504 Help Wanted Office-Clerical

PART TIME RECEPTIONIST
Light clerical, machine phone knowledge a must, 11-3, Mon-Fri. Call Mike 13 only. 822-8350

★ ATTENTION PERSONNEL COORDINATOR
• Interviewing
• Staffing
• Customer Service
• Bookkeeping
• Reception duties
• $7.50-$8.50 per hour
MasterStaff 442-2255

POWERONE,INC., a dynamic fast paced communication is searching for high energy, results oriented individuals with experience in the following areas:

OFFICE MANAGER
Oversee administrative functions; accounts payable; accounts receivable, billing and customer service activities are personnel. Heavy customer contact. Multi-function management required.

CUSTOMER SERVICE REPRESENTATIVE
Heavy customer contact, customer retention are key. Will provide input for new and existing accounts plus various administrative duties.

COORDINATION ASSISTANT
Experienced receptionist, interface with customer service and technicians, clerical duties, plus administrative duties. Permanent part-time.

Send resume identifying position applying for in confidence to:
25800 Hagerty Rd.
Farmington Hills, MI 48331
Attn: M.A.C.

PUBLICATIONS COORDINATOR
Non-profit organization in Birmingham has responsibility for monthly publication as well as annual membership roster. Knowledge of desktop publishing software such as WordPerfect 5.1 and Alpha Four. Excellent communication, interpersonal skills and location plus competitive salary. Send resumes to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

PURCHASING/CLERICAL
Full time for manufacturing company in Northwest Detroit area. Experience helpful in data entry, communication, and computerized office skills. Apply in person at:
BEL DOHERTY
CT., NORTHVILLE, 8-4 MON-FRI.

RECEPTIONIST
Part time, must at least full time. Job requires: answering phone, giving phone quotes, writing orders, knowledge, computer helpful but training hours. Will be working one-on-one with customers, so communication skills are necessary.
Call 8am-5pm: 631-7370

RECEPTIONIST
For Farmington Hills law firm. Light typing, computer experience required. Phone: 932-2800

RECEPTIONIST — needed for fast paced Birmingham law firm. Must be computer literate, friendly. Full time, $8 an hr. to start. Benefits negotiable. Call Ms. Lee 642-6770

RECEPTIONIST/CLERICAL
Full time. Growing medical supply company. Computer experience required. Apply in person: 11565 Farmington Rd., Livonia. 261-2958

RECEPTIONIST
needed for long term assignment in Livonia
ETD Temporary Service
An Equal Opportunity Employer

RECEPTIONIST - for therapeutic massage business in Farmington Hills. 30-40 hrs. per week. Some weekends. Vacation & holiday pay. Female massage benefit. 851-3700

RECEPTIONIST/SECRETARY
For video production company. Professional phone voice, general office experience. Transportation necessary. Pleasant work atmosphere. 258-4060

RECEPTIONIST/SECRETARY
Full-time, 40 hrs/week, days, for real estate office in Birmingham/Bloomfield area. Dependable, reliable, self-motivated, independent. Multi-line phone experience a plus. Call Karen 258-7397

RECEPTIONIST/SECRETARIAL
Busy Livonia real estate office looking for a self-motivated individual to answer phones and perform clerical duties. Will train. Typing required. Weekend hours with some weekdays and evenings as required. Call 421-7000 ext. 21 Mon. ask for Anne Norris. 464-7111

RECEPTIONIST
Experienced person to greet visitors, answer/screen calls (Martin System), and perform other general clerical tasks including typing. Word Perfect 5.1 & Lotus helpful. Send resume with cover letter & salary requirement to: Berger Realty Group, 31700 Telegraph, Suite 100, Farmington Hills 48334.

RECEPTIONIST/ SWITCHBOARD
Immediate opening for a professional high energy people oriented receptionist. This is a fast paced high volume office. Light clerical preferred with a busy switchboard.
Call 454-9292 or apply in person at Business Plus Network, Inc., 41731 Koppernick, Canton.
An Equal Opportunity Employer

RECEPTIONIST • Healthcare Provider is currently seeking a full time receptionist for front desk operations. Requires multi-line phone experience and good PC application knowledge. Experience in health care field a plus. Primary duties include phone coverage and clerical assistance. Competitive salary and benefits. Please forward resume to: Human Resources Director, P.O. Box 7022, Bloomfield Hills, MI 48302-7249

RECEPTIONIST
Part time, 9am-3pm., Mon. thru Fri. Novi area. 348-3700

RECEPTIONIST/SECRETARY: Full time for Bloomfield Hills Law Office. Word Perfect 5.1 proficiency a must. Call Debra. 810-334-6464

RECEPTIONIST • PART TIME
seeking a bright, active, personable, mac. office duties, Mon-Wed-Fri 8-5pm. Ferndale. 547-3501

RECEPTIONIST
Lotus, WordPerfect 5.1, phones. Southfield area.
Temporaries Plus 737-1711

RECEPTIONIST — professional & fast paced office. Typing, data entry & people skills. Call Ann.
TEMPSTAFF No Fee 645-0900

RECEPTIONIST/SECRETARY
Full time for Lot Inv. Typing 55 wpm. to: DRC, 30600 Telegraph, Ste. 1311, Bingham Farms, MI. 48025.

