500 Help Wanted General

SURVEYOR'S ASSISTANT
Civil Engineering land surveying firm located in Farmington Hills.
(810) 478-9494

SWIM INSTRUCTORS & Lifeguards
Training required. Experience with children. Will train.
Farmington YMCA 810-553-4020

O/E
NETWORK SYSTEM ENGINEER

O/E Systems, an industry leading System Integrator with offices throughout the Midwest, has immediate System Engineer positions available at its corporate headquarters in Troy, MI. Potential candidates must possess any combination of the following experience for consideration:

- ISDN and Frame Relay experience
- IBM OS/2 v. 2.x, Warp
- IBM LAN Server
- Novell netware 3.x
- EIS & Host Gateways,CMC
- Network Management

As an industry leader, O/E Systems has the ability to offer challenging positions, competitive salary, 401K, tuition reimbursement, pension plan, profit sharing, and a wide range of professional growth paths. If you think you would make a strong & growing, fast paced, leading edge environment with a great team . .

Please send or FAX resume & salary requirements to:

O/E Systems, Inc.
3290 W. Big Beaver, Suite 118
Troy, MI 48084
Fax: 810-643-7652
8am - 5PM
EOE

SYSTEMS TECHNICIAN
One of the world's foremost communications systems integrators, Northern Telecom (Nt) is seeking a Systems Technician to fill the following:

SYSTEMS TECHNICIAN:
To perform installation & maintenance of complex telecommunications systems including Northern Telecom (Nt) 11-81 PBXs & 2-4 years proven work experience at a level per degree in electronics or computer maintenance are essential.

The position requires strong interpersonal skills as you will interface with customers and company personnel at all levels. Valid Operators Drivers License and clean driving record are a prerequisite.

In exchange for your talents you will receive an attractive salary and benefit package in a fast paced environment at a major corporation. Please send your resume indicating position of interest and salary requirements to:

AMERITECH, Custom Business Services, 29777 Telegraph, Southfield, Mail Drop 48034, FAX ATTN: Human Resources, 810-262-1126

TAILOR TRAINEE for busy Novi tailor shop. General sewing & retail experience preferred. Good benefits. Call Janet at Lewis & Taylor Tailor (313)262-8369

TAMARA INSTITUTE
Needs experienced and responsible people to fill the following positions:
- Massage Therapist
- Cosmetic Sales/Make-up Artist

Must have previous salon experience. Apply in person or send resume 32520 Northwestern Hwy., Farmington Hills, MI 48334

TEACHER ASSISTANT needed for Livonia Child Care Center. Hours: Mon-Fri K. Full/part time. Experience and/or education necessary. Call for appointment 313-531-6440

TEACHER - Assistant Director for learning center. Must have 6 years experience with children, 2 years supervisory experience, and a degree in Early Childhood Education or related field. Math skills required. Full time. 810-737-2650

TEACHER/ASSISTANT
Looking for a responsible person with some experience, for a child care center in Farmington Hills. Full time hours, benefits. (810) 477-0631

TEACHER/CARE GIVER
Needed for infant care. Full time 5 days/wk. Experience. Farmington area. (810) 477-8020

TEACHER - FIFTH GRADE
Self contained classroom. Farmington Adventist seventh-day SDA school OR FAX resume to 810-544-4002

TEACHER
For toddler group, full or part-time & Subs needed for Kids Stop child care center in Livonia. Experience required. (810) 474-0001

TEACHER
PART time teacher, certification required, experienced in Apollo. Full time Learning Center, 37727 Professional Center Dr., Livonia, MI 48154

TEACHERS - A+
Pre-kindergarten teacher. Immediate opening. Full time. Farmington Hills. Plymouth area. 313-437-5830

TEACHERS ASSISTANTS
Needed part-time/full-time for progressive preschool/daycare centers in Southfield & West Bloomfield.
Immediate placements.
COME JOIN US!
(810) 661-0630

TEACHERS ASSISTANT needed 11am-6pm for The Nova/Northville Montessori Center. Experience required. Call Barbara, 810-348-7023 After 3pm: 810-851-5879

TEACHERS: elementary & middle school positions available in Novi, Southfield, part time. Call: (810)948-1090 or (313)464-8429

TEACHERS
Part time positions available for Gymboree teachers in Novi, Canton & W.Bloomfield. Is a dude, must love people with strong leadership skills to teach our parent & child classes. Ability to have fun & lead group sing a songs a must. Dance background preferred, morning & evening classes (810) 478-7300

TEACHERS-SUBSTITUTE
Substitute teaching opportunities at all instructional levels. $62 per day plus other benefits, incentives. Qualified applicants should contact Garden City Public Schools, Personnel Office, 1333 Radcliff, Garden City, MI, 48135. (313)422-2000 ext. 218.

