 764
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36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

SALES ASSISTANT
International company offers variety in a stable environment, good Math and computer skills needed here. $17,000 with good benefits. Call Bernice 464-0909.
SNELLING PERSONNEL SERVICES

SCOTT SHUPTRINE
Furniture in Novi is expanding its office staff. If you are detail-oriented & desire competitive wages and a pleasant working environment, apply in person at our West Oaks location in Novi.

SECRETARY
Full-time for Redford legal service. Must have good phone etiquette and pleasant personality. Some computer knowledge helpful. Willing to train. Call: 538-1100

SECRETARY/RECEPTIONIST
Experience preferred for a busy Farmington Hills real estate office. Full time for take charge individual. Phone & office skills. Good pay. Benefits. Larry Harwin: 851-6700

SALES SECRETARY/PART TIME
Good computer skills, must know WordPerfect, knowledge of windows helpful, willing to learn new applications, good phone skills. Send resume to:
33290 W. 14 Mile Road, Suite 448, West Bloomfield, MI 48322

SALES SECRETARY-PART TIME
Exciting opportunity with a leading food company. Must have excellent communication skills, typing 55 wpm, WordPerfect 5.1 & Lotus a must. Send resume to: Cathy Jones, Stouffer Foods Corp., 22260 Haggerty Rd., Ste 150, Northville, 48167

SALES SUPPORT TO $23,000
Excellent opportunity with solid company. Receivables experience and knowledge of lien laws a must. Good people skills needed. Benefits. Call 464-0909.
SNELLING PERSONNEL SERVICES

SCOTT SHUPTRINE
is seeking a service oriented Administrative Manager for a Novi location. The ideal candidate would be computer literate, with the ability to delegate tasks & manage a large office staff. Responsibilities include overseeing all office functions, maintaining the interior & exterior of the building, shipping & receiving, & customer service. One year of office management experience preferred with experience in upper end furniture a plus. Please apply in person at: 43606 West Oaks Dr., Novi

SECRETARY-General office. Big Beaver/Crooks. 643-8890
An Equal Opportunity Employer

EXECUTIVE SECRETARY/ ASSISTANT
2-person, non-smoking office. WordPerfect 5.1 & Lotus 123 mandatory. Send resume with salary requirements to:
200 E. Long Lake Rd.
Suite 170
Bloomfield Hills, MI 48304

EXECUTIVE SECRETARY
Major manufacturer has opening for experienced well-organized secretary. Recent Lotus & strong WordPerfect 5.1 skills a must. Must be able to transcribe dictaphone tapes plus enjoy lots of telephone contact. Troy location. Salary plus excellent benefits. Send resume to: Box 782,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY/ RECEPTIONIST
A growing consulting/engineering firm seeks a competent, enthusiastic and responsible individual for employment as a Secretary/Receptionist. Please send resume to:
Personnel Director
Environmental Science & Tech
28800 Orchard Lake Rd., Ste. 130
Farmington Hills, MI 48334
NO PHONE CALLS ACCEPTED

SECRETARIAL/ Accounts Payable/ Payroll
Duties to include: Answering phones, filing, typing, data entry of invoices and weekly time sheets. Construction background preferred. Computer experience a must. $17,600-$18,700. Send resume to: Box 770
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARIAL ASSISTANT
Strong secretarial organizational & communication skills. Pay commensurate with experience. Part time. Opportunity for advancement. Send resume with salary requirements to:
Maxwell Advisory Services, Inc.
755 W. Big Beaver, Ste. 425
Troy, MI. 48084

SECRETARIAL/ Customer Service
Full-time position for small computerized office. Computer knowledge, typing & communication skills a must. Please apply in person at: RC Products, 4935 Technical Dr. in Milford (off Pontiac Trail between Milford & Wixom Rds.) 685-1113

SECRETARIAL - PART TIME.
Flexible hours. Knowledge of WordPerfect 5.1, good spelling. Birmingham/Troy area. 643-8330

SECRETARY/ADMINISTRATIVE Assistant. We're looking for a personable and motivated self-starter with excellent communication skills. Qualified applicant will possess the strong organiztional skills and professional attitude needed to run an office and work with clients on a daily basis. Typing 65 wpm. Computer literacy and word processing skills essential. Bookkeeping knowledge a must. Non-smokers send resume and salary history to: Spectrum Graphic Inc., 317 Park St., Troy, MI 48083

SECRETARY
Architectural design & manufacturing firm, in Plymouth seeking a full-time Sales Department Secretary, working for National Sales Manager. Experience in correspondence, contracts, scheduling appointments, airplane flights, coordination of schedules, 3 yrs. experience as secretary, PC, Lotus, word processing. Full benefits. Send resume with salary history to: Box 760.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY/BOOKKEEPER
Desired for varied work assignments in pleasant, computerized CPA firm. Send resume to: 23917 Cass, Farmington, MI 48335.

