EMPLOYMENT

500 Help Wanted General

TEACHERS
Part time positions available for Dyslexic Teachers in Novi, Canton & W.Bloomfield. Seeking high energy people with strong leadership skills to teach our parent & child classes. Ability to have fun & lead group sing a-longs a must. Early childhood education or background preferred, morning & evening classes.
(810) 737-2555

TEACHERS, SUBS & PART TIME
Needed at The Community House Early Childhood Center located in Birmingham. (810-644-6154

TEACHERS-SUBSTITUTE
Substitutes needed for positions at all instructional levels. Great pay and other financial incentives. Qualified applicants should contact Glen City Public Schools Personnel Office, 1333 Radcliff, Garden City, MI. 48135 (313) 425-4900 ext 216.

TEACHERS TUTORS
Part time, flexible hours, competitive pay with leading edge reading, language and math tutorial services. Training required. Masters degree preferred. Contact Mrs. Bernstein, RLAC 954 N. Hunter, Suite 5, Bloomfield Hills, MI 48304

TEACHER & SUBS
For Livonia child care center (Toddler & pre-schoolers) experience required. (810) 474-0001

TEACHER
7:30-1:30 Infant room, 9-5 preschool. Wonderful environment! Dakota & Education/experience (810) 474-4210

TECHNICAL WRITER
Research engineering drawing, Specifications, Procedures data for military vehicles. Prepare documents requiring thinking and good English and formal a correct. $8-$15 an hour. HOUSEKEEPING ENGINEERING 15030 Michigan, Ave Dearborn, MI 48126 FAX: 313-584-7278

TECHNICIAN
Fast growing beverage company seeks a technician with the following qualifications:
- 2-4 years production experience
- Industrial electronic ability
- Team oriented

Competitive wages with full benefits. Apply at
ADSOPURE WATER CO.
8635 General Dr.
PLYMOUTH, MI
Plymouth, MI 48170
(313) 207-4820
E.O.E.

TECHNICIANS
SERVICE technicians needed for growing telecommunications contracting company. Experience in Key Systems, PBX and Data supervisor required. Competitive salary, excellent benefits and opportunity for advancement. Send resume to GAS Communication Services, 351 Executive, Troy, MI 48083
Attn: Debbie Newman

TELECOMMUNICATIONS
FAST growing networking company is having for a number of full time positions offer competitive salary, excellent benefits and opportunity for advancement, and potential for travel. Must be a self starter, self motivated, quality service. Experience in industry preferred.
PROJECT SUPERVISORS - to schedule manpower, interface with our customers, meet material requirements and supervise installation at the helm/pole.
PROJECT FOREMEN - to coordinate and supervise installation, testing and termination of structured cabling within assigned area.
CABLE INSTALLERS - experienced in category 5 and Fiber Optics. Telephone and data communications wiring.
Send resume to Q & S Communication Services, 351 Executive, Troy, MI 48083. Attn: Bob Newman

TELECOM OPPORTUNITY
Telecom Technician experienced in CPE, peripherals, capable to install and maintenance of Mitel Smart-1 and/or KITEL 2000 store and forward voice mail systems. Able to travel throughout the State of Michigan. Competitive salary and benefits. Experienced only need apply. Description and resume at hand. Send resume attn: Ann Johnson, 4801 Cobbins Cir, Harrisburg, MI 48221-1403

TELEMARKETERS
Afternoon Shift
Does talking with friendly people, to set appts. for sme's beautiful home remodeling? Starts $5.50/hr., get $7/hr. after training, bonus when you do been, 6pm-9pm shift, S.Southfield area. Retirees, homemakers & students welcome.
810-557-1000, Ext. 35
Weekdays after 5. 810-557-1034

TELEMARKETERS, TICKET Sales
Experienced preferred. Excellent telephone voice. Mon.-Fri., 6-9pm. Start 50hr. Call Dan 313-569-4670

TELEMARKETERS
TO join team oriented, fast growing company. Flexible schedule, $7.50 per hr. plus bonus. Call (810) 855-8005.

TELEMARKETING
ARE you sales minded person we've been looking for? Energetic, enthusiastic, goal oriented, flexible schedule available. No experience necessary. Will train. Call
(810) 391-0778

Telemarketing
REAL ESTATE
Start today, earn guaranteed salary plus BONUS. Full or part time position available. Pleasant phone manner and communication skills are necessary. Call Pat Flynn today to schedule an interview.
(810) 879-2400

TELEMARKETING
TIME WARNER CABLE TV
- Part Time
- Evenings

Call Patricia Walker after 12:30pm
313-422-2810, ext. 310
An Equal Opportunity Employer