TEACHERS & Teachers Assistants sought by Farmington YMCA. Learn-a-preschool/childcare. Call Marge Belin or Joyce Lynch 810-553-4020

TEACHERS
Teacher for toddlers full-time with degree. Required degree in early child development or related field. Experience working with children & parents.
Assistant Teachers and Aides for infant or Toddlers. Full time with benefits. Shift hours Mon - Fri. 10am- 6pm
Call Salem Child Care (810) 628-6490
Affiliated with St.Vincent & Sarah Fisher Center

An Equal Opportunity Employer

TEACHER/TEACHER ASSISTANT needed for Farmington area preschool. For more information call: 810-626-2860

TEACHING ASSISTANT
Media Production Center, film editing room. Medical Assisting - part-time afternoons. Will train. D. Ford Vocational Technical Center. For information on applying call (313) 595-2225.

TECHNICAL SUPPORT, Community Schools
1. Employee Benefits Division
30745 Maplewood
2. Wellness Mgr., 48185
EOE

TECHNICAL PROOF READER
For automotive publications. 3 years experience. Send resume to:
Proofreader, PO Box 8578
Dearborn, MI 48124

TELEMARKETERS, TICKET Sales Experience preferred. Excellent telephone skills. Part-Full, Flexible hours. Call Chris 810-398-4870

500 Help Wanted General

TECHNICAL WRITER
Experienced Technical Writer to document procedures on diesel engines. ASE Certification preferred. Position located in Livonia/Northville area. Send Resume & Salary requirements to: DAS, Dept B, 2801 John R., Troy, MI 48083 EOE

TELEMARKETER
Wanted - mature, part time telephone workers for day & evening shifts (9am-1pm) (5pm-9pm). Must be experienced, possess good telephone skills & provide own transportation. Call 9am-4 pm(eastern) 810-552-0370

TELEMARKETING- Experienced Commercial, morning shift. Salary plus commission, plus bonus. Call Wayne at (810) 546-0650

Telemarketing
REAL ESTATE
Start today earning guaranteed salary plus BONUS! Full or part time position available. Good phone manner and communication skills are important. Call Ryan today to schedule an interview.
(810) 879-3400

TELEMARKETING
TIME WARNER CABLE TV
- Part Time
- Evenings

Call Patricia Wade after 12:30pm
313-422-2910, ext. 310
An Equal Opportunity Employer

TELEPHONE TECHNICIANS
National telecom company. Experienced with Meet, Nortel & The equipment. Experience preferred. We offer competitive salary, 401K, & relocation. Please call (810) 478-6041. Immediate positions available in metro Detroit, Grand Rapids, and Ann Arbor areas.

TELEPHONE WORK
Full time, part time work. Looking for pleasant, hardworking people for pleasant Madison Heights office. Permanent part time positions. Need your sheet. Call Carol 810-547-4734

TELLER
Credit Union

Contingent position scheduled when needed by Department head candidate should be available weekends, day shift.

Qualifications include 35 wpm accurate typing &/or computer keyboard proficiency & a MINIMUM of 6 months Teller experience. Qualified candidates may apply Mon-Thurs, 8am-12noon.

PROVIDENCE
Hospital & Medical Centers

EMPLOYMENT SERVICES
22253 Greenfield, Ste. 310
Southfield, MI 48075
An Equal Opportunity Employer

TEST TECHNICIAN
Manufacturing firm seeks individual for Rochester facility with electrical, electronic and chemical background to conduct tests, repair and calibrate equipment. PC based data acquisition A.S. degree preferred. Send resume to:
FTSS
P.O. Box 319
Plymouth, MI 48170
EOE

THERAPEUTIC ACTIVITY Program Aide part time position, individual & group programming ability. Writing/documentation skills. Apply: 512 Beech Street, Fenton.

THE TEACHERS STORE needs assistant manager & full time associate. Benefits, vacations & flex hrs. Please call Cindy 810-979-8050 or Fax 810-979-2062

THE FLOOR MAINTENANCE
1st & 3rd shifts. Full or part time. Benefits. $6/hour. For interview call Darin 313-722-5626

TILE PERSON -Vinyl & Ceramic, install and repair. Full time. Benefits. Call Mon-Fri, 9am-5pm.
810-356-1030, or 810-651-0111
An Equal Opportunity Employer

TRAINEES
For skilled trade positions in machine tool business - electrical, fluid power and mechanical. Must be mechanically inclined and have good shop math background. 313-584-4106

TRANSPORTATION FOR elderly needed. Must have reliable automobile and insurance. Also, "Care-giver" for new home health care agency. Call Judy 313-522-1018

TRAVEL AGENT
Birmingham Area Store
Please call: 810-646-5800

TRAVEL AGENT
Corporate or Leisure. Must be experienced in Apollo. Full time. Call Linda at: (810) 644-1800

TRAVEL AGENT - airline travel position. Sabre trained, friendly, busy, amicable office. Send resume to: C. Feinberg, 28208 Franklin Rd., Southfield, MI 48033

