EMPLOYMENT

504 Help Wanted Office-Clerical

ANIMAL HOSPITAL seeking full or part time RECEPTIONISTS. Some typing required. Send resume to: 25585 W. 6 Mile, Redford, MI 48240.

ASSISTANT MANAGER TRAINEE
$1500 MO.
To help manage new office. Upbeat, youth-oriented atmosphere. No experience, we train. For interview call Susie: 647-0710

AUTO DEALERSHIP BILLER
Large auto dealership looking for experienced car biller. Please send resume to: PO Box 700737, Plymouth, MI 48170.

AUTOMOTIVE BILLER
Immediate opening for experienced Biller at busy Ford Dealership. Must have strong knowledge of all phases of titling vehicles and Secretary of State work. Must be accurate typist. Dealership experience necessary. Ford preferred. This job offers terrific opportunity to work for Michigan's fastest growing auto chain. Excellent insurance benefits. Call between 9 am and noon for appointment. Ask for Ms. Donna Davis, 967-3700 ext. 774.
MEL FARR FORD, INC.
24750 Greenfield Road
Oak Park, MI 48237
EQUAL OPPORTUNITY EMPLOYER

BOOKKEEPER ASSISTANT for payables & bank reconciliations. Must know Lotus. Resumes to: PO Box 82207, Rochester, MI. 48308

BOOKKEEPER: Part-time for busy Southfield Law Office. Must have bookkeeping, typing & filing experience. 2-4 days depending on qualifications. Send resume to:
Office Administrator
P.O. Box 215
Southfield, MI. 48037

BOOKKEEPERS
Experience in all phases of bookkeeping needed for this temporary position in Detroit that will convert to permanent. Call today 569-4580
QUALITY ACCOUNTING TEMPS

BOOKKEEPER
We have an immediate opening for a take charge shirt sleeve Controller to assume total responsibility for day to day accounting. Must have some human resource background and excellent bookkeeping skills with minimum 5 years experience in a supervisory position with expertise in health care. Please send complete work and salary history to:
Box 138
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLAWSON MANUFACTURER seeks part time clerical help 8:30am-2pm, Mon.-Fri. Send resume/letter to: Personnel, 1250 Crooks, Clawson, MI 48017. No phone calls please.

CLERICAL
Entry level position in Estimating/Sales/Order Department of Novi manufacturing company. We need a self-motivated individual who has good written & verbal communication skills with knowledge of computer. Typing & word processing experience required. Salary commensurate with experience. Please send resume to:
Allor Manufacturing
LPK
P.O. Box 647
Novi, MI. 48376

CLERICAL HELP NEEDED
Part time. Please apply at Sunset Excavating, 12541 Stark Road, Livonia, MI 48150.
An Equal Opportunity Employer

CLERICAL
Part time. Apply in person:
R.J. Leeds Furniture
25525 W Eight Mile, Redford

CLERICAL PERSON for fast paced growing Troy international corporation. Qualified candidate must have excellent organization & communication skills. Word Perfect experience preferred plus the ability to perform multiple tasks. Call Kim 828-3290 ext 456

CLERICAL POSITION - full time Available immediately. Responsible dependable person. Benefits. $5.50 per hour. Some evenings & weekends required. Apply in person at 4110 Telegraph, Bloomfield Hills, MI

CLERKS
WE NEED YOU NOW!
Start work immediately!

TODAYS TEMPORARY
649-4455
EOE

CLERK TYPIST
A full time entry level position for a self starting energetic person with personal computer & typewriter skills. You will prepare & type quotes for our estimating staff. Good communication skills a must. $6.50-$7.00/hr. to start. Mail resume to: Mr. Lee, Moeller Mfg Co., 43938 Plymouth Oaks Blvd., Plymouth MI 48170.

COLLECTIONS
Must have 2-3 yrs. experience collecting commercial accounts. Full time with benefits. Send resume & salary history to Box 104:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CUSTOMER SERVICE/ SALES SUPPORT
Growing company needs self-motivated individual with strong computer & telephone skills. Great Bloomfield Hills location. Salary & benefits commensurate with ability. Send resume to: Personnel, P.O. Box 250579, Franklin, MI 48025.