SECRETARY/CLERK - Exceptional communication & phone skills, computer literate. Type 55wpm. Send resume. ARTS, 453 M.L. King Jr. Blvd., Detroit, MI 48201-2311

SECRETARY FOR SYNAGOGUE
Adat Shalom Synagogue seeks experienced secretary with computer word processing and general office skills for immediate, full-time employment. Short-hand preferred. Must have excellent interpersonal skills and enjoy working in a busy office with both professional staff and lay members. Salary commensurate with experience. Send resumes to: Adat Shalom Synagogue, 29901 Middlebelt, Farmington Hills, MI 48334, c/o Executive Director Alan Yost.

SECRETARY
Computer networking firm has an immediate opening for an experienced secretary reporting to Director of Technology Delivery Division. The successful candidate must be detail oriented and have the ability to work in a fast paced environment and handle multiple tasks. Duties include scheduling, tape transaction, letter presentations, and coordinating and organizing projects. Excellent opportunity for team player who is organized and hard working. Require proficiency in word processing and spreadsheets. Macintosh experience preferred. Send resume including salary requirements to:
Joyce Falko
DataServ, Inc.
37562 Hills Tech Dr.
Farmington Hills, MI 48331

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Ground floor opportunity with success oriented company. Your talents will be recognized & rewarded in this exciting non routine position. EOE.
Call OFFICETEAM today!
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28588 Northwestern #250
Southfield, MI 48034
Phone 240-8204 Fax 240-8207
6 Parklane Blvd. #560
Dearborn, MI 48126

SECRETARY for law office in Birmingham. Full time. Some word processing experience helpful. $6 per hour. 647-0090

SECRETARIAL position at leading W. Bloomfield real estate office. Must be self sufficient, have good typing skills and a pleasing telephone manner. Salary commensurate with skills. Call Fran Mirsky, 661-5700

SECRETARIAL/SALES ASSISTANT
Our well-established company is seeking a self-disciplined, detail-oriented individual with word processing experience. You must type 55 wpm accurately, enjoy a variety of tasks, possess personable telephone skills, & be a team player.
Our working hours are from 9:00-6:00, with good benefits. One year secretarial experience necessary, dictaphone helpful. Stability in your past work history required. Starting salary is $18,000.
For a confidential telephone interview, call Ms. Grant at our Human Resource Support Group, Mon-Fri, 2:00-6:00pm at: 1-800-247-9130
Or fax resume by Friday to: Fax# (617)685-6662
We are an equal opportunity employer.

SECRETARY
Career-oriented person wanted for personable insurance agency in Livonia. Position may lead to office manager spot. Experience preferred, but not necessary. Send resume to:
Attn: Jim Coleman
11770 Newburgh
Livonia, MI 48150

SECRETARY - Front office. Immediate opening for full or part-time person with excellent people skills, professional phone manner, typing and word processing skills. Good organizational skills a must. Send resume to: Office Manager, 17515 W. 9 Mile, Ste. 1170, Southfield, MI 48075.

SECRETARY - full time position. Computer skills essential. Must be people oriented & have good communication skills. West Bloomfield location. Call: 661-1000, ext. 7678

SECRETARY-Full time, $8/hr. Birmingham. Send resume to Box 676:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY - full time, mature individual proficient in Word Perfect for manufacturer's rep office. 12 Mi. - Northwestern Hwy. Send resume/salary requirements to Box #752.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY
Full time. Will handle processing orders & general office duties. Benefits. Send resume to New Craft, 13501 Ashurst, Livonia, MI., 48150 or call (9am-5pm) 522-3350