TRAVEL AGENT
Full time. Minimum 2 years agency experience. Worldspan preferred.
313-455-5810

TRAVEL AGENT - Full or part-time. Corporate / leisure agent, Farmington Hills area. Sabre a plus, 3 yrs. experience, strong skills. Salary, benefits.
Call: (810) 615-5558

TRAVEL AGENT
Full or Part-Time. Corporate / Leisure Agent. Farmington Hills area. Sabre a plus, 3 yrs. experience, strong skills. Salary, benefits.
Call: (810) 615-5558

TRAVEL AGENT
Highly professional & personable with strong SABRE skills, corporate & leisure experience and management capabilities. Excellent salary & benefits. Westland agency. (313)729-1600

TRAVEL AGENT - LEISURE
Full/part-time position. Experienced. We consider travel as your product. Call Donna at (313) 522-7020

TRAVEL AGENT
Minimum 2 years Sabre experience for leisure/corporate account mix. For more info call: (810) 855-1428

TRAVEL AGENT WANTED
Full time Sabre trained, 2 years experience. Elkin Travel/W. Bloomfield (810) 855-4750

TRAVEL CONSULTANTS
Seeking SABRE corporate/group agent. Minimum 2 years experience. Top wages & benefits. Call Tammy at (800) 486-2456

TRAVEL CONSULTANT
Seeking full time Leisure Consultant with up to three years of experience. Salary commensurate with prior work history. Apollo knowledge a plus. Call for more information. 313-561-6223

TRAVEL CONSULTANT
Expanding Southfield Travel Management Company seeks Worldspan trained corporate & leisure travel agents. Minimum 3 years experience. Top salary & benefits. Call Angie at (810) 827-4044

Travel
NOW HIRING
RESERVATION AGENTS
Looking for enthusiastic career oriented telephone RESERVATIONISTS. TRAINING PROVIDED. Work for a respected leader in the Travel & Tour Industry. Travel/Sales background a plus but not required. Familiarity with a computer, Salary plus benefit package. Apply in person Tues. - Fri., 10am-5pm
HMHF
(TRAVEL CORPORATION)
23846 Northwestern Hwy.
Southfield, MI

TREE CLEANING
Full time. CDL preferred.
Tree company Area.
Elite Tree & Co. • 810-684-5077

500 Help Wanted General

TRAVEL PROFESSIONALS
American Express Travel has immediate full time positions available in Southfield. We are seeking career minded travel professionals with 3 years travel, utilizing Worldspan or Sabre reservation system. Interested applicants must have 3 year industry experience and a dedication to deliver unsurpassed customer service. We offer competitive salaries as well as one of the most outstanding benefits packages in the industry. To apply, please forward your resume to:
AMERICAN EXPRESS BTC
Attn: Cindy Bernardi
25 Parklane Blvd.
Ste. 1030 E
Dearborn, MI 48126
EOE

TREE TRIMMING, SPRAYING & GROUNDS PERSONNEL
Applicants should have a minimum of 1 year experience in the green industry. Must have valid driver's license with a good driving record. Starting pay $ 8.11 per hour for qualified applicants. Excellent medical & benefits package available. Mowing for Tree Service
Call Mon thru Fri., 3pm-5pm.
(810) 349-1870

ASPHALT PAVING COMPANY
Taking applications for CDL Truck Drivers. Need Class A CDL License with air brakes- dump truck.
Canton (313) 721-4442

TRUCK DRIVER
A progressive Michigan based industrial service distributor is taking applications for semi tractor driver. Must be 25 years of age or older. Applicants must have a clean driving record, possess a valid CDL with Hazmat endorsement, and must be at least 5 years experience. We offer an excellent benefit package and more. Interested applicants should apply in person. To set up an interview call and leave a message at (313) 416-7000.
Equal opportunity employer

TRUCK DRIVER
CDL, BH required with DOT card. Must know Detroit area. Call (313) 584-4680

TRUCK DRIVER
Experienced in Dump Truck work. Wanted for Metro Detroit area. Good driving record required. Excellent starting pay. Benefits. Call for appointment 313 341-4791

TRUCK DRIVER
Immediate full time opening in the Plymouth area driving Flatbed tractor trailer. Must have at least 2 years exp. with Class A endorsement. Full benefits and competitive salary. Call Tom at (313) 453-5341

TRUCK DRIVER/SHIPPING & Receiving - Need Class B w/ air brake endorsement. Must be able to lift 100 lbs. DOT requirement. Apply in person 543 Amelia, Plymouth

TRUCK DRIVERS - Metro 25 Tire is seeking experienced drivers to deliver, load, unload truck & perform general warehouse duties. CDL Class B & current DOT card required. Excellent 401K & full benefits. Resume with resume & salary history to Metro 25 Tire, Personnel Director, 6031 Joy Rd., Detroit, MI 48204. An Equal Opportunity Employer M/F/D/V

