EMPLOYMENT

500 Help Wanted General

[illegible] Vinyl & Carpet Installer. Full time. Benefits. Call Mike. Pro Sam Sales. (313) 538-1200

TOOL ROOM MACHINE REPAIR [illegible] Call (313) 421-2000

TRAFFIC CONTROL ASSIGNMENT
Must have own vehicle and be able to travel within a 60 min radius. Earn up to $400 a week. Opportunities for advancement based upon ability. Excellent health benefits. Apply at: Wolverine Security, Inc. Apply in person. 17800 W. 8 Mile Rd. (corner of Beltline & Southfield) OR (80 Rosedale) Northwest Center, Suite 3

TRAINING TRAINING TRAINING
Inexperienced workers need not apply. Call Pat at Century Plastics. (810) 478-6000

TRAVEL AGENT
Corporate or Leisure. Must be experienced in Apollo. Full time. Call (313) 844-7800

TRAVEL AGENT: entry level position. Knowledge of Apollo helpful. Benefits package. Call Personnel (292-6275) Fax (313) 292-6275

TRAVEL AGENT
Full time position. Experience preferred. Call (313) 455-5537

TRAVEL AGENT
Part time Farmington Hills area. Weekends required. Some preferred. (810) 855-5537

TRAVEL AGENT
Part time Southfield area. Mon. - Fri. 2-6:30. Experienced. For more information call 313-443-1420

TRAVEL AGENTS
Large wholesale outbound corporate travel agency needed for 3 positions in Southfield area. Excellent salary & benefits. Call Pam for an appointment at (313) 557-7860 or Fax resume to 313-557-7882. Corporate Travel Center, Inc.

TRAVEL AGENT WANTED
Full time. Salary based on experience. 2 years experience preferred. Call Ann at (313) 459-7000

TRAVEL AGENT
Outgoing, self-starter with good telephone manner. Opportunity for quality FTO. Call Ann at Kensington Travel (313) 591-3620. Or fax resume to (313) 591-3794

HIRING
TRUCK DRIVER CORPORATION
Office Northwestern Hwy Southfield, MI

TRAVEL SALES AGENT
Wanted by Detroit area travel agency. Call Ann at Hazel Park Travel. 398-5300

TRUCK DRIVERS - Jamie Inc. is a national transportation company. Offers home time. Experienced drivers earn up to .29 cpm. Company drivers top pay and full benefits. Owner operators top pay, fuel discounts, escrow & bonus plan. Call 1-800-521-1261 Ext. 2 Equal Opportunity Employer

TRUCK DRIVER - Small state truck building materials. Must have license necessary. Mon. 8-5 pm. Fax resume area code. (313) 722-9555

TRUCK service shop seeks permanent experienced transportation mechanic. Call working conditions. Call (313) 722-3600

TUXEDO RENTAL WAREHOUSE
Experience helpful but willing to train. Full and part time positions available. Call and ask for Ron. (810) 474-3180

TYPEWRITER TECHNICIANS - now interviewing for experienced repair people.
Call 810-348-5800

VACUUM CLEANER Repair Person. Full & part time positions available. Will train. Call Kenmore Pro or Dirt Devil. 313-532-1126

VOC COUNSELOR
Private agency seeks experienced counselor to work with ex-offenders. Bachelor's degree required. The right candidate will be self motivated, organized, and have background. Liberal benefit package. Fax resume and cover letter to: LTD and profit sharing. Resume with writing sample to: Human Resources, 1001 Woodward Avenue, Suite 1300, Detroit, MI 48226

VOLUNTEERS
Michigan Animal Adoption Network needs adoptive homes. Call: 1-800-366-4343

ACE HARDWARE WAREHOUSE
(3rd SHIFT)
SHIPPING DEPARTMENT
Up to level 50 lbs. work in various locations. Competitive wages, bonuses, good room and working shoes provided. Starting at $4.75 hour, after 90 days $5.15 hour, good wage increase after 1 year. $8.00. Saint Johns area. Call or Fax Human Resources, 23333 Commerce Dr. Farmington Hills, MI. 48335-2734

WAREHOUSE ASSISTANT
Hagstrom World of Rugs looking for warehouse helper. Duties include shipping, receiving, and other warehouse duties. Must have good mechanical bent & be able to lift heavy rugs. Apply at 14000 W. 8 Mile, Oak Park. 967-4427

WAREHOUSE ASSOCIATES
Detroit & Westland
Immediate Openings

Technicolor Distribution Co., a leader in the home video distribution industry, is looking for associates for our expanding warehouse operations. Qualified candidates must be dependable and enthusiastic team members who are willing to work in a fast paced environment. These positions may be as high as $5.25 hour plus premium pay. Opportunities are available on the day or afternoon shifts.

In our expanding environment, we offer competitive compensation, excellent benefits, a pleasant working environment, fitness center, free vision care, free parking, free recreational clubs, tuition reimbursement and more.