SECRETARY
Full service advertising agency seeks secretary with WordPerfect experience and good organization skills. Please send resumes to:
Human Resource Dept.
The Berline Group, Inc.
31600 Telegraph, Suite 100
Bingham Farms, MI 48025

SECRETARY/HOUSEKEEPER
full-part time, out of state travel involved. 293-7272

SECRETARY
Major financial institution/multiple locations has immediate short/long-term openings. MS Word a +. Call Sheila 646-7662 or 799-3946
Uniforce Temporary Services

SECRETARY
NovaCare, Inc. the nation's leading provider of rehabilitation services is seeking candidates interested in our ¾-full time Secretary position at our Southfield office. Responsibilities include assisting multiple managers in a wide variety of administrative activities, written correspondence, and telephone communications. Candidates must have a min. of 2 yrs. administrative experience in a small office, extensive WordPerfect 5.1 knowledge. Lotus 123, and excellent communication skills. Company offers excellent salary and benefits package. Please send resume (salary history MUST be included) to: L. Nichols
9292 N. Meridian St., #106, Indianapolis, IN 46260 EOE
NovaCare, Inc.

SECRETARY/Office Manager needed for outdoor recreational program. Experience with Macintosh. Flexible, energetic, fun. Send resume to: S.S.F., P.O. Box 240340, Orchard Lake, MI 48324

SECRETARY- Part time. Mature, experienced in Word Perfect 5.1, detail oriented. Mon-Fri, 5:30-8:30pm. West Bloomfield. Call 855-0580

SECRETARY/RECEPTIONIST - for Plymouth real estate office. General office skills, multi-line telephone experience. Must have outgoing personality & be capable of handling a number of tasks at one time. Call Marilyn at 459-6222

SECRETARY/RECEPTIONIST
Immediate full time position, word processing spread sheet skills a plus. Full benefits. Salary commensurate with experience. Send resume to: 21000 W. 8 Mile, Southfield, MI, 48075.
Attn: Joan Martin

SECRETARY/ RECEPTIONIST
1-2 yrs. office experience. Computer & bookkeeping experience helpful. Full-time position with benefits. Send resume with salary requirements to:
Advanced Data Research
2550 Telegraph, Suite 107
Bloomfield Hills, MI 48302
Attn: Cyndi

SECRETARY/RECEPTIONIST
Office, computer & Word Processing experience necessary. Full-time position with benefits. Send resume & salary requirements to:
Duke Realty Investments
21900 Melrose Ave., Ste. 1
Southfield, MI. 48075.

SECRETARY to $21,000 + benefits. 3 yrs. experience. WordPerfect 5.1, MicrosoftWord, Windows, Excell. Type 60wpm. 473-7210
STEVEN J. GREENE PERSONNEL

SECRETARY/WORD PROCESSOR
for high pressure sales office. Immediate opening. Must be experienced, mature and have outstanding skills, (including spelling and grammatical skills) and be very proficient in WP51. Other software capabilities a plus. National company offering good benefit package. Send resume to Box #792
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36251 Schoolcraft Rd.
Livonia MI 48150

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SECRETARY WANTED for insurance & investment office, full or part time. Working knowledge of WordPerfect required. Experience helpful. Generous salary & benefits, commensurate with experience. West Bloomfield. 737-2770

SECRETARY/WORD PROCESSOR
Full time for Troy office. Minimum 1 year WordPerfect 5.1 experience required. Must be able to handle multiple tasks in fast-paced, professional environment. Call, 354-6290

SWITCHBOARD/FILE CLERK
Part time position open for Switchboard/File Clerk. Non-smoking office. Approximately 17 hours a week. Mon. & Thurs., 5-9 p.m. Tues., Wed., and Fri. are flexible.
JOE PANIAN CHEVROLET, 28111 Telegraph, Southfield. 355-1000

SWITCHBOARD OPERATOR
Long term, part-time position located in Birmingham. Hours: 11am-3pm. Competitive pay & benefits.
CONTEMPRA
583-9500

SWITCHBOARD/RECEPTIONIST
full time (9:00 am - 6:00 pm) for Livonia office. Experienced front desk person for multi-line phone system (AT&T System 75). Must possess excellent people skills and have a professional phone manner with the ability to handle a busy switchboard. 2 years of experience required, please. Call Mon.-Fri. 9am-4pm. 591-7200

TITLE INSURANCE Closing Processor
Must have experience in working with broker and mortgage packages. Good typing and phone skills required. Please send resume to: Great Lakes Title, 17187 Laurel Park Dr., Suite 216, Livonia, MI 48152.