TYPESETTING & COMPOSITION
Company in Plymouth has a position open for a person with MAC experience. Call. 313-459-5530

VALET PARKING ATTENDENTS
Require car, competitive pay, work under minimal supervision. Excellent hourly wage scale. Part time. 313-434-3345

VENDING ROUTE PERSON
Must be mature & responsible. Must have valid driving record & be bondable. Will train, no experience necessary. Call for appointment.
(810) 652-1519

VETERINARY ASSISTANT/KENNEL
for busy veterinary clinic. Part/full time. Alternating Fridays off. Will train/gain experience. Resume with salary history to Westport Veterinary Care Center, P.O. Box 40396, Redford MI 48240-0396

VETERINARY CLINIC Seeks Person for kennel care and grooming. An super learner who likes pets & people. Apply: P.O. Box 51341, Livonia, MI 48150

VETERINARY RECEPTIONIST
Part time. Fax resume to Animal Practice located at Maple and Halsted. (810) 900-0200

VIC'S WORLD CLASS MARKET
42875 Grand River, Novi

Clerk - Full time clerical work w/computer experience.
Produce Worker, Experienced
Grocery Stocker, Experienced
Cashiers - Experienced
Dept. Clerks, Experienced

APPLY IN PERSON

ACO HARDWARE WAREHOUSE
SHIPPING DEPARTMENT
Left at least 50 lbs. work in variable shipping environment. Ability to work good math and reading skills required. Starting time 4 PM. Starting pay $8.13 hour, good wage progression to $9.00. Send letter of interest to Mr. Norman Resources, 23333 Commerce Drive, Farmington Hills, MI 48335-2764.

WAREHOUSE ASSISTANT
Allied Distribution Center of Ferndale now accepting applications for a full-time Warehouse Assistant with knowledge of basic math required. Excellent benefits, working conditions & wages. Call Sandy at (810) 541-0555 Fax: 810-541-0557

Warehouse
Crib Leader
Successful candidate will direct crew of 2 or 3 on afternoon shift. Responsible for successful completion of pick/stat/stock. Requires command and enthusiasm. Knowledge of Crib operations and supervisory experience a plus. Well organized attention to detail a must. Previous leadership experience a plus. Excellent benefit package. Interested candidates are encouraged to forward resume to:
Crib Supervisor
LEGAL INC
36700 Grand River Ave.
Farmington Hills, MI 48335

WAREHOUSE HELP NEEDED
Full time. Must be able to drive Hi-Lo operator. Please Fritzi Cooper, 13250 Newburgh, Livonia 1 block S of I-96.
(313) 953-4100

WAREHOUSE - Hesloip's Inc., a fine wine distributor, in Novi is taking applications for dependable, detail oriented individuals for our Shipping & Receiving Department. Positions start at $7/hr. Apply at: 22790 Heslip Dr., Novi, off 9, btwn Novi & Meadowbrook Rds.

WAREHOUSE & LIGHT DELIVERY
for Livonia electrical contractor.
Call: (313) 425-8011

WAREHOUSE LOCATION MANAGER
Viking Supply Net, a leading distributor of Business Products nationwide is looking for a Location Manager for our Troy facility. Will be responsible for total warehouse operation including shipping, receiving and walk-in customers. Will supervise 15 people and must be self-starter. Send resume to: Viking Supply Net, PO Box 44061, Columbus, Ohio, 43204, 800 Operator Name Manager, Viking a an Equal Opportunity Employer

WAREHOUSE WORKERS needed. Evening shift. Flexible hours. Resume to: Kimball, P.O. Box 1720, Birmingham, MI 48012-1720.

500 Help Wanted General

Warehouse Positions
Fast growing company has immediate openings for highly motivated hard working, reliable individuals. Southfield/Northwestern area. Permanent full time positions with benefits, overtime & room for advancement. Call Dave at: 810-258-2106 or FAX 810-901-0410

WAREHOUSE
Pulling Pickers
RAPIDLY expanding company seeks people to help pull and pack orders. Flexible hours, Mon. - Fri., 9-5. $5 per hour. (313) 534-0071

WASTE TREATMENT TECHNICIAN
Immediate opening. Flat Rock area. Full time, full benefits. Associates Degree. FAX resume 810-932-5705

WELDER MIG & TIG experience required, some aluminum and stainless. Apply in person: 27941 Groesbeck, Roseville. EOE M/F.

WELDERS
Experienced MIG Welders needed for basic hitch mfg in Canton. Clean working environment. Call for application 313-722-2510 or apply at 40500 Van Born Rd., Canton MI.