Telemarketing
Travel Phone Counselors
Computer marketing service company in Livonia has several immediate openings in our state travel information division. Work on an exciting state of the art interactive travel information system, with extensive reservations for incoming callers. No travel desk experience required, working on the phone, possess an EXCELLENT phone voice, and have strong Data Entry skills. Full-time & part-time, days & evenings positions available with flexible hours. Some weekends required. Good pay & benefits need qualified candidates. For more information, call:
(313) 261-6230

TELEPHONE INSTALLER/TECHNICIAN
ENTRY-LEVEL & experienced owner opportunity. Competitive salary plus a 401K plan, profit sharing & full medical, dental, optical insurance. Apply: 20450 Haggerty Road, Farmington Hills or call for an appointment.
810-476-0200, ext. 222

TELLER
FULL or part time position open for Farmington Hills Credit Union.
Call 810-474-7100

500 Help Wanted General

TELEPHONE WORK
Full time pay for part time work. Looking for enthusiastic, hardworking people for pleasant Madison Heights office. Permanent part time positions. Need Help Now Call
810-547-4734

TELESERVICES REPRESENTATIVE
Marketing firm in Farmington located in Farmington Hills seeking permanent part time Teleservices Representatives to conduct Customer Satisfaction Surveys. NO SELLING INVOLVED! Afternoon and evening shifts available starting at 1pm. Salary $7/hr., premium paid for fluent, bilingual Spanish-English speaking. Call Carolyn at 810-489-3225.

THE PALACE OF AUBURN HILLS
IS ACCEPTING APPLICATIONS
AT THE
JOB FAIR
TUESDAY, SEPT. 19, 1995
AT THE PALACE OF AUBURN HILLS
TWO CHANGEOVER SHIFT DRIVE AUBURN HILLS, MI

PART TIME POSITIONS AVAILABLE
IN THE FOLLOWING DEPARTMENTS
Guest Services - Security
Graphics - Guest Services
Housekeeping - Parking
The Palace Grille Restaurant
Concessions - Pitcheoning
Concessions - Warehouse
Box Office

Applicants must be 18 or older. No appointment necessary. Questions? Call 810-377-0291
An Equal Opportunity Employer

TILE PERSON -Vinyl & Ceramic, install and repair. Full time Benefits Call Mon-Fri. 8am-5pm.
810-358-1030
An Equal Opportunity Employer

TIRE CHANGER needed now. 6 days Wages + commission. Experienced person.
(313) 835-1000

TITLE COMPANY looking for experienced Closers, Processors & Examiners. Call Mike or Sharon
office (810) 229-6110
home 375-5410

TOOL & DIE TRAINEE
Experience helpful but not necessary, good driving record, math skills, days, benefits. (313) 421-0290

TOOL & GAGE MAKER Ideal for semi-retired. Full time position. Must have your own tools & be capable of working with close tolerances. Rate commensurate with ability. Call. 810-544-3652

TOW TRUCK Driver
Experience preferred Afternoons & Weekends Hourly wage plus commission. 810-474-7446

TOW TRUCK DRIVERS
Hourly wage + incentive pay. Guaranteed salary plus commission.
Please call (810) 557-4220

TRACTOR OWNER/OPERATOR
Wanted. Also Straight Truck Driver, Excellent pay. Must have good driving record. Call Gordy, 313 946-7411

TRANSMISSION Rebuilders & Installers
L.J.S. CORPORATION
(An Independently Owned and Operated Automatic Transmission Repair Facility).
L.J.S., which operates under the logo of Multinational Transmissions is now accepting applications for transmission rebuilders.
Applicant must be State Certified in both automatic and standard transmissions.
Salary will range from $46,800 to $78,000 Salary, depending on experience. Volume, quality and ability to diagnose will be the determining factors on compensation.
The ideal candidate will be a person with a good driving record. Starting pay $8.$13 per hour for apprentice. Excellent medical & benefits package available.
Mountain Top Tree Service
Call Mon. thru Fri., 3pm-5pm.
(810) 349-1870

TRIM & ASSEMBLY DAY SHIFT
Permanent needed for trimming, sanding & assembling parts. Mon.-Thurs. 7am-3:30pm. Fri. & Sat. 6am-2:00pm. Excellent benefits.
Apply in person
Allmand Associates
12001 Levan Rd
Livonia, Michigan, 48150

*TRUCK DRIVER Experience with 24ft box. Must have CDL & good driving record. Local deliveries to Pets Supply Plus Stores. Apply in person at: 37720 Amrhein Livonia.

TRUCK DRIVER
Full time. Southfield based location. Over the road experience. Good driving record. Local deliveries to Pets Supply Plus Stores. Apply in person at: 37720 Amrhein Livonia.

