500 Help Wanted

TRAVEL AGENT

HIGH volume Royal Oak agency seeking full-time experienced agent. Salary commensurate with experience. Benefits. (810) 280-9600

TRAVEL AGENT

LOOKING for people with min. 1 yr experience in Travel Agency. Call Ms. Lynn (810) 552-0166 or fax resume to 810-799-3663

TRAVEL COUNSELORS

HIGH volume travel agency seeking independent agent. Work out of your home or corporate/leisure sales. Work out of your home! (810) 258-5600

travel

NOW HIRING RESERVATION AGENTS

Looking for enthusiastic career oriented telephone RESERVATIONISTS TRAINING PROVIDED. Work for a respected company in the Travel & Tour industry. Travel/Sales background a plus but not required. Pleasant personality with a backround. Salary plus benefits package. Apply in person Tues - Fri., 10am-4pm

H&HF TRAVEL CORPORATION
25868 Northwestern Hwy
Southfield, MI

TRIPLE A TYPE ELECTRONIC TECHNICIAN

5 yrs experience, good pay for qualified person. Call Mr. Ryan at Cal (810-477-6402, ask for Fred or Brian.

TROY MARRIOTT HOUSEKEEPING SUPERVISOR

- 1-2 years supervisory experience in hotel housekeeping
- This desires to grow with a dynamic organization
- An Associates Degree or equivalent experience

If you are interested in the challenge of developing with one of the nations leading hotel companies, send your resume and relevant history in confidence to Human Resources, Troy Marriott Center, 200 Big Beaver Road, Troy, MI 48084

TECHNITROL

TRUCK DRIVER ASSISTANT

Full time position for person to help at Guernsey Farm Dairy, 21300 Nine Rd., Northville

TRUCK DRIVER

CDL license required. Machine operation, general labor & pipe laying helper. Apply in person at 4301 B. Lilley Road in Canton.

TRUCK DRIVER

Cube Van, for delivery of furniture. Ideal for retiree or semi retired person (313) 525-0020

TRUCK DRIVER

Full time Southfield based location. Over-the-road semi tractor/trailer driver needed. Must have 2 years driving experience. We are a union shop. Send resume to
Attn: Terry, PO Box 5081
Southfield, MI 48086

TRUCK DRIVER

Must have qualifications, references & be 18 or older. $7.68/hour, starting pay. Call Mike (313) 458-4353

TRUCK DRIVER/WAREHOUSE

Class B CDL required. Driving experience a must. Good benefits. Located in Wayne, MI. Please call Angela for interview (313) 722-7171
An Equal Opportunity Employer

TRUCK salesman need sports performance minded salesperson. Good working conditions, extraordinary earnings (313) 722-3600

TRUCK & TRAILER

mechanic needed. Must have experience and tools. Good pay and benefits. Whole year work. Call Ken for a phone number with recently or call chief Bob in a test for Chris (810) 624-6807

TUTOR - 3 days per week, 2 hours per day for 7th & 8th grade students, after school in Livonia. Must have car. Call Farmington Rd 313 per hour time. (810) 476-7766

TYPESETTER/TP

Steady part time position in a quick print shop. We use a Macintosh Exportext in Pagemaker 5.0 and heavy stripping. Good for a homebuilder. Please fax resume to Bob 81564
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

U. & D. CONSULTING, INC. U. & D. COMPUTERS

Experienced Computer Technician wanted to run on site service calls & in house operations & assembly. Call (313) 416-0095

UNION DRYWALL HANGER'S

for year round residential work with benefits. (313) 464-4440

UNIQUE OPPORTUNITY

with busy automotive company to take research, market, dispatch and production calls. Fax resume to 4772 Tara Ct., W Bloomfield, MI 48323

UPS

PART-TIME LOADING - Physically demanding work, safety + benefits 3-6 hours/day, Mon-Fri 11pm-3am & 3:30pm-6pm shifts. Apply EOE (313) 825-1836

VALET PARKERS

experience helpful. Must be 18-25. Apply Friday or call Lou at (810) 532-5880

VENDING ATTENDANTS

Mannesmann Corporation, a combined food service and vending company is looking for a vending attendant to service both of our locations located in the Livonia, Walled Lake and Detroit (Southfield and Outer Drive) areas. Hours per week beginning at 7 AM. Must be able to lift 50 lbs, carry cases, store and transfer. For an immediate interview, apply in person at

MANNEMANN CORPORATION
44600 N. I-94 Service Dr.
Belleville, MI 48111
(Just E. of Belleville Rd.)
313-699-4100
An Equal Opportunity Employer

VENEER LAYUP

Furniture Mfgr. has immediate openings with Exotic Woodworking skills preferred but will train. Full or part time. Flexible hours. Retirees / students welcome.

