EMPLOYMENT

500 Help Wanted General

TRUCK DRIVER
Minimum Salary Plus Bonus
Company benefits include Health Ins., Life Ins., Dental Ins., Vacation, Profit Sharing, 401K
Apply in person:
B & E Manufacturing
300 Kaiser
Plymouth, MI 48170
Call 313-459-8300

TRUCK DRIVER & YARD WORKER
Nursing Materials, Inc. seeks individual interested in a career with a growing company. Must have clean driving record, be mechanically inclined and willing to work in a fast paced environment. Apply in person: 1000 Wilkinson Road, Wixom, MI

TYPESETTER
Work meet your deadlines? Advertising agency has an immediate opening for an experienced typesetter. Must know Quark, Illustrator, Photoshop. Call Ann at 313-459-2000 for interview. Please send resume with salary requirements to: Anne Gavan
Chief Typesetter
Ad Vertising Group
1000 Wilkinson Road
Wixom, MI 48393
ATTN: TYPESETTER

UNIQUE OPPORTUNITY for bank employee interested in take market share in the market place! Participating in the Bank Marketing Association. Call Jim Bryant at 313-459-8000

VICE PRESIDENT OF SALES
Experienced Sales Manager and Sales Engineer. Degree preferred. Minimum 5 years sales experience. Knowledge of valves and instrumentation. Ability to travel. Salary commensurate with experience. Send resume and salary history to:
Box 1000
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

WELDER FITTERS
$9.00 per hour. Freedom, Inc. at 313-420-1323

WELDERS
Multi-location work. 50 hour week. Call Mr. Hamilton, 313-459-1440. DMC Manufacturing, 10805 Middlebelt, Romulus

WELDERS MIG & TIG. Experienced in aluminum and steel. Steel duct work. Apply at 3250 Industrial, Wayne. Call for Mr. Mechanic, 313-721-8400

WINDOW CLEANERS wanted for one full and half day.
810-344-7133

WOMEN & MEN - Accepting applications for janitorial positions. Must have prior experience, reliability, honesty, and dependability. Company benefits including 401K & profit sharing. Apply Monday - Friday between 10 & 2. 2nd floor Auditorium
Bon Secours Cancer Institute
5900 Fair Lane
Southfield, MI 48075

WANTED
SERVICE MANAGER
Ford Dealership in Northern Wayne County. Must have 5 years experience managing service department. Salary plus bonus. Send resume with salary history to:
Box 1000
Observer & Eccentric Newspapers
36251 Schoolcraft Road
Livonia, MI 48150

TRAINEE - to learn the top paying trade. Only those that want to work hard need apply. Good working conditions, wage and benefits.
TOOL MAKER - must be experienced in all form tool grinding. Shaker experience is a plus. Pay rate dependent on ability.
Apply in Person
ECCO TOOL CO.
42635 W. Eleven Mile Rd.
Novi, MI 48375-1121

WANTED Lake Town Twp. inside or outside. Good condition. Reasonable. (810) 623-2742

ACD HARDWARE WAREHOUSE AND PART
SHIPPING DEPARTMENT
Life at Sea! Sea work in extreme temperatures (depending on season). Must be able to lift 50 lbs. Apply in person: Sterling Area 4 Pay Starting pay $6.00 per hour. Send letter of interest to: Ms. Robin Rosenfeld, 25200 Telegraph, Dr. Farmington Hills, MI 48335-2744

WAREHOUSE ASSISTANT
Part time 8:00 a.m. - 12:30 p.m. Will train. Good driving record. Must be 19 or older. Call Mr. Lewis Troy
(810) 588-1355

WAREHOUSE ASSISTANT MANAGER
For fast paced distribution center. Minimum 2 years experience with computer. Knowledge of warehousing. Competitive salary & benefits. Send complete resume to:
Friends
1870 Commerce
Troy, MI 48083
or Fax: (810) 585-1399

WAREHOUSE ASSOCIATES
Detroit & Westland
Immediate Openings

Technicolor Distribution Co., a leader in the home video duplication industry is seeking full time associates for our warehouse operations. Qualified candidates must be dependable and have a good work ethic. Warehouse work and heavy lifting are required. Starting pay is $6.50 hr. plus shift premium with plenty of overtime. Opportunities are available for advancement.

In our expanding environment, we offer numerous advancement opportunities, company paid training programs, fully paid retirement plan, tuition reimbursement and 401K.

To find out about joining our team, stop by our Westland facility at 1625 Hardwick Rd., near Powers Rd., between 8 AM - 4 PM, Mon - Fri to pick up an application.

TECHNICOLOR DISTRIBUTION CO.
An Equal Opportunity Employer

WAREHOUSE & delivery person, must have valid driver's license & full time employment. Call 313-427-7561

WAREHOUSE / DRIVER - Inventory control experience preferred. Not required. Hourly + incentive. Apply in person: 33610 Schoolcraft, Livonia (W. of Farmington, N. of I-96).