To find out about joining our team, stop by our Job Fair, Thursday, Oct. 5th, 1995 from 10 a.m. - 2 p.m. at the Technicolor Distribution Co. Inc. Plant Personnel Office, 1800 Merriman Rd., Westland, MI 48185 or fax to 313-326-2000.

TECHNICOLOR
DISTRIBUTION CO.
An Equal Opportunity Employer

WAREHOUSE/PREP
GOOD strong worker. $5.50 hour to start. Call Hamed. (810) 968-0200

500 Help Wanted General

WAREHOUSE CLERK needed full time for a growing company. Pay depends on experience. Call Mary. Looking for an organized person with good communication skills. Call CDL Marketing. Please call (810) 474-0400

WAREHOUSE DRIVER
Available in a Southfield area building materials distributor. Full time position. Must be able to lift heavy items. Apply at Building Materials Distributors, 26555 Evergreen Rd., Suite 100, Southfield, MI 48076

WAREHOUSE/DRIVER
Person needed to unload boxes and mark goods. CDL license required. Driving must be able to drive a large box truck and lift heavy boxes. Call (313) 455-4400 x 203

WAREHOUSE FULL TIME
Receiving, shipping, delivery. Top pay. Good working environment. Call Pat at Century Plastics. (810) 478-6000

WAREHOUSE
Full time position available in Plymouth area. Receiving, shipping, delivery. Call (313) 459-1222

WAREHOUSE
Full time. Experienced in machine parts. Receiving, shipping, delivery. Hands on. Must have good work record. Call Mr. Perlberg 292-6275 Fax (313) 292-6275

WAREHOUSE
Full time position available in Plymouth area. Receiving, shipping, delivery. Call (313) 459-1222 EOE

WAREHOUSE GENERAL
Part time. Flexible hours. Light lifting. Clean environment. Apply in person. Competitive wages & benefits. Call (313) 261-8000

WAREHOUSE HELP
Near Ford Wixom Plant. Must have own transportation. Call Bunny 624-1000

WAREHOUSE
Large wholesale distributor needs person with knowledge of the A/R & A/P functions, inventory control, and other office duties in our Southfield office. Starting wage is $3.75 an hour based on skill and experience. Company paid health insurance available. Call Gerard at (810) 557-1600 or send or fax resume to: P.O. Box 6000, Dept. GS, Farmington Hills, MI 48332-6000

WAREHOUSE PERSON
Light physical work. Must speak and read English. Call Mr. Perlberg 292-6275 Fax (313) 292-6275

WAREHOUSE PRODUCTION
Your Skills Are in Demand

We know what you want to be around. Stable employment and a great working environment.

OLSTEN STAFFING SERVICES is recruiting dependable, self-motivated individuals seeking full time or part time opportunities waiting for you in the following areas:

- Warehouse Supervisors
- Shipping/Receiving
- Pickers/Packers
- Assemblers
- Inspectors

You'll enjoy:

- Excellent Pay
- Choice Assignments
- Flexible Schedules
- AND MORE

To find out more, please call:

ROMULUS 313-941-3182
LIVONIA 313-525-4308

Olsten Staffing Services

WAREHOUSE SHIPPING & RECEIVING
JOIN OUR TEAM
at
Kitchen Glamor
26770 Grand River, Redford

WAREHOUSE
To $7.50 hr
All shifts. Benefits. Very nice area. Immediate openings. Call
I. EMPLOYMENT CENTER AGY
(810) 569-1838

WAREHOUSE WORKERS
Earn $8.25 per hour.
Immediate part time openings available in 2nd shift. Part time positions offer flexible schedules for full time employment & excellent company benefits when positions become available. To qualify, you must have a reliable transportation, be able to work in an office, join the diverse team of quality customer service representatives and provide outstanding products. Plan to apply in person.

Great Lakes/Harvard
21778 Enterprise Drive
Livonia, MI 48150

WELDER/FABRICATOR
Wixom manufacturing facility is looking for a welder/fabricator. Must be able to read and interpret blueprints. Competitive wages & benefits package. Apply at: Hydraulic Fabricating & Machine Company, 49200 Wixom Tech Drive, Wixom, MI 48393 (810) 960-3010

WELDERS NEEDED
FOR busy shop in Brighton. Not production work. Over time, good hourly rate & benefits. Please contact Jerry Clement at (810) 229-9524

WOMEN & MEN - Accepting applications for electric injection molding machine operators. Must have friendly disposition and excellent bender skills, including sensors & proof bender. Apply in person. Bavaria Sports, Suite 100, Novi Rd. Suite 3 Novi, MI

WINDSHIELD DRIVERS
WESTLAND Car Care seeking week-ending technicians. Good work ethic, good pay, good benefits. Apply at 6325 Hix Rd. Near S. of Warren

$156 SIGN ON BONUS
CUSTOMER SERVICE
Must enjoy hard work & helping others. Apply in person at Great Harvest Bakery Company, 1117 Dearborn Avenue, Birmingham.