Hugo Furniture (313) 427-3850

VETERINARY CLINIC RECEPTIONIST

Part time, opening at Michigan Humane Society's Veterinary Clinic for home delivery of medical supplies and medicines. Starting pay $5.50 per hour. Benefits after probation period. Apply in person at MHS, 30804 Schoolcraft (at Merriman) in Westland

VIC'S WORLD CLASS MARKET

displaced position available for butchers, cashiers, stocker, produce, and food preparation. Excellent help provided. Apply within 34875 Grand River, Novi

VIDEO TECHNICIAN PART-TIME

Bloomfield Hills Schools is in need of an individual with broadcast experience in all technical aspects of remote television production. Must be proficient in Sony Betacam and Panasonic Video Operating Controls. Rates: Starting Level $8.00 per hour. $9.00 per hour after 3 months. Call 810-320-3230

ACO HARDWARE WAREHOUSE

INC. SUPPLY CHAIN SHIPPING DEPARTMENT

Lift of boxes 50 lbs, work in warehouse temperature controlled environment. Shipping, receiving, stock and packing, some light assembly. Starting at $5.25 hourly plus $0.15 hourly shift differential for second shift. Apply at ACO Hardware, 23230 Commerce Dr., Farmington Hills, MI. 48335-2754. Equal Opportunity Employer. 810-615-3000

WAREHOUSE

COMPUTER assembly facility in Clarkston seeking individuals with general computer skills full-time with opportunity for advancement. $7.00 per hour. Call Mark Sugerman, (810) 651-6700

WAREHOUSE/DRIVER POSITION

Receiving/shipping, light heavy lifting, Bloomfield Township area. Clean driving record, good attitude. Call Jerry, 810-626-1000, Fax: 810-626-1010, Pittsburgh, In Livonia

500 Help Wanted

WAREHOUSE STOCK

Leading National sportswear distributor seeks full-time and part-time positions for processors (2:00pm-10:30pm shift) and full-time positions for packers (11:00pm-7:30am shift). Excellent work environment, competitive pay rate and benefit package which includes: vacation, pension and 401(k) plan. Candidates must be able to handle moderate loads, work independently and possess excellent communication skills. Interested candidates should fax resume to 70 Eric. Send resume or apply in person between 9:00am-5:00pm

BRODER BROS CO.
HR DEPT - WD
43466 FORT ST
PLYMOUTH, MI 48170
Station Pkl (1-96 N. of M-14), Hahn (West) to Jim Scott (1-96)

WAREHOUSE ASSOCIATES

Detroit & Westland
Immediate Openings

Technicolor Distribution Co., a leader in the home entertainment duplication industry is seeking full time associates for our Westland and Detroit facilities. Qualified candidates must be dependable and enthusiastic team players. Strong work ethic and skills are required. These positions pay up to $6.25 hour plus and premium shift plenty of overtime. Opportunities are available on the day or afternoon shifts.

In our expanding environment, we offer numerous advancement opportunities along with employee incentive programs, fully paid retirement plan, tuition reimbursement and 401K.

To find out about joining our team call 313 941-6506

or stop by our Westland facility at 1625 Newburgh Rd., near Palmer Rd. (Exit 31 off I-96). Mon - Thu, Fri pick up an application

TECHNICOLOR
DISTRIBUTION CO.
An Equal Opportunity Employer

DELIVERY/WAREHOUSE
ENTRY LEVEL

We need outdoor minded individuals

- Monday-Friday Days
- Bonafide progression & advancement
- Produce with based pay
- Work hard/build skills

Call Mr Keith, 9-4pm, 810-347-3686

WAREHOUSE HELP

Full time, Mon-Fri, 7-4, Earn-4pm. No experience necessary. Must have valid driver's license. Call Will Duff (810) 353-2588

WAREHOUSE HELP

High tech company has full time production position available. Duties include shipping and receiving, computer experience helpful. Entry level position. Call Lisa at (313) 421-0001
23370 Commerce Dr
Farmington Hills, MI 48335-2700

WAREHOUSE HELP

Industrious team player with strong average personnel and communication skills to help coordinate timely distribution of thermoplastic hose and tubing. This is an entry level position with a stable company in an open environment. Excellent benefits package. Please send resume to John Musser
Accuflex Industrial Hose
8000A Florida Drive
Plymouth, MI 48170
No Phone Calls Please