TRUCK DRIVER
Immediate full time opening in the Livonia area for a motivated hardworking, Southwest/Twenty Hills area. Permanent full time position with benefits, overtime & room for advancement.
Call Dave at 810-258-2130
or FAX: 810-901-0410

WAREHOUSE SHIPPING CLERK
Shipping Clerk needed to pull & package orders for small parts. Light and F-lift experience. Full time & benefits. Apply at Northwest Blueprint Co., 13450 Farmington, Livonia

WAREHOUSE To $7.50 /hr.
Benefits. All shifts. Permanent full time positions available.
EMPLOYMENT CENTER AGY
(810) 569-1636

WAREHOUSE
WAREHOUSE STOCK
Leading national sportswear distributor seeks full and part time industrial stock receivers ($10.00 $14.00 AM shift, Mon-Fri.). Excellent work environment. Excellent pay rate. Benefits include base plus premium pay to $8.00 per hour. Excellent benefit package including medical, life insurance, vacation, pension and 401 savings plan. Ideal candidate will handle multiple tasks, work cooperatively and possess excellent communication skills. Position requires lifting 20 lbs. Interested candidates may apply in person 9:00 A.M.-5:00 P.M. (Mon.-Fri.)
BRODER BROS CO
H.R. DEPT. - WS
43555 Corning Place
PLYMOUTH, MI 48170
Sheldon Rd.(1-block N. of M-14), Helm (West), to Joy (South 1-blk.)

WAREHOUSING PERSONNEL
J & L Industrial supply, a division of fortune 500 Kennametal, Inc. has a leading national distributor of metal working tools and machinery, currently seeking warehousing personnel for full time and part time employment for 2nd & 3rd shift. Experience required. Please forward resume or complete application at our Plymouth facility.
J & L Industrial Supply, Human Resources GW, P.O. Box 5030, Livonia, MI 48151-5030
or FAX: (313) 458-1563
Equal Opportunity Employer

WE HAVE JUST THE TICKET FOR YOU!
Great income potential opportunity for the serious mature minded individual.
as a
TICKET SALES AGENT
QUALIFICATIONS:
- Excellent communication skills
- Professionalism
- Neat appearance
- Light typing to take phone

TICKETMASTER OFFERS:
- Professional environment
- Training program
- Excellent benefits
- Unlimited potential
- $3.25 -$7 with commission

Apply at: 30100 Telegraph Rd., Suite 400, Mon thru Fri., Bingham Farms.

WE HAVE THE PERFECT JOB FOR YOU!
We're looking for individuals with exceptional customer service skills. Individuals will greet and direct customers at our sales area. The job is paying $7/hr. 40hrs/wk. for 3 weeks. Following this assignment there may be would be able to place you at other sites in our area temp. assignments immediately. If you want the entry call Manpower.
TROY
(810) 740-3420
FARMINGTON
(810) 476-1870
LIVONIA
(313) 462-0024
MANPOWER

WELDERS
EXPERIENCED MIG Welders needed for easier hitch mfg in Canton area. Must have own tools. Call for application 313-722-2919 or fax resume to: 45000 Van Born Rd., Canton, MI.

WELDERS/HELPERS - Experience in structural steel fabrication. Apply at site: Kensington Metro Park Dr., Canton, Joy & Haggerty.

WELDERS
MIG/production work, 50 plus hours, benefits. Apply: Mon-Fri. 8am-3pm. DMC Manufacturing, 100 B. Mill, Plymouth (313) 453-3400

WESTLAND - PRINTING company needs responsible, experienced personnel. Duties include: reminding customers of jobs due, stacking sealed labels, packaging, inspecting. Ideal candidate: Experienced preferably in printing or graphics. Send resume or apply in person. Michigan Label, 30533 Annton Dr. Westland, MI 48185

WHOLESALE BUSH has immediate nature to semi-retired person with hands-on experience working with dough and pastries. Would be full or part time employment for a new small area bakery. Confidential, call for. George 313-854-4924

WOMEN & MEN - Accepting applications for plastic injection molding firm. No experience necessary. Friendly atmosphere and excellent benefits including pension & profit sharing. Apply Mon-Fri., 8am-4pm. Superior Plastics, 500 E. 2nd St., Rochester.

YAKO HELP & Installers - Benefits. Call Great Lakes Fence
(313) 873-2900

$100 BONUS OR BONUS CUSTOMER SERVICE
Must enjoy hard work & laughter. So is our staff. Apply in person at Great Harvest Bread Company, 1137 South Adams, Birmingham.