CLERICAL POSITION, part time Mon.-Fri., 12PM-5PM, with occasional extra hours. Cheerful personality for busy, non-smoking office. Minimum 2 years experience in filing. WordPerfect 5.1, Lotus & telephones. Send resume, with salary requirements, to: P.O. Box 1603, Troy, MI 48099.

CLERK
Seeking self directed individual to handle a variety of clerical functions within a fast paced personnel department. Will work on an as needed basis. Successful candidates must possess a high school diploma or equivalent, related clerical experience & a typing speed of 40wpm. Strong organizational, communication & computer skills are a must. If interested, you may apply in person or send resume to:
Personnel Dept.
GARDEN CITY HOSPITAL
6245 N. Inkster Rd.
Garden City, MI. 48135
458-3400
An Equal Opportunity Employer

CLERICAL POSITION for chiropractic office in Livonia. Full time. Entry level, will train. Typing 40 wpm, personality a must. Call: 421-0101

CLERICAL
Retail office in need of full time clerical person evenings & weekends who enjoys working with people. Apply within:
Art Van Furniture
8300 Wayne Rd.
Westland, MI., 48185

CLOSING SECRETARY
for real estate company, experienced in processing deals from start to finish. Comfortable working atmosphere in Western suburbs.
Call Doug Hardy 538-2000

COLLECTION REPRESENTATIVE
Wholesale distributor seeks full time person to assist in the collection department. One year experience necessary must possess excellent phone and communication skills. Send complete resume to: Box 164
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CUSTOMER SERVICE
Immediate openings with major financial and manufacturing headquarters. We specialize in assignments suitable to your needs and skills, convenient travel, top pay and benefits.
BIRMINGHAM 646-7661
LIVONIA 473-2931
SOUTHFIELD 799-3946

WORD PROCESSING SECRETARY
Large company in Troy in need of individual experienced in WordPerfect 5.1 or Displaywrite 4. Transcription a must. Long term assignment. Competitive pay and benefits.
CONTEMPRA
583-9500

DATA ENTRY
Clerk for Rochester CPA firm needed for Data Entry, filing, and answering phones. Experience with DACEASY and LYTEC Medical Software, helpful but NOT necessary. For interview call: 652-1310.

DATA ENTRY
Immediate openings with major financial and manufacturing headquarters. We specialize in assignments suitable to your needs and skills, convenient travel, top pay and benefits
BIRMINGHAM 646-7661
LIVONIA 473-2931
SOUTHFIELD 799-3946
Uniforce Temporary Services

DATA ENTRY OPERATOR
SHIPPING/BILLING CLERK
AFTERNOON SHIFT, 3-11:30PM.
Westland area.
Call for appointment.
ADIA
THE EMPLOYMENT PEOPLE
(313) 722-9060
(313) 382-2342

Data Entry Personnel
Part-time Data Entry Operators are needed for the Livonia area. 10K keys/hr. for Alpha/Numeric input is required. Morning shift, Mon.-Fri. Send resume to:
O/E MGMT. SERVICES DE-1
1717 Stephenson Hwy.
Troy, MI 48083
528-8100 FAX: 528-8107
An Equal Opportunity Employer

DATA PROCESSOR-EXPERIENCED
General office duties to include answering phones. For information and mailing address call Bev at: (313) 666-2111

EXECUTIVE ASSISTANT & SECRETARIAL POSITIONS
High emphasis on general office & clerical skills. Good organizational & communication skills a must. Phone experience necessary. WordPerfect & Lotus knowledge preferred. Send resume to: Personnel Director, 35526 Grand River Ave., #322, Farmington Hills, MI 48335.

