500 Help Wanted

TRAVEL AGENT - EXPERIENCED. Leisure, Domestic & Mid Apollo. HO Liberal full time, benefits. Busy Birmingham Office. Fax resume (810)644-1510

TRAVEL AGENT-Leisure corporate travel office. Minimum 3 yrs. experience. Pers preferred. Fax resume to (810) 643-0001

TRAVEL AGENT needed 2 years minimum experience. Salary plus commission & plus. Call (810) 855-1452

TRAVEL AGENTS & CORPORATE SPECIALISTS 3 years minimum experience. Also ADS operator with strong knowledge of Accounts payable, accounts receivable, payroll, general, immediate openings. Call Amy (810) 746-9000

TRAVEL INDUSTRY
Travel agency has an immediate dynamic new sales force! No experience necessary. We will train you! Full or part time. Home or office. Training program $435 value guaranteed employment. High commissions. Call (810) 626-0002

TRAVEL PROFESSIONAL
Travel Professional needed for new Southfield office. Minimum 3 years in Workspan and have at least 3 years experience in the travel industry. Please call CLAYS ADT TRAVEL 810-471-3038

TREMORS!
One of the fastest growing Retail night clubs is looking for fun, energetic individuals for
• Part time Bartenders
• Cocktail servers
• Door hostesses/ladies
• Bar backs/help
Please apply in person Mon - Fri. 4-6pm. 1273 S. Rochester Rd. (313) 482-3196

TRUCK DRIVER - CDL License. Experienced Semi-Pull-Off for metro area. Starting $12 per hour. Call Anytime 645-6411 Mr. Nichols Detroit (313) 893-3369

TRUCK DRIVER
needed with 2 or more years experience. Must be able to lift 75 lbs. Must be able to perform light mechanical duties. Good pay & benefits. Apply in person at Sauders Golf Cars 2785 E. West Maple Walled Lake (810) 624-4000

TRUCK MECHANIC'S
Expanding truck dealership seeking truck service technicians. Great location & facilities for certified experienced & trainee applicants. Gain pay while you learn. Excellent Competitive hours, rates, benefits & 401K. Coordinator Hiring Service Manager, Thousand Truck Inc. 11757 Gratiot Road Detroit (313) 371-7000 EOE M/F/V/H (313) 521-7710

TRUCK TIRE REPAIR/SERVICE
Person needed
Warren Area
Experience preferred
(810) 558-3490

UPSCALE APARTMENT COMPLEX
is now hiring grounds personnel. Summer hours. Full time benefits are available. Excellent salary and pay & working conditions. Call Hickory Apartments at (810) 624-6400

VINYL INSTALLERS wanted. Must have minimum 5 exp. Work available year around. Lots of empty houses. Come in to show. Innovative Floor Covering, 13270 Newburgh, Livonia 1 Block S. of I-96

ACO HARDWARE WAREHOUSE
2ND SHIFT
SHIPPING DEPARTMENT
Left at least 50 lbs. work in variable temperatures. Experienced preferred, good math and reading skills required. Competitive Wage & Starting pay $8.15 hour, good wage progression 90 days $10.00. Send letter of interest to 23333 Commerce Dr. Farmington Hills, MI. 48335-2764 Attn: Human Resources 810-615-2568

WAREHOUSE DELIVERY
(2) DRIVERS
We need Customer Service minded drivers
• Monday Friday Days
• Bonuses Progression
and advancement
• Productivity based pay
• Medical/Dental Plan
Call Mr. Keith 9-4pm. 810-347-3663

WAREHOUSE / DRIVER POSITION
Light warehousing duties. Some local driving. Good driving record needed. No calls please. Apply at Bearing Sales, 31731 Schoolcraft Livonia, on the southeast corner of Schoolcraft & Levan

WAREHOUSE & FABRICATION DEPARTMENT
Insurance & Benefits
Apply in person
Barnes & Sweeney
2525 Trans Hwy. Ste 516
Novi, MI 48375

WAREHOUSE - Hesston Inc. a fine china distributor, has an immediate opportunity for dependable, detail oriented individuals for the following positions: High Lift Driver & Receiving Department. Hesston Inc. is an EEO/AA employer. Apply at 27790 Novi Dr., Novi, off 9 Mile, between Novi & Meadowbrook Rds.