500 Help Wanted General

XEROX OPERATOR
Marketing services company seeking an afternoon Xerox operator with 5000 experience, Docutech and network experience. Experience a plus, but not necessary. Will Train.
Includes excellent benefits, including medical, life, dental, 401 (K) and tuition reimbursement. Access to a non-smoking environment. Fax resumes with salary history to 1-313-416-2563 or mail to:
ADISTRA CORPORATION
Attn: Ann Marie
101 Union
Plymouth, MI 48170
EOE

$40,000 + 1ST YEAR
Is very possible in a sales career with Troy'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-Office Clerical

about
RECEPTIONIST/ SECRETARY
Hungry Howie's Pizza
Is hiring positions for new corporate headquarters. Good phone skills & experience with WordPerfect a must. Send resume to:
Sarah Jackson
30300 Stephenson Hwy Ste 200
Madison Heights, MI 48071

about
RECEPTIONIST/ SECRETARY
Hungry Howie's Pizza
Is hiring positions for new corporate headquarters. Good phone skills & experience with WordPerfect a must. Send resume to:
Sarah Jackson
30300 Stephenson Hwy Ste 200
Madison Heights, MI 48071

ACCOUNTANT CONTROLLERS ASSISTANT
Approximately 20 hrs. per week. Flexible Good computer and paystubs skills. Southfield location. Call Mr. Taylor after 3:30pm at. (810) 559-1638

Expanding Company...
Has shared position available for motivated individuals with accounting/bookkeeping background.
- Flexible work schedule
- Excellent pay
- Team-oriented work environment
- Opportunity for advancement

Please apply in person at:
Wimsatt Building Materials
36340 Van Born Rd.
Wayne, MI. 48184

ACCOUNTING ASSISTANT
Entry level position assisting pension consultants with various duties in a fast paced. Computer experience necessary. Send resume & salary requirements to: Midwest Pension Consultants, 30445 Northwestern Hwy., Farmington Hills, 48334-3808 or fax 810-533-5020

ACCOUNTING ASSISTANT
Small growing business financial services company. Duties include receivables monitoring, & procedural audits. Ideal candidate: organizational, verbal, numbers & computer skills. Ability to analyze problems & target solutions. Requires 4 yr. degree. Accounts receivable or accounting experience helpful. Must be professional office. Resumes only: Montrose, 6560 Orchard Lake, #301, W. Bloomfield, MI 48322.
FAX: 810-855-8152

ACCOUNTING CLERK
Troy based company looking for accounting clerk responsible for maintaining accounts receivable, accounts payable, bank reconciliation, general accounting, data entry & PC skills. Collection experience helpful but not required. Resumes to: Box #1690 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

ACCOUNTING
Fast-paced advertising agency needs highly organized accounting person. Experience necessary. Duties include: A/P, A/R, payroll, sales & job costing a must. Send resume & salary requirements to: Mars Advertising, 24209 Northwestern Hwy., Suite 100, Southfield, MI 48075. Attn: Mike/Accounting

ACCOUNTING CLERK/ SECRETARY/RECEPTIONIST
Detail oriented accounting person with computer background for a growing manufacturer of industrial equipment firm. Varied duties including accounts payable/accounts receivable/payroll. Non-smoking office. Resumes only (including salary requirements) to:
Mrs. Calimacia,
17197 N. Laurel Park Dr.
Suite 171,
Livonia, MI 48152.

ACCOUNTING CLERK
TROTT & TROTT, P.C. a Bingham Farms law firm seeks well organized self starter to do various and varied accounting functions. Candidates must be very detail oriented, able to work under pressure, meet tight deadlines. Windows, WordPerfect MAS 90 experience strongly desired.
We offer a dynamic, pleasant work environment, competitive salary, excellent benefits. For confidential consideration, please call
Ms. Lynn Bernstein, ext. 212.
Equal Opportunity Employer

ACCOUNTING CLERKS TEMPORARY
SIMPSON Industries, Inc. has two temporary positions available in accounts payable: one position (flexible) and one full-time. Prior clerical and PC experience preferred. Typing 40-50 WPM. Pay commensurate with experience: $6-$9 per hour. Please fax or mail resume for: Human Resources, Simpson Industries, 47603 Halyard Dr., Plymouth, MI 48170 (313) 207-6500. No phone calls or walk-ins please.
EOE/M/F/D

ACCOUNTING CLERK
Full time position available. Hours: 8:30am - 4:30pm - Mon-Fri.,1:30pm-9:30pm Sat. (2 Saturdays per month). Must have clerical/data entry experience, enjoy detailed work, good math and computer skills and some computer experience. Excellent company paid benefits. Please send resume or apply between 8:30am & 5pm, 31 Mon-Fri.
MELODY FARMS
31111 Industrial Rd.
Livonia, MI 48150
FOE M/F/H/V

ACCOUNTING Firm needs individuals with computer skills for fast processing position. Flexible hours available. Part time in summer, full time Dec thru May. Experience helpful but not required. Send resume to: Hows & Russell, 6900 Orchard Lake Rd., Ste. 240, W. Bloomfield, MI 48322.

ACCOUNTING
N. Buburb property management firm seeking individual with (C.A.M.) experience. Excellent salary & benefits. Resumes to: Apartment Management Co., P.O. Box 5196, Southfield, MI 48086-5196. E.E.O.C.