RECEPTIONIST - Part time for Belleville funeral home. Some typing & computer experience required. Light cleaning. Flex hrs. Call for application: 697-8400

RECEPTIONIST
Use your Receptionist skills to move into a management position with complete company training.
Call Jackie 647-0710

RECEPTIONIST
needed for busy Livonia office. Friendly, motivated & detail oriented with typing, filing and phone experience. Please call Susan at Corporate Personnel: 953-8180

RECEPTIONIST - PART-TIME
Private rehabilitation facility to answer switchboard, receive calls, perform clerical duties. 1 Yr. experience preferred. Send resume to: P.O. Box 530308, Livonia, MI 48153.
An Equal Opportunity Employer

RECEPTIONIST
$17,000
Prestigious, congenial, corporate environment. Excellent growth potential & benefits.
DAVIDSON, LAIRD & ASSOCIATES.

RECEPTIONIST/SWITCHBOARD
Full time Farmington Hills 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. 488-8281

RECEPTIONIST/FILE CLERK
Outgoing & friendly with excellent phone manners & organization skills. Basic typing, WP5.1 preferred, Send resume and references to: Human Resource Dept.
P.O. Box 3002, Ste. 302, Detroit 48229. Please no phone inquiries.

504 Help Wanted Office-Clerical

RECEPTIONIST
Novi real estate office looking for part time evenings & weekends.
32 hours + per month.
Typing, phones, setting appointments, etc.
If interested call ROBIN
Mon.-Fri., 9:30-3:30 ONLY
348-3000

RECEPTIONISTS/ WORD PROCESSORS
Needed for long and short term assignments. To apply
Call: 476-1000
PEOPLEMARK

RECEPTIONIST
Good phone skills, light typing, varied duties. Promotable position.
ARBOR TEMPS, 459-1166
9433 Haggerty Rd., Plymouth, MI

RECEPTIONIST/TYPIST
Suburban Detroit office looking for experienced receptionist/typist. Qualifications include: 2 yrs. experience on multiline telephone & typing minimum of 60 wpm, excellent salary & employee benefits. Send resume to: Personnel, P.O. Box 4545, Troy, MI. 48009-4545.

RECEPTIONIST
With multi-line phone experience and Word perfect 5.1. Full benefits, salary negotiable. Send resume:
OFFICE MANAGER
31790 TELEGRAPH RD.
BIRMINGHAM
BINGHAM FARMS, MI 48025

RECEPTIONIST WANTED
Must be good with people, handle multiple duties, good communication skills, hard working and dedicated. Good benefits and room for advancement. Apply in person Mon. through Fri. from 10am-2pm at: Smithsonians Jeep Eagle, 11600 Telegraph, Redford.

RECEPTIONIST/
Front desk position with major consulting company. Temp to perm opportunity. Call Accountants for Education and Farmington Hills. Choice opportunity for your recent experience and cheerful personality.
Call Pam 473-2033
Uniforce Temporary Services

RECEPTIONIST
Full time for 14 Mile/Orchard Lake Rd. Farmington Hills construction company. Type min. 35wpm, some phone experience preferred. Fax resume to 810-851-1577 or mail to: Personnel Dept., at 31535 W. 14 Mile Rd., Ste. 200, Farmington Hills, MI 48334-1267.

RECEPTIONIST/TYPIST needed, must type 45 wpm, PC skills and good communication skills. Full time, benefits. $7/hr. Please call Debra Kolacki at 354-4600
Or apply in person at:
REHAPLANS
400 Galleria Officentre
Suite 101
Southfield, MI. 48034

RECEPTIONISTS

Assignments available immediately for positions with multi-line phone experience. Call for more info...

Livonia 591-1100
Troy 362-1100

Acro Service Corp.

RECEPTIONIST
Basic computer skills a plus for this entry level front desk position. Full time afternoon shift. Opportunity for hard working individual interested in advancement. Northern Oakland County Fetsko Clinic. Send resume to: Box 648
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST/FULL TIME
Seeking person with excellent phone & word processing skills. Experience with MS Word, Lotus & Quattro Pro preferred. Benefits include health insurance & 401-K Plan. Mail or Fax resume to:
KOLTANDR ENGINEERING
P.O. Box 3458
Troy, MI., 48007-3458
FAX: 810-362-2134

RECEPTIONIST
Fast paced security firm seeks reliable, organized, self-motivated receptionist duties at our Corporate offices. Must be experienced in switchboard operation, word processing & type at least 45wpm. Interested applicants should send a letter of interest & resume to: Smith Security Group, 575 E. Big Beaver Rd., Troy, MI 48083, Attn: Human Resource Manager. E.O.E.