WAREHOUSE DRIVER needed full time for a growing company. Full benefits and competitive pay. Looking for an organized, dependable individual. Contact Jeff at Kaiser Electric, 810-347-4230

WAREHOUSE - DRIVER
Work Sports Nut, a leading distributor of ski and snowboard equipment, is looking for a Warehouse Worker/Driver for our Troy, Michigan location. Must either have or be able to obtain a Class B (CDL). Some heavy lifting required. Competitive salary. Call 1-800-845-7767 to schedule an interview. Willing to an Equal Opportunity Employer.

WAREHOUSE HELP
Immediate full time positions. Experience preferred but not necessary. Call Dan 9-5. Monday-Friday. 1-800-522-6700.

WAREHOUSE HELP
Unlimited Union Day & Afternoon shifts. Good pay.
810-398-8118

500 Help Wanted General

WAREHOUSE HELP
Sterling Heights manufacturer. Must be self motivated, light lifting, able to work in a team environment. (313) 459-5870

WAREHOUSE MANAGER
Looking for a dedicated individual. Must have warehouse experience. Company has sales and warehouse operations. Salary commensurate with experience. Fax resume to: (313) 459-6300

WAREHOUSE INSPECTOR
Experienced in receiving, shipping, receiving inspection, warehouse experience. Salary DOE. Send resume to:
Hall Decorative LLC
P.O. Box 2227
SOUTHFIELD, MI 48037

WAREHOUSE STOCK HELPER
Due to an expanding business we are looking for a dependable individual who can work in a fast paced environment. Duties include: Receiving, Stocking, Shipping, Light Assembly. Must be able to lift 50 lbs. Salary $6.00 hr. Call 313-420-0001
Furniture Galleries
Attn: Personnel Dept.
30000 Schoolcraft
Livonia, MI 48150

WAREHOUSE 33333
TO $8.00 PLUS PAID
WEEKLY PAYCHECK
EMPLOYMENT CENTER ASP
313-729-4500

WAREHOUSE
Immediate full time opening for warehouse individual with some light assembly. Must be able to lift 50 lbs. Excellent benefits. Apply in person: 41000 Ford Rd. Canton

WAREHOUSE YARD HELP
Needed 3 Warehouse Supply Center locations. Excellent future for the right individual. Apply in person: 41000 Ford Rd. Canton

WELDER FITTERS
$9.00 per hour. Freedom, Inc. at 313-420-1323

WELDERS
Multi-location work. 50 hour week. Call Mr. Hamilton, 313-459-1440. DMC Manufacturing, 10805 Middlebelt, Romulus

WELDERS MIG & TIG. Experienced in aluminum and steel. Steel duct work. Apply at 3250 Industrial, Wayne. Call for Mr. Mechanic, 313-721-8400

WINDOW CLEANERS wanted for one full and half day.
810-344-7133

WOMEN & MEN - Accepting applications for janitorial positions. Must have prior experience, reliability, honesty, and dependability. Company benefits including 401K & profit sharing. Apply Monday - Friday between 10 & 2. 2nd floor Auditorium
Bon Secours Cancer Institute
5900 Fair Lane
Southfield, MI 48075

EDI SPECIALIST ON BOARD
Fast paced, high tech environment. Must know Sterling Commerce, Inventory Control, Order Processing, Customer Service, Electronic Data Interchange. Send resume to:
21st CENTURY JOBS
Attn: Jim Hutchinson
11 Sheldon Center
Troy, MI 48084
Fax: (810) 362-0314

$40,000 + 1ST YEAR
No computer skills or sales career with Troy's most dynamic company. We have an modern office the tools & training to make you successful.
Call Jim (810) 623-2742
ERA America Realty, 810-680-1500

55 OR OLDER?
Seeking full or part time employment?
Employers are seeking mature dependable workers. Call The Older Worker Employment Program for job fair. Free placement assistance at
313-843-2550
Career assessments, career counseling, professional resume preparation, job placement assistance

502 Help Wanted-Office Clerical

ACCOUNTANT BOOKKEEPER
Full time, 20 to 30 hrs. week. Tax experience. Must know QFA. Accounts Receivable/Payable, payroll, taxes & reconciliations. Fax resume to: (810) 476-8180 Farmington Hills. Contact Jim or Colleen. (313) 261-5360

ACCOUNTANT/BOOKKEEPER
WELL ESTABLISHED real estate management development company seeks part time or full time Accountant/Bookkeeper. Bloomfield Hills area. Wage negotiable. Send resume or salary requirements to Box 61920
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTANT/BOOKKEEPER
For Southfield property management firm. Knowledge of computer is a plus. Light bookkeeping experience helpful. Send resume with salary requirements to: Terra & Burke PC, 27782 Middlebelt, Farmington Hills, MI 48334. Attn: Jeff