502 Help Wanted-Office Clerical

ACCOUNTING
PERM
- Assistant Controller, CPA or CMA, automotive, Auburn Hills, to $51K
- Full Charge Bookkeepers, Troy, Harrison Twp., Detroit, to $37K
- Jr. Accountant, Bloomfield Hills, Engineering/Sci firm, Sterling Heights, to $30K
- Engineering Assistant-Job Cost, manufacturing firms in Madison Heights & Sterling Heights, to $30K

TEMP-TO-PERM
- Staff Accounting-Cost, manufacturing firm, Auburn Hills, to $35K
- Full Charge Bookkeeper, Southfield, to $30K
- Sr. Accounts Payable Clerks, Sterling Heights & downtown, to $20K
- Accountant, Rochester Hills, to $20K
- Sr. Accounts Payable-Auditor, Southfield, to $19K
- Accounting Clerks-Data Entry, Troy, to $10K

TEMP
- Staff Accountant, Bloomfield Hills, long-term
- Jr. Accountants, Detroit, Livonia
- Jr. Accountant-Trainees, downtown, Troy
- Payroll Clerks, Southfield, Livonia, long-term
- Sr. Accounts Payable Clerks, Plymouth, Detroit, long-term
- Accounts Receivable-Collections, Livonia & Southfield

Our Temps are being hired at top salaries, with excellent benefits. Many receive job offers after being trained by our clients. Work for us and you look for a job, let us help you!
Accountants One, Inc
(810) 354-2410

ACCOUNTS PAYABLE CLERKS
2 positions available for fast-paced construction company. Minimum 2 years experience, construction experience preferred. Excellent benefits package. Send resume to: Accounting Department, 41050 Vincent Court, Novi, MI 48375. Fax: 810-615-4148

ACCOUNTS PAYABLE
Residential Builder offers an opportunity to join an expanding accounts payable team. The right individual will assume a variety of duties in addition to accounts payable. Minimum of 2 years accounts payable experience along with strong office skills are a must. Windows, Word & Excel experience strongly preferred. We offer a competitive salary plus benefits. Interested candidates may fax or mail resume to: Controller, 30500 Telegraph Rd. Suite 4290, Bingham Farms, MI 48025
(810) 540-0124

ACCOUNTS PAYABLE
National Property Management firm headquartered in Troy is looking for an accounts payable specialist. The ideal candidate will have a minimum three years accounts payable experience, knowledge of Lotus and Peachtree software. The candidate must be a team player and possess strong communication skills. Non-smoking office. Send resume with salary requirements to: The Hanson Company, PO Box 7777, Troy, MI 48007. No phone calls please.

ACCOUNTS PAYABLE/ BOOKKEEPER
Computer Science firm seeks work under dead lines, well organized, production oriented. Send resume to: PO Box 4000, Farmington, MI 48343 or fax 810-332-9550

ACCOUNTS RECEIVABLE CLERK
Sterling Heights manufacturer looking for Southfield based property management company. Detailed knowledge of A/R, collections, salary requirements to: Clark, P.O. Box 308 Southfield, MI 48037

ACCOUNTS RECEIVABLE Clerk needed for small manufacturing firm in Northwest Detroit. Computer experience helpful. Must have good typing & communication skills. Work in office with friendly people.
(313) 836-6212

ADMINISTRATIVE ASSISTANT
To administrator of busy home care agency. Communication, management, clerical, organizational skills a must. Marketing skills plus. Computer literate in a variety of programs. Excellent pay & benefits.
FAX: (810) 557-9305
(810-229-5663

ADMINISTRATIVE ASSISTANT
Full time, for medical practice, Farmington Hills, must computer experienced, Word Perfect & Lotus spreadsheet, experience necessary! Salary DOE. Fax resume to 312-871-6138.

ADMINISTRATIVE ASSISTANT
Southfield based sales company looking for highly motivated & organized person to help coordinate sales office & support 3 outside sales reps at least. For consideration please send or fax resume to Sales Director, 29899 Greenfield, #101A, Southfield, MI 48076. FAX: 810-559-9023

ADMINISTRATIVE ASSISTANT
OUR Livonia area clients need career minded candidates with the least in computer skills, strong office & client skills, professional appearance and desire to be associated in a company that pays top dollar.
Call Diversified Employment
Call Sheri (810) 473-2931
UNIFORCE SERVICES

ADMINISTRATIVE ASSISTANT
Worldwide company seeks assistant to manager of sales team. Ability to handle varied office functions. Good computer skills, some accounting experience a plus.
Diversified Recruiters
810-344-6700 FAX 810-344-6704

ADMINISTRATIVE ASSISTANT
Large automotive company looking for executive secretary with expert ance in Microsoft Word 6.0, Excel 5.0 & PowerPoint. Several temps to hire opportunities available.
Call. 810-649-4455
TODAYS TEMPORARY.