RECEPTIONIST/CLERICAL
World leader in HVAC industry has an opening available in its busy Livonia office. Self-motivated candidate will direct calls via automated switchboard, handle clerical, mailing, data entry. Permanent part-time. Good salary/benefit package. Send resume with salary history/requirements to:
Mr. K. King
Recep./Clerical
P.O. Box 2970
Livonia, MI. 48151

RECEPTIONIST/CLERICAL
Fast-paced international steamship company in Troy requires reliable person with pleasant phone personality for an entry-level position. Primary responsibility will be as a Receptionist. Also with secondary duties to include clerical back-up/interaction with various departments. Typing data entry & familiarity with PC's a requirement. No phone calls please. Send resume to:
Recepticist/Clerical, Canada Maritime, 3001 West Big Beaver Road, Suite 208, Troy, MI 48084

RECEPTIONIST/SECRETARY
Seeking a professional individual capable of handling a myriad of simultaneous jobs which include good telephone skills, computer literate with a solid background of WordPerfect 5.1, & excellent typing skills are required. Salary commensurate with experience.
Accounting & construction experience would be an asset. Please forward resumes to: Kirks-Don Michigan, Inc. 26100 American Dr., Ste. 410, Southfield, MI. 48034-8183, Attn: Vicky Croft.
An Equal Opportunity Employer

RECEPTIONIST/ CUSTOMER SERVICE COORDINATOR
If you're a hardworking team player, have phone experience and are good with people and DEALS, Call Us! We seek a well organized self starter to work at the center of activity, dealing with our customers and our design staff. No typing required. Light bookkeeping and telemarketing experience a plus. Outstanding growth opportunity. Call Mark now and let's talk about your FUTURE!
478-4477

CHURCH SECRETARY
Wanted 30 hours/week, Mon-Fri. Please submit resume to: Beverly Hills United Methodist Church, 20000 West 13 Mile Road, Beverly Hills, MI 48025

★ Receptionist/ Secretary
Your excellent interpersonal and phone skills will assist you at our busy reception board. Requires experience with WP 5.1, Lotus 1-2-3 (version 2.01) and QA software packages. Harvard Graphics a plus.
As a nationwide provider of credit card services, we offer competitive salary with full benefits and growth opportunities. Send resume with salary history to:
Service Centers, P.O. Box 530218, Livonia, MI 48153

SALES ASSISTANT
PRUDENTIAL SECURITIES
Seeking highly motivated, take-charge individual to work with senior V.P.'s of large national firm in Birmingham. Experience in investment industry a must. Also, computer, telephone & writing skills necessary. Excellent opportunity for career type. Salary open. Ask for Betsy 645-5440

NEW HOME BUILDER needs full time secretary/trainee. Must know WordPerfect. Work in business office at office in Milford & Farmington Hills, Mr. Lewis 684-7400

504 Help Wanted Office-Clerical

RECEPTIONIST
For a premier Health Care facility. Must have strong communication and supervisory skills, WordPerfect and an enthusiastic self starter. Applicants to greet the public in a friendly, professional office. Mon. - Fri., 8am-4pm. Benefits. Resume only:
Receptionist/Supervisor
Peachwood Inn
3500 W. South Boulevard
Rochester Hills, MI 48309

RECEPTIONIST
Farmington Hills location. Multi-phone lines, light filing. Computer knowledge helpful. Part time - 32 hours/week.
$5.50 - $6.50
EXPRESS PERSONNEL SERVICES
Farmington Hills 474-5000
Troy 643-8590

RECEPTIONISTS SWITCHBOARD OPERATORS
We have several positions available for experienced Receptionists & Switchboard Operators who have answered a maximum of 20 lines. Professional image a must, some typing helpful. If you have these qualifications, call us today. SOME POSITIONS ARE PERMANENT.
SYNERGY STAFFING
489-0700

ATTENTION SECRETARIES
Bulletin board full of jobs. Call us the best. Must have exceptional phone skills, must have computer knowledge (Windows & DOS), need to be able to type 60 + words WPM. Only serious inquiries please.
Call Tina at CSC 810-569-4035

JR. SECRETARY
Entry level. Good skills. Word processing. Release. Professional image. Good benefits.
ARBOR TEMPS 459-1166
9433 Haggerty Rd., Plymouth, MI.

SECRETARY/BOOKKEEPER
Computer experience.
Pay commensurate with ability.
Call Bonnie 399-9988

SECRETARIAL - Southfield management consultants seeking part time secretarial help. Word Perfect, Lotus required. By resume ONLY:
PIP Inc., 24133 Northwestern, Suite 210, Southfield, MI 48075

SECRETARIES

18-12 PER HOUR
VACATION PAY
HOLIDAY PAY
BONUSES
FREE PC TRAINING

Call Western for the perfect match to your skills. Work close to home. Long & short term assignments. Possible temp-to-perm.