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

GENERAL OFFICE
HVAC Contractor. Word Processing, basic computer skills, service dispatching, good phone skills, benefit package. Send resume to:
Box 162
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

DATA ENTRY/RECEPTIONIST
Part-time. Experienced for established company located in Plymouth. Call Diane 453-4567

EXECUTIVE LEGAL SECRETARY needed for Managing Partner of non-smoking law firm. Seven + years experience in litigation. Send resume to: Personnel, 2550 Telegraph Rd., Suite 250, Bloomfield Hills, MI 48302

EXPERIENCED - mortgage closing person for Livonia area title company. Needed immediately. 464-4171

FILE CLERK
Fast-paced office looking for a file clerk able to work a switchboard and to use own transportation for errands. Must be able to lift heavy books and files. If interested, please send resumes to: Box #140
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

FILE CLERKS needed full-time. Dearborn area. Some Saturdays. Reprographics, Xerox background & knowledge of print folding helpful. Some lifting up to 55lbs. required. Reliable transportation a must. Call 10am-2pm for more information: 323-2549

GENERAL OFFICE
Distributor in Farmington Hills *needs energetic, full time person in 4-girl office starting January 1994.* Duties include phone & order taking. Some computer & accounting background preferable. Benefits. Send resume to: 24723 Crestview Ct., Farmington Hills, 48335.

GENERAL OFFICE TELEPHONE RECEPTIONIST
Join the fashion leader in the home furnishing industries as a telephone receptionist with general office duties. Computer, typing background important. Outgoing personality a must. If you would like to join a company that knows how to take care of its associates as well as its customers apply in person at: Gormans, 29145 Telegraph at 12 Mile Rd. in Southfield.

GROWING AVIATION fuel supplier has a full time position available in the invoicing and Dispatch Department. Previous experience desirable. Send resume to:
Avjet Petroleum, 1404 Industrial Dr., Suite 3, Saline, MI 48176

HYGIENE DENTAL ASSISTANT
Full time to assist hygienist. Busy job, pleasant surroundings, pleasant people. Experience preferred.
Mon-Thurs 9 to 5 453-6840

IMMEDIATE CLERICAL JOBS!
Full and part-time work available in all locations for the following positions:
Word Processors (any software)
Receptionists/Switchboard
Data Entry Clerks
File Clerks
Call today for an appointment!
SNELLING PERSONNEL
NEVER A FEE
Livonia 464-2100
Southfield 352-1300
Auburn Hills 373-7500

IMMEDIATE OPENINGS
ADIA has immediate openings for:
• Receptionists
• Word Processors
• Data Entry Operators
Call TODAY for an immediate interview!
ADIA
313-442-7800

DUE TO Livonia branch expansion, this Michigan based property and casualty insurer is seeking candidates for the following positions:
CLAIMS CLERK II
This positions requires P & C coverage background in all lines of insurance; familiarity with Accord claim forms, hands on computer experience and the ability to work with minimal supervision.
UNDERWRITING CLERK
This entry-level position requires being a fast learner with flexibility in searching for numerous files, opening, sorting and distributing of mail, along with performing some computer data entry work. Being energetic and agile would be a plus.
Send resume and salary requirements to:
Ms. Patricia Finter, CPS
Lake States Insurance
P.O. Box 530669
Livonia, MI 48153-0669
An Equal Opportunity Employer

INSURANCE AGENCY CSR, Southfield. Agency experience required. Opportunity for Personal Lines CSR to learn Commercial Lines. 358-1600

Insurance - Experienced Only
AGENCY POSITIONS
IMMEDIATE OPENINGS
Commercial CSR's to $38K
Part Time Positions to $10/Hr.
Commercial Assistants to $24K
CONCORD PERSONNEL
478-2200

INSURANCE
Large Livonia agency seeks experienced part-time claims clerk. Approximately 25 hrs. a week. Send resume to: Joe Trachy, PO Box 530309, Livonia, MI 48153-0309.
An Equal Opportunity Employer

BLOOMFIELD HILLS law firm has immediate opening for Legal Secretary with minimum 2 years litigation experience. Salary negotiable. Send resume to: Office Manager, 33 Bloomfield Hills Pkwy Ste #100, Bloomfield Hills, MI 48304.

LEGAL ASSISTANT
needed for non-smoking law firm. Looking for recent graduate with top academic credentials. Send resume to: Personnel, 2550 Telegraph Road, Suite #250, Bloomfield Hills, MI, 48302.

LEGAL SECRETARY
Flexible hours; experienced. Southfield; WordPerfect; light bookkeeping & payroll. Kathy: 353-5060

LEGAL SECRETARY - Birmingham law firm. Experienced preferred. Apply to: O'Bryan Baun, 401 S Woodward, Ste 320. 258-6262

LEGAL SECRETARY - experience, needed for Troy law firm. Litigation background and WordPerfect knowledge required. Send resume & salary requirements to: 2301 W. Big Beaver, Suite 222, Troy, MI 48084.