ADMINISTRATIVE ASSISTANT
Motivated individual with Microsoft Word & Excel skills for small retail dress, great benefit package, advancement opportunity. Send resume to: 1493 Premier, Troy, MI 48084. Fax to: 810-649-4537 Or call: 810-649-4880

ADMINISTRATIVE ASSISTANT
Full time position in Milford seeks bright, energetic, organized person with good secretarial communication and computer skills. Word, Spreadsheet, Graphics and Avon Lane, Farmington Hills, MI 48331

Administrative Assistant Word Processor
Large automotive company seeking looking for experienced professionals with Microsoft Word for Windows and Excel experience. Positions available in Southfield, Warren and Detroit. Please call:
810 799-0000
or fax resume to: Attn: Recruitment
(810) 799-8005
Fisher - Davis
Temporary Services, Inc.
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Assistant/Receptionist wanted for 2 offices suite. 14 Mile-Orchard Lake Rd. area. WordPerfect experience desirable. Call Jean 810-932-6254

502 Help Wanted-Office Clerical

ADMINISTRATIVE ASSISTANT
National organization seeks team player with strong organizational/interpersonal skills for Southfield office. Qualified applicants will have 3-5 years exp. in Windows/DOS PC environment, be WordPerfect 5.1 proficient, have good math skills, Lotus, Claims Legal experience helpful. Call (800)354-4098 for more information or send resume with salary requirements to:
Personnel
30100 Telegraph Rd. #183
Bingham Farms, MI 48025

ADMINISTRATIVE ASSISTANT
Farmington Hills company seeking a full time administrative assistant with polished secretarial skills. The job would include answering telephone, using Macintosh computers; general office duties; processing invoices, purchase orders, and payments; errands; flexibility to adapt to priority task needs; and maintaining/coordinating office organization. Down to two years experience desired, and associates degree in related field is a plus. Competitive package. Pay is negotiable. Please mail cover letter and resume to Rachelle Brown at 33533 W. 12 Mile Road, Farmington Hills, MI 48331

ADMINISTRATIVE ASSISTANT
Nippondenso, a worldwide leader in the development and manufacture of high quality automotive systems and components, has an immediate opportunity available for an Administrative Assistant at Nippondenso America, Inc., located in Southfield, Michigan.
In addition to general secretarial responsibilities, this position involves a variety of administrative duties, including: assisting professional staff, sales associates, invoicing, and ordering of supplies. The qualified candidate must have Bachelor's Degree or minimum of 5 years related experience with strong knowledge of Word, Excel and MS Excel for Windows. An Associate's Degree or equivalent preferred, along with knowledge of Powerpoint. Excellent grammar skills and accuracy are a must!
To apply, please send your resume and salary requirements to:
Nippondenso America, Inc.
Human Resources, DEC 614
24777 Denso Drive
Southfield, MI 48033
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Staffing Co. seeks bright, organized person with good communication skills. Word Excel experience preferred. Send resume to: DDS, 30200 Telegraph, Ste. 461, Bingham Farms, MI 48025

ADMINISTRATIVE ASSISTANT
Full or part-time in presidents home in Bloomfield Hills. Computer, typing, writing, telephoning customers, research, library, registry, administrative and retail skills. Fax resume & references to 810-647-1563

ADMINISTRATIVE ASSISTANT
Commercial Cablevision, a leading cable television company serving over 500,000 homes in Michigan and Ohio, Michigan/Ohio Region. The successful candidate will possess the following qualifications:
•High school diploma or equivalent
•Excellent written & verbal communication skills
•1-3 years experience
•Typing skills of at least 60 wpm
•Ability to handle telephone lines, strong computer skills, as well as word/processing skills in Windows and Microsoft Word
For immediate consideration, please send resume and salary history to:
Continental Cablevision
21900 Melrose, Suite 14
Southfield, MI 48075
Attn: Richard B. Weigand
E.O.E. M/F/D/V

ADMINISTRATIVE SECRETARY
CHOICE career move with suburban automotive supplier. Be appreciated for your all around skills and essential level experience. Call us for long opportunities with major Oakland CPA firms. $9.00-$13.00/hour.
Call Sandy 810-646-7881
UNIFORCE SERVICES

ADVANCED WORD PROCESSORS
We train right person
ARDON TEMPS 453-1156

ADMINISTRATIVE ASSISTANT/ WORD PROCESSORS
Whether you are looking for the work force or you need a change from your current position, we can help! Enjoy working with a professional, friendly staff and find out personal career you have been looking for. Any of the following skills are a plus:
Word Perfect Excel
Lotus Microsoft Word
Quattro Pro Graphics
Call today for an interview!!!
Snelling Personnel Services
Livonia, 313-266-8000
Southfield 810-352-3300
Taylor, 313-284-0777
Auburn Hills, 810-373-7500