WAREHOUSE HELP

Shipping & receiving for busy warehouse. Experience in UPS, hi-lo and warehouse. Maintenance helpful. Apply at 4811 Rendle Dr., Canton

(313) 459-5870

WAREHOUSE

Immediate openings for office supply warehouse. Will set up to 75 lbs. Work only $7/hr
(313) 898-0287

WAREHOUSE

LOOKING for dependable hard working individual for Livonia warehouse. Great working conditions. Full time. Benefits. Pick up application at 29500 Cadam Circle, Farmington Hills. Send resume or write for application. 11948 Farmington, Livonia, MI 48150

WAREHOUSE OPENINGS

Power Packers
Receivers
Stockers & Drivers

Drug free Livonia Wholesale Distributor has immediate openings. Please apply in person from 8:00 am-1:00 pm at

Bowman Sales, Inc
38200 Amhurst Street
West of Newburgh
South of Ann Arbor

Good pay and benefits!

WAREHOUSE

Order Pickers for Jerry Baker Company starting May 1st. Great wage plus profit sharing. Full part time. Warren, Call Kim (810) 960-1800

WAREHOUSE PERSON

Livonia based wholesale jewelry firm seeks warehouse personnel to price & distribute merchandise. Computer experience helpful, some lifting. Please call Ken at (313) 591-1717

WAREHOUSE POSITION

Person needed for 1/2 or full time, minimum complexity involved & warehouse experience. Responsibilities include: Employee receiving, preparation of shipping papers, inventory control, computer work and light maintenance. Apply in person 885 E. Mills, Farmington EOE

WAREHOUSE SHIPPING & RECEIVING

Heavy lifting involved
Apply 19-4 Kitchen Center, 26775 Grand River, Redford

WAREHOUSE/SHIPPING & RECEIVING

Highly motivated hard working, reliable individual needed. Farmington Hills area. Blue Cross/Blue Shield & other benefits. Call Rick 8:30-5 Mon-Fri (810-476-7575

WAREHOUSE STOCK HELPER

Due to our expanding business, we are in need of dependable self-motivated individuals for full time positions. Occasional Saturdays required. Clean, safe, good working conditions. Extensive benefit package provided. Hourly rate $6. Send resume or apply in person between Lahser & Southfield

L.A.C. FURNITURE GALLERIES
21380 Coolidge Drive
Farmington Hills, MI
Or Research Dr. & 10 Mile, Warren

WAREHOUSE SUPERVISOR

IN Wixom. Dynamic mail order business seeks an experienced supervisor to participate in computerized warehouse/fulfillment department. Send salary requirement & resume to Attn: P.O. Box 3047, Wixom, MI 48393. Alt. Kim.

WAREHOUSE SUPERVISOR

R and L TRANSFER, one of the largest privately owned LTL motor freight carriers is accepting applications for a full time day shift warehouse supervisor. MUST have background knowledge/experience with warehousing and material handling equipment to work in a fast paced environment. Must be able to read, write, and speak English. Competitive wages and excellent benefits package available. Apply in person at 38 Tyler St. Pontiac, 313-858-8000 EOE

WAREHOUSE

TYPE distributor needs self-motivated individuals for third shift. Starting hourly but not necessary. Must have clean driving record and be able to lift. Apply in person at 1000 Ford Rd., Dearborn

WAITER EXERCISE

instructor/trainer or manager. Apply now for Summer or Fall. Call Ann at Farmington YMCA.
810-553-0020 or 810-553-0025

500 Help Wanted

WELDER / FITTER - Experienced in heavy structural, welding and mechanical assembly. Salary negotiable. Send resume to PO Box 671191, Canton, MI 48187-6191.

WELDER/FITTER FOR misc. metal stair & rail shop. Experience with welding & hand tools. Send resume or apply in person to P O Box 5244, Northville 48167

WELDER/METAL FABRICATOR

needed for heavy duty truck and trailer up-fitting with highly innovative consumer product. You should be independent, creative, self motivated and thrive in a fast paced product prototyping experience. Ownership or easy access to metal fabricating shop is a plus. We offer opportunity for rapid advancement as the company grows. Send resume
Box 81624
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

WELDERS

Door company has full time position with excellent pay + benefits. Apply at 8125 Telegraph Rd., Redford (See Mrs. B)