LEGAL SECRETARY
Must be experienced. Good speller. Non smoker. Southfield area.
Call 537-8400

LEGAL SECRETARY
Experienced. Family law practice. Salary negotiable. Non-smoker. Ask for Marcie at 357-4888

LEGAL SECRETARY - Bingham Farms law firm, litigation & WordPerfect 5.1 experience necessary. Must have consistancy, resiliency & attention to work product under high volum work loads. Send resume & salary requirements to Box #150.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL WORD PROCESSOR
3:30 pm-11:30 pm shift. Legal experience required. Must have advanced Word Perfect skills, minimum typing speed of 75 wpm, good transcription skills. Excellent pay & benefits for qualified applicants. Please forward resume to: Laura Combs, Howard & Howard Attorneys, 1400 N. Woodward Ave., Ste. 250, Bloomfield Hills, MI. 48304

LEGAL SECRETARY
For small law firm in Birmingham. One year legal experience requested & personal injury and/or general practice. Must have WordPerfect. Call Mrs. Jackson: 642-2992

LEGAL SECRETARY
West Bloomfield law firm seeks full-time Legal Secretary with WordPerfect 5.0, medical malpractice and insurance defense experience. Non-smoking office. Send resume to: Office Manager, P.O. Box 255007, West Bloomfield, MI 48325-5002

LEGAL SECRETARY - Minimum 3 yrs. experience. Medical malpractice and personal injury. Benefits & substantial salary. Call 354-2500

LEGAL SECRETARY
for 1 person law firm. Good word processing and communication skills necessary, flexible hours. Send resume to: Secretary, 28150 5 Mile Rd., Ste. 25, Redford, MI 48239

LEGAL SECRETARY - Excellent opportunity for right person. Requirements are: Good telephone presence, good typing/word processing skills (WordPerfect preferred) Troy law firm. Full time. Salary open. Contact Mr. Burgess, 362-2600

LEGAL SECRETARY for mid-size law firm, in Southfield, with experience in Civil Defense & WordPerfect. Resume to: Box 174
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE CLERK
Part time for small office in Livonia. Call between 9 & 11am. 421-0150

OFFICE HELP - Part time, Mon-Fri, 1pm-5pm. Light bookkeeping, typing, filing & phones. Livonia
Call between 9am-1pm. 591-8777

OFFICE MANAGER - full time, for Troy contractor, in 1 person office. Microsoft Word, Excel & strong bookkeeping skills. Available Jan 3. Submit resume with salary requirements to: 3650 W Big Beaver Rd. Troy, MI 48084

ORDER ENTRY/INVENTORY
Distributor needs order entry person with good computer & Word Processing skills. Benefits include medical, dental & profit sharing. Send resume & salary expectations to:
Box 170
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

PARALEGAL
For Southfield Defense firm. Medical/nursing background preferred. Please send resume to:
Collins, Einhorn, Farrell & Ulanoff, attn Administrator, 4000 Town Center, Suite 909, Southfield, MI 48075

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

RECEPTIONIST
Non-smoking office relaxed atmosphere room for advancement. $5.50 per hr. plus benefits to start. Please send resume with cover letter, credentials and/or references to: 33975 Autry Rd Livonia, MI 48150
Attention: Jerry

RECEPTIONIST/SECRETARY: No experience. Send resume to: D. Michael Grant CPA, 24725 W 12 Mile rd. Suite 316 Southfield, MI. 48034

RECEPTIONIST- Needed immediately. Pleasant personality to answer busy phone lines, handle typing, & misc. general office duties. Must be prompt & hardworking. Ideal for individual starting out in the office/clerical field. Send resume to: 14600 Keel, Plymouth, MI 48170.

RECEPTIONIST - Busy Royal Oak office seeking personable, professional individual to handle multi-line telephones with 1 yr. experience. 288-9600

RECEPTIONIST/TELEPHONE
for busy private school in Southfield. Temporary. Dec thru mid March. Excellent telephone skills required. Some keyboarding skills required. $7 per hour. Call Nicole 559-8040

RECEPTIONIST - Experienced, for evenings at private countryclub. Send resume to: Attention S.H., 5050 W. Maple, W Bloomfield, Mi. 48322 or apply between 9am-3pm, Mon thru Fri.