ACCOUNTANT
For commercial general contractor in Livonia. Must be self-motivated, self-disciplined individual with experience in job cost accounting duties. Resumes to Box 61923
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTING CLERK
2 yrs. experience Accounts Receivable/Payable. Lotus 1-2-3, Word Perfect required. Paychecks a plus. Fax resume to 810-689-8270

ACCOUNTING CLERK
Progressive, the leaders in pest control, communications company is looking for a part time accounting clerk (10-15 hrs.) Qualified candidates will have the following: bachelors degree, Accounting, 2 years of accounting experience preferred, Lotus 1-2-3 and Word Perfect. Please send or fax resume to: 33663 Schoolcraft Rd. Livonia, MI 48151. Or fax 810-465-3916

ACCOUNTING
Immediate Opening
Full time position with this personnel management & development firm. Bookkeeping experience. Knowledge of Money & Beyond. Send resume to:
CATS UC
Attn: Personnel
1000 E. Maple Rd.
Troy, MI 48083
Fax: 810-689-8410
EOE

502 Help Wanted-Office Clerical

ACCOUNTING CLERK
Immediate Opportunity
Small Southfield manufacturer has immediate opening for a full time accounting clerk. Duties include: Accounts Receivable, Accounts Payable, Data Entry, Bank Reconciliation, Payroll, Taxes & Insurance. Ideal candidate will have 2 years accounting experience, be detail oriented, and have excellent math skills. Salary commensurate with experience. Benefits include: Health Ins., Life Ins., Dental Ins., Vacation, Profit Sharing, 401K. Apply in person or send resume to:
Hall Decorative LLC
P.O. Box 2227
SOUTHFIELD, MI 48037

ACCOUNTING
PERMANENT
• Bookkeeper Full Charge
• Bookkeeper Payroll
• Accounts Receivable Clerk
Minimum 1-3 Years
Salary to $25K
TEMP TO PERM
• Bookkeeper, Property Management, Farmington To $40
• Accounts Payable Clerk, Production Company, Farmington To $8
• Accounts Receivable Clerk, Farmington To $8
• Payroll Bookkeeper, Canton, Livonia, Troy To $10
TEMP
• Accountant Analyst, Plymouth, Long Term
• Accounts Payable Clerk, Farmington, Short Term
• Accounts Receivable Analyst, Farmington, Long Term
• Accounts Receivable Collections, Detroit
• Collection Letters, Accounts
We give our Temps first priority when necessary for permanent placement. Temps are currently being hired at top salaries with excellent benefits.
Accountants One, Inc
(810) 354-2410

ACCOUNTING POSITION
Growing Farmington Hills Manufacturer seeks Accounting Specialist. This position requires a minimum of 2 years accounting experience in Accounts Receivable, Payables and General Ledger. Knowledge of Lotus 1-2-3 helpful. Excellent benefits package. Salary commensurate with experience. Qualified candidates should fax resume to: 810-476-0700 Attn: Personnel

ADMINISTRATIVE ASSISTANT
Large property management company located in Farmington Hills seeks a high energy individual to handle varied administrative duties in a fast paced environment. Duties include: Payables, Payroll, Data Entry, Word Processing, Phone Coverage. Salary $15-$17/hr. Please fax resume to: 810-737-7847 Attn: Personnel Dept.

ADMINISTRATIVE ASSISTANT
Temp to hire opportunities for experienced Word Perfect users in Livonia & Bloomfield Hills. Call Todays Temporary for details.
TODAYS TEMPORARY
(810) 649-4455
EOE

ADMINISTRATIVE ASSISTANT
Work with dynamic professionals in the client services department in Southfield, Troy, Auburn Hills and Farmington locations. Temp to perm. Ideal candidate will have 2 years experience. Must be proficient in the Inter Power Point, Suites 95 & 97
Call Quest
Bloomfield Livonia
840-7561 473-2110
UNIFORCE SERVICES

ADMINISTRATIVE ASSISTANT
Exciting Multi Site Manufacturer has immediate opening for an experienced Administrative Assistant. Ideal candidate will have 3 years or more of administrative experience, be detail oriented, have excellent communication skills, be proficient in Word, Excel, Powerpoint and have a positive attitude. Salary commensurate with experience. Benefits include: Health Ins., Life Ins., Dental Ins., Vacation, Profit Sharing, 401K. Apply in person or send resume to:
Hall Decorative LLC
P.O. Box 2227
SOUTHFIELD, MI 48037

ADMINISTRATIVE ASSISTANT - SECRETARY
One of the fastest growing providers of employment services in Michigan currently seeking a secretary/administrative assistant to CEO in the Bloomfield Hills area. Ideal candidate will have 5 years secretarial experience, preferred. Must be familiar with computers, Word Perfect 6.0 and Lotus. Competitive benefit package. Salary commensurate with experience. Qualified candidates should fax resume to: (810) 338-0300 Attn: Sandy Ward. Send letter to: Office Manager, 100 Galleria Officentre, Suite 400, Southfield, MI 48034

ADMINISTRATIVE ASSISTANT
Full time position available in busy Office. Computer knowledge needed. Please fax resume to: 810-476-0700 or call 810-646-0700 for interview.