WELDERS & fitters. Top pay, full benefits, day shift. Call Ken, (810) 437-1410

WELDERS - Full-time.
We train. Profit Sharing, 401(k), Medical, Dental & Life Insurance. Apply in person at SUPERIOR FLO, 1001 Doheny Ct., off Northville Rd., north of Plymouth.

WELDERS/LABORERS
Immediate openings for welders with a heavy duty construction company. Apply in person at: 8875 Sheldon Rd.
An Equal Opportunity Employer

WELDERS-SHEET METAL
Custom steel fabricating company specializing in electrical enclosures has immediate openings for experienced welders. Top wages & benefits. Call for appointment. Full time position with over time, medical, prescription, dental & pension plan available. Call 313-425-7143 or apply in person. 11855 Mayfield, Livonia

WHOLESALE DISTRIBUTOR extra income means extra time. Extra income set your own hours. Minimum investment and are home evenings and weekends to assist you in setting up a benefit package after 90 days. A proven system, training provided. Call Ken at 313-981-1200 ext. 2

WINDOW TINTER
$7/hour to start. No experience needed. Person willing to learn trade. Light, clean work bring window in homes and business. Must be dependable, sober, honest, & neat in appearance. Downriver Area. Energy Control
(313) 844-8535

WOMEN & MEN - Accepting applications for light assembly work. No experience necessary. Friendly atmosphere and excellent benefits including Dental, Life, Profit sharing. Apply Mon-Fri, 9am-4pm. Superior Products, 500 E. 2nd St., Rochester.

WORK AT HOME
Earn up to $5,000 weekly. No long distance, over the phone. No experience necessary. Paid weekly. Home or office. Call 1 800 842-1409

WORKSHOP DIRECTOR - Coordinate 30 work with developmental disabilities. Please call 313-453-1300

WRECKER DRIVER
part/full time. Clean record, good driving record. Call 313-454-6655

WRECKER DRIVERS
Westland area towing company now accepting applications. Motor club, police, and cash towing experience a plus. Apply: Ken's Towing, 6375 Hix Rd. (just S. of Warren)

$30K--$45K FIRST YEAR!
One of Michigan's fastest growing companies is looking for hard working, positive individuals to promote America's top success motivational speakers.
- Guarantee + Bonuses
- Training & Support

Appointment setting only, using pre-qualified leads, business to business. Call Bobbie at Sterling today to visit our upbeat, professional atmosphere.
Call Now! 810-377-0200

$40,000 + 1ST YEAR
Is very possible in a sales career with Troy's most dynamic retailer. We have a modern office building & training to help you be your best.
Erik America Realty 810-680-1500

502 Help Wanted Office Clerical

ACCOUNT ADMINISTRATOR
Deutsche Financial Services, the leader in equipment leasing, has an entry level opportunity for an Account Administrator.
Responsibilities will include responding to customer inquiries, clearing of credit memos, balancing completion of all credit files, preparing and reviewing documents, and light word processing.
Requirements for the position are at least one year office experience, excellent telephone skills, good numerical aptitude, detail oriented. Knowledge of Lotus 1-2-3 and word processing a large plus. Excellent pay & benefits package. Interested candidates should send their resume with salary requirements to:
Deutsche Financial Services
P.O. Box 5000
Troy, MI 48009
No Phone Calls
No Agencies, Please
Equal Opportunity Employer
Minority Female/Disabled Veteran/Vet

ACCOUNT ADMINISTRATOR
Benefit consulting firm has a full-time position available for an accounts payable/accounts receivable clerk. Timeliness and accuracy very important. Ability to prioritize & organize. Resumes only: Dept 1MAD, Pearl Meyer & Partners, 2355 Telegraph Drive, Suite 304, Troy, MI 48084.

ACCOUNTANT
FOR progressive CPA firm. Excellent client contact, communication, and editing skills. Ability to take on responsibilities, & grow with firm. Knowledge of tax & development, offers attractive salary and great opportunity for advancement. Send resume to:
Bonnett & Bonnett, P.C. CPA's
30100 Telegraph Rd., Ste. #275
Birmingham, MI 48025-4327
FAX 810-642-0770

ACCOUNTANT
NEEDED for non-smoking office. Must have knowledge of basic math, phone and general ledger through financial statements. Send resume with salary requirements to: Bookkeeper, P.O. Box 810, Birmingham MI 48116 or FAX to: 810-879-9992

ACCOUNTING COORDINATOR
Opportunity for professional growth in a fast paced environment. You will act as a key member of company's team that services major operations in the Southfield area. Education: Computer skills and excellent customer relations.
Diversified Recruiters
810-344-8700 FAX: 810-344-8704

ACCOUNTING ASSISTANT
Must be detail oriented, organized. Spreadsheet proficiency a plus. Primary responsibilities include accounts payable, bank reconciliation, and clerical support. EOE. Benefits and pleasant environment apply. Non-Profit Agency. Send letter of interest and resume, no later than Sept. 20 to:
Accounting Search - 03
23077 Greenfield, Suite 206
Southfield, MI 48075

ACCOUNTING CLERK
Company in Livonia is looking for EXPERIENCED Accounting person for busy office. Computer experience required. Prior person with Skyline experience a plus. Resume to: Kimball, P.O. Box 1720, Birmingham, MI 48012-1720.