500 Help Wanted General

Women's Alterations
We are looking actively for the right people.

Employee benefits include merchandise discount and paid time off. Flexible hours can be arranged to fit your needs. Pleasant working environment. Full time, part time, and weekend hours available. Apply in person.

Jacobson's
330 S. Main Road
Birmingham
An equal opportunity employer

$40,000 +
1ST YEAR
Work hard and have fun and earn the income you desire. Will train. Top pay for top men and women. Call Ann Arbor Area Realty 994-0800

502 Help Wanted Office Clerical

ACCOUNTANT BOOKKEEPER
Experienced. Exceptional benefits package. Fax resume to 313-454-8961

ACCOUNTANT
Experienced CPA. Excellent benefits package. Fax resume to 313-454-8961

ACCOUNTANT
Experienced CPA. Excellent benefits package. Fax resume to 313-454-8961

ACCOUNT COORDINATOR
Diversified Recruiters

ACCOUNTING ASSISTANT
Entry level position. Call 313-459-1222

ACCOUNTING ASSISTANT TO CFO
Downtown Ann Arbor area. Must have degree in accounting. Minimum three years accounting & auditing experience. Strong communication skills. Send resume to: Human Resources, 3075 Research Park Drive, Ann Arbor, MI 48108

ACCOUNTING CLERK
Property Management company seeking individuals with accounting background. Minimum two years accounting & auditing experience. Send resume to: Human Resources, 3075 Research Park Drive, Ann Arbor, MI 48108

ACCOUNTING CLERK
ENTRY level position processing data from source documents, recording cash receipts and disbursements, and general ledger posting, for health and life insurance and vacation funds. Knowledge of Lotus essential. Will perfect a plus. Full benefit package. Send resume to:

TIC International Corporation
30777 Northwestern Hwy. Suite 2400
Bingham Farms, MI 48025
Attention: Accounting Supervisor
An Equal Opportunity Employer

ACCOUNTING
Expanding accounting department of national computer company, seeks accounts payable specialist for multi-site location. Company is noted as one of the best places to work for in America. Current accounting clerk moving over to new department. Ideal candidate must have 1 year accounting experience. To be considered please send your resume to:

Human Resources
33228 W. 12 Mile Rd., Ste. 195
Farmington Hills, MI 48331

Accounting
Manufacturer of air cargo containers has immediate opening for the following positions:

Payables Processors
Primary responsibilities include processing accounts payable and verifying charges for proper authorization. Degree and a general knowledge of accounting practices helpful.

Data Entry Clerks
Responsibilities include inputting invoices via computer, filing and preparing reports for check processing purposes.

Accounts Payable Clerks
Previous experience involving work with blend computer knowledge required. Associate's degree in Accounting a plus.

Interested candidates should send FAX a resume, or details of their qualifications, along with salary requirements, to:
Box 01898
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
Fax (313) 591-7279 EOE M/F

ACCOUNTING - PART-TIME
Accounting background needed, plus willing to help sales department with other duties. Must be detail oriented & familiar with the use of a calculator is helpful. Approximately 20 hrs. per week. Apply at Central Transport, 11131 Levan, 8:00 South Harvey, Plymouth, MI. 48170

502 Help Wanted Office Clerical

ACCOUNTING
PFIZER
- Accounting Secretary - Big automotive account. Must know CPACMA preferred. To 30k
- Accounting Trainee Sr Clerk Stores Receivable Downtown Ann Arbor. To 25k
- Accounting Assistant Month End Close. Ann Arbor area. To 30k
- Accounting Clerk - Data Entry Detroit. To 25k

TEMP TO PERM
Clerical Administrative Non Manufacturing Non Medical. To $20k

TEMP
Accounts Receivable. Due Date Farmington Hills. Reduce Backlog.
Cost Accountant. Ann Arbor area.
Accounts Payable Clerk. Data Entry. Ann Arbor area.
Accounts One, Inc.
(810) 354-2410

ACCOUNTS PAYABLE PERSON
Full time position available for experienced accounts payable person. Must be detail oriented. Apply at: Employment 30300 Telegraph, Suite 117 Bloomfield Hills, MI 48025

ACCOUNTS PAYABLE CLERK
Review of invoices & purchase orders for accuracy. Data entry of invoices into computer system. Ability to work with vendors to resolve discrepancies. Ability to work in a fast paced environment. Ability to work overtime as needed. Minimum 2 years accounting experience. Knowledge of Lotus 1-2-3 a plus. Excellent benefits package. Fax resume to 313-591-1272 or mail to: Human Resources, Sterling Software, 1000 Maplelawn, Troy, MI 48084

