500 Help Wanted General

SHIPPING/RECEIVING
$7.50+/HR
NOV/PLYMOUTH
ALL SHIFTS!
Excellent opportunities with one of the country's largest office supply companies. Ideal candidates have Temp To Hire, advancement potential, full time, benefits, experience a must!
CALL NOW!
810-615-0600
Western STAFF SERVICES.

SNOW BUSTERS WANTS YOU!
Snow Plow drivers with own truck & plow. At least 1 yr experience. Earn $50-$250per hour on snow. Affordable health care insurance rates.
SNOWPLOW DRIVERS Needed Livonia area. Experience helpful. 313-421-8790

SNOWPLOW DUR ROUTES
with your truck. Good pay. Call Bobcat. 313-459-2132

SNOW REMOVAL help - Drivers & Drivers. Please call 313-416-5268

SOCIAL WORK
CASE Manager
BSW or related field. Full-Time entry full benefits. Respond: Attn: Personnel, Judson Center, 23077 Greenfield, Suite 107, Southfield, MI 48075
An Equal Opportunity Employer

SOCIAL WORKER
for Detroit Home, for families living with HIV in Detroit. 1-2 years experience in substance abuse counseling, ability to handle crisis situations, medical background highly desired. Resume to: Attn: Ms. Lynn Hauser, One C Home, Executive Director, 18260 Dexter, Detroit, MI 48221

SORTING/PACKAGING
Clerk, state of the art quality metal company plant seeks persons interested in employment, sorting & packaging, and shipping. Ship/rec experience helpful. Day, afternoon & evenings shifts. Apply in person: F & B Manufacturing, 300 Industrial Dr., Plymouth (across from Lowes)

STOCK & DISPLAY
HELP WANTED. Work part time, produce exposures preferred, no late night hrs. Closed all major holidays, bonus pay, incentive pay, health & dental, vacation, apply in person only.
JOE'S VIDEO STORE
31154 7 MILE - LIVONIA

SUBSTITUTE TEACHERS
Van Buren public school (Belleville) is seeking Substitute Teacher. Degree not required. Daily rate $70; after 10 days $80. For an application packet phone the Personnel Office at (313) 697-8123

WORKING ASSISTANT
Call 313-420-1900

24 Mile/Mound Area. Monday thru Friday 8 -5PM. Full time $7/hr to start + Benefits. Bond & Bonus + Benefits. Call (810) 416-3792

SUPPLEMENTAL INCOME
Minimum 25 hours, 8am-5pm $6 PER HOUR
Indoor/Outdoor Lifting required
Call 810-557-0900
Apply at 32416 Industrial Rd. Garden City

TEACHER ASSISTANTS sought for Farmington Youth Center. Flexible hours, willing to work around school schedules. Call Mary/Beth 313-653-4020

TEACHER - ASSISTANT, part time needed for infant/Toddler program. Week hours are 8:30am-3:30pm. Parts are a Morning & afternoon shifts available. Call (810) 661-7605

TEACHER FULL-TIME for preschool program at Jewish Community Center in West Bloomfield. 2 yr early childhood or elementary ed degree required. Call (810) 661-7605

TEACHER MUSIC/ORFF Schulwerk needed for private school, part time teaching position. Resumes & letter of interest to: Music Teacher, 32430 W. 13 Mile Rd., Farmington Hills MI 48334

TEACHER'S AIDES experienced with preschool children. Full or Part time. Call Mrs. Plymouth preschool. 313-455-5420

TEACHERS & AIDES
FERNDALE ADULT EDUCATION
• Computer Aided Design Teacher
• English Teacher
• Guidance Counselor
• Teaching Assistant w/computer experience
• Preschool Aides
Please send resume or call
(810) 542-9326
Ferndale Adult Education
881 Pinecrest
Ferndale, MI 48220

TEACHERS and Teacher's Aides needed for Montessori type day care center. Full & part time positions available. Medical insurance available. 810-476-6580

TEACHERS - Elementary and Middle School positions, part time and full time school in Southfield. 313-464-9434 Or 810-948-1080

TEACHERS
Needed for Redford area day care. Attention: Kathy Brown. Experience