502 Help Wanted Office Clerical

ACCOUNTING CLERK
We are a major supplier to the OEM automotive companies and are looking for an experienced Accounting Clerk to join our staff. Competitive salary, benefits and excellent working environment. Ideal candidate should possess:

+1-2 years experience in an accounting clerk position
+Working towards accounting degree preferred or comparable experience
+Must be detail oriented and organized
+Must have some computer PC experience, Lotus helpful

For consideration, please reference position and submit resume to: Human Resources Manager, Valeo International of America, Inc. 1807 E. Maple Rd., Troy, MI 48083 fax: 810-583-8197

ACCOUNTING CLERK
Part time, entry level. Computer knowledge preferred, flexible hours, will train.

SECRETARIAL ASSISTANT
Experienced in accounting filing, telephones & general office work. Knowledge of Word Perfect, Lotus helpful. Hours: 7:30 Overhead Crane Rd., #424, W Bloomfield, MI 48322. Or FAX resume to 810-851-9080 Please list salary requirements.

ACCOUNTING
PERM
- Accounting Supervisor, $50K
- Manager of Accounting, $45K
- Manager of Administrative Staff, Non-profit, Bloomfield, $40K
- Full Charge Bookkeeper-Office Managers, NE suburbs construction firm, Royal Oak manufacturing firm, Detroit mfg firm, to $40K
- Executive Assistant to CFO, Engineering/Mfg. firm, Sterling Heights, to $35K
- Engineering/Job Cost Assistant, Manufacturing firm, to $25K
- Accounts Receivable Clerk, Data Entry, downtown, to $21K

TEMP-TO-PERM
- Staff Accounting-Cost, manufacturing firm, Auburn Hills, to $25K
- Bookkeeper, construction, Livingston Hills, Hartland, to $20K
- Jr. Accountant, non-profit, Southfield, to $20K
- Accountant-trainee, downtown, to $22K
- Jr. Accounts Payable-Auditor, Southfield, to $24K
- Accounts Payable, $23K
- Accounting Clerk-Data Entry, Detroit, to $19K

TEMP
- Accounting Manager to conduct mini-internal audit, Detroit
- Staff Charge Bookkeeper, bank reconciliation, Detroit
- Accounting Clerk Trainee, downtown
- Payroll Clerks, Southfield, Livonia, long term
- Accounting Assistants- Collections, Southfield

Our Temps are being hired at top salaries, with excellent benefits. Many receive 20 offers at once, being trained by our clients. Work while you look for a job. Let us help you!

Accountants One, Inc
(810) 354-2410

ACCOUNTS PAYABLE/ PAYROLL CLERK
Experienced, with computer background. Detail-oriented, well-organized person a must. Salary commensurate with experience. Send resume & cover letter to: Controller, 2001 Jonathan Rd., South Lyon, MI 48178 or fax: 810-437-0797 No phone calls please

Accounts Payable Clerk
Corporate office in Plymouth has immediate opening for Accounts Payable Clerk. Responsibilities include matching and verification of invoices to PO's, maintaining ledgers and updating spread sheets. Applicants should have accounts payable experience, strong math skills, good organizational skills. Full time & benefits $7/hour. Call Kelly at
1-800-230-7947
EOE

ACCOUNTS RECEIVABLE CLERK
With section 8 experience needed for Southfield based property management company. Benefits included, send resume and salary requirements to: Box #1753
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTS RECEIVABLE Opening for collection, dunning and collections experience, high math aptitude, excellent telephone skills a plus. Duties include posting cash, researching deductions, some letter writing and light word processing. Please apply in person, send or fax resume to: Human Resources Manager, Sales, Inc., 38200 Amhem Sq., Farmington Hills, MI 48331 FAX 464-3334. (West of Newburgh, South of Grand River)
A SMOKE-FREE, DRUG FREE WORKPLACE

A CHOICE OF JOBS
Entry level filing pays $6/hr. or will train with computer skills for claims processing pays $6.50/hr.
Receptionist/switchboard with data entry $6/hr.
Waterford
Reception for real estate firm pays $7.50/hr. & line phone experience required.
West Bloomfield
Word Perfect/Windows and dictaphone pays $8.50-9/hr.
Call 693-3232
Workforce, Inc.
Great Jobs for Great People

ADMINISTRATIVE ASSISTANT
To administer full payroll, human resources, communication, management, clerical, organizational skills & ability to prioritize & follow through are based on a variety of programs. Salary DOE + Bonuses.
FAMILY HOME CARE
810-229-5683