ACCOUNTS PAYABLE CLERK
Minimum 2 years experience in A/P. Knowledge of Lotus 1-2-3 preferred. Salary commensurate with experience. Send resume to: Human Resources, Sterling Software, 1000 Maplelawn, Troy, MI 48084

ACCOUNTS RECEIVABLE CLERK
Requires 3 years experience preferably in accounts receivable. Knowledge of Lotus 1-2-3 preferred. Salary commensurate with experience. Send resume and salary required to: Human Resources, Sterling Software, 1000 Maplelawn, Troy, MI 48084

ADMINISTRATIVE ASSISTANTS
TO OUR BIRMINGHAM LOCATION
FULL TIME OPPORTUNITY
- Word Perfect 6.0
- Excel or Lotus
- $25,000 + Health Benefits

ET SERVICES & STAFFING
(810) 540-8400
Fax (810) 569-8427

★ ADMINISTRATIVE ASSISTANT/ RECEPTIONIST
Established Property Management Company seeks individual to answer phones and perform clerical duties. Candidate must have pleasant phone manner, good typing and clerical skills. Knowledge of Word Perfect a plus. Send confidential resume to: 100 Phillips Park Drive, Suite 400, Southfield, MI 48034

ADMINISTRATIVE ASSISTANT
$30,000 PLUS
A choice executive secretarial position in a manufacturing environment. Fast paced job with a company that has just moved to nice new facility. Seek good skills and attitude. Must know Word, Excel, Lotus and Harvard Graphics. Call Sue at 313-464-0006
Accounting Personnel Services

ADMINISTRATIVE ASSISTANT
Receptionist and various clerical duties. Knowledge of Word Perfect. Good salary and benefits package. Call (313) 953-9221

ADMINISTRATIVE ASSISTANT
With strong word processing skills & organizational skills. Word processing, typing, transcribing, filing, & other duties as assigned. Call Cathy at Detroit 810-354-3040

ADMINISTRATIVE ASSISTANT
Dynamic individual to assist President of small professional organization. Typing, part time hours. Payroll, light bookkeeping, clerical duties.
Call Cary or Deborah 810-354-3040

ADMINISTRATIVE ASSISTANT
Dynamic, fast paced Wall Street firm has a responsible, mature individual for our Bloomfield Hills office. Computer experience helpful. Send resume to:
Berger, Financial Group
2953 Coolidge Highway, F201,
Troy, MI 48084
or FAX: 810 649-3710
An Equal Opportunity Employer

Administrative Assistant
Mature individual needed for full or part time position in a pleasant professional environment in Farmington location. Excellent Microsoft Word & Excel skills required. Previous work experience and computer order entry experience a plus. This position offers an excellent salary and benefit package. If interested please send resume with salary requirements to: Full or Part Time Position
Raymond Funding
Attn: Personnel Director
30100 Telegraph Rd., Ste 170
Bingham Farms, MI 48025

ADMINISTRATIVE ASSISTANT
Research firm has new long term assignment for an experienced person between 30-50 $11.00/hour. Flexible hours. Call Temp to Perm specialist.
UNIFORCE SERVICES

ADMINISTRATIVE ASSISTANT
EXPANDING Travel Agency in Birmingham area. Please Fax resume to (810) 540-3477

502 Help Wanted Office Clerical

ADMINISTRATIVE ASSISTANT
NEW opportunity! Immediate openings in the executive offices of international automotive supplier in Ann Arbor. High level skills. Word for Windows preferred. Knowledge of Excel a plus. Temp to perm. Salary to $10.00-$13.00/hr. Call Sara 810-645-5050
UNIFORCE SERVICES

ADMINISTRATIVE ASSISTANT
Engineering firm is seeking a talented individual to provide administrative support for our Troy location. Excellent verbal & written communication & knowledge of Microsoft applications required for fast paced environment. Excellent benefits. Please send resumes to: EOE Job Posting, 2800 Fairfield, Auburn Hills, MI 48326

PMC of Dearborn, MI based employer of choice has immediate full time and part time administrative assistant positions.

Administrative Assistant
To assist the Office Manager with typing (mainly long and very accurate), Computer skills in Word a plus. MS Word, Excel, Lotus 1-2-3 preferred. Excellent benefits package. Hours: 8am-12pm or 8am-1pm. Work 4 hrs. per day, 20 hrs. per week. Salary $5 per hour.

Send resume to:
The Personnel Management Group
Attn: Ms. Cindy Bell
3 Parkway Blvd.
Suite 510
Deerfield, IL 60015
FAX: (312) 441-6049

ADMINISTRATIVE

EXECUTIVE ADMINISTRATIVE ASSISTANT
Natural Communications is a rapidly growing provider of telecommunications services to the hospitality industry. Currently we are looking for an Executive Administrative Assistant to our Detroit office.