WAREHOUSE PACKAGER - part time, no experience necessary. Apply in person, 47963 W. Road Wixom. (810) 862-5340

WAREHOUSE POSITIONS
Relative transportation needed. Excellent benefit package & overtime available. Opportunity for advancement. Apply at Sidling Wood 29451 W. 8 Mile Rd., Livonia between Beech & 4 Mile

WAREHOUSE STOCK
PERSON
Due to our expanding business, we are in need of hard working, motivated individuals for full time positions. Occasional Saturdays required. Competitive wage free working conditions. Extensive benefit package provided. Starting wage $6.50 hr. Some overtime required. Applications taken between 9-3pm

LA Z BOY FURNITURE GALLERIES
23350 Commerce Drive
Farmington Hills, MI
Off Research & Orchard Lake Rd. E. of I-275

WAREHOUSE STOCK HELPER
Looking for responsible and dependable individuals for part time position at our Novi location. Light work hours and working conditions. Afternoons and some weekends required. Apply in person

LA Z BOY FURNITURE GALLERIES
27754 Novi Rd.
Novi, 48377
810-349-3700

WAREHOUSE STOCK PERSON needed. Immediate opening at $6.50 per hour. Apply in person at 725 East Fourth St. Royal Oak

WAREHOUSE SUPERVISOR
Le-Z Boy Furniture Galleries has an opening for a highly motivated hands-on Warehouse Supervisor. Experience is preferred and Saturdays are required. Salary and benefits commensurate with experience. We offer a comprehensive benefit package, including medical coverage, 401k retirement plan, plus a clean, smoke free environment. All replies will be held in strict confidence. Apply in person at

LA-Z BOY FURNITURE GALLERIES
23350 Commerce Drive
Farmington Hills, MI 48335

WAREHOUSE support staff/driver position now available. Apply in person or send resume. Lovell's Lane, 2020 Woodward, Bloomfield Hills

WAREHOUSE $$$
To $7.50 hr. + Benefits Health & Beauty Aids/ Farmington Hills Fee Paid
EMPLOYMENT CENTER AGENCY
(810) 569-1636

WELDER APPRENTICE
Job location North Branch area. Must live/work/self-motivate, expressively is looking for welder apprentice. Starting pay depends on experience.
(313)-836-8180

500 Help Wanted

WELDERS-HELPERS - experience in structural steel fabrication. Apply at sale entrance 8001 Florida St. Hamtramck. Joy & Huggett.

WELDERS - Mig/Production work 50 + hours $7.8/hr + full package. Lots of work, good location. BMC Mfg. 100 S. Mill Plymouth. Apply 10am - 3pm. 313-453-5400

WOOD DECK CEILING HELPERS
Needed. Will train. Reliable good driving record. Good pay. Please leave message at (810) 360-1302

YARD HELP, Tow Truck Driver & Mechanic. Full-time. Must be experienced. (313) 453-0371

$40,000 +
1ST YEAR
Is very possible in a sales career with Tiny's most dynamic realtor. We have a modern office, the tools & training to help you be your best. ERA America Realty (810) 680-1500

502 Help Wanted-Clerical Office

ABSTRACTOR National title insurance company has full time positions available with benefits for person experienced in abstract. (810) 362-1311

ACCOUNTANT
Part time (16-32 hrs/wk.) Familiar with general ledger, full cycle construction experience a plus. Send resume & salary requirements to
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
Equal Opportunity Employer

ACCOUNTING ASSISTANT
Birmingham Real Estate Development has fast paced position for motivated self starter to assist with A/P, A/R & bookkeeping operations. Must have strong Accounting Knowledge of MS Excel Word & computerized accounting software a must. Needs to be organized & detailed. Salary starting at $20K plus bonus. Medical, Dental benefits and retirement plan available. Send resume with cover letter stating commitement date and career goals to: Mr. Dennis, 200 E. Brown St., Suite 101, Birmingham MI 48009-6294

ACCOUNTING CLERK
$7.30 hr. WILL TRAIN, Major Co., Livonia Area. Full Benefits.
EMPLOYMENT CENTER AGENCY
(810) 569-1636

ACCOUNTING CLERK
$24,000
Congenial office. Long term stability.
EXCELLENT BENEFITS.
Call Ms. Yan (810) 358-2160
DAVIDSON LAIRD & ASSOCIATES

ACCOUNTING CLERK
Company is seeking an EXPERIENCED accounting person for busy office. Minimum 2 yrs accounting & computer experience required. Send resume to Accounting, P.O. Box 1720, Birmingham, MI 48012-1720

ACCOUNTING CLERK
Full time or part time. Data entry, 10 key calculator experience preferred and computer knowledge helpful. Salary negotiable. Call 810-624-6400

ACCOUNTING CLERK
Immediate opening in Harper Park for the right individual. Responsible for monthly wages through financial statements. Duties include Accounts payables/receivables. Strong organizational, PC skills, and college course work in accounting a plus. Background in purchasing helpful. Competitive salary and benefits. Call G. Smith or C. Blanich for appointment (810) 542-7450

ACCOUNTING
TEMP-TO-PERM
• ACCOUNTS Receivable Collector, Detroit area, temp-to-$25K
• ELECTRONICS Data Entry, Perm to $20K
TEMP
• ACCOUNTING Bookkeeping long term. Downtown
• ACCOUNTANT Clerks Birmingham, Livonia, Southfield, Detroit
• ADMINISTRATIVE Assistant to CEO. Southfield, strong customer service
• ACCOUNTANTS all levels, good analysis & recon skills - Lotus