ADMINISTRATIVE ASSISTANT
Full time position available in busy Engineering Company. Candidate must have excellent communication skills, be self motivated, and have 5 years administrative duties. Fax resume and salary requirements to: Attn: Personnel, 30777 Northwestern Hwy., Suite 100, Farmington Hills, MI 48334. Fax 810-626-2010

ADMINISTRATIVE ASSISTANT
Large property management company located in Farmington Hills seeks a high energy individual to handle varied administrative duties in a fast paced environment. Duties include: Payables, Payroll, Data Entry, Word Processing, Phone Coverage. Salary $15-$17/hr. Please fax resume to: 810-737-7847 Attn: Personnel Dept.

ADMINISTRATIVE ASSISTANT
Work with dynamic professionals in the client services department in Southfield, Troy, Auburn Hills and Farmington locations. Temp to perm. Ideal candidate will have 2 years experience. Must be proficient in the Inter Power Point, Suites 95 & 97
Call Quest
Bloomfield Livonia
840-7561 473-2110
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Hall Decorative LLC
P.O. Box 2227
SOUTHFIELD, MI 48037

ACCOUNTS PAYABLE
Sterling Heights manufacturer. Must be self motivated, light lifting, able to work in a team environment. Computer experience. Salary DOE. Send letter of interest to: P.O. Box 154 Warren, MI 48093

ACCOUNTS PAYABLE
Computer skills, able to work under tight deadlines, good communication skills preferred. Send resume to PO Box 430512, Pontiac, MI 48343 or fax 810-332-9550

ACCOUNTS PAYABLE CLERK
Blue Line Distributing, a division of Little Caesar Ent., Inc. is looking for an experienced accounts payable clerk for our Farmington Hills office.
The ideal candidate will have 2 years accounts payable & bank balance, strong analytical and interpersonal skills and an understanding of computers. Interested persons should send resume or call
Blue Line Distributing
29 Lee Manor
24120 Halsted Road
Farmington Hills, MI 48335
810-476-7145
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE CLERK
With section 8 experience needed for Southfield based property management company. Benefits included. Send resume and salary requirements to Box 61920
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTS RECEIVABLE
Needed for busy Ford dealership. Experience preferred but will train. Ideal candidate will have a friendly atmosphere for approximately experienced individual. Send resume or fax to: Jerry McDonald Ford, 500 W. 7 Mile, Plymouth, MI 48167
Fax: 810-349-2199

ACCOUNTS RECEIVABLE CLERK
For large, fast paced Farmington Hills apartment complex. Must be people-oriented, excellent follow-up skills. Send or fax resume to Joan (810) 473-8525

ACCOUNTS RECEIVABLE
FOAMADE INDUSTRIES, INC. is looking for a person to work in the Accounting Department. Applicants should be able to work well in a team environment, have excellent skills, must possess excellent and well written communication skills, must be organized multi task oriented, college degree preferred. Duties will include invoicing, cash applying and general assistance. If interested, please apply in person or send resume to:
Foamade Industries, Inc. - TNST
2 Jetty Drive, P. O. Box 215110
2580 Auburn Ct.
Auburn Hills, MI 48321-6110

NO AGENCY/RECEPTIONIST
Busy accounting office seeks individual with pleasant telephone voice. Must be organized and able to handle wide variety of duties. Full time position. Salary commensurate with experience. Fax resume to Suzanne at 810-373-3137

ADMINISTRATIVE ASSISTANT
ECM seeks an energetic management firm. Sending enthusiastic self-starter with excellent communication (verbal & written) skills. Computer literate with WordPerfect. Competitive salary with benefits package. Send resume & salary requirements to Administrative Assistant, Box 61924
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

502 Help Wanted-Office Clerical

ADMINISTRATIVE ASSISTANT
Industrial planner. Responsibilities include: preparation of production, marketing materials, database management, customer service, Excel & WordPerfect suite necessary. Knowledge of manufacturing preferred. Send resume to: 29777 Telegraph, Suite 2000, Southfield, MI 48034 Attn: Greg Baker

ADMINISTRATIVE ASSISTANT
(METRO DETROIT AREA)
National non-profit foundation is seeking an Administrative Assistant for its Metro Detroit office. Minimum 2 years of secretarial experience preferred. Must be detail oriented and have the ability to handle diversified administrative & clerical tasks. Strong PC skills, interpersonal skills. Strong Microsoft Edge. Forward your resume and salary requirements by mail to: Talent Direct, 46 Maple, 300 East Mill St., NY 10017. EOE