Madison Hts - 545-2550
Farmington Hills - 615-0660

Western TEMPORARY SERVICES

SECRETARY/ASSISTANT
for Certified Financial Planners in Southfield Town Center area. 20-25 hrs./week. Flexible. Word processing, clerical/organizational skills required. Non smoking office. Call Corinne 9am-1pm: 948-7900

SECRETARY/BOOKKEEPER
for CPA, part time, Hours to suit. Royal Oak. 399-7788

SECRETARY/BOOKKEEPER
experienced with general office procedures. WordPerfect 5.0 and Data Base. Bookkeeping for trial balance, including payroll and related forms. Knowledge of BBT accounting program a plus. 458-8344
Or fax resume to: 313 538-1222

SECRETARY: Busy insurance office in Troy seeking permanent part time secretary. Must be detail oriented, quick learner. Word Perfect 5.1. Data Entry. Dictaphone. General office duties. Call 852-5700.

SECRETARY CLERICAL
15-20 hrs./wk., flexible hrs. Filing, correspondence, phone follow-up, computer knowledge helpful. Call Steve 9-5. 313-442-9240

SECRETARY - Dearborn area law office. Experience preferred. Word processing, transcription, secretarial skills required. Computer literate with WordPerfect skills necessary. Medical office experience preferred.

If you are interested in this position, send your resume and salary history to: Office Administrator, Tobias Clinical Services, 24401 West 12 Mile Road, Suite 245, Farmington Hills, MI. 48331. NO PHONE CALLS. PLEASE. Equal Opportunity Employer.

TOKOS Clinical Services

SECRETARY

TRW Transportation Electronics Division, a fast growing supplier of automotive electronics based in Farmington Hills, is currently seeking a secretary to support the program management staff.

The successful candidate will be very organized, able to prioritize multiple tasks, detail oriented with outstanding typing and word processing skills. Resume to:
P.O. Box 394, Troy, MI 48099.

SECRETARY WANTED
For fast-paced real estate office in Livonia. Fast learners who are organized with positive attitude only.
Call Ann at 313-591-9220

SECRETARY/WORD PROCESSOR
needed for Southfield area law firm. Some office experience and word processing experience a must. Entry level position. 540-4100

SECRETARY
WORD PROCESSOR
$22,000 +
Hurry for this immediate opportunity with a high volume personnel company. Your good skills will be appreciated in this team oriented group. WordPerfect, Lotus needed.
Call Denise 484-0909
SHELLING PERSONNEL SERVICES

SECRETARY
$$$$ For Shorthand
Call today if you are in search of a permanent or temporary position. Sign up for $300 Shopping SPREE!
THE KPM GROUP
355-2440

SECRETARY
$20,000 - FEE PAID
Suburban Detroit manufacturer, WordPerfect and Lotus desired. Strong phone and communications skills needed. Benefits. Call Mark at:
or FAX resume to 645-FAX-2
M. BOCKPAH & ASSOCIATES
PERSONNEL SERVICES

SECRETARY
$23,500 TO $27,000
Service charge paid by company. Suburban company offering great benefits and good work atmosphere needs a professional organized individual to juggle multiple tasks. Solid experience & knowledge of WordPerfect required.
Call 398-3450
SHELLING PERSONNEL SERVICES

504 Help Wanted Office-Clerical

SECRETARY
Growing N.W. Detroit company seeks a job above average person with manufacturing experience for its busy experimental department. Excellent computer skills and ability to take minutes of weekly meetings required. Super benefits. Fax 531-8318
Dorothy Day Personnel
962-0565 or fax 962-2571

SECRETARY/RECEPTIONIST
Local real estate development company seeks full time Receptionist/Secretary. Duties to include answering telephones, word processing, project scheduling and filing. Good communication skills mandatory. Minimum 3 years experience. Send resume & references to:
Secretary/Receptionist
28777 Northwestern Hwy., Ste. 150
Southfield, MI 48034

SECRETARY
WORD PROCESSOR
We are looking for a Secretary/Word Processor/Receptionist for a 1 person office. Responsibilities include phone/mail/copies/filing. Word Perfect 5.1, filing and any other secretarial responsibilities required. Candidate must be proficient in Word-Perfect, detail oriented and have good communication skills. Accepting full & part-time applicants.
Send resume to:
Personnel Director, OMS
1333 Brewery Park Blvd.
Clawson, MI 48017

SMALL OFFICE
$18,500 +

An immediate opportunity with a manufacturing company. Customer service and the ability to use Word-Perfect & Lotus a plus. Good benefits. Fax resume to 484-0909
SHELLING PERSONNEL SERVICE

SOUTHFIELD P.I. FIRM seeking full-exempt secretary for fast paced and challenging position. 3-5 yrs. Planning experience, knowledge of WordPerfect 5.0 a plus but willing to train the right person. Please send resume and salary requirements to: Office Manager, 24680 Swanson, Southfield, MI 48034
NO PHONE CALLS

STROKE (S) ???