RECEPTIONIST
Busy Farmington Hills CPA office seeking a full time Receptionist. Typing, filing and computer knowledge required. Full benefit package offered. 810-851-2211

RECEPTIONIST
Your outgoing personality is needed to handle 10 line phone, customer contact & typing for purchasing department. 50wpm required. Great opportunity. $14,500-$16,600 depending on experience.
Company paid fee.
PERMANENT STAFF
Farmington Hills 737-5750
Troy 585-2720

Receptionist/Phone Sales
Like to talk on the phone?
Then you can earn $350-$800 + /wk! Our company will train high energy, outgoing people to answer our non-stop phone calls. Must be articulate, confident, have some sales ability and the desire to make money! Base salary + incentives.
*IF YOU'RE SHY, DO NOT APPLY!
Call 353-3120 Ext. 230 9am-1pm

RECEPTIONIST/Word Processor
Professional, experienced and friendly person needed as soon as possible in Bloomfield Hills for fast growing company. Typing 40wpm and computer experienced required. Salary between $13-15,000/year plus bonuses & benefits. Send resume, with cover letter, to:
BENEFITS PLUS
Dept. R
6001 Adams, Suite 125
Bloomfield Hills, MI 48304-1576

SALES Secretary/Receptionist
We have a unique position for a self starting professional individual with a good appearance, personality & very good communication skills. PC knowledge in WordPerfect and Lotus 123 a must. Similar experience required. Full time, $7.-$8.50 per hour to start. Mail resume and salary history to: Mr. Lee, Moeller Mfg., 43938 Plymouth Oaks Blvd., Plymouth, MI 48170.

SECRETARY
Strong WordPerfect & Lotus skills. Self-starter for busy Northwest office. Send resume & salary requirements to: 45211 Helm, Ste. C, Plymouth Twp., MI. 48170

SECETARY/RECEPTIONIST
Custom home builder in Bloomfield looking for full time help. Requires good communication & office skills. Construction experience desirable. Please send letter or resume to: JRDC, 31700 Telegraph Rd., Ste. 120, Birmingham, MI 48025.

SECRETARY/ASSISTANT
Detail oriented and personable professional with proven word processing and organizational skills to join administrative staff of dynamic Livonia based business. Some college preferred. For consideration, please submit resume with salary history to: S. Barna, P.O. Box 1095, Westland, MI 48185.

SECRETARY
Full time position for organized, dependable person with excellent word processing skills. Ability to handle people and phones required. Knowledge of Macintosh PC a plus. Send resume, with salary requirements to: PJE Enterprises, 32027 Industrial, Livonia, MI 48150.

SECRETARY
Need a self-motivated, detail-oriented person with computer skills using WordPerfect and Lotus 1-2-3. Minimum of 60 wpm. Must have ability to organize and prioritize. Good verbal and written communication skills required. Send resume and salary requirements to:
Personnel
McCann/SAS
50 W. Big Beaver, Suite #500
Troy MI 48084
An Equal Opportunity Employer

SECRETARY
Eastern Michigan University is seeking a full-time Secretary to work in our Equity Program department. The position is for a joint program between EMU and Oakland Community College and will be located at the OCC Southfield campus. Qualifications: A minimum of 50 wpm, one yr. previous secretarial experience and experience on the Macintosh is necessary. Position: CSSA9410. The University is closed December 23 to January 3, 1994. Please submit an application and resume, between 9am and 4:30pm, no later than Thursday, January 6, 1994 to:
Employment Office
Eastern Michigan University
310 King Hall
Ypsilanti, MI. 48197
An Equal Opportunity Employer

SECRETARIAL/SALES ASSISTANT
Person wanted for general clerical and customer service for publishers rep office. WordPerfect experience a plus. Send resume with salary requirements to: Secretary, Ste. 171, 25160 Lahser, Southfield MI 48034

SECRETARY - Dearborn area. Law office experience & WordPerfect skills necessary. Ask for Marc Gantz *or Miles Hurwitz:* 278-7030