WELDERS/HELPERS - Experience in structural steel fabrication. Apply at side entrance 8001 Florida Dr., Canton. Jay & Haggerty

WELDERS

Immediate openings for "A" & "B" Welders. 40-50 hours, full time benefits package. Apply in person U. S. Manufacturing, 1947 Haggerty Rd., Walled Lake, MI

WELDERS & LABORERS

Good pay & benefits. Apply in person Bank York Division Tank Company, 4701 White Lake Rd., Clarkston

WELDERS

MIG or TIG must have some experience. Intermediate placement. Good pay. TTSI 810-553-0700

Welding Production Supervisor

ASME Code pressure tank manufacturer in NE Detroit has immediate opening for a supervisor with welding and layout experience. Will handle all aspects of supervision including payroll & union relations, production, and production scheduling. Company offers excellent benefits package including 401(k) & health insurance. Salary commensurate with experience. Send resume to
Box 81501
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150Box 81501
An Equal Opportunity Employer

WESTEDGE FORGE'STY of Novi accepting applications from experienced welders. Members & Trimmers. Benefits. 810-349-4638

WILD 'N CRAZY

$ CAN'T BE LAZY

21 immediate full career positions available in fast paced computerized sealing boring & automatic assembly. Trainees, no experience necessary. Call Lisa at 313-421-0001
23370 Commerce Dr
Farmington Hills 810-478-2500

WAREHOUSE HELP

Industrious team player with strong average personnel and communication skills to help coordinate timely distribution of thermoplastic hose and tubing. This is an entry level position with a stable company in an open environment. Excellent benefits package and competitive pay. Please send resume to John Musser
Accuflex Industrial Hose
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(313) 898-0287

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Stockers & Drivers

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38200 Amhurst Street
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South of Ann Arbor

Good pay and benefits!

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Highly motivated hard working, reliable individual needed. Farmington Hills area. Blue Cross/Blue Shield & other benefits. Call Rick 8:30-5 Mon-Fri (810-476-7575

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WAITER EXERCISE

instructor/trainer or manager. Apply now for Summer or Fall. Call Ann at Farmington YMCA.
810-553-0020 or 810-553-0025

502 Help Wanted-Clerical Office

ACCOUNTANT

ACCOUNTS Receivable & Payable through General Ledger. Must have 3 years experience. Computer experience preferred. Competitive wage. Fax resume to Personnel Manager, Lotus at a blue. Full time position with excellent benefits. Fax resume to HR, Accounting, Clerk, 29299 Franklin Rd., Southfield, MI 48034

ACCOUNTING CLERK

PART-TIME
5 HOURS A DAY
AND 3 DAYS A WEEK
IN FARMINGTON HILLS

Tracking funds for Sales department. Accounts Receivable, Accounts Payable, data entry, Lotus or Word Perfect for Win does a plus.

Snelling
Personnel Services
An Equal Opportunity Employer
Livonia: 313-266-8000
Southfield: 810-557-1300
Taylor 313 284-0777
Auburn Hills: 810-373-7600

Accounting Clerk/ Receptionist

First Inc Corporation, the industry leader in the rapidly growing pressure tank manufacturing, has an immediate opportunity for an Accounting Clerk/Receptionist.

Responsibilities will include accounting back-up relief, mail room & miscellaneous clerical duties. Candidate should possess good typing skills, basic computer knowledge is a plus.

We provide a comprehensive range of benefit programs including profit sharing. Please forward resume to

FLINT INK
CORPORATION
HR/JC
33100 Schoolcraft
Livonia, MI. 48150
An Equal Opportunity Employer

ACCOUNTING CLERK

Hardworking person with good communication skills. Accounts Receivable, Excel 5.0, Lotus spreadsheets as well as basic math skills. Send resume with salary requirements to
Accounting Manager
P.O. Box 2191
Southfield, MI 48037
or Fax 810-647-8715

ACCOUNTING & COMPUTER knowledge for wholesale meat company. Must be reliable & dependable. Letitia's & Co., 86 Montcalm, Detroit (313) 864-4457

Accounting
SUCCESSFUL and growth oriented company located in Plymouth is seeking assistance with its credit department. Individual must be a self starter. Credit of customer service experience. Knowledge of Lotus required. Position includes competitive benefits and pleasant working environment. Please send resume, salary history to P.O. Box 700366, Plymouth, MI. 48170

Accounting Clerk
Part-time

A software development company building firm located in Livonia is currently seeking a part time Accounting Clerk for an internal position.