A NUMBER OF OPENINGS
Rochester
Choose filing, data entry, or claims processing. Service representative in beautiful office paying $6-$7.50. Call Employment (810) 293-2232 Northern Workforce, Inc. Never a Fee
Great Jobs for Great People

ASSUBLY - for Farmington Hills display company. Long term positively permanent position. Call 540-7078
- ETD Temporary Service
Equal opportunity employer

AUTO DEALER NEEDS CASHIER
Experienced, with good phone sales, excellent benefits. Apply in person:
Jim Ellison Chevrolet-Buick
2200 Ford Rd., Garden City

AUTO DEALERSHIP
Immediate opening for an individual with dealership experience preferred. Knowledge of accounting procedures helpful. Excellent benefit package available. Please apply at Bob Batz Toyota 35300 Grand River, Farmington Hills.

Automotive Transmission Mechanic
Busy suburban general repair shop expanding into full-service transmission repair. Looking for right person to head a department. We offer top pay, benefits, certifications & salary expectations. Fax or call:
Observer & Eccentric Newspapers
3625 Schoolcraft Rd.
Livonia, MI 48150

BEAUTY SALON needs full and part time receptionist. Flexible hours available, must be reliable and honestable. Gerald's Salon, 5 Mile and Haggerty area. (313) 420-4081.

BILLER
Auto Dealership in Westlake opening for full time experienced biller. Benefits and 401K. Armstrong Buick, 30800 Plymouth Rd., Livonia.

BIRMINGHAM LAW firm: real time position for filing, copying, phones, data entry, & errands. Send resume to: Administrator, 280 W. Maple, Suite 300, Birmingham, 48009

502 Help Wanted-Office Clerical

BOOKKEEPER
Busy 1 person office looking for 1 full or 2 part-time. Please send resume & salary requirements to: P.O. Box 251622, W. Bloomfield, MI., 48325

BOOKKEEPER/CLERK
Experienced, Accounting, calculator and bookkeeping for busy Southfield CPA office. (810) 350-2000

BOOKKEEPER - ENGINEERING firm is seeking a responsible & dedicated bookkeeper with minimum 2 years experience. Please fax or mail resume with salary requirements to: ESD, 34405 W 12 Mile, Suite 200 Farmington Hills, 48331 or Fax 810-425-0090. Attention: B. Rosen

BOOKKEEPER
Experienced take charge person for property management firm located in Bingham. Very fine salary & benefits. *Send resume to: Box 1692 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, MI 48150*

BOOKKEEPER
Experienced Bookkeeper that performs technical accounting work involving gas supply statistical and financial records and recording transactions using computer systems and procedures. Candidate must possess 2 years with an accredited college. 2 years responsible accounting or bookkeeping experience related to payroll, payroll tax, general ledger and reconciliation. Knowledge of Windows preferred. Competitive salary. Send resume and salary requirements to:
Human Resources Dept.
220 West Congress, 4th Floor
Detroit, Michigan 48226

BOOKKEEPER
FARMINGTON Hills accounting firm seeking person with experience and/or Associates Degree. Benefits. Send resume to: DWP co., P.O. Box 2719, Farmington Hills, MI 48333-2719

BOOKKEEPER - for local restaurant, full time position, full charge thru financial statement. Birmingham area. Salary, and benefits. Company restaurant experience big plus. Send resume to: Box 1694 Observer & Eccentric, P.O. Box 3022, Birmingham MI 48012.

BOOKKEEPER
for Medicare certified home health agency. Knowledgeable in payroll, billing, taxes, computer. Excellent growth potential, benefits package. Excellent pay.
(810) 229-5683
FAMILY NURSE CARE

BOOKKEEPER, FULL charge, experienced. Farmington Hills firm. Excellent working conditions and benefits. Send resume. P.O. Box 444, Farmington, MI 48332

BOOKKEEPER/ GENERAL OFFICE
Full time position with computer experience. Apply in person only: Livonia Mini Mart, Inc. of Office, Entrance D, Mon-Fri., 8am-4pm.

BOOKKEEPER in Northville, home. Mon-Wed. hours. Lotus experience helpful. Must be organized, fast, dependable. 313-420-3002

BOOKKEEPER /Assistant Position library, fast paced, for a retail store. Position entails customer service, receiving, stocking, cash, back office work, insurance background & pleasant, Will train, Mon-Fri. Some Sat. Salary negotiable. Benefits. Send resume: Michael's Arts, 40500 12 Mile Rd., Wixom, MI 48393

BOOKKEEPER/MANAGER
As one of Michigan's largest independent CPA firms we are expanding our experienced Bookkeeper/Manager for our Southfield location. The successful candidate must have strong bookkeeping & computer skills, enjoy working with people, have strong interest & small business owners & have experience managing other bookkeepers. We offer a fast paced work environment, state-of-the-art resources, & an excellent compensation & benefit package. Please send resume & salary expected to:
Attn: EMW
Fobner, Pacewicz & Company
26200 American Drive, Ste. 500
P.O. Box 930
Southfield, MI 48086-5004