Reporting to the President you will provide administrative support including word processing, data entry, and spreadsheet development. Qualifications include:
- 5 years business experience
- Knowledge of Word, Excel, Lotus
- Ability to multitask in a fast paced environment
- Ability to work independently

We offer a competitive salary and benefits package in a professional environment. Please forward your resume to:
Natural Communications
Attn: Human Resources
Dept. GS
1000 Maplelawn
Troy, MI 48084
Fax: (810) 362-2000

ADMINISTRATIVE ASSISTANT
Busy Birmingham area law office seeks Administrative Office Assistant. Must have 5 years experience in a law office. Word Perfect 6.0 and Windows a must. Salary commensurate with experience. Please send resume to:
RALPH MANGIA & ASSOCIATES
1821 West Maple
Bloomfield Hills, MI 48324
Attention: Eileen

ADMINISTRATIVE OFFICE ASSISTANT
Immediate opening. Full time. Salary and benefits commensurate with experience. Knowledge of word processing, organized individual with strong communication skills. Successful candidate will be self-starter, detail oriented, and have a pleasant phone manner. Fax resume to 810-653-5320. Administrative Assistant, 745 Barclay Circle, Suite 310, Rochester Hills, MI 48307-3319 or call 810-852-9700 ext. 320 for more information or at 810-653-5700 Ext. 320

AGENT STATE Farm office in South Field would like responsible person experienced in general office work. Fax for appointment. Please leave message.

APPOINTMENT SETTER/ PHONE RECEPTIONIST
Flexible hours. Excellent pay. No phone sales. Call Jerry Lowe area 313-422-6222

ARBOR TEMPS NEEDS
(Temp and Temp to Perm)
Administrative Assistants
Sales Secretaries
Computer Support
Word Processors
Medical Transcribers
Customer Service
Receptionists
Data Entry
Temp & Office
9433 Haggerty Rd. 459-1166

ARTS & CRAFTS DIRECTOR
For senior high rise. Apts located in Bloomfield Hills area. Reply to: P.O. Box 401123, Redford, MI. 48240
EOE

AUTO DEALER
A large metro Detroit Ford dealer needs new car lotter. Experience preferred. Excellent benefits. Call:
STARK HICKEY WEST
(313)760 W. Seven Mile, Detroit, 532-3000

AUTO/MOTORCYCLE DEALERSHIP
MEGA-SIZE dealer with five locations currently accepting applications for:

Auto Broker/Clerk
Assistant Office Manager
Data Entry Clerk
Switchboard/Cashier
Automotive Financial & Service Manager

Excellent pay & benefits. Experienced only need apply.
Call Sandy Drennon 810 355-7300
or FAX Resume 810 958-6538

BENEFIT COORDINATOR
EXPORT INSURANCE
Medical, dental, international prudential whole insurance. Duties include: Coordinating benefits for an individual to coordinate benefits with Blue Cross/Blue Shield of Michigan. Strong insight area. Previous benefits experience and computer order entry experience a plus. This position offers an excellent salary and benefit package. If interested please send resume with salary requirements to:
M. Wrech
MAC VALVES INC.
P.O. Box 111
Wixom, MI 48393-7011

BILLING CLERK
JOIN the growing national company that specializes in Structured Wiring. Must have 1 year experience in computerized billing environment. Knowledge of the data entry field. Good telephone and other communication skills. Competitive salary and benefits package.
CTS-NSI,
27980 Trolley Ind.
Taylor, MI 48180
Fax# 810-381-2320
An Equal Opportunity Employer

502 Help Wanted Office Clerical

BOOKKEEPER
As one of Michigan's largest independent CPA firms we are seeking an experienced Bookkeeper for our Southfield location. Bookkeeping experience is required. You must have strong working with professionals, excellent verbal & written communication skills, high level work environment & competitive compensation package. Please send resume & salary history to: Attn: WLCB
Fruman Hucklesby & Company
25230 Andover Drive, Ste. 500
P.O. Box 5004
Southfield, MI 48076-5004
EOE

BOOKKEEPER - experienced - full time. Precision mechanical, Detroit area computer. Fax resume and salary history to: Box 01277
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI. 48150

BOOKKEEPER
Experienced with general ledger and preparing statements with computer system. Accounting system. Send resume to: Human Resources, 1000 Maplelawn, Troy, MI 48135
An Equal Opportunity Employer

BOOKKEEPER - FULL CHARGE
Fast Growth Company in Livonia area. Must have computer experience. Box 01284
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BOOKKEEPER FULL CHARGE
1-2-3 Fax resume to:
810-553-8279

BOOKKEEPER FULL CHARGE
Through general ledger for a West Bloomfield manufacturer. Please submit resume and salary requirements to:
Box 01808
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BOOKKEEPER/PAYROLL Charge of accounts receivable & receivable, general ledger, & computer experience. Fax resume to: Box 01285, Fax: 313-591-7279 or mail to: Box 01285 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