Responsibilities include: fling data entry working with cash receipts, cash disbursements, and with invoices. This individual will also assist the receptionist in answering phones during lunch breaks.

The qualified candidate will have excellent interpersonal and communication skills, and be able to interact with customers and all levels of personnel. They will also be proficient in Lotus 1-2-3 and have excellent phone skills as well as a thorough understanding of accounting functions.

The selected individual will work approximately 30-32 hours per week.

Interested candidates who meet these qualifications should forward their resume to

Confidential Reply Service
Thompson Recruitment
Advertising, Dept. ACL530
3000 Town Center, Suite 1800
Southfield, MI 48075
An Equal Opportunity Employer

ACCOUNTING

PERM
• Sr. Accounts Payable Clerk, Farmington, To $23K
• Accounting Clerk, Troy, To $21K
• Accounts Payable Clerk, Downtown, To $22K
• Payroll/Accounting Clerk, Troy, To $21K

TEMP-TO-PERM
• Accounting Clerk, Troy, To $20K
• Accounts Payable Clerk, Troy, To $20K
• Accounting Clerk, Farmington Hills, Construction firm, Temp date To $10K
• Accounts Receivable Clerk, Analyst, Southfield, To $18K

TEMP
• Construction Bookkeeper, Rochester
• Accounting Clerk, downtown, long-term assignment
• Accounts Payable Clerk, Livonia
• Jr. Accounting Clerk, Farmington
• Accounts Payable Clerk, Southfield, long term
• Accountant, Detroit
• Accountants, Bloomfield Hills, long term

So for the month, we have placed 6 TEMPS in new permanent jobs so top of our TEMPS list! Congratulations to all of our TEMPS received job offers plus being trained by our clients. Want you back for a job so call us today!

Accountants One, Inc
(810) 354-2410

Account Representative

Looking for a motivated, self-starter with Accounting Receivable Office Duties. Includes processing A/R, billing, filing, customer service. Benefits & vacation after 90 days. Call Renee for an appointment.

(313) 534-9924

ACCOUNTS PAYABLE CLERK

Manufacturing company expanding every level full time position with opportunity for advancement. Must have with medical benefits
810-476-8383
Fax 810-588-4330

ACCOUNTS PAYABLE, with at least five years experience, handling all phases of accounts payable, including invoicing, organizational skills, and good communication skills required. Exceptional math aptitude and telephone skills a must. Fax resume or apply in person to Personnel Department
Bearings Sales, Inc
38500 Mound Road
Livonia, MI 48150
(313) 459-0330

ACCOUNTS PAYABLE

Unlimited Opportunity! Seeking for motivated individual with experience in accounts payable. Duties include payable. Please send resume and wages requirements to
PO Box 510, Livonia, MI 48150

502 Help Wanted-Clerical Office

ACCOUNTS PAYABLE

Residential Builder offers an opportunity to join our administrative team. The right individual will have a variety of duties in addition to accounts payable. A minimum of two years accounts payable experience along with computer experience is required. Windows, Word, and Excel experience strongly preferred. We offer a competitive salary plus benefits. Interested candidates may fax or mail resume to Controller
Fax 313-459-4290, Suite 4790, Bingham Farms, MI 48025
Fax 810-646-0124

ACCOUNTS PAYABLE

Good Data entry skills required. Accounts Payable experience. Manufacturing industry, job cost experience a plus. Send resume to U.S Tool & Die Attn: Kathy B., 53000 Grand River, New Hudson, MI 48165-0713 Or Fax (313)525-5064

ACCOUNTS PAYABLE CLERK

a Farmington Hills manufacturing company has an immediate opportunity for an accounts payable clerk. Responsibilities will include data entry, expense report and general ledger processing along with weekly/monthly billing. 10 and CRT experience required. Compensation will be based on skills and experience. Please send resume to Diamond Accounts, Inc., 24892 Farmington Rd., Farmington Hills, MI 48336 Attn: Personnel

Equal Opportunity Employer

ACCOUNTS RECEIVABLE/ PAYABLE POSITION

for Farmington Hills Manufacturer. Must know computer system. Computer experience. Excellent benefits. Fax resume to Personnel, P.O. Box 2480, Farmington Hills, MI 48334

ACCOUNTS PAYABLE CLERK

needed immediately for fast paced Livonia corporation. Innovative it took place. Send resume to 13250 Newburgh, MI 48150. 1 back 5 of 1re.
313-953-4100