ADMINISTRATIVE ASSISTANT
Farmington Hills company seeking a full time executive assistant with polished secretarial skills. The job requires operating a switchboard, using Macintosh computers, general office duties, processing invoices, purchases orders, and payments, arranging travel, be able to prioritize daily needs, and maintaining/coordinating office organization. One to two years experience, college, and Marketing degree in related field is a plus. Benefit package. Fax resume/salary requirements to: Box #1753
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT TO 815HR. ARBOR TEMPS 459-1166

ADMINISTRATIVE ASSISTANT
Immediate opening reporting to the president & manager of north American Bona auto supplier division. Auburn Hills location. Fax resume to Ginny Gentry to 810-373-8076.
Call Barb 810-646-7881
UNIFORCE SERVICES

ADMINISTRATIVE ASSISTANT
Large property management company located in Farmington Hills needs a high energy individual to handle several administrative functions for Director of Property Management. P.O. Box 814, Farmington Hills, MI 48333-0814.

ADMINISTRATIVE ASSISTANT
Troy company seeks secretary for their president. Knowledge of MS Word 6.0 mandatory, a plus to know any other Apple. Fax resume, salary expectation at 810-649-3474.

ADMINISTRATIVE ASSISTANT part time Sam to evenings. Computer typing, interpersonal skills a must. Up to $7.50 hr to start. Hours negotiable. Call Barb 810-398-2665

502 Help Wanted Office Clerical

ADMINISTRATIVE ASSISTANT
$30,000 PLUS
A challenging secretarial position with a manufacturing company that has had moved to rival new facility. Good salary, benefits, pay for paid overtime necessary. Hurry! Call Bernice at 313-464-0809
Snelling Personnel Services

ADMINISTRATIVE ASSISTANT
Staffing Group
Provide administrative support to the President of growing marketing firm. Diverse duties, people oriented position with strong advancement opportunity. Hours: 8:00 - 5:00 p.m.
CORE STAFFING GROUP
5600 Crooks #102
Troy, MI 48098
810-828-0501
Phone 810-828-1997

ADMINISTRATIVE ASSISTANT
Our Livonia area clients need career oriented individuals with talent in computer software. Use your excellent skills in communication and organization and desire to be appreciated in a company that is growing fast. Call today for immediate appointment.
UNIFORCE SERVICES

ADMINISTRATIVE ASSISTANT
Must be detail oriented and professional. Excellent phone skills, basic math skills, computer knowledge a must. Apply in person at: Lyon Mfg.; 12017 Greenfield, Detroit

ADMINISTRATIVE ASSISTANT
Part Time
Flexible hours for work first five hours 24-32 per week. Duties include answering phones, record incoming messages, mailing & benefits paid vacation/holidays/sick days after 90 days.
Cummins Allison Corp., Oak Park.
Call 810-967-1000

Administrative Assistant
Small growing Southfield publication needs a self-starter with basic assistant with computer knowledge of Windows Peachtree & Word Perfect. Responsibilities include incoming/outgoing sales information, customer service, accounting, handle telephone inquiries pleasantly & professionally. Send resumes to:
P.O. Box 833
Southfield, MI 48037-0833
or fax 810-540-1675

ADMINISTRATIVE ASSISTANT
Southfield facility seeks an administrative assistant. Must have Word Perfect & Lotus. Excellent compensation package. Fax resume or letter of interest to: Human Resources, 1900 W. Big Beaver, Ste. 220, Troy, MI 48084

ADMINISTRATIVE ASSISTANT
Full-time. Good writing, communication, record keeping skills a must. Excellent pay. Southfield area. Call (810) 569-8001

ADMINISTRATIVE ASSISTANT
Small growing Southfield manufacturing company. Must have WordPerfect & Lotus skills. Pay commensurate with experience. Call for an interview appointment. (810) 473-1101

ADMINISTRATIVE ASSISTANT
Seeking computer literate, career oriented individual to assist president of small company. Reply to:
Box 01567
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
strong typing & organizational skills, real estate or construction background preferred. Salary commensurate with experience. Send resume to Box #1753
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
Join third fast-paced national corporate headquarters in NW suburbs. Excellent math, PC, Windows and computer skills required, and ability to handle multiple tasks efficiently. Benefits include 401K. Resume to: Box #1777
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
EOE

ADMINISTRATIVE ASSISTANT
The National Training Group, located in the Renaissance Center is seeking a detail oriented Administrative Assistant with strong communication and organizational skills. This position supports two partners and 3-5 Senior Management, working with clients in the U.S. and abroad. Applicant should have Windows experience with Microsoft Office applications preferred, type 50 wpm, have a pleasant phone voice, strong telephone communication skills. Previous experience in a client service environment is a must. Marketing experience is desired. Candidate must also be able to work independently, prioritize and be flexible. In our fast paced environment, Qualified applicants should send resume, salary history to:
Box #1777
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
Demonstrated background in HR required for fast paced division. Specific experience with benefits administration and non-salaried recruiting along with a knowledge of employment laws required. Excellent verbal, organizational, analytical, creative problem solver with strong interpersonal, telephone, written and computer skills - Lotus 1-2-3 and Word Perfect. Competitive salary with benefits package available. Please apply at Bob Sabo Toyota 35300 Grand River, Farmington Hills