ADMINISTRATIVE ASSISTANT/RECEPTIONIST
Seeking a full time Receptionist for busy, fast paced organization to handle a variety of duties including: Phone coverage, data entry, word processing, excellent communication & organizational skills. Have a positive attitude and experience & positive attitude. Pay commensurate.
CAREER OPPORTUNITY
Send resume, cover letter, salary requirement immediately to Executive Train Corp. Attention: Assistant Director, 25100 Telegraph Rd., Suite 210, Southfield, MI 48034. Fax resume to: 810-352-5213

ADMINISTRATIVE ASSISTANTS/SECRETARIES
Livonia Engineering Company seeking two temporary people who are interested in working on contract at Ford Motorcycle Company. Three positions in Ford Motorcycle. If you have computer skills, Livonia would like to hear from you.
• MS Word
• Excel
• Windows
• PROJ
• Powerpoint
• ADC Flowchart
• MS Project
• Visio Flow
• Chartwell
• Freelance
Ann Arbor Remo
25341 Michigan Ave.
Dearborn, MI 48124
Fax: (313) 277-5442
Phone: (313) 277-4215

ADMINISTRATIVE ASSISTANT / DATA ENTRY
Great but busy team office. Part time Mon-Thur 15-20 hours/week. Must be responsible energetic good office skills computer literate. Previous office experience. Call Renee for appointment. 313 534-6300

ADMINISTRATIVE ASSISTANT
MOTIVATED individual with Excel & Microsoft Word experience. Casual environment. Pleasant working conditions. Salary commensurate with experience. Fax resume to 1463 Pontiac Trail, Wixom, MI 48393. Attn: Jim Hunter. Or call 810-669-4600

ADMINISTRATIVE ASSISTANT
Rapidly growing company in Southfield. Experience in Windows & MS-DOS based applications required. Responsibilities include: Word, Excel, Powerpoint, Visio & special projects are required.
Send resume to:
Corporate & Litigation LLP
Dept. JA
29777 Northwestern Highway
Suite 220
Southfield, MI 48034
Fax: 810-827-1314

An Equal Opportunity Employer

Administrative Assistant

Our dynamic & outgoing team of individuals is looking for a motivated self-starter interested in joining us in Phase II of our company's rapid growth and development. This position is available immediately. Responsibilities and duties are varied and include as well as assisting management with administrative tasks. Ideal candidate will have Microsoft Word & Excel desired.
If you are a self starter with a history of goal achievement, we offer a fast paced work environment that allows for personal growth & an excellent starting salary.
Only qualified candidates should fax resume to 810-619-9608

BUDDY'S PIZZA
NOW HIRING FOR OUR
FARMINGTON HILLS OFFICE
ADMINISTRATIVE ASSISTANT
YOU NEED TO TYPE 55 WPM, HAVE GOOD PHONE SKILLS, BE PROFICIENT WITH COMPUTERS AND PERFORM GENERAL CLERICAL DUTIES. WAGES ADJUSTED ON EXPERIENCE.
MAIL RESUME TO:
BUDDY'S PIZZA - C
31800 NORTHWESTERN HWY STE. 200
FARMINGTON HILLS, MI 48334
NO PHONE CALLS PLEASE

ADMINISTRATIVE CLERK
For Travel Agency in Farmington, Mich. Phone 313-420-1323 or fax 810-349-3477

AGENT STATE Farm office in Southfield would like responsible person for assistant in personal lines. Position will be permanent. Please send resume to: 810-350-1918

AN ENERGETIC individual with good math aptitude to do: data entry, clerical, and general office work. Ideal opportunity for good distributor, located in Troy. Benefits 810-643-4878

APARTMENT MANAGEMENT COMPANY seeks apartment community looking for site management professionals. Ideal candidate will have supervisory experience preferred, knowledge of Detroit area, Detroit, MI 48226. Attn: Administrative Manager EOE

ARBOR TEMPS SEEKS:
DATA ANALYSTS
DATA ENTRY SPECIALISTS
$8 - $13/HR.
Entry level to advanced medical backgrounds helpful
ARBOR TEMPS 468-1184

ARTS & CRAFTS DIRECTOR
For senior high rise Apts. located in northwest suburbs.
Call (313) 538-0350
EOE

ASSISTANT DIRECTOR
NEW BUSINESS DEVELOPMENT
Top Metro Detroit-based multi-property is looking for an Assistant to the Director of New Business Development. Must be a self-starter, possess creativity, and have a background in retail management, advertising, marketing, or related business. Bonus program, and benefits. E.O.E.
Please send all resumes to:
Box 61928
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ASSISTANT OFFICE MANAGER
Bloomfield. Experienced bookkeeper for one man office. Call 313-626-0111 Fax 313-626-0302