BOOKKEEPER - FULL TIME
Experienced for insurance agency in Farmington area. Call Mary Ann at (810) 851-6637

BOOKKEEPER - Part time
Computer experience helpful. Hours negotiable. Call Eastern Dental office (313) 981-3455

BOOKKEEPER/PERSON FOR DAY
Part time position. Knowledge of accounting, management fees. Flexible hours. Call Ann Arbor area 30300 Telegraph, Suite 117, Bloomfield Hills, MI 48025

BOOKKEEPER
Within a sales environment in all phases of accounting. Payroll experience. Must know Lotus and Word Perfect. Minimum hours 12 pm - Mon Fri. Could be full time. Pay based on experience. (313) 525-4411

BUSY SOUTHFIELD Town Center Office seeks a Bookkeeper/Office Typist. Word Perfect a must. Non smoker. (810) 358-4545

BUYER
Farmington Hills distributor seeks an experienced motivated self organized buyer for our Electrical Engineering department. Candidate must have high organizational skills, strong attention to detail, excellent communication & computer skills. Bachelor's Degree preferred. Send resume to: Bernie Fabian, Sales Manager, 28000 Mid Belt Dr., Farmington Hills, MI 48335

BUYERS ASSISTANT
$18,200
An interesting position involving telephone contact with customers. Light typing and filing. Call: 313-464-0909
Sterling Personnel Services

CASHIER
POSITION available for an experienced Cashier and a hardworking friendly, outgoing & energy worker. Must have cashier experience. Call these questions: call 313-453-7001. Ext. 281 and ask for Robin

CLERICAL ASSISTANT
DYNAMIC individual needed to process professional documents for health care staff. Position requires a detail oriented person with basic knowledge of Lotus & Word Perfect (DON DOS NOT Windows) typing and accurate data entry skills. Excellent organizational skills. Located in Southfield area.
Call (810) 646-1150

Clerical Assistant
Growing automotive supplier has an immediate opening for a Clerical Assistant. Position involves general clerical duties such as filing, mail distribution, and answering phones. Must have good organizational skills, excellent PC skills with experience in WordPerfect 6.0 for Windows and spreadsheet software, such as Lotus, EXCEL. Previous exposure to automotive supply a plus.
We offer a competitive benefit package including TUITION REIMBURSEMENT.
Please forward resume for the position is $7.53 to $8.50/hour.
Interested submit completed application to:

AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187

CLERICAL BOOKKEEPER
for Farmington Hills computer company. Full time. Mon thru Fri. Tentative Sat. Bennison Benefits. Fax resume to 810-474-5199

CLERICAL/DATA ENTRY
Big Beaver/Coolidge. Troy. Resume & salary requirements to: Box 01278
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48152-0935

CLERICAL EMPLOYEES - in need of full & part time. Evenings & weekends. Good pay. Call Kelly Services 1000 W. Big Beaver, Suite 1000 Troy, MI 48084

CLERICAL ENTRY level position available for fast paced office in Wixom. Duties include light typing & phone.
(810) 437-7031

CLERICAL
Full time. Benefits. Up to $8 per hour. Windsor Industrial Corporation. Fax resume to: 3656 Hamburgh Rd., Westland, MI 48185

CLERICAL - full time. N Oakland County area. Seeking organized competent self-starter with excellent communication skills. Duties include: order of home fashions sales center. Ideal candidate will have 2 years clerical experience helpful. Send resume with salary requirements to: Box 01279
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CLERICAL HELP - for Farmington Hills office. Days, must know Word, Excel, Excel accounting payable & reconciliation. Call Karl at interview (810) 471-8800.

CLERICAL/OFFICE PERSON
Dollar to invoice, order entry, customer service, phone, computer literate work. Experience with word processing & filing. Bonuses, Health Ins., Life Insurance, Stock Bonus, Company Dr., Southfield, MI 48075
Attn: Don Davis

CLERICAL OPPORTUNITIES
Construction Company in Troy. Full time. Experience in Accounts Payable. Call for interview time. Ann Arbor, Burton Township, 1-800-968-7000, Ports, Ann Arbor, Livonia, Wixom
Equal Opportunity Employer

502 Help Wanted Office Clerical

CLERICAL
OPEN HOUSE
SES Temps currently has immediate temp to perm, long term and short term opportunities:
- Accounting Clerks
- Receptionists
- Secretarial
- Typists/Clerks
- General Office Clerks
- Data Entry Clerks

WHEN
Tuesday, October 11, 1995
9:00 AM-4:00 PM

Holiday Inn Southfield
26555 Evergreen Road

BRING
Resume (optional)
Social Security Card
Drivers License

JOBS WILL BE FILLED ON A FIRST COME-FIRST SERVED DIALIFIED BASIS

CLERICAL/PART TIME position. 18 hrs per wk run with Microsoft Word. Computer & basic bookkeeping skills a plus. Fax resume to Box 01286 Farmington Hills area. 810-832-0505