ACCOUNTS RECEIVABLE CLERK

Southfield property management firm has an immediate opening for Accounts Receivable Clerk. Two experience preferred. Benefits included. Send resume and salary requirements to Clark, P.O Box 304 Southfield, MI 48037

ACCOUNTS RECEIVABLE Opening for candidate with accounting experience, high math aptitude, some cash application experience. Duties include posting cash, researching deductions, some letter writing and light clerical duties. Salary dependent on experience and tax resume to Personnel Dept., Sovereign Sales, Inc., 38200 Amhurst, Livonia, MI 48150 FAX (313) 464-3334 (West of Newburgh, South of Schoolcraft)
A SMOKE-FREE, DRUG FREE WORKPLACE

ACCOUNTS RECEIVABLE SPECIALIST - Diverse representation company has an immediate opening for an Accounts Receivable Specialist. Responsibilities will include collections on past due accounts and investigation of billing discrepancies. 2-3 years experience preferred. Computer literate. Qualified candidates please submit resumes to P.O. Box 530308, Livonia, MI 48153-0308

ADMINISTRATIVE ASSISTANT

Accounting

with excellent communication and computer skills needed for a fast paced Farmington Hills property management company. Must give and take directions well and contribute to new ideas. Send resume with salary requirements to P.O. Box 2480 Farmington Hills, MI 48333

ADMINISTRATIVE ASSISTANT

A leading non-profit agency in downtown Detroit is looking for an energetic, organized individual to join a fast paced dept. Successful applicant must possess working knowledge of word processing software, Windows, Excel & data base management (ie. WordPerfect, Lotus, Excel & Windows). Minimum 5-8 years secretarial experience. Excellent benefit package. Salary $25,000 $30,000. Send resume to: Ad Assistant, PO Box 04254, Detroit, MI 48204

ADMINISTRATIVE ASSISTANT/ RECEPTIONIST

Established Property Management company seeks self motivated individual to lend smiles and perform some clerical duties. Must have good corporate headquarters, basic typing and have a pleasant phone manner. Salary commensurate and fringe benefits included. Send confidential resume to
P.O. Box 725 38
Berkley, MI 48072

ADMINISTRATIVE ASSISTANT

Seeking computer literate, detail oriented individual. $20,000 $30,000. Apply to
Box 81584
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT

SECRETARY PLUS

Fast paced sales office & marketing company supplying OEM manufacturers has a full time position available. A Secretary/Administrative Assistant serving the sales, marketing & international sales. Excellent background in word processing. Please send resume to Box 81341
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT

We are a leading Michigan growth company specializing in technology and marketing solutions for our customers, both domestic & international.

We are seeking an Administrative Assistant with the following skills:

- Solid data base experience
- Good business sense
- Exceptional organizational skills
- Strong sense of discretion and confidentiality
- Excellent written & printing skills
- Experience in Human Resource environment a plus

We offer our employees challenge and excellent compensation and benefits including: Medical, life insurance and salary based bonuses.

Please fax resume and salary history to:
BONNET CAPITOL GROUP, INC. 34118 WEST 10 MILE RD., SUITE 200, FARMINGTON HILLS, MI 48331-9636
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT

WORK with creative professional in the client services department. Responsibilities include: Phone coverage, light typing, to type preferable. 60 WPM. $13.00/hr. Call Bobbie 810-646-7861

UNIFORCE SERVICES

ADMINISTRATIVE ASSISTANT

WE have immediate openings for experienced secretaries who wish to advance their career. Opportunities with both large and small Western Suburban companies. Salary $8.00-$13.00/hr. Short and long term positions. Call Service 810-647-0031

UNIFORCE SERVICES

Administrative Assistant
Ann Arbor

For printing company on campus. Employee benefits. Ideal for an organized individual with word processing, spreadsheet, and database skills. Compensation includes overtime and benefits package. Fax resume to Human Resources, 1520 E. Liberty Rd., Suite Drive, MI 48108

ADMINISTRATIVE ASSISTANT CUSTOMER SERVICE TO $28,000

Major Farmington Hills firm. Work Perfect and Lotus required. 2 years administrative/customer service experience. Good communication skills. Lots of variety. Full benefits. Call Betty, 810-772-6766
Qualifying Personnel Services

502 Help Wanted-Clerical Office

ADMINISTRATIVE ASSISTANT

Position in Executive office, Vice President, Corporate Relations. Must possess excellent communication skills, minimum 5 yrs. Administrative secretarial experience with proficiency in standard office. Excellent skills in WordPerfect 6.1/Windows, Lotus, transcription equipment, 10 key, 60 wpm. Excellent benefits package. Send resume to: Broderick Bell, Safety and Security Manager, Benefit package. Please send resume to
K. Hornung
P.O. Box 5210
Detroit, MI 48236