SECRETARY
Farmington Hills network integration firm is seeking an energetic, upbeat, self-motivated individual with at least 3 yrs. experience to join our Technology Delivery team. Successful candidate will be highly organized, extremely efficient, and possess excellent oral/written communication skills. Hands-on Macintosh/IBM computer experience a must. Familiarization with Power book helpful. If you are interested in a fast-paced environment and enjoy being a part of a team, this position is for you! Interested candidates should forward a resume with a cover letter outlining reasons for seeking employment at this time, career goals/objectives, and any specific skills/qualifications you can contribute to this growing to this growing organization to: DataServe, Inc., 37562 Hills Tech Dr., Farmington Hills, MI 48331, Attn: Cynthia Seiler

SECRETARY
Fast-paced, energetic Ad Agency seeking person for full-time Secretarial position. Position is multi-task oriented. Typing-minimum 60wpm. Knowledge of Macintosh, MS Word, & Excel, Quark Xpress & Clarisworks knowledge helpful.
Send resume to: Secretary-UCI
24209 Northwestern Hwy.
Southfield, MI 48075
or FAX: 313-354-0412

SECRETARY for accounts payable & receivable, for gas station & garage accounts. Must have computer experience. Call Jolly 398-4650

SECRETARY for law office. Word Processing skills required. Legal experience helpful. Pay commensurate with experience. 261-7474

SECRETARY
For busy builder in Novi. Must have office & computer experience. Send resume: M. Bandemer, 36998 Dartmoor, Farmington Hills, MI. 48331.

SECRETARY
Immediate openings with major financial and manufacturing headquarters. We specialize in assignments suitable to your needs and skills, convenient travel, top pay and benefits
BIRMINGHAM 646-7661
LIVONIA 473-2931
SOUTHFIELD 799-3946
Uniforce Temporary Services

SECRETARY
Must be ambitious, flexible, self-motivated & mature with knowledge of all secretarial skills. Forward resume with salary requirements to:
Manager
P.O. Box 2550
Dearborn, MI. 48123-2550

SECRETARY- Needed, full-time position. Computer & accounts receivable experience a must. Apply in person: Merlin Cartridge, 7260 Haggerty, Canton, MI 48187.
Or call: 416-0966

SECRETARY - Part time, for architectural office. Should have experience with WordPerfect, Lotus & minor bookkeeping. 645-2605

SECRETARY - Part time (includes weekends). WordPerfect 5.1 and Freelance Graphics for Windows experience, detail oriented with excellent organization skills. Committed to project excellence, not calendar or clock. Could become full time. Mail salary expectations and work samples to: Dr. Bernthal, 765 Tennyson Downs Ct., Bloomfield Hills, MI 48304 or fax it to (810) 645-4978

SECRETARY, part time, flexible hrs., start mid Jan. Send resume Kosch Mgmt., 2800 N. Woodward, St. 104, Bloomfield Hills, MI 48013

SECRETARY/RECEPTIONIST
experienced in statistical typing needed by fast growing Oakland County CPA firm. Apply to: P.O. Box 214792, Auburn Hills, MI 48321

SECRETARY/RECEPTIONIST
Local real estate development company seeks full time receptionist/secretary. Duties to include answering telephones, word processing (WordPerfect 5.1 and Lotus 1-2-3) & filing. Good communication skills mandatory. Minimum 3 years experience. Send resume & references to Secretary/Receptionist, 28777 Northwestern Hwy., Suite 150, Southfield, MI 48034-1828

SECRETARY/TYPIST
with Word Perfect experience, minimum 55wpm. Part-time, flexible hours. Send resume to:
The Garrison Company
28580 Orchard Lake Rd
Suite 105
Farmington Hills, MI 48334.
932-9100

SERVICE COORDINATOR
Farmington Hills network integration firm is in need of a bright, efficient, upbeat individual with PC experience to become a part of our Service team. Duties include handling incoming service calls, dispositioning calls, dispatching Service Technicians, data entry, producing monthly reports, and direct interface with Service Manager. Successful candidate will possess strong customer service skills and a pleasant personality. Send resume with cover letter to: DataServ, Inc., 37562 Hills Tech Drive, Farmington Hills, MI 48331, Attn: Cynthia Seiler

SWITCHBOARD OPERATOR
Full time position available for person with experience in handling extremely busy switchboard. Dynamic telephone personality and skills will result in attractive salary. Excellent benefits including medical, dental 401(k). Please send resume to P.O. Box 9066, Farmington Hills, MI 48333.