CLERICAL
Part time and flexible hours. Full time. Good typing skills & good phone manner. Mail qualifications to: Box 9312 Livonia, MI 48150

CLERICAL PERSON
NEEDED for fast paced busy office. Apply at: 22730 Orchard Lake Rd. (btwn 9 & 10 Mile) Farmington

CLERICAL POSITION at dealership. Some accounting and computer skills required. Light typing, answering phone and cashiering. Please send resume to P.O. Box 1038, Brighton MI 48116

CLERICAL
Professional and reliable individual required to handle computer entry, filing and liaison with Lexis accounting. Some typing, filing and answering of telephones. Send resume with salary requirements to:
PERSONNEL DIRECTOR
P.O. Box 3220
Redford, MI 48239

Clerical

SECRETARY/ RECEPTIONIST
Successful Southfield land development company seeks a customer service oriented type individual to provide exceptional secretarial and receptionist support to senior officer. Ideal candidate will be professional, have excellent communication skills and possess strong word processing skills (WordPerfect required). Solid office experience a must.
If interested please send resume and salary requirements to: Mr. Sanders
P.O. Box 931, Southfield, MI 48037
An Equal Opportunity Employer

CLERICAL
Seeking competent female person for data entry. Familiarity with WordPerfect 6.0 Windows and Access preferred. Part or full time. Contact Kathy Schorr Mon. - Thu. Fri. 9-3 at (810) 737-2929 ext. 131

CLERICAL SUPPORT
MULTIPLE Positions Available

This is an excellent opportunity to become part of a Sales Support Team in Southfield servicing our largest customer. Qualified candidates provide opportunity with advancement and growth potential. Excellent salary and benefits package. Contact Human Resources Department at (810) 557-1600 or send or fax resume to: P.O. Box 6000, Dept. GS, Farmington Hills, MI 48332-6000

CLERICAL TRAINEE Position for Farmington Hills Insurance Agency. Great Opportunity for Advancement.
(810) 661-1330

Windows of OPPORTUNITIES
- MS Word
- WordPerfect
- Lotus, Excel

$9-$14/hr

Put your software skills to work for us! Long/short term assignments available. Great way to try new jobs. Benefits. Ongoing training. Bonus Programs. Vacations/holidays pay.
CALL TODAY!

Farmington Hills ... 810-615-0900
Auburn Hills ... 810-645-0000
Rochester Hills ... 810-650-5000

Western STAFF SERVICES

Clerical
$1000 Hiring Bonus
Growing Livonia distributor seeks ambitious person for busy office. A/P, A/R, inventory control, typing, data entry, etc. Minimum typing requirement. Resume 13110 Hubbard Rd. Livonia, MI 48150. Attn: Ms. Haynes

CLERK
for Southfield law firm. 80 to 40 hrs. Includes person to transportation. Call Jennifer (810) 354-3900

CLERK - PART-TIME
National Sales Company in Farmington Hills seeking clerk to work 20-35 hrs. per week. Flexible hrs. between 8am - Mon.-Fri. Starting pay $7.50 per hr. Limited benefits include 1 day off & 401k plan. Job responsibilities include: incoming telephone mail, make hand written notes, data entry, word processing, answer phones & general filing. Qualifications: Must speak English & know Word P.C. Send resume to: Attn: Mr. Hoffman, 1000 N. Opdyke, Ste. B-1, Auburn Hills, MI 48326 Equal Opportunity Employer

CLERK TYPIST PART TIME

Immediate opening at our office at 8 Mile and Newburgh Rd. Candidates must have accounting minimum 40 hours, have the ability to deal effectively with the public in person and by phone, have a good knowledge of office procedures. Apply in person 10am - 2pm at Lakeshore Office, 37077 W. 8 Mile or at the First Federal Bldg., corner of Woodward & Michigan, Detroit. Ask for Mary Lynn Rich. It is the policy of First Federal to provide equal opportunity in hiring, training, promotion and salary administration.
FIRST FEDERAL OF MICHIGAN
1001 Woodward
Detroit, MI 48226
An Equal Opportunity Employer

CLIENT SERVICE REPRESENTATIVE
Interim Personnel, a national temporary help service, is looking for a people oriented organized individual to staff our office in Livonia. Responsibilities include: Accounting, Scheduling, placing employees on work assignments, and other duties as assigned. Must be able to handle fast paced environment. Salary commensurate with experience.
Call Ms. Kathy Hoffman at (810) 476-8220

COMPUTER SUPPORT Technician/Trainer for Psychology Publishing Software. Full or part-time, home or office. Unique Environment. Fax (810) 360-9298