AUTO/MOTORCYCLE DEALERSHIP
Mega-size dealer with five locations currently seeking: Parts Manager, Aftermarket Sales/Title Clerk, Assistant Office Manager, Daily Sales/Bookkeeper, Receptionist/Clerk, Accts. Payable/Receivable
Excellent pay and benefits. Experienced only need apply.
THE ANDERSON COMPANIES
A Good Place to Work
A Good Place to do Business!
Please call Kathy at (810) 851-7000
(810) 858-2200 or fax resume to (810) 858-8338

Available Immediately
- MARKET RESEARCH OPERATORS
- Entry Level Positions
- DATA ENTRY POSITIONS
- ADMINISTRATIVE ASSISTANTS
- Temp to Perm
- Temp Fee

INTERVIEWING
Sat. Sept. 23, 2pm-3pm
SPENCER PROFESSIONAL INC.
(810) 440-1100

BIG 3 OPPORTUNITIES AT BARTECH
Currently hiring Administrative Assistants and Secretaries for immediate long and short term assignments at a leading automotive company in Dearborn.
- WORDPERFECT
- EXCEL
- GRAPHICS
- MICROSOFT WORD

Come join our team . . .
The Bartech Team.
BARTECH
313-271-6454
Evenings appointments

BRINSINGHAM CPA firm position for versatile para-professional who can handle client communication, typing & processing, general bookkeeping & accounting functions, payroll, general tax & property tax preparation. Must have excellent communication skills, WordPerfect & Lotus, will consider entry level person with the ability & desire to learn tax preparation skills. Send resume & salary requirements to: CPA's 30806 W. 14 Mile Rd. Birmingham, MI 48025

BOOKKEEPER/ ACCOUNTANT
Need part time for Bloomfield West Bloomfield builder. Please send resume to:
COHEN ASSOCIATES, INC
Attention Ms. Cherilyn Bauer
6023 W. Maple Road, Ste 400
West Bloomfield, MI 48322

BOOKKEEPER
Accounts receivable, accounts payable, bank reconciliations, payroll, all posting to general ledgers, computer literate, Lotus 1-2-3, Word Perfect, dedicated, detail oriented, self starter, a bonus. Bill & Bookfield area. Company in business 20 yrs. Send resumes: Box #1783
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

502 Help Wanted Office Clerical

BOOKKEEPER/AUTO
Auto dealership looking for experienced Bookkeeper. Need to be experienced in schedule reconciliations, receivables, payables, and daily data entry. 401(k) Dndy benefits. Salary experience need apply. Send resume to Director of Human Resources, 31814 Middlebelt Ave., Suite 219, Dearborn, MI 48240

BOOKKEEPER/CLERICAL - Part time, flexible hrs. Must know Peachtree & Excel. Call for send resume to: Sokol & Assoc. 29200 Lasalle, Ste. 200, Southfield, MI 810-478-5090 FAX 810-478-5091

BOOKKEEPER
For an accountancy office. Must have computer experience. Knowledge of Creative Solutions is a plus. Excel and WordPerfect a plus. Send resume & salary requirements to: John Kofal & Associates, 30445 Northwestern Hwy., Ste. 204, W. Bloomfield MI 48322

BOOKKEEPER
For architect. Experience with job costing, computer spreadsheets, and Wordprocessing helpful. Savoy Associates, 2179 Bunn, T.W.P. P.O. Box 2719, Farmington Hills, Mich. 48333-2719

BOOKKEEPER - For Bloomfield area condominium firm. Computerized. Minimum 2 years experience thru trial period. Salary DOE. Call Ms. Ann at non-smoking office. Start now. Excellent benefits. Call Ann Palmer, (810) 645-2111

BOOKKEEPER
for Medicare certified home health agency. Knowledgeable in payroll, billing, taxes, computer. Excellent benefits and salary for strong individual. Excellent pay. (810) 478-7300

BOOKKEEPER, FULL CHARGE
with knowledge of Peachtree, Lotus 1-2-3. Fax resume to:
810-522-6070

BOOKKEEPER
FULL charge through trial balance. Experience with multiple company operations. Office manager duties include, full medical, profit sharing, 401(k) benefit package. Call Kathy at 21277 Dodge St., Southfield, MI 48034. (810) 352-6600

BOOKKEEPER - FULL-TIME
Temporary to permanent position in Birmingham. Computer skills necessary. Non-smoker. 810-645-6657

**BOOKKEEPER/ GENERA