No heart attacks -
Just your normal weekend
for the data entry job!
9,000-12,000 strokes/hour &
accuracy guaranteed.
Alpha & Numeric.
Immediate interviews
For those who qualify

FUTURE FORCE
SOUTHFIELD - 353-6300
TROY - 528-8454

SWITCHBOARD

Detroit area manufacturer needs a receptionist with switchboard & manufacturing experience, typing & computer skills helpful.
Call Ms. Lee
#1 Personnel Place
274-4230

SWITCHBOARD OPERATOR/ OFFICE ASSISTANT • Full time position for mature person with excellent diction/communication skills. Light computer skills - WordPerfect 5.1/Microsoft Word. Busy office service top executives. Only those individuals with multiple years experience need call. Calls accepted between 9-noon only.
Call Ann 647-4343

TELEPHONE SWITCHBOARD & light office work. 43 hours per week, including Fridays & evenings. Apply in person - business office. Fitzsimon Ods. 28000 Telegraph, Southfield.

TEMPORARY CLERK

Canton Township is accepting applications for Temporary Clerk. Prefer 48 WPM, familiarity with calculator keyboard, and some office work experience. 30 hour per week. Quick learner. Apply in person - business office. Fitzsimon Ods. 28000 Telegraph, Southfield.

TEMPORARY CLERK
Canton Township is accepting applications for Temporary Clerk. Prefer 48 WPM, familiarity with calculator keyboard, and some office work experience. 30 hour per week. Quick learner. Apply in person - business office. Fitzsimon Ods. 28000 Telegraph, Southfield.

TIRED OF
ENDLESS INTERVIEWS?
Let Fortune Force you get your foot in the door! Word processors are in demand today!

FUTURE FORCE
353-6300

TYPIST - PART-TIME
Experienced needed for Birmingham area. 20 to 30 hours a week. Macintosh experience preferred, but not necessary. 258-0880

WORD PROCESSING SECRETARIES
We offer Top Pay for your Word Processing skills. Full and Part time positions available. Call our recorder for the following experience
Word Perfect 5.0 & 5.1, Micro Soft Word, Excel, Dos & Windows versions.
Holiday Pay, Term-Med Insurance, 401K
SNELLING PERSONNEL
NEVER FEES
Call today for an appointment!
Livonia 464-2100
Southfield 352-1300
Auburn Hills 373-7500
Taylor 374-2020

WORD PROCESSOR/SECRETARY
Full time positions for Troy and Novi offices are available. Must know WordPerfect. WordPerfect for Windows preferred but will be able to handle multiple tasks in fast paced, professional environment. 458-6281

WORD PROCESSORS/ DATA ENTRY
AI ADIA you pay their matches
313-459-1040
Call ADIA
We have fun!
Temporary & Permanent Openings
525-0330

WORD PROCESSOR Needed, part time, 20 hrs/wk, Farmington area, type 55 WPM, computer skills mandatory. Excellent spelling, grammar and spelling skills. Knowledge of medical terminology helpful. Pleasant working atmosphere.
Call 354-4600
Or apply in person at:
RehabPlans
400 Galleria Officentre
Suite 101
Southfield, MI 48034
EOE/MFHV

Word Processors
$9 & up
Temp-To-Perm
Livonia, Farmington,
Plymouth, Southfield & Troy.
Accepting applications
for all software packages.
Call for personal appointment!
Troy 524-0055
Livonia 591-1100
Acro Service Corp.

Looking For A... Bargain? Home? Apartment? Job? You'll Find It In the Observer & Eccentric Newspaper
Call Today For Home Delivery!
591-0500

504 Help Wanted Office-Clerical

WORD PROCESSORS

In need of Word Processors to work in the Southfield & Troy areas. Typing 45-50wpm. Must have experience in one or more of the following listed software:

MICROSOFT WORD
WORDPERFECT 5.1
EXCEL
LOTUS

Temporary to perm positions
Competitive pay & benefits

CONTEMPRA
583-9500 - Madison Hgts.
563-5000 - Dearborn

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS
Day & night shifts available. Apply in person: Bob Evans Restaurant, 13911 Middlebelt Rd. Livonia.

COOKS/DISHWASHERS, Full & Part Time Help. Unique new deli/sundries concept. Night and weekends. Troy & Southfield area. Call after 2pm. 356-2437

Accepting Applications
THE GRAND CAFE
(A Coffee House & More)
Now hiring kitchen staff & wait staff, full & part time positions. Apply in person, 33318 Grand River, Farmington.
Call 615-9181

AJ'S RESTAURANT
now hiring experienced Cooks, Dishwashers, Wait Staff & Bartenders. Apply in person:
28405 Plymouth Rd., Plymouth.

RCGITIPS/Food Servers need dependable people who like to have fun & enjoy working. Make good money. Please call give work experience.
Call 953-2000
Voice Mail ☎ 7121

AMANTEA RESTAURANT is seeking Cook Helpers (broiler, fryer, sauce) Experience necessary. Pay commensurate with experience.
Apply at
32777 W. Warren at Venoy, Garden City.