TRANSCRIPTIONIST
PART TIME needed for Southfield office. Must have knowledge of WordPerfect 5.1. Medical terminology preferred. Must type a minimum 70 wpm. Call for details. 552-0550.

TYPIST
for title company. Full time
Birmingham - 318-0978

TYPIST/RECEPTIONIST
Applicants should have good typing skills (50wpm), pleasant phone voice, misc. office duties. Full time. N.W. suburb. Good benefits. Call after 10am: 354-2230

VETERINARY CLINIC RECEPTIONIST
Immediate part-time openings at Michigan Humane Society Veterinary Clinic in Westland. Up to 32 hours per week. Strong clerical and public relation skills required. Salary commensurate with experience. Apply in person or send resume to Clinic Supervisor, 37255 Marquette Road, Westland, MI 48185

WORD PROCESSOR
Long term assignment. WordPerfect 5.1. Typing 50wpm. Good organizational & telephone skills. Competitive pay & benefits.
CONTEMPRA
583-9500 - Madison Hgts
563-5900 - Dearborn

WORD PROCESSORS
START IMMEDIATELY!
If you have skills in any word processing package, CALL NOW!
TODAYS TEMPORARY
649-4455
EOE

505 Help Wanted Food-Beverage

ALBIE'S FOOD MANUFACTURER Now taking applications between 9am-12pm for shift starting at 6am. 525-2980

ARA FOOD SERVICE - 2 positions: Part time vending attendant - evenings. Some experience helpful. Responsible & dependable. General cafeteria help - on-call position. Call before 10am & after 2pm: 487-0730

ASSISTANT KITCHEN MANAGER
D. Dennison's Seafood Tavern of Livonia. Send resume to: Mike Van Beek, 37716 6 Mile Rd., Livonia, MI 48152

ASSISTANT MANAGER
Looking for responsible, hard working assistant manager to assist general manager in day to day operations of the restaurant. Previous supervisory experience needed. Please forward resumes to: Box 790
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ATRIUM DELI
Kitchen help needed
Mon thru Fri., 8am-2pm.
Livonia area. 464-1717

ATTENTION Immediate openings for bar person both shifts. Apply JR'S Lounge 23810 Fenkell Detroit. 5 Mi - Telegraph area. 531-4780

ATTENTION
Now hiring for all positions.
Apply within Mon.-Fri., 2-4PM
CARLOS MURPHY'S
29244 Northwestern Hwy.
Southfield

BAKERS - Or will train motivated persons. Good pay/benefits. 1am-9am shift. Immediate positions. Call Corrie mornings: 352-5695

BAR HELP & WAITSTAFF
Needed. Guaranteed $11 an hour. No experience necessary. Full or part time. 981-0229

BAR PERSON/WAITSTAFF
Excellent pay, excellent tips. Days or nights, full or part-time. Ask for Lisa. 427-1137

BAR PERSON wanted full-time, nights. Apply at:
Chicago Road House
21400 Michigan Ave., Dearborn

BAR STAFF, WAITSTAFF
BUS STAFF
Full & part-time. Apply at: Alban's, 190 N. Hunter, Birmingham.

BETTY'S PLACE
Now hiring ambitious, hard-working individuals that need a good part-time job with good pay.
• COOKS
• WAITSTAFF
Please apply in person at: 11140 Grand River, between Wyoming & Oakman. No phone calls please.

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Seeking Experienced
CULINARY STUDENTS
CULINARY GRADS
WAIT STAFF
BUS PERSON
DISH WASHER
Top Wages, Health & Life Insurance
Apply in person:
31471 Southfield Rd.
between 13 & 14 Mile Rds.

BUDDY'S PIZZA
We are currently hiring ASSISTANT CARRY OUT MGRS. We offer wages based on experience. Insurance, vacations & competitive benefits. Apply in person at: 4264 N. Woodward, Royal Oak, 4 blks. N. of Normandy.

BUDDY'S PIZZA
We are currently hiring KITCHEN STAFF offer wages based on experience and flexible hours. Apply in person at: 33605 Plymouth Rd. Livonia, from 2-5 PM., Mon. - Thurs.