502 Help Wanted-Office Clerical

ATTENTION!!!
ADMINISTRATIVE ASSISTANTS/Secretaries needed immediately to work in Southfield, Troy, Farmington Hills or Dearborn. Must be proficient in one or more of the following software packages:
WordPerfect 5.1
Excel
Powerpoint
Harvard Graphics
ABC Flowchart
BARTECH
Personnel Services
313-271-5454
An Equal Opportunity Employer

Auto Dealer
BOOKKEEPER
Position involves accounts receivable & accounts payable. Must have dealership experience. Send resume with benefit requirements to: Call Only At: Downtown Pontiac - Nissan
313-846-1122

AUTO DEALERSHIP leading department store. Full time and a flexible schedule: cleaning & maintaining fleet, setting up equipment.
TRUE HOLDER FORD
32300 W. 10 Mile
Farmington Hills or Haggerty
(810) 474-1234

BANQUET CENTER
BOOKKEEPER - PART TIME
Experienced, 2 possible 3 days/week. Must have good communication and clerical skills. Pay commensurate with experience. Call Janice Time at (313) 953-9724

BILINGUAL SECRETARY
(JAPANESE) $13-$17/hr
ARBOR TEMPS 994-2166

BILLING CLERK
Plymouth area. Full time. Benefits. Must have general office & billing experience. 50 WPM. Positions available immediately, starting at $7.50/hr. Please send resume to:
Box 61926
Observer & Eccentric Newspapers
Plymouth, MI 48170

BOOKKEEPER - experienced with bank reconciliations & general ledgers by CPA firm at 13 Mile & Telegraph. Pulte Home Corporation. Salaried position - experience required. Part time 810-540-8718

BOOKKEEPER
For an accounting office. Must have computer literacy. Knowledge of Computer Solutions Pro. F.A. and Word Perfect is a plus. Send resume and salary requirements to John Rizik & Co., P.C. 2400 Orchard Lake Rd., Suite 204 W. Bloomfield, MI 48322

BOOKKEEPER
Full charge through general ledger for a West Bloomfield enterprise. Please submit resume & references to
Box 61858
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BOOKKEEPER
FULL-CHARGE
EXPERIENCED full charge bookkeeper needed for manufacturing environment. Responsibilities include automated accounts receivable, payable, payroll & treasury management preparation. Experience with Solomon IV software preferred. Immediate employment opportunity available. Please send or fax resume stating salary requirements to
Sterling Group
32413 Park Lane
Garden City, MI 48135
Fax: 313-427-5023

BOOKKEEPER - Full charge through financial statements. Payroll, tax experience required. GAS / 1120 experience a plus. 810-855-1670

BOOKKEEPER - FULL CHARGE
Fast Growth Country lumber supply company. Personable, detail oriented. Benefits. Profit sharing plan. Must have computer experience. Fax resume to 810-347-1734
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BOOKKEEPER
Full Charge
Experienced in all aspects of accounting. Must know strong computer skills. One person office. Pleasant work environment. Salary DOE. Fax Resume with Salary Requirements to
13035 Wayne Rd
Livonia, MI 48150

BOOKKEEPER - Part time, with computer background, needed for long dated business. Resumes to PO Box 2486, Livonia, MI 48151

BOOKKEEPER
Property Management company seeking highly motivated, self-starter for computer assisted accounting. Ability to handle multiple tasks in a fast paced environment. Knowledge of Lotus preferred. Salary requirements. P.O. Box 2486 Farmington Hills, MI 48333

BOOKKEEPERS
Billing clerk with 2 years experience and an Associates Degree needed for Northern Suburb firm. Other duties include filing and payroll summaries.
(810) 569-4600
QUALITY ACCOUNTING TEMPS

BOOKKEEPER/SECRETARY
Full charge bookkeeper for real estate development company. Light typing. Full time position, payroll, accounts payable, computer experience & Lotus 123. Excellent salary and benefits. Non-smoking & Civic Center Dr. area. Send resume to: B & D Suites, 31413 Civic Center Dr., Suite 100, Southfield, MI 48076.