EOE

BOOKKEEPER / PART-TIME
Needed for small Livonia company. Duties include: maintaining accounts payables, updating receivables, computer & filing. Should be computer literate. Quick Books experience plus. Flexible hours. Fax resume to:
(810) 478-0022

BOOKKEEPER/PART-TIME for Westland firm. Approximately 2 mornings per week. Experience with quick books, accounting software, bank reconciliation, accounts receivable, accounts payable, maintaining general ledger & preparation of monthly financial statements. Please call Sandy 810-278-9700 or Fax resume to 313-595-9771

BOOKKEEPER/ RECEPTIONIST
For small Troy CPA firm. Full time position. Bookkeeping experience a computer skills required. Salary commensurate with experience. Send Resume to: Troy Coats, 275 E Big Beaver, Ste. 207, Troy, MI 48083

BOOKKEEPER/SECRETARY
A small manufacturing company located in Southfield is looking for a Secretary for 1 person office. Manual bookkeeping experience necessary. Full or part time. Call Ronald Fever: (810) 399-7600

BOOKKEEPER - SECRETARY FULL OR PART TIME
SOUTHFIELD
Must be computer literate. Responsibilities include: trial balance, general ledger accounts receivable, accounts payable, payroll, etc. Send resume & salary requirements to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BUBBLY RECEPTIONIST
To Sahr. Will train.
ARDON TEMPS 453-1156

Business Office Clerk
Should have prior experience working in an office. Duties are answering phone, filing, typing, light bookkeeping, and payroll. Call Mr. Warner, Le Suke Nursing Home, Detroit.
(313) 897-2180

BUSY INSURANCE office has opening. Mon. Tues. Thurs. Fri. 8-5. Must be professional & dependable. Call (810)540-1152 or send resume: 43341 Grand River, Novi, MI 48375

BUYERS ASSISTANT
$16,200
An interesting position for person who loves dealing with people. Varied duties include phone, purchasing, mail and typing. Call 313-464-0003
Snelling Personnel Services

CERTIFIED OCCUPATIONAL SPECIALIST
For HUD Senior High Rise Apt. located in N.W. Detroit. Full time position. Send resume, certifications & salary expectations to: Box 1693 Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CLAIMS ADJUSTER - full time, Southfield location, must have previous office experience. Knowledge of claims & transportation field helpful but not required. Must have good math abilities and 10 key calculator skills, excellent clerical & typing skills. Send resume including salary requirements to P.O. Box 841, Southfield MI 48086

CLERICAL/DATA ENTRY
Big Beaver/Coolidge area. Resume & salary requirement: P.O. Box 835, Birmingham, MI 48012-0835.

CLERICAL
DETAILED person, good spelling, phones. Part time Mon-Fri., 8-1pm. (810) 887-0440

502 Help Wanted-Office Clerical

CLERICAL- Detroitor in Novi needs full-time person for order desk. General office including phones. We train. Benefits. Call (810) 477-3103

CLERICAL
ENVIRONMENTAL laboratory has an immediate opening for a full time clerical person. Applicant must be well organized, detail oriented, with good computer skills. Send resume to:
E. Lipton, DC, 22345 Pontiac Drive, Novi, MI 48375
EOE/AAE/M/F/V

CLERICAL - full time general office work for Farmington Hills Medical Management company. Computer experience desirable. Call Ann, 810-932-9443 30-35hrs. 8am-5pm.
An Equal Opportunity Employer

CLERICAL
In need of part & full time clerical employees. Evenings & weekends. Good benefit package. Good positive attitude required. Apply within, 8300 Wallace Rd., Westland.

CLERICAL/MARKETING
Department, Hovings Business Systems, Inc., has a unique opening in the Sales Department. Ideal candidate is clerical employee in the area of database management. Ideal candidate systems must have PC computer knowledge, good keyboarding skills, excellent communication skills. Prior experience in sales or marketing is helpful. Enjoy an excellent working environment with a comprehensive benefit package. Please send resume and cover letter to: Customer Service Manager, HOVINGS BUSINESS SYSTEMS, INC., 41150 Bridge Street, Novi, MI 48375-1300. EOE

CLERICAL OPPORTUNITIES
You've gone beard and read about MISSION HEALTH, a newly created organization. Extended network sharing the future of healthcare in S.E. Michigan.
Providence, a leader in MISSION HEALTH, is seeking full time and part time clerical positions at several locations including Southfield, Milford and Novi.
Call our Job Opportunities Hotline: (810) 424-3171 (Press 31 for specific information regarding clerical and how to apply) Leave a qualified or apply Thurs., Sept. 21st ONLY, between 9 a.m. to Conference Room A in Novi.
PROVID