Apply at
RICHARD REISS
we're seeking
PREP COOKS
LINE COOKS
21471 Southfield Rd.
273 Pierce Street
Downtown Birmingham

APPLY WITHIN: Dearborn Sport Shirt. Full time, 11pm to 7am & part time 11pm to 3am. Bates Hamburgers, 33408 5 Mile, Livonia.

ARBY'S
Crew Positions
Full & Part Time
Days or Nights
Flexible Scheduling
Will work around your schedule.
Referral Incentive Program
Employee Meals, Uniform
Uniforms
Starting Pay $4.25 inexperienced
Please Apply at:
27900 Orchard Lake Rd. at 12 Mile

Attention Experienced Waitstaff, Livonia, now hiring Wait Staff, up to $12/hour. Cashier/Host - Person, starting at $5.25/hour. Cook - Person, at $6/hour. Dishwasher - $5.50/hour. Apply in person between 3-5pm: 29622 Seven Mile Rd.

BANQUET SERVER
POSITIONS AVAILABLE
Ideal for college students & homemakers. Also Banquet Porters needed. Flexible scheduling available. Apply at: Laurel Manor Banquet & Conference Center, 39000 Plymouth at Merriman.
422-0770

BAR HELP needed full & part time. Apply at E & H Lounge, 20531 Joy Rd., 4 blks W. of Evergreen.

BAR HELP - Thru is It Tavern. 8475 Main St. Whitmore Lake. Adult theme. Call after 4pm. 449-2882

BAR PERSON
Full/part time, days or nights, flexible hours. Good pay.
Apply in person: 27885 Plymouth Rd. (north side of Plymouth) in Livonia. Call Lisa or Sam 427-1137

BAR PERSON/NIGHTS
3 nights/week
Livonia Hills #2246
31117 Plymouth Rd., Livonia.

BAR & WAIT STAFF, part shift, COOK & PREP COOK, Bagger. Ravens Keyboard Lounge, 1870 S. Wayne Rd., Westland. 729-9330

BATES HAMBURGER OF NOVI has openings now for experienced, full time Cooks/Managers & Wait Staff. Earn up to $6.50/hr. Days & afternoons. Apply within before 3pm. 43410 Grand River, at Novi Rd.

BATES HAMBURGERS
ALL SHIFTS
Full & part time. Apply in person 8am to 10am and 2pm to 5pm. 33408 5 Mile, Livonia and 22291 Middlebelt, Farmington Hills.

BEVERLY HILLS GRILL
is now hiring to train
for newest location
LINE/PREP COOKS
HOST/HOSTESS
WAITSTAFF
DISHWASHERS
WAIT STAFF
Apply in person:
31471 Southfield Rd.
Between 13 & 14 Mile Rds.

BOB EVANS OF Canton now hiring for all positions. Specially need: Grill Cook, Dishwashers, Kitchen Prep, Host/Hostess for day shift. Apply at 41150 Ford Rd.

BORDEN CANTINA
NOW HIRING FOR ALL POSITIONS
Apply 2pm-4pm at: 31420 Novi Road, Novi.

BUDDY'S PIZZA
Now hiring
AM Grill & Busers
We offer great benefits, flexible and flexible hours. Apply in person at: 31646 Northwestern Hwy., corner of Middlebelt, Farmington Hills.

BUDDY'S PIZZA
Now hiring for our
WAIT STAFF TEAM
We offer a fast paced, exciting working environment and a high volume atmosphere with lots of fun! 2-4pm at: 31646 Northwestern, corner of Middlebelt, Farmington Hills.

BUS PERSONS
The Original Pancake House is now hiring full or part time. Excellent pay & working conditions. Apply in person at 1360 So. Woodward, Birmingham.

BUSTER'S BAY
Currently accepting applications for:
• Servers
• Bussers
• Host Staff
• Cashiers
• Line Cooks
• Dishwashers
Apply in person 1-5pm at:
BUSTER'S BAY
4105 Orchard Lake Rd.
(¼ Mile S. of Maple, Lake Rd.)
NO PHONE CALLS

CLEATS RESTAURANT in the Canton Sports Center is looking for some witty people for the following positions: Wait staff, Service assistants, Concession stand workers, for our '94 season. Apply in person Mon. thru Fri.,2pm-5pm. 46555 Michigan Ave., Canton.