BUSY LIVONIA office looking for mature and organized person with strong computer knowledge. Call or FAX resume to 32231 Schoolcraft, Livonia MI 48150 (313)458-8183

BUYERS ASSISTANT
$18,200
An interesting position for an organized Buyer. Varied duties include phone, numbers & heavy typing. Call Ann at 313-459-8008
Excellent Personnel Services

CASHIER
POSITION available for an experienced Cashier who is hardworking, friendly, honest, and can get along with the public. If you have these qualities call 313-533-7002. Ext. 281 and ask for Robin

CASHIER/RECEPTIONIST
Business Hands in Plymouth currently have a full time position available for cashier/receptionist. Primary responsibilities include public/phone and customer service. So we are looking someone with a outstanding people skills, to join our office staff. We offer a dynamic work environment, competitive salary, and benefits package of $6.50 to $8.00 an hour commensurate with experience. If you are interested in exploring this opportunity, please call Karen at 313-459-8008

CHURCH SECRETARY needed for part-time position 20 hours per week days. Flexible in establishing regular hours. Computer literate with Windows and Microsoft Word. Strong interpersonal skills and respect for the Catholic Church. Salary commensurate with experience. Contact person, Jim Sabourin, Assumption Grotto Church, 37000 Dequindre, Warren, MI 48092

CLERICAL Lathrup Village 56 words 810-557-0344

CLERICAL/ADMINISTRATIVE position available with pleasant Downtown Plymouth office. Employee will handle the education & the professional standard needs of a large membership association. Training and the individual's background in education is helpful. Ideal candidate will be detail oriented, and possess a minimum of three years Secretarial experience. Full time position with benefits. Salary DOE. Send resumes to: Judy Waugh, President, Professional Association Services, 4145 Dubern Dr., Bloomfield Hills, MI 48302

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

CLERICAL general clerical duties in payroll position in Livonia. Great opportunity for a real go-getter.
Call 313-464-7016
ETD Temporary Service
Equal opportunity employer

CLERICAL - General office. Accounts receivable/payable, computer knowledge helpful.
Southfield 810-559-5347

CLERICAL/GENERAL
Full & part time. Apply in person: Art Van Furniture, 27633 Greenfield, S. of 9 Mile

CLERICAL
GREAT PAYING JOBS!
• Clerical • Bookkeeping
• Secretarial • Telemarketing
Pay ranges from $3.35 to $7.50
TTSI 810-473-1112

CLERICAL HELP - Part time. Engineering Firm seeks person for typing, answering phone. WordPerfect, medical medical. $6.50/hour. Send resume to Dean/Dayton Inc. 28444 Franklin, Southfield, MI 48034 EOE

CLERICAL - Manufacturing company requires clerical person to handle receiving, phones, filing. Computer knowledge. Canton 313-453-6252

CLERICAL - PART TIME
18-20 hours a week in the Finance Dept. Good math skills, working using a calculator. Flexible hours. Call Nancy 810-641-5000 x 246
Erb LUMBER
Corporate Office

CLERICAL POSITION
For Oak Park Garden Center
Flexible Hours. Call
Gwen Goldberg 810-543-4400

CLERICAL POSITION
Bingham Farms GFA firm is seeking a detail-oriented person to work in its clerical department. Advance your skills by learning Word Processing & organizational skills. Please send resume to:
Human Resources Manager
30200 Telegraph Rd. Suite 163
Bingham Farms, MI 48025
Attn: EEC
or FAX 810-540-1328

CLERICAL POSITION
Call Dennis Kimball, a global leader in Information Technology, has an immediate opportunity for a professional. Mature woman with at least 2-3 years experience working in a fast paced environment. Ideal candidate will have computer skills. Excellent salary and benefits package. Please forward resume to: Unit Administrator, 30 Kercheval, Suite 25330 Telegraph Road, Suite 200, Bloomfield Hills, MI 48304 or fax to 810-350-1611. We are an Equal Opportunity Employer

CLERICAL/RECEPTIONIST General office duties. Send resume to P.O. Box 928, Novi, MI 48376-0929

CLERICAL SUPPORT
MULTIPLE Positions Available

This is an excellent opportunity to become part of our Clerical Support Team in Southfield servicing our expanding Commercial Lines. Positions provide opportunity for advancement and attractive benefits which includes 100% cost free tuition reimbursement, 12 paid holidays per year, plus federal vacation plan. Salary is $302.50 per week, advancement opportunities after six months. Please send cover letter and resume to:
Metlife
650 Nine Mile Road, One CLK
Detroit, MI 48202
NO PHONE CALLS
An Equal Opportunity Employer

CLERICAL

We are seeking energetic, dedicated professional individuals for the position of receptionist and data entry clerk. Qualified applicants must possess a minimum of 2 years experience utilizing the following:

RECEPTIONIST
• Excellent communication skills
• Knowledge of Rolm, AT&T or Merlin System
• Ability to perform multiple tasks

DATA ENTRY CLERK
• 50wpm or better
• Consistency accurate
• Daytime availability

Salary will be based upon experience and ranges from $8.00 per hour. Individuals meeting these requirements please call 810-355-1155 to discuss your opportunities

TALENT TREE
STAFFING SERVICES

CLERK
Looking for motivated, energetic individual for our Redford office. Duties include: answering phones, filing, mailing, data entry, sales and vacation after eligibility. Call Renee for more information.
(313) 534-9924