Our clients need your skills as a TEMP. We provide free training on resumes, interviewing and encourage your continued job search while temporary. Work where you like by a job fair that help you!
CALL TODAY!
(810) 354-2410

ACCOUNTANTS ONE
24901 Northwestern Hwy., Ste 516
Southfield, MI 48075

ACCOUNTING
We have accounts payable/receivable positions available in the Livonia area. Short term temp to perm jobs available. Must have at least one year of accounting experience. Great Pay & Benefits!
Call ADIA today!
(313) 525-0330

ACCOUNT MANAGER
Duties include all phases of accounts payable and receivable, payroll, financial reports, assisting Controller. Some college preferred, but not required. No phone calls. Send resume to
ROZ JOHNSON
WYCO
26555 EVERGREEN, SUITE 675
SOUTHFIELD, MI 48076

ACCOUNTS CLERK
Opening for individual with office data entry experience and accounting knowledge. Entry level position. Excellent benefits and working conditions. Non smoking office. Please apply to Lauren at
(810) 355-1000
JOE PANZICA CHEVROLET GEO
28111 Telegraph
Southfield

ACCOUNTS PAYABLE
National Property Management firm headquartered in Troy is looking for an Accounts Payable Specialist. The ideal candidate will have a bachelors degree, years accounts payable experience, know Lotus and Spreadsheet software. The candidate must be a team player with good communication skills. Non smoking office. Send resume with salary requirements to: The Hayman Company, Accounts Payable, PO Box 7217, Troy, MI 48007. No phone calls please

ACCOUNTS PAYABLE CLERK
Entry level, part-time position available within a consulting engineering firm located in Plymouth Township. Must be able to perform typing, typing & data entry. For consideration, please submit resume
Employment Manager - O
Fax Number
P.O. Box 701426
Plymouth, MI 48170-0964
EOE/AAE

ACCOUNTS Receivable/Payable position for Farmington Hills Property Management Co. Computer experience. Excellent pay & benefits. Send resume with salary history to Office Manager, P.O. Box 2440, Farmington Hills, MI 48334

ACCOUNTS RECEIVABLE CLERK
3 days week, computer knowledge necessary, Word Perfect helpful. Send resume and salary requirements to P.O. Box 430234, Pontiac, MI 48343

ACCOUNTS RECEIVABLE
Southfield based Property Management Company seeking individual for company accounting and resident accounts position. Send resume to P.O. Box 725325, Berkley, MI 48072

ADMINISTRATIVE ASSISTANT
30 hours/week, 2 person office in downtown Farmington. Professional detail oriented, customer service experience a plus. Computer/Windows experience a must! Resumes sent to Box 41234
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

502 Help Wanted-Clerical Office

ACCOUNTS RECEIVABLE
Accounts Receiving, Accounting Specialist, needed for 255 bed, LTC facility in Bloomfield Hills. Must have a nursing home background and high knowledge of Medicare, Medicaid Third Party Insurance billing and regulations. Must have computer experience. Collection experience a plus. Excellent pay and benefits which include the following:
•Paid sick leave
•Paid Vacation
•Paid Holidays
•Paid personal days
•EAP
•Health insurance
•Dental insurance
•Life insurance
•Retirement Plan
•Tuition Reimbursement
Only experienced need apply. Resumes only. DMC Nursing and Convalescent Center, 4707 Telegraph Ave., Bloomfield Hills, MI. 48125

ACCOUNTS RECEIVABLE ANALYST
Needed for manufacturer of consumer products, a team player with person Credit, collection & spread sheet experience necessary. Good with numbers & details. Computer and basic PC skills. Please send cover letter, addressing experience, salary history & resume to
Linda Tuda, Credit Manager
Arden Companies
26499 Northwestern Hwy, Ste 201
Southfield, MI 48034
Phone calls not accepted

ADMINISTRATIVE ASSISTANT
Full-time, with general office experience, good phone & people skills, typing & Windows Wordprocessing or computer experience. Please send resume including salary history & requirements to:
Attn: Dodge, 5437 W. Maple Rd.
W. Bloomfield, MI 48322
FAX: 810-626-2340

ADMINISTRATIVE ASSISTANT
Strong communication skills. Proven experience with phone presentation, etc. MS Powerpoint Excel or Word a plus. Office experience including bookkeeping & mail. Excellent organizational skills. Tasks include creating & updating company presentations, coordinating company newsletter & related employee communications. Assist in creation of marketing material, coordinate information for Director of Quality; & QS9000 Send resume to
Human Resource Department
Duris Automotive Systems, Inc
1704 Northfield
Troy, MI. 48084

ADMINISTRATIVE ASSISTANT
Full-time for Advertising and development department. Develop manuals, office systems and procedures. Assists Community Relations Director. Must have excellent Word Skills required, excellent oral and written communications, organizational skills, attention to detail, ability to work in rapid paced office, handling multiple tasks simultaneously. 50 wpm computer literate. Experience required. 2 years in an Administrative Assistant Secretary position required. Insurance field experience. Associates Degree in Business/Secretarial Administration or equivalent.
Send resume to
St. Vincent and Sarah Fisher Center
Attn: HR
27400 West 12 Mile Rd.
Farmington Hills, MI 48334-4200
EOE

ADMINISTRATIVE ASSISTANT
Entry-level Computer skills necessary. Resume Chrysler Industrial, 37 Kercheval, Grosse Pointe Farms, MI 48236

ADMINISTRATIVE ASSISTANT
A leading SE Michigan General Contractor Construction Manager is seeking an Administrative Assistant position. Telephone & computer skills a must. Send resume & salary history to
Box 81291
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT for fast-paced office. Organized, committed to fast quality performance. Must be able to work independently & stay Proficient in WordPerfect Windows, excellent features, takes mergers, graphics. Beneficial: Lotus 1-2-3. Salary commensurate with experience. Fax resume to: Mr. McBride Fleetfoot Corporation 900 Wesley Dr. Ste 304 Troy, MI 48084

ADMINISTRATIVE ASSISTANT
ASG is searching for an experienced Administrative Assistant with an automotive background. Bachelor's degree required. Must be familiar with WordPerfect, MS Word, Excel, Chartmaster & some knowledge of PowerPoint. Strong analytical & communication skills a must. Resume to: ASG, 2290 Town Center Dr. Ste. 324, Dearborn, MI 48126 FAX 313-336-3094

ADMINISTRATIVE ASSISTANT
Expanding Western suburb location has new, fast paced department. Unique opportunity pays between $8.00 - $13.00/hour. Windows point preferred. Temp to perm opportunity.
Call Sally
313-473-2931
UNIFORCE SERVICES

ADMINISTRATIVE ASSISTANT
We have immediate needs for experienced secretaries who wish to advance their career. Opportunities with both large and small companies. Salaries commensurate with skills & experience. Full holidays and vacations. Call Sarah 810-646-7661
UNIFORCE SERVICES

ADMINISTRATIVE ASSISTANT
Not large personnel department, must have experience with Word for Windows, spreadsheets, dictaphone & excellent grammar skills. Pulse of Detroit is a growing company and is helpful. Send resume with salary requirements to: K. Christie
FAX 810-615-4129
41050 Vincenz Ct. Novi, MI 48375

Administrative Assistant
To $27,000
Opportunity to join major company in Troy and work for the Chief Financial Officer. Excellent alpha and statistical typing skills. Word for Windows a plus. Top benefits.
Diversified Recruiters
810-344-6700 FAX 810-344-6704

Administrative Assistant/Office Manager position for real estate development firm. Excellent computer skills needed. Call today for immediate consideration.
OfficeTeam - 313 995 5465

ADMINISTRATIVE ASSISTANT
Full time position available for an outgoing ADMINISTRATIVE ASSISTANT with a minimum 2 years experience in a fast-paced office environment. Qualifications include organizational skills, accurate typing/word processing skills, multi-line phone experience and a friendly, out going personality. As part of our corporate staff, support will be to all areas. Human Resource background is helpful. Send resume and salary requirements to:
VP PERSONNEL
33278 W. 12 Mile, Suite 327
Farmington Hills, MI 48334
EEO

ADMINISTRATIVE ASSISTANT
Full Time Opportunity
• Min. 5 yrs. experience in corporate environment
• Excel
• MS Word for Windows
• Taking meeting minutes
• Coordinating travel
• Tray arse
ET SERVICES & SYSTEMS, INC
810-589-8427

ADMINISTRATIVE ASSISTANT
Long term position available 1 yr, experience desired. Knowledge of Microsoft Word 6.0 & Excel 5.0 Type 40 wpm.
START IMMEDIATELY
TODAYS TEMPORARY
(810) 649-4455
EOE

502 Help Wanted-Clerical Office

Administrative Assistant
Temporary to permanent position. Lotus 1-2-3, Excel, light typing, manufacturing co., Southfield location. Must 70 wpm minimum. Must have minimum 3 years experience. Immediate opening.
OFFICETEAM
28588 Northwestern Hwy. #250
Southfield, MI 48034
810 354 0021
EOE. Walk-ins encouraged

ADMINISTRATIVE/ ASSISTANT/ RECEPTIONIST
Established Property Management Company seeking well organized individual to assist owner. Must perform clerical duties.
Candidate must possess Wordperfect, basic typing and have a pleasant phone manner. Good salary and fringe benefits included.
Send contemplated resume to: P.O. Box 725325, Berkley, MI 48072

ADMINISTRATIVE assistant, Southfield. Accounting & back office experience. Strong word processing and spreadsheet knowledge considered a must. Benefits. Fax resume 810-557-8404

ACCOUNTING assistant, billing, invoicing, computer & collection experience a must. Benefits. To $24,900. Fee paid
LOIS RAY PERSONNEL
(810) 646-5580

ADMINISTRATIVE ASSISTANT
Our Client, a Farmington based Japanese sales/distribution company, is in the production of environmental/health related chemical and service publications, seeks an experienced
Administrative Assistant
Responsibilities include bookkeeping, billing, invoices and P.O.s, light typing, general office duties, coordinating company newsletter & related employee communications. Assist in creation of marketing material, coordinate information for Director of Quality; & QS9000 Send resume to
Human Resource Department
Duris Automotive Systems, Inc
1704 Northfield
Troy, MI. 48084

ADMINISTRATIVE ASSISTANT
Several years of related experience including intermediate use of word processing, spreadsheets, and business machines are required. Experienced with Japanese corporations and/or language skills a plus.
The exceptional opportunity offers an attractive salary and benefits package.
To apply, please forward resume, letter and salary history in confidence to:
Coopers & Lybrand, L.L.P
Human Resource
Advancing Group BWAA
400 Renaissance Center
Detroit, MI 48243
Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT/ BOOKKEEPER Part-time. Strong secretarial, computer & accounting skills essential. 810-350-3320

ADMINISTRATIVE ASSISTANT for small office. Computer experience, accounting a plus. 15-30 hrs. Mon-Fri flexible. 313-525-4411

ADMINISTRATIVE ASSISTANT position for fast paced company. Proficient in Microsoft Word 6.0 and Excel. Knowledge of Lotus 1-2-3. 70 wpm, and have strong communication skills. Knowledge of Insurance helpful. Fax resume and salary to Office Manager, 810-377-1070

Administrative Assistant
To VP of Sales. Troy office of manufacturer of fitness equipment looking for individual with advanced skills in word, excel, and lotus. Top salary, detailed assignments. Major responsibilities include preparing correspondence, presentations, spreadsheets & charts, assisting in coordination, & set up of seminars & annual sales meetings. Must know Microsoft Word, PowerPoint & Excel. Shorthand desirable. Fax resume & salary requirements to (810) 585-5730

ADMINISTRATIVE CLERK
Entry level position in residential property management office for an extremely organized & detail oriented individual. Must have typing skills, telephone & customer relations experience. Must be familiar with Windows. Some weekends may be required. Please send resume to Box 41282 Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ADMINISTRATIVE SECRETARY
Needed for 3 man office in Farmington Hills. Must be organized & efficient, skilled in Word Processing, being able to deal & handle phone calls in a professional & pleasant manner, & make appointments. 810-349-0100

ADMINISTRATIVE SECRETARY
Be appreciated for your all around skills and executive level experience. We have need for a detail oriented person with Major Oakland County firm. $7.00/hour Call Susan 810-646-7661
UNIFORCE SERVICES

Administrative Secretary

If you're looking for challenge and a friendly environment, Sinai Administrative Secretary has an immediate opportunity at our convenient suburban location.
You will provide secretarial support to the department manager, personnel managing multiple tasks and priorities. A minimum of three years related experience is needed with good interpersonal skills, typing expertise in word processing, including Windows, and a typing speed of 55 wpm. In addition, shorthand ability and familiarity with multiple software applications preferred.
To apply, please call Human Resources at 810-799-4738, or forward your resume to Sinai Hospital, 6767 W. Outer Drive, Detroit, western Hwy. Suite 613-C, Southfield, MI 48076. Fax 810-799-4738
An Equal Opportunity Employer
SINAI HOSPITAL

Administrative Secretary
Trade association in Troy seeks international company. $25,200
THE KPM GROUP 810-355-2440

admin.
RECEPTIONIST
Robert Half Intl., a $1 billion company on the New York Stock Exchange, has an immediate temporary receptionist for our contemporary Troy office. Must have pleasant phone line phone experience, professional appearance and attitude. The fee is paid. Permanent opportunity is a $15-$19 an hour with benefits, 401k and ESOP. EEE
ROBERT HALF
201 W. Big Beaver #310
Troy, MI 48084
Phone (810) 524-3100

ANIMAL HOSPITAL
Seeks receptionist who is dependable, neat, pleasant, mature person with strong people and communication skills. Team player must be flexible, able to juggle priorities and handle interruptions with grace and efficiency, pleasant and tactful person will be required to handle multiple responsibilities including phones and computer. Part time hours, will work hours. Apply in person between 12 noon and 3pm. Dr. Jeffrey Rubin & Fri. Plymouth Veterinary Hospital, 725 W. St., downtown Plymouth.

AWARD WINNING Southfield video production company seeks full time organized, dependable Administrative Assistant for general clerical duties, work environment involves production scheduling. Must have excellent people skills and computer skills, WordPerfect for Windows and Excel
810-354-3990

502 Help Wanted-Clerical Office

ASSISTANT CONTROLLER/ ACCOUNTING SUPERVISOR
Both require 2 or 4 year degree, high energy, detail oriented, ability to learn quickly and function in a fast paced environment. Good oral and communication skills. Must be a self starter. We are a growing company and looking for career oriented flexible individuals. Send resume and salary history to Yan Management, Inc. 31844 Hubbard, Livonia, MI 48150 Fax 313-427-1180

ASSORTED POSITIONS AVAILABLE
IN METRO AREA
Secretary, PC/Word, Data Entry, Administrative Assistant, Executive Secretary and more. Salaries from $15,000-$25,000. As fees paid by our client companies. Computer skills and some experience required. Fee paid. Outstanding companies and most candidates have excellent benefits. 810-644-4800 for additional positions available.
Sterling Personnel Services

AUTOMOTIVE SECRETARY
Kelly Services is currently hiring secretaries with recent work experience for long and short term assignments at a large automotive company based in Dearborn.
Qualified persons should be experienced using WordPerfect, Lotus and graphics experience helpful.
Benefits include
Medical/Dental
Vacation
Holiday
401K
Please call for appointment immediate positions available.
KELLY SERVICES
(313) 336-4234
EOE M/F/D

A-1 LITIGATION SECRETARY
Personal Injury Attorney needs part-time person with Word Perfect.
ARBOR TEMPS 459-1166

BILLING/ACCOUNTING CLERK
Ghafari Associates is seeking full-time accounting clerk for their Dearborn office. Responsibilities include 1 yr min experience in preparing and processing invoices and purchase orders. Other duties include sorting & delivering mail, faxes, and other general clerical support for department. Comprehensive benefits plan and company salary. Please fax resume to
Julie Jabara
Ghafari Associates, Inc
(313) 436-8000
17101 Michigan Avenue
Dearborn, MI 48126
EOE

Billing/Payroll Associate
For home health care agency in Livonia. Some accounting background helpful. Must have experience in accounts receivable, computer literate, detail oriented, highly organized motivated individual. Medical experience in medical billing helpful. To apply call (313) 422-9750
United Home Care Services

BLOOMFIELD HILLS LOCATION
Receptionist/Secretary. Microsoft Word for Windows needed.
Call Today 810-737-1711
TEMPORARY RESOURCES

BOOKKEEPER/SECRETARY
part time, for small real estate property management firm office. Must have computer background or experience. Southfield 810-352-4544

BOOKKEEPER
Auto Parts distributor W. Bloomfield needs full time Bookkeeper. Must type 40+ WPM, & have previous experience. Associate degree or college level accounting classes. Salary negotiable, paid holidays, medical benefits. A fun place to work, modern office. Mail or Deliver resume to:
14420 Livernois, Detroit, MI 48238

BOOKKEEPER - John Casabianca & Associates, a Plymouth accounts payable & receivable payroll, sales tax and other accounts required full time. Mrs. Smokelaw 313-455-0700

BOOKKEEPER
Needed to record daily activity, prepare bank reconciliations, and other accounting duties. Knowledge of Quickbooks helpful. Send resume to 21119 Bridge, Southfield, MI 48034

BOOKKEEPER
part time Permanent 29 30 hours/week job requirements Excel Word, QuickBooks for Windows, 10 years of bookkeeping experience. Send resume Attn: Mr. Ron Cooper 32 S. Main St., Plymouth, MI 48170

BOOKKEEPER, PART TIME
for busy Farmington Hills practice. Responsibilities include accounts payable & payroll in the Gardner Denver area. Send resume to 29995 Haggerty, Belleville MI 48111

BOOKKEEPER/Part-time. Payroll experience required. Knowledge of computer knowledge. Flexible hours. Fax resume to 810-647-4138 21 E. Long Lake Rd., Ste. 102, Bloomfield Hills, MI 48304

BOOKKEEPER
Southfield Property Management Company needs full time Bookkeeper. Accounts receivable and computer experience desired. Send resume with salary requirements to Controller, 30 W. Big Beaver, Ste. 100, Southfield, MI 48075. Attn: Office Manager

BOOKKEEPER / TAX PREPARER
Full time. Must have Minimum three years experience and be self motivated with attention to detail. After 5pm (810) 851-5570

BOOKKEEPER - Troy business seeks full time position for individual to be responsible for all phases of computerized payroll & accounting functions. Experience Send resume to Box 41241,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

BOOKKEEPING CLERK
Troy based company is looking for an experienced Bookkeeping Clerk for our accounts payable department. Must be familiar with a computerized accounting system and be knowledgeable in accounts payable, accounts receivable and general ledger. Send resume and salary requirements to
PO Box 802, Troy, MI
48099 Attn: 8th Floor Manager

BOOKKEEPING CLERK position open with full benefits & 401k. Computer & accounts payable/receivable experience required. Send resume to R. Giles, 24300 Woodward Industrial, Suite 403, Novi, MI 48375

BUBBLY RECEPTIONIST
$8/hr. Will train.
ARBOR TEMPS 459-1166

CARE ASSISTANCE for a senior gentleman. Live-in position includes house keeping. References required (810) 476-1514 or (810) 476-2334

CERTIFIED OCCUPATIONAL SPECIALIST
For HUD Section 8 High Rise Apt located in N.W. suburbs. Full time position. Excellent salary & benefits. Fax or Mail to P.O. Box 401123, Redford MI 48240
EOE

CLERICAL, full time position available immediately for our 1st & Haggerty location. Duties will include data entry, phone receptionist, and customer service. $7.00 an hr. to start for qualified applicants. Please call 810-624-2363 Mon-Fri 10am-3pm to set up an interview at our Royal Oak location.

CLERICAL - Full time positions available for busy retail company. Must possess ability to handle multiple tasks, knowledge of Microsoft office business software required. Please send resume and salary requirements to MGM Bridal & Formals, 23318 Harper, St. Clair Shores, MI 48080. No phone calls.

CLERICAL - positions for summer, long term or temp-to-perm assignments in Novi & Livonia Call
ETD Temporary Services
equal opportunity employer

502 Help Wanted-Clerical Office

CLERICAL: Hastings Business Systems, Inc. Michigan's leading Canon Copier Dealer, is currently seeking experienced or trained clerical positions in the Novi office. Customer service experience required. Excellent working environment and benefits package. Call Hastings at 469-4015, and company paid pension plan. Please send resume and cover letter to Yan Management, Inc. at HASTINGS BUSINESS SYSTEMS, INC. 31844 Bridge Street, Novi, MI 48375-1300. Attn: Office Manager
An Equal Opportunity Employer

CLERICAL
Leading automotive supplier has 2 administrative opportunities in our Canton facility. Each position requires strong skills in computer data processing, and databases. Limited clerical skills are preferred, with excellent customer service experience. Associates Degree in Business or Office Systems is preferred. Code AVIA/B
Please mail resume with SALARY REQUIREMENTS and cover letter. Be sure to include one of the listed above. Responses that do not include all of the information will NOT be considered
AMERICAN YAZAKI CORPORATION
NAS/HRD: obs/dv/4//8
6700 Haggerty Road
Canton, MI 48187
NO PHONE CALLS PLEASE
An Equal Opportunity Employer

CLERICAL OPENINGS-
AWAIT YOU!!
• Receptionist for River Rouge company. Long term opportunity for the right candidate MS Word/Excel
• Data Entry Operators for all areas $.000 to 10,000 keystrokes $7-$10 an hour
• Payroll Clerk for Livonia area 10-key, PC skills, good people skills
CORPORATE PERSONNEL
FORWARD RESUMES OR CALL TODAY
Phone 313-953-4190
Fax 313-953-5938

CLERICAL OPPORTUNITIES
If you are dependable & hardworking and like looking to work in a professional office setting we have a variety of opportunities available
SECRETARIES
WORD PROCESSORS
SWITCHBOARD RECEPTIONISTS
DATA ENTRY CLERKS
CUSTOMER SERVICE
FILE CLERKS
We offer vacation pay, holiday pay & referral bonuses. Please call for an appointment today!
CONTEMPRA
810-583-1000 Troy
810-650-8600 Rochester Hills
313-563-5900 Dearborn

CLERICAL
Our rapidly growing network has part time & computer positions at several of our medical centers. Ideal candidates will be experienced in a medical setting with medical terminology, accurate typing. Our agency on-site office is open weekdays. Previous patient registration experience highly desirable.
Applications will be accepted on Thursday, June 29th ONLY, 8am-12noon in Conference Room D
PROVIDENCE PARK
Medical Center
47601 Grand River Ave
Novi, MI 48374
An Equal Opportunity Employer

CLERICAL - property management co. looking for a detail oriented person. Must be flexible & willing to work 2-3 days/week in Farmington Hills. General office & phone skills necessary. Call 3-5pm 810-737-4002

CLERICAL
Real estate appraisal secretary needed. Must have knowledge of Word for Windows. Fax Farmington Hills location if you have computer experience & good communication skills.
For interview call: (810) 855-0575 and fax resume: (810) 855-0579

CLERICAL/SECRETARY
Part time, flexible hours. Livonia area
Call 313-421-4733

CLERICAL/STOCK PERSON
for Novi Optical distributor. Monday-Friday, 40 hour full time positions. No weekends. Will train
810-380-8260

CLERICAL
We have excellent opportunities for individuals interested in entering the field of mortgage banking. Responsibilities will vary according to department but may include: Logging loan information on the CRT, reviewing documents, verifying data, balancing entries, responding to telephone inquiries, filing, and miscellaneous clerical duties. Qualified candidates must have various office skills including good communication skills. Individual must be detail oriented & have the ability to operate a 10 key calculator. We offer competitive salary & benefit package. Qualified candidates should apply Mon-Fri between 8-5pm
HUMAN RESOURCES
SOUTHFIELD MORTGAGE SERVICES CORPORATION
27555 Farmington Rd
Farmington, MI 48334
Equal Opportunity Employer M/F

CLERK/RECEPTIONIST
20-25 HOURS a week until 9 PM, Mon - Fri
Call FAX!
(810) 477-6787

CLERK TYPIST - FULL TIME
A position has become available in our Rochester Hills office. Must have strong 50 wpm, with WordPerfect 5.1 experience, answering 3 phones, copying & filing. Some knowledge of Lotus helpful. Call Executive Secretary, 6012 Merriman Garden City, MI 48135
EOE

CLERK 3 OPENINGS Will train working software onto computers. Rochester Hills. Long term $8.75 hour. Mon-Fri. 8am-5pm. Immediate Call USI (810) 258-5873

CLIENT LIAISON
Join Farmington Hills company and coordinate customer service and documentation for special corporate accounts. Ideal candidate is problem solving ability and people skills are needed for this position.
Diversified Recruiters
810-344-6700 FAX 810-344-6704

502 Help Wanted-Clerical Office

COLLECTION ASSISTANT
Needed for Southfield law firm specializing in consumer collections. 23-40 hours/week. Experience preferred. Submit resume to
Collection Department Center, Suite 2290, Southfield, MI 48075

COLLEGE GRAD 3.5 or better to work as Legal Assistant in Farmington Hills office. Good organizational skills. Word Perfect 5.1, non-smoker, ask for Linda (810) 737-6400

COLLEGE STUDENTS
Welcome. Flexible hours work around school schedule. 20-25 hours per week. General office duties filing, copying, typing, data entry. Downtown location. Non-smoking office. Needed immediately. Resume to: PO Box 6, Dearborn, MI 48124

COLLEGE STUDENTS
Clerical Summer Dress Jobs. Phones, computers, etc. $6 to $10 an hour. No fees.
Doyle Search Group 810-645-0900

COMPUTER OPERATOR
(Entry Level)
Immediate full time opening in our Data Processing Department for self motivated individual who is eager to learn, and has the ability to make working decisions. Ideal candidate will possess work flexible hours and weekends.
Enjoy benefits that include: vacation, retirement plan, 401(k), holiday, paid personal, and sick days. In addition, full time employees can participate in our medical, dental, life insurance programs and educational subsidy programs. If interested, apply in person or send resume to
FOODLAND DISTRIBUTORS
(Attn: Human Resources)
12701 Middlebelt Rd.
Livonia, MI 48150

CONTRACT ADMINISTRATOR
We are a nationally known leader of electronic data processing & telecommunications equipment searching for an organized & motivated individual to assist our sales department. Ideal candidate will possess the following qualifications: Minimum of twelve experience in contracts/sales administration, familiar with commercial credit documentation & UCC filings, proven ability to organize & plan, a detail oriented strong oral & written communication skills & a minimum of 2 years experience in a commercial environment. Experience with a Lotus 1-2-3 spreadsheet calculator/or present value computations, WordPerfect 5.1 & Excel a plus. Qualified candidates should send their resume & salary history to
LEASE ADMINISTRATION
28525 Orchard Lake Road
Farmington Hills, MI 48334

CUSTOMER SERVICE
Industrial mfr. since 1938 requires min. 5 yrs. experience. Process orders, work with outside sales. Full benefits + bonus. Resume to S. Giacomin, Wall Colmonoy, 30261 Stephenson Hwy., Madison Hts. MI 48071

CUSTOMER SERVICE REP.
For busy office. Good phone skills, data entry, WordPerfect, Microsoft Office. Experience helpful. Apply at 5411 Ronda Dr., Canton, MI 48187. (313) 459-5870

CUSTOMER SERVICE
Suburban finance headquarters has immediate need for detailed experienced candidates. Excellent people and light computer skills. Thorough training will be provided to selected candidates. To 40 hour. Temp to perm. Call Clara.
313-473-2932
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Full or part time
Temp to perm available
Career opportunities with America's fastest growing companies with modern, high tech, training and personal growth. Troy location. Excellent benefits package. Typing 30 wpm 37.00hr to start, automatic raises. Call Karen
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Full Time Opportunity
• Typing 35wpm
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• Hours are 11-7pm or 12-8pm
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20 OPENINGS
Long term position available
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• Type 25 wpm
• Great customer skills
TODAYS TEMPORARY
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EOE

CUSTOMER SERVICE
LIVONIA AREA
Entry level customer service at district sales office. Experience in data entry, filing, customer inquiries. Printing of business forms experience a plus. Pleasant phone & excellent benefits package. Send resume to Ann Joyce, Suite 301, 17197 N. Laurel Park Dr., Liv