TRANSCRIPTION DATA ENTRY
Our client, an advertising & auditing firm, in Farmington Hills, is in need of several Transcription Data Entry operators. Flexible shifts are available. 2 Saturdays per month required. 9K-11K keys/hr. Alpha/Numeric input and 1 yr. transcription experience is required. Automotive knowledge is helpful. Please send resume to:
O/E MGMT. SERVICES DE-2
1717 Stephenson Hwy.
Troy, MI 48083
528-8100 FAX: 528-8107
An Equal Opportunity Employer

Word Processing Secretary
Company in Southfield in need of experienced individual in Microsoft Works. Long term assignment. Competitive pay and benefits.
CONTEMPRA
583-9500

SOUTHFIELD LAW firm looking for motivated secretary with corporate, real estate, estate planning & litigation experience. Excellent typing & proof reading skills required. Minimum 5 years experience. Send resume in confidence to:
Office Administrator
P.O. Box 215
Southfield, MI 48037

SWITCHBOARD/RECEPTIONIST
Part time for fast paced downtown Birmingham office. Experience & sharp phone skills required. Call Mon.-Fri., 9am-4pm: 645-1851

WORD PROCESSING SECRETARIES
Immediate openings for major automotive manufacturer, long & short term positions. Wordperfect, Excel, Office Vision. Top pay & benefits. Call today for immediate interview. NORRELL 953-8751

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS For WAITSTAFF
Apply within: Alexander the Great
34733 Warren Rd., Westland

ALBIE'S PASTY Manufacturing plant hiring general labor for shift starting at 6AM. Call between 9AM-12 noon at 525-2960

ARCHIE'S RESTAURANT now hiring Wait Staff, Dishwashers, Hosts persons. Good pay, great place to work. Apply in person Mon-Fri., 11-4: 30471 Plymouth Rd., Livonia.

BAKER
Early morning, includes weekends. Experience helpful. Must have reliable transportation.
VIE de FRANCE, 12-Oaks Mall, Novi. 348-3944

BORDER CANTINA OF NOVI
Seeking applicants for wait/bar/host-hostess staff. Experience preferred. Apply: 21420 Novi Rd., Novi

CADILLAC CAFE
Farmington Hills newest answer to quality dining and night life will be
OPENING SOON!
We would like you to join our team! We are still hiring for the following positions:
WAIT STAFF
HOSTESS/HOST
BUS & DISHWASHERS
Apply in person Mon. thru Fri. 9-5
30555 Grand River
478-2010

CANTON BIG BOY
Hiring full time afternoon Kitchen Manager, AM and PM shifts for dishwashers, cooks and prep. Apply in person: 45250 Ford Rd., Canton.

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

COOK - Full and part time. Will train if necessary. Apply in person
The Box Bar & Grill
777 W. Ann Arbor Tr., Plymouth

COOK
★ Sweet Lorraine's is looking for an experienced line cook for our Southfield cafe. Good pay & benefits. Apply in person, 2pm-5pm Greenfield, N. of 12 Mile

D DENNISON SEAFOOD TAVERN is currently seeking energetic professionals for all positions in dining room & kitchen. Experience preferred but will train the right individuals. Apply in person only, 377 16 6 mile, Laurel Park Mall, Livonia.

FULL SERVICE OAKLAND COUNTY restaurant now taking resumes for all kitchen and front of house positions. Please reply to: P.O. Box 421, St. Clair Shores, MI 48080

GRILL/SNACK BAR
Mature person, full time evenings. Apply in person at: Plaza Lanes, 42001 Ann Arbor Road, Plymouth

FUN, HARDWORKING HOSTPERSON
To join our team. Apply in person between 2 & 5pm. Sweet Lorraine's, Greenfield Rd., just N. of 12 Mile.