ADMINISTRATIVE ASSISTANT

Pension Benefit Administrator in Bingham Farms (13 Mile/Telegraph) seeks experienced Administrative Assistant. Outstanding opportunity position reporting to company President. Bachelor's degree (or 100 credit hours) and Good supervisory for highly organized individual who is self directed with an eye for detail. Good benefits & starting salary based upon skills, experience & salary history to Personnel Manager, P.O. Box 2230, Birmingham, MI 48012-3028

ADMINISTRATIVE ASSISTANT

needed for a Japanese company in Southfield. Experienced in Word-Perfect with Windows & Excel. 3 yrs. job related experience. Bachelor's degree. Excellent verbal & written communication skills. Resume required. Temp to perm position.

Contempra

810-563-9500 ..... Madison Hgts
810-650-8600 ..... Rochester Hills
313-563-6900 ..... Dearborn

Administrative Assistant

Immediate position available in Major steel corporation located in Dearborn. Must be proficient in WordPerfect 5.1 and Excel 4.0 and have previous spreadsheet analyst experience. Possess good communication and organizational skills. Call immediately to schedule an interview.

Entech Personnel
Service, Inc.
Managed Services Division
(810) 528-8092

ADMINISTRATIVE assistant. Southfield entry level, able to proof read & edit letters. Microsoft word & Excel spreadsheet. 1-2 yrs experience. To $21,000. Fee paid.

DATA ENTRY - Pontiac area, computer literate, good math skills. 10 key numeric, paid 30th-11:30pm. Permanent position. Benefits $7/hr

SECRETARY - receptionist. Southfield. Microsoft word, shorthand. Excellent typing 50 wpm. Excellent benefits. Pleasant personality. $18,000 plus

OFFICE MANAGER - bookkeeper. Peachtree or Pegboard system experience. Good math. Starting $25,000. Fee paid

LOIS RAY
PERSONNEL
(810) 646-5580

ADMINISTRATIVE ASSISTANT

for small office. Computer experience with accounting a must. 15-30 hrs. Mon-Fri, flexible. 313 525-4411

ADMINISTRATIVE ASSISTANT

Fast paced building company seeks individual with great telephone manner, phone skills a must. For interviews call Irene at (810) 352-3038

ADMINISTRATIVE ASSISTANT

Full time or part time position for busy Troy Office. Data entry, answering phones, filing, etc. Perfect for high school or college student. Call Mary Ann Sullivan at Administrative Staffing, Send resume to Administrative, 3290 West Big Beaver, Suite 128, Troy, MI. FAX 810-643-7875

ADMINISTRATIVE ASSISTANT

FULL time for large manufacturers Rep. Strong computer background required. Benefits. Lotus area preferred. Please submit resume to
Box 81574
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT

Full time position available with well established company for individual with excellent communication and clerical skills. Must be well organized and able to work with numbers. Send resume to Erdle Computer Center, 37680 Interchange Dr., Farmington Hills, MI 48335

ADMINISTRATIVE ASSISTANT

Part time position, not minimum wage. Remote hours to suit your schedule. Become a member of the team that coordinates net meetings for training programs and services for Michigan public entities. Modern office environment. Knowledge of word processing and organizational skills very desired. Salary negotiable. Fax resume to PO Box 1487 Ann Arbor, MI 48106-1487
Equal Opportunity Employer

Administrative Assistant
Word Processor

Immediate positions available for an experienced professional with Microsoft Word for Windows and Lotus spreadsheets. Positions available in Livonia, Farmington, Southfield, Clarkston and Detroit. Please call

810 799-8000

or fax resume to 810-799-8005

(810) 799-8005
Tester - Davis
Temporary Personnel, Inc
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
FULL-TIME

Corporate offices located in Auburn Hills looking for energetic hard working customer service oriented individual. Work hours are 10:00am-7pm, Mon-Fri, and include full benefits. Ideal candidate is detail oriented, organizational and Word/Perfect proficient. Must have excellent telephone skills and experience with DOS, Windows, Lotus, & Microsoft Access helpful. Call (810) 375-2802
Andrea Fax resume/cover letter to Fax# (810) 375-2234

ADMINISTRATIVE PC CLERK

Full time position immediately available for Southfield Check Guarantee company. Ability to perform administrative duties with PC knowledge for WordPerfect and Lotus. Send resume to Mr. Kummer (810) 799-9533 or fax resume to: (810) 354-1515