502 Help Wanted Office Clerical

COMPUTER DEPT. HEAD
Growing local Bingham Farms CPA firm is looking for dynamic individual to head the Computer Dept. Individual must have strong Novell Network knowledge and consulting experience. Accounting & bookkeeping experience helpful. Great opportunity and growth potential for the right individual, including good salary & benefits package. Send resume 30200 Telegraph Rd., Ste. 100, Bingham Farms, MI 48025 Fax 540-7344

COMPUTER PHONE SUPPORT & TRAINING
If you understand Business and Accounting principles and are computer experienced in computer phone support & training, we are looking to support our Accounting software. Please mail or fax your resume to:
Box 01629
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
Fax# 810-559-0463

CONSTRUCTION SECRETARY
Immediate opening for dedicated hard worker with 5 years experience in LOTUS & WP 5.1. Real estate background helpful. Competitive salary & benefits package. Send resume, requirements to Secretary, P.O. Box 3045, Southfield, MI 48037

CREDIT/COLLECTION ASSISTANT
needed for full time position. Self-starter with experience in fast paced environment. Candidate should be dependable, organized, experienced in use of PCs. Excellent communication skills. Flexible to company needs. We offer good starting salary, health, dental life insurance, profit sharing, 401k. Reply in resume only to Credit Manager, 12500 Merriman Rd., Livonia, MI 48150

CREDIT REPORT PROCESSOR
Strong customer service skills. Work ethic & dependability needed. Knowledge of Microsoft Word. Call between 8 - 10 AM only
(313) 462-4015

CUSTOMER SERVICE
Growing Bloomfield Hills office needs professional customer service person with a telemarketing and sales & marketing background. Good typing & organizational skills. Computer knowledge of WordPerfect and PCA helpful. Immediate full time opening. Send resume to:
GLY GERLI INC.
4100 W. Maple Rd., #106
Bloomfield Hills, MI 48301
Attn: Human Resources

CUSTOMER SERVICE
PRINTING & LABEL CO
Looking for a Customer Service Coordinator $10-$12 per hour to start. Experience required in the coordination & administration of customer accounts. Automotive & or general industrial background preferred. Full benefits after orientation period. Please send your resume & references to Personnel Dept., P.O. Box 2000, Warren, MI 48090

CUSTOMER SERVICE/CLERICAL
Entry level. No experience necessary. Starting wage $6.00 per hour. Dynamic, only Human Resources, 40880 Grand River, Suite H, Novi, MI 48375

CUSTOMER SERVICE POSITION
Tired of talking to people? Come & talk to our customers. Part time position available at Novi Kitchen & Bath, 12500 Merriman, Livonia between 1:00 & Plymouth Rd.

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DATA PROCESS with bookkeeping experience to assist Benefits Manager retail store in Oakland County. Call (313) 681-6448

DAY TIME Hours. Mon. - Fri. 10:30 5:30. Light clerical work, answering phones, some bookkeeping. Computer experience helpful but not necessary. Located near Twelve Oaks Shopping Mall & Novi area. Call Sharon Robertson at Bob Corbett at (810) 348-7000

DEPENDABLE PERSON with clerical & computer skills. Good phone manner. Call Mr. Perlberg 292-6275 Fax (313) 292-6275

DESKTOP PUBLISHING
ASSISTANT $22,000
Varied duties. Great position. PR, marketing, handling corporate projects. Benefits.
PERSONNEL SYSTEMS 459-1155

DISPATCHER
scheduling installers, general office typing. Full time. Call Ann Marie (313) 421-1800

DISPATCHERS Experienced. Both full & part time positions. Permanent. Call Personnel Plus (313) 981-1700 1-800-637-5683. Fax 1-800-525-5682

DOCUMENTATION
Part time position processing news release. We are seeking self motivated clerical duties. Send resume to:
Donna
P. O. Box 9066
Farmington Hills, MI 48334

DOWNTOWN Royal Oak interior design firm seeking individual for clerical tasks including answering phones, filing & general clerical. Entry level position. Excellent for college student. (810) 545-5100

Do you have Data Entry Experience?
Call today and Apply.
Beginner & Experienced
Rates Needed

ADIA
THE EMPLOYMENT PEOPLE
(810) 442-7800

DYNAMIC COMPUTER requires part time personal office work. Answering phones, light typing & filing. Near Novi. Call Kathy (810) 348-3000

EMPLOYEE BENEFIT Company needs person for full time entry level position. Must have good data entry, basic computer & much skills, insurance industry experience helpful. Please send resume to: 1000 Victors Way, Suite 200, Ann Arbor, MI 48108

EMPLOYMENT TRAINING
ASSISTANT
Proficient WordPerfect 5.1, typing required and grammar skills, good telephone & people skills, office experience helpful. Must be self starter, like work hard have good driving record. Call Pat, (810) 334-8107 Fax (810) 334-8311 EOE M/F/V/H