COOKS
DISHWASHERS &
WAIT STAFF
For fast paced, high volume restaurant. Experience needed. Call Mr. B's Bloomfield. 855-3110

COOK
Full time Line Position available. Experience necessary. Excellent working environment. Call for appointment: Blackney's, 28333 Grand River, Farmington Hills. 477-2330

505 Help Wanted Food-Beverage

CASHIER/Host Person & Dishwashers for very busy coney island in Birmingham. Experience preferred, flexible hours. Call Terrie, 851-7437

CLUB MANAGER
For private organization. Responsible for general management of bar, kitchen & banquet facilities, including inventory ordering, employees and entertainment. $22K. Resume required, please send resume to: Club Manager, 28000 Grand River, Detroit, MI 48207

COCKTAIL SERVERS & BAR STAFF
Needed for elegant new night club. Apply Mon-Fri 9-5, 1538 Franklin, Detroit. 567-2763

COOKER GAR & GRILL
NOW HIRING FOR ALL POSITIONS
3773 Walton Blvd., Auburn Hills, MI
810 373-5000

COOK - experienced needed for Coney Island, weekends.
Garden City 513-8351

COOK needed full or part time, days or nights. Apply Coney Island Lounge, 27885 Plymouth Rd. Livonia, between Inkster & Middlebelt. Call for Lisa or Sam. 427-1137

COOKS/DISHWASHERS - Breakfast Cooks & Dishwasher full or part time. Free golf privileges. Fox Hills Country Club, Plymouth. 453-7272

COOKS - EXPERIENCED
ALL SHIFTS
WAITSTAFF - EXPERIENCED
ALL SHIFTS
Apply in person ONLY at:
RALE'S GRILL
6590 MIDDLEBELT, WESTLAND
(S. of Joy Rd.)

COOKS
Experienced Not Necessary
Must be dependable, hard working individuals looking for a good job opportunity. Apply within.
OGLA'S KITCHEN
37612 8 mile rd., Laurel Park Mall or call. 464-1400

COOKS
Full & part time. $6.50 to start. Apply in person: The Big Boy Restaurant & Club, 777 West Ann Arbor Tr., Plymouth.

COOKS
Full & part-time shifts. Experience necessary. Flexible hours.
On The Tee Restaurant. 476-5193

COOKS - PIZZA MAKER, WAIT STAFF, Cashiers, Dishwashers. Apply at Bite Italian Bistro.
4033 W. 12 Mile, Berkley

COOKS

The Original Pancake House is now hiring full or part time. Excellent pay & working conditions/benefits. Apply in person at 1360 So. Woodward, Birmingham.

COOKS • WAIT STAFF
Francesco's - Gas Dugoy Lounge apply within. 30375 Plymouth, Rd. Livonia. (Ramada Inn)

COOKS & WAIT STAFF
Silverman's Restaurant.
36480 Plymouth Rd., Livonia.
464-8930

COOKS, WAITSTAFF, DISH
For local events. Must be experienced, have transportation and uniform. First impression. Temp Agency 476-3644

★ COOK
SWEET LORRAINE'S
Looking for an experienced cook. Good benefits. Apply in person 2-5pm. Gerald Rd., N. of 12 Mile.

COOK WANTED
Experience preferred. Apply in person at: 19170 Farmington Rd., Livonia.

COOK WANTED
Full service restaurant. Full & part time, good working conditions.
DJ's Delaney. 562-8621

DAGWOOD'S DELI
Now hiring part time day help. 2 positions available. 15 to 20 hours at 33179 Grand River, Farmington, ask for Patty/Jerry 474-3300

DAN'S SUSHI - Must be a fast paced, Mature, flexible hours. Mon thru Sat. Neat, clean, friendly place to work. Apply in person. 22424 Orchard Lake Rd. Farmington.

DISHWASHER, COOKS,
WAIT STAFF, Must be experienced.
Apply within after 2pm.
Jonathon B. Pub, Westland Mall.

★ DISHWASHER
SOUTHFIELD CAFE
Apply in person
Greenfield Rd., N. of 12 Mile.

DO YOU LIKE to work outside? Meet new people? Come work for Mark's landscaping. Hrs. 8 by 5:30am, out by 2:30pm. Monday thru Friday. Blue crew jobs, 4 days. 563-4005

D. DENNISON'S OF LIVONIA - now accepting applications for professional and reliable persons in both front & back of house positions. Apply in person - located at Laurel Park Mall, 6 Mile Rd.E. 261-2175

FAST WORKING BANKER
Immediate openings for fast track managers. To $33,000 to start + bonus. Excellent benefits. Call local unit. 373-7210
STEVEN J. GREENE PERSONNEL

FRONT DESK, Bus Staff, Pantry, Bartender & Wait Staff. Apply at Bonjour Inn, 28000 Grand River, Farmington Hills.

GRILL LINE COOK
Full time. Evenings & weekends a must. Uniforms & meals provided.
BANQUET SETUP & DISHROOM
Must be able to work a shifts. Restful hours. Weekends a must. Jobs begin now. Call for appt.
10:30-3pm, Mon-Fri 728-0103

HOST/HOSTESS

The Original Pancake House is looking for full or part time. Excellent pay & working conditions. Apply in person at 1360 So. Woodward, Birmingham.

HOST (M/F)
ASSISTANT MANAGER
Excellent compensation & benefits. Full time days. Outgoing, energetic applicants apply in person Tues. - Thurs. 2-5pm at 5872 Orchard Lake Rd., West Bloomfield

STAGE & CO.

505 Help Wanted Food-Beverage

FOOD SERVICE DIRECTOR
For Senior Housing in Farmington Hills. 3 meals, 7 days. Must have experience & knowledge in food management, planning, special diets, food preparation, cost control, sanitation, organizational & supervisory skills. Pleasant environment & excellent benefits. Equal Opportunity Employer
Resume to:
Voice Mail ☎ 7120

FOOD SERVICE SERVER
Parkside Cafe located in the Medical Science Building of Henry Ford Hospital is currently seeking an energetic individual who enjoys working with customers. Position is part time. Non-Fri. Responsibilities include: cashiering, serving customers, food prep, & sanitation. Interested candidates call Audrey Hasse, Manager, 200-4199 4:30pm, Mon-Fri. at:
An Equal Opportunity Employer

HIRING ALL POSITIONS
Full & part time. Apply in person.
TGI FRIDAYS
26299 Evergreen Southfield
353-5530

HIRING!
Wait Staff, Host Staff, Bartenders, Dishwashers. All shifts, plenty of hours/nights. Apply in person Wayne Bullys Northville, 43333 W. 7 Mile, W. of Haggerty.

HOST STAFF/BUS STAFF
SERVERS/KITCHEN HELP
Apply in person Monday, 2-4pm
The Old Woodward Grill,
555 S. Woodward, Birmingham.

HOT - N - NOW

is hiring for all positions.
Must have fast food background with good team leadership skills. Apply in person: 1830 N. Wayne Rd (just S. of Ford) in Westland.

JOHATHON B PUB NOW
12 noon - 2pm for dishwashing cooks & dishwashers. Experience preferred. Apply in person.

LA LUNA
GRANCAFFE
is now accepting applications for Wait Staff. Apply between 2-5PM 183 N. Woodward, Birmingham.
Robert, 642-7075

LINE COOK
Experienced in cooking steaks. Full-time. Apply: Chicago Road House, Dearborn, MI.

★ MANAGEMENT OPPORTUNITIES
Excellent work environment. Great challenges. Join our team! Apply Mon-Fri, 2pm-5pm at:
PIZZA CAESAR
44965 Ford Rd. in Canton

MANAGERS!!

Full service to $33,000 + bonus, benefits. Minimum 3 years unit. Fast food experience OK. 473-7210
STEVEN J. GREENE PERSONNEL

MARCO'S DINING & Dancing now hiring A.M. & P.M. Line Cooks, Bus Persons, Wait Persons. Apply in person: 30175 Grand River near Farmington Rd., Farmington

MAX & ERMA'S Now Hiring:
PART TIME BUS PERSONS, HOST STAFF & DISHWASHERS. Apply in person Mon.-Thurs. from 2-4 MAX & ERMA'S, Laurel Park Place Mall, 5 Mile & Newburgh

NORMANDY ETOE STAFFING
is now hiring experienced wait & kitchen staff. Apply 2-4:30pm at: 245 S. Eton, Birmingham.

NOW GROWING
Accepting applications for Wait Staff, Host/Hostess, Cook. Apply in person Crewords' Restaurant, 160 E. Maple, Troy/Rochester.

NOW HIRING ALL POSITIONS
Full or part time, $4.25 & up.
Pizza Romana, Ann Arbor East, 3584 Plymouth Rd. 416-8161

NOW HIRING ALL POSITIONS
Apply in person: Ram's Horn of Farmington, 32435 Grand River.

NOW HIRING
All positions for new restaurant. Full time & part time. Apply: Rocky's of Northville, 41292 W. 7 Mile.

NOW HIRING • Full or part time Hosts, Wait Staff, Servers. Apply in person Mon. thru Fri. 2-4pm. Bennigans, 26555 Northwestern, Southfield.

OUTBACK STEAKHOUSE

Now accepting Applications for

COOKS to $8 hour

of YOU QUALITY
Apply in person
Orchard Lake Rd., N. of Maple
539-1030

Restaurant
Big Opportunities With A Big Difference
The Olive Garden, America's premiere Italian Dinnerhouse, has big opportunities for:
• Waiters/Waitresses
• Hosts/Hostesses
Find out why we're different. Apply in person Mon. - Fri. from 2pm - 4pm at Twelve Oaks Mall, 14000 Middlebelt Rd., Livonia, MI.
Equal Opportunity Employer.

THE OLIVE GARDEN

RESTAURANT MANAGER TRAINEE
Must be hard-working, dependable & willing to work. Ram's Horn. 27235 Ford Rd., Dearborn Hts. 563-1331

Ruby Tuesday Restaurant
Is Now Accepting Applications For Full or Part Time:
• Wait Staff
• Line & Prep Cooks
Highest wages paid to start! Day 1 health insurance available. Apply in person, Monday through Friday, 2pm-4pm at these locations:
Tel-Twelve Mall. 827-3660
Fairlane Town Center. . .