502 Help Wanted-Clerical Office

ADMINISTRATIVE ASSISTANT

Needed for Troy based Engineering firm. The candidate must have experience in word processing daily time records, be familiar with standard business practices and have experience in Windows, MS Word, databases and spreadsheets. Long term position offers an excellent benefit package

Send resume to
Kollander Engineering Company
P.O. Box 3436
Troy, MI 48007-3436
or FAX: 810 362 2318

ADMINISTRATIVE ASSISTANT

Rapidly growing national telecommunications company has immediate opening at Farmington Hills office. We provide wide range of office support activities including dispatching of service tickets for the whole area. Strong organizational skills required. Phone skills, typing 50wpm or more PC skills required. Excel, Microsoft Word, Windows.

Competitive salary and excellent benefits including health/dental/life/ 401(k) and 401K. If you enjoy a challenge with a fast pace, please respond with resume to:

AMSTAR Communications
Operations Manager
27700 Haggerty Rd., Ste A-17
Farmington Hills, MI 48331
FAX 810-553-8925
EOE M/F/V/H

Administrative Support

Immediate position available in major steel corporation located in Dearborn. Must be proficient in WordPerfect 5.1 and Excel 4.0 and have previous spreadsheet analyst experience. Possess good communication and organizational skills.

Call immediately to schedule an interview.

Entech Personnel
Service, Inc.
Managed Services Division
(810) 528-8092

ADMINISTRATIVE SERVICES ASSISTANT

Organized, energetic and motivated individual required for full time employment in Central Office Services for a major construction company.

Applicants must possess general knowledge of construction industry and experience in the following duties: maintaining and filing construction documents, some word processing and data entry. Proficiency in Word Perfect 5.0 required. Send resume to:

Controller
AJ Enos Construction Co
PO Box 9061
Farmington Hills, MI 48333 9061
An Equal Opportunity Employer

ADMINISTRATIVE SECRETARY

We are seeking a mature, detail-oriented self-starter to help support our sales team. The position entails many responsibilities including assisting clients and salesmen, ordering supplies, of phone work, data entry, fax will track and other general office duties. Our ideal candidate is a team player and enjoys working in a fast paced office environment. Pleasant, professional office. Full-time, salary dependent upon experience. For immediate consideration, send or fax resume and salary requirements to Gene Dalzine 755 W. Big Beaver Rd., Ste 501, Troy, MI 48084
FAX 810-244-0504
Equal Opportunity Employer

ADMINISTRATIVE SUPPORT

Total Travel Management one of our fast growth leading travel companies is looking for an Administrative Support Person.

Must have previous office experience with phones, typing and basic PC knowledge. Travel experience preferred. Apply in person or send detailed resume and fax/call. Microsoft Word and Excel. Fax resume Pro Forma and Excel a plus.

We offer a competitive salary with one of the best benefit packages in the industry. Please mail or fax a current resume to

Diane Hefner
Total Travel Management
1441 East Maple Road
Troy, MI 48083
Fax 810 528-8997

ADMINISTRATOR ASSISTANT

Verification & collection on accounts receivable. Benefits. Full time. Send resume

Triad Financial
1750 Telegraph Suite 103
Bloomfield Hills, MI 48302

ALARM COMPANY
OPERATIONS SUPERVISOR

An established leader in UL listed residential/commercial alarm installations is looking for a motivated individual to handle daily operations. Duties include running service department, scheduling technicians and service calls. Ideal candidate must be aggressive, self starting, budget minded, detail oriented, responsibility, professional. Liberal benefits include 401K, paid family health/dental insurance, life insurance. Send resume to
Box 81548
Observer & Eccentric
36251 Schoolcraft Rd
Livonia, MI 48150

ALARM MONITOR RECEPTIONIST

Will train. Also Supervisory position available. Call Carol Ann Pace, Pro Staff at E. of Cooldge (810) 543-0000

502 Help Wanted-Clerical Office

APARTMENT MANAGEMENT POSITION Luxury apartment community looking for site management personnel. Skills: bookkeeping/accounting experience preferred. Send Resume to: 100 Renaissance Dr., Detroit, MI 48226, Attn: Administrative Assistant EOE

APARTMENT SEARCH HOW!

Part-time Marketing Associate (Receptionist) Resume highly organized enthusiastic, articulate and ambitious person. Computer experience and knowledge of sales is a pl