COMPUTER OPERATOR for media monitoring firm. Must know Word Perfect, type 50 words and file 10 Contact Janet (810) 344-1177

CREDIT/COLLECTORS
Auburn Hills corporation has a full-time opening for an individual experienced in accounts receivable, credit and collections. Must know telephone manners, be able to handle situations, Excellent wage and benefit package including 401(k). Minimum 5 years secretarial experience. Legal experience a plus. Competitive salary and benefit package including 401(k). Please send cover letter with resume and salary requirements to Crystal Earney, P. O. Box 257, Southfield, Michigan 48037. Fax: 810-357-6116

EXECUTIVE SECRETARY
Needed for Livonia based construction. Computer experience a plus. Very competitive salary with an excellent benefit package. Send resume & salary requirements to:
P.O. Box 2426
Livonia MI 48151-2426

EXPERIENCED DATA ENTRY OPERATORS NEEDED
EARN $4.50-$7.50
Call and Apply Today!
ADIA
the temporary people
(810) 442-7800

502 Help Wanted-Office Clerical

CUSTOMER SERVICE
BUSY Farmington Hills office seeks detail-oriented person with accurate typing and excellent phone skills.
Call 810-476-2992

CUSTOMER SERVICE
Positions available in Southfield & Pontiac areas. Requires excellent interpersonal & telephone skills. Knowledge of computers a plus. Apply in person or send resume to: Mound Rd. Warren, MI 48092
810-977-9117. Fax 810-979-5551

CUSTOMER SERVICE REP
Looking for individuals with genuine interest in helping people. Customer service experience required. Must speak clear, calm, knowledge & medical terminology helpful. Send resume to: MSR, P.O. Box 250130, Franklin, Mich. 48025-0130

CUSTOMER SERVICE SPECIALIST
Self motivated, detail oriented, experienced individual to work in fast paced environment. Must know Microsoft Office, Word, Excel, Strong PC Skills, Microsoft Word, Microsoft Office, Word, Excel, Powerpoint, Lotus, Call Fax resume to 810-649-3849

CUSTOMER SERVICE REPRESENTATIVES
Full Time Opportunities
• Typing 35wpm
• Excellent communication skills
• Mon-Fri., 11:30am-8:00pm
• Troy area
ET SERVICES & SYSTEMS, INC.
810-362-6424
Fax 810-362-6427

DATA ENTRY/BOOKKEEPER
Troy manufacturing company seeking individual to handle data entry, accounts receivable, bank reconciliations, and other bookkeeping duties. Ideal candidate will have 2 years of data entry experience, knowledge of Lotus 1-2-3 and Word Perfect. Typical duties required. Applicant must be able to work independently and process well in a fast paced office environment. Competitive salary commensurate with experience. Send resume with salary requirements to PO Box 4837, Troy, MI 48007

FILING CLERK
Part time assistant. Speed and accuracy important. Call Marianne W. Bloomfield 810-334-3367

FRONT DESK RECEPTIONIST
Looking for energetic, self-starter to work with a happy disposition. Part time Monday-Friday. Contact Ann Marie or Carl Arida or Jackson, 810-476-3210

FRONT DESK Receptionist
Looking for energetic, self-starter to work with a happy disposition. Part time Monday-Friday. Contact Ann Marie or Carl Arida or Jackson, 810-476-3210

DATA ENTRY CLERK
Permanent part time position available in the Accounts Receivable department. Company is a leading national property management firm based Southfield in Farmington Hills. Responsibilities include processing input of invoices, daily bank deposit, posting and balance sheets. Typing 35 wpm. Ability to 10 key required. Knowledge of computer helpful. Ability to work independently and process well in a fast paced office environment. Competitive salary commensurate with experience. Send resume with salary requirements to PO Box 4837, Troy, MI 48007

DATA ENTRY - FULL TIME
Must have good typing skills with accuracy. Experience on IBM equipment preferred. Send resume or letter of interest to: PO Box 164, Wixom, MI 48393

DATA ENTRY - Immediate openings days afternoons/weekends
Call 313-464-7078
ETD Temporary Service
Equal opportunity employer

DATA ENTRY
Many positions available in Westland area. Light data entry. Great pay and very flexible scheduling. Weekend, evening, overnight. Days or nights. Call now for an appointment.
CORPORATE PERSONNEL SERVICES NO FEES

DATA ENTRY OPERATORS needed for high production processing. Should type 35 wpm.
Call 313-513-4300

DATA ENTRY
Troy company seeking Data Entry Operators. Minimum 7,000 keystrokes per hour. Flexible hours.
CALL IMMEDIATELY
TODAYS TEMPORARY
(810) 649-4455
EOE

DATA ENTRY - Word for Windows, SQL, Excel, Lotus, Powerpoint, Corpor