HOST STAFF
Full & part-time, days or nights.
Apply at: Alban's,
190 N. Hunter, Birmingham.

IMMEDIATE OPENINGS: Days, Evenings & Weekends. Cafeteria style, all positions. VIE de FRANCE, 12-Oaks Mall, Novi 348-3944

KITCHEN & DINING STAFF
accepting applications Mon. thru Fri. 2 to 4pm. Presbyterian Village of Redford. 17383 Garfield, Redford.

KITCHEN SUPERVISOR & COOKS
needed for night shift. Must be experienced. Please apply within at: The Arena, 23914 Ford Rd. in Dearborn Hgts.

LITTLE ITALY RESTAURANT
In Northville now hiring experienced Bus Help. Apply 2:30pm to 5pm 348-0575

MCDONALDS
2 Positions Available, All Shifts
Twelve Oaks Mall
348-0255

NEWPORT RICHIE
NOW HIRING EXPERIENCED:
• Waitstaff • Bartenders
• Cooks • Dishwashers
Apply in person between 11-2pm, Mon.-Fri. at: 11791 Farmington Rd. in Livonia 525-7640

★ NEW STORE OPENING
MCDONALD'S - (12 Mile & Halstead Rd.) Hiring All Shifts. Starting $5.10/HR. CALL DARLENE OR JOE
313-349-0060

NOW HIRING experienced Short Order Cooks. Immediate position. Honeytree Restaurant, Farmington Hills. Tom or Janice. 855-4868

PLATO'S PALACE CONEY ISLAND
NOW HIRING EXPERIENCED:
• WAITPERSONS • COOKS
• DISHWASHERS
APPLY IN PERSON ONLY:
42405 FORD RD. in CANTON
Ask for Jerry or Tasi. No calls.

PORTER/BUS PERSON - 5 days per week, 7am to 3pm. Will train. Apply at 36685 Plymouth Rd., Livonia. Day or night.

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Accepting applications at Y Not Yogurt, Laurel Park Place, Livonia. $5/hr. to start. Immediate opening, 9-3pm. Work for the world's great boss, Marian: 462-9700 or 888-1188

STAGE & CO.
Now hiring:
• WAIT STAFF
• CARRY OUT STAFF
for fast paced restaurant/deli:
Experience preferred. Full or part time. Apply in person Tues. thru Fri., 2-5pm at 6873 Orchard Lake Rd., West Bloomfield.

UPBEAT FUN NEW RESTAURANT - specializing in authentic Mexican cuisine opening soon. Hiring all positions - Line or Prep Cook, Dishtank Operators, Bartenders, Servers, Service Assistants - Hosts & Tortilla Makers. Apply in person Mon. thru Fri. 9-6. Cantina Del Rio, Victor Parkway, corner 275 & 7 Mile

WAITPERSON EVENINGS
Apply in person at: Plaza Lanes, 42001 Ann Arbor Rd., Plymouth.

WAIT STAFF, DISHWASHER BUS STAFF
needed for Kyoto Steak House in Farmington Hills. Apply in person: 21150 Haggerty Rd.

Restaurant
Tired of Boring Dead End Jobs?
If the answer is yes, then we have a challenge for you.
Ruby Tuesday is opening at the corner of 12 Mile and Orchard Lake Roads in Farmington Hills.
We've got a fun working atmosphere with plenty of positions available.
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• Line Cooks
• Host/Hostesses
• Dishwashers
• Prep Cooks
Highest wages paid to start and a full line of benefits including Day One Health Insurance, Credit Union, Meal Discounts, Paid Vacations, and Flexible Hours.
This is your chance to work in a beautiful new restaurant with professional management and secure first class operations.
Apply in person Monday - Saturday 9am - 7pm at the Clarion Hotel 31525 W. Twelve Mile Rd. Farmington Hills Room #254.
Ruby Tuesday
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Serious only please 953-8646

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(Receptionist) Requires highly organized, enthusiastic, articulate & ambitious person. WOrd processing and excellent phone skills a must! Excellent hours for students. Sat & Sun. Call Wendy or Sherri between 9am & 4pm at 1-800-777-5616
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REQUIRES CAR
CALL JEFF: 540-2020

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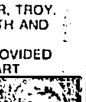
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