500 Help Wanted

SHIFT SUPERVISOR

RETAIL MANAGERS

RETAIL SALES
$7 AN HR

NATION WIDE SECURITY
100 GUARDS NEEDED!
$700 plus per week!

SERVICE ACCOUNT MANAGER

SHIPPING/RECEIVING WAREHOUSE

TEACHER SEARCH

TELEMARKETING

TELEMARKETING REPRESENTATIVES

Telephone Installer/Technician

TOOL & DIE MAKER

TOOL & GAGE BENCH LEADERS

Toolmaker

OXBOW
MACHINE PRODUCTS, INC.
12777 MERRIMAN
LIVONIA, MI 48150
TEL 313-422-7730
FAX 313-422-7750

TREMORS!

WAREHOUSE ASSOCIATES
DETROIT & Westland
Immediate Openings

TECHNICOLOR DISTRIBUTION CO.

WAREHOUSE WORKERS OPEN HOUSE
Tuesday, July 11th, 6pm

Murray's Offers:

Murray's Discount Auto Stores

$40,000 + 1ST YEAR

502 Help Wanted-Clerical Office

ACCOUNTING

ACCOUNTING CLERK

ACCOUNTING

Accounts Receivable Part-time

ACCOUNTS RECEIVABLE COLLECTIONS

ADMINISTRATION/WORD PROCESSORS

(810) 354-2410

ACCOUNTANTS ONE

SNELLING Personnel Services

ADMINISTRATIVE/ASSISTANT/RECEPTIONIST

ADMINISTRATIVE ASSISTANT

UNIFORCE SERVICES

TODAYS TEMPORARY
(810) 649-4455

ACCOUNTS PAYABLE CLERK

ADMINISTRATIVE ASSISTANT

ACCOUNT SPECIALIST

UNIFORCE SERVICES

Diversified Recruiters

ACCOUNTS RECEIVABLE

LOIS RAY PERSONNEL
(810) 646-5580

BOOKKEEPER

BUBBLY RECEPTIONIST
$8/HR Will train

Diversified Recruiters

CUSTOMER SERVICE
FULL or part time
Temp to perm available

UNIFORCE SERVICES

COLLEGE STUDENTS AND GRADUATES

CRAZY! CRAZY! CRAZY!

EMPLOYERS
(810) 353-7050

CUSTOMER SERVICE

UNIFORCE SERVICES

CUSTOMER SERVICE

CUSTOMER SERVICE
20 OPENINGS

TODAYS TEMPORARY
(810) 649-4455

DATA ENTRY

UNIFORCE SERVICES

DIRECTOR OF NURSING

DATA ENTRY SWITCHBOARD WORD PROCESSING

Call Laura Cantin
REAL ESTATE ONE
810-644-4700

GENERAL OFFICE

LAW OFFICE

LEGAL

Call Mail or Fax In Confidence to:

PERSONNEL AT LAW
313-THE-TEMP
810-358-0060

Legal Secretaries

HILLSTROM & ROSS AGENCY, INC.
810-626-8188

LEGAL SECRETARIES & RECEPTIONISTS

GENERAL OFFICE CLERK

GENERAL OFFICE - Experienced

JOANNE MANSFIELD
Legal Personnel
SUITE 209 TROY MI 48084
810-362-3430
ALL FEES EMPLOYER PAID

CLERICAL HELP NEEDED IMMEDIATELY

Please call

Billy Bob's

Windham Realty Group, Inc

AUTO DEALER

Legal Secretary

Citizens INSURANCE

SENIOR LEGAL SECRETARY

The defense litigation office of major insurance company has a part-time career opportunity for a highly motivated, professional legal secretary. A minimum of five (5) years legal secretary experience and some college-level secretarial training required. This two-day per week position is available in our Livonia office.

Citizens Insurance Company of America is a progressive, growing company. For confidential consideration, please forward your resume and salary requirements to:

CITIZENS INSURANCE COMPANY OF AMERICA
ATTN: Gary Schelhase
Managing Attorney
17187 N. Laurel Park Drive, Suite 365
Livonia, MI 48152

Equal Opportunity Employer

ADVERTISING CLERK

We have an entry-level position open for someone who is interested in learning print medium advertising. The individual selected will assist our sales staff by entering data into our computer system and performing other clerical-type duties. You must be able to type 40 words per minute, have some knowledge of computers, good grammar and spelling skills and a pleasant telephone manner. This is a very busy office, so you must be able to handle multiple task simultaneously.

We will provide the training and pay a competitive wage. To apply, call Jeannie at (313)953-2277 or Sherry at (313)953-2253
EOE

Adult Carriers

needed for delivery of the Eccentric.

• Twice-Weekly • 500-500 papers per day
• Both motor routes & walking routes available.

For further information call

(810)901-4716
Birmingham, West Bloomfield, Southfield

(810)651-7575
Troy, Rochester

ADMINISTRATIVE ASSISTANT

Benteler Industries, one of the nation's leading automotive components suppliers, is currently seeking a detail-oriented Administrative Assistant at our Livonia Sales Office.

In this position you will provide support for our sales staff. Responsibilities involve a variety of office duties including word processing, telephone coverage, scheduling meetings and travel arrangements, and maintain accurate files.

Qualifications include strong written and verbal communication skills. In addition, the successful candidate will possess 3-5 years of administrative/secretarial experience. Candidates must type 55 wpm and be computer literate in Word for Windows and Excel. Related college courses or college degree considered a plus.

If you are interested in becoming part of the Benteler team, send your resume in confidence to:

Benteler Industries,
Employment Manager-AA,
50 Monroe Ave., Suite 500,
Grand Rapids, MI 49503
FAX: (616) 752-1698.

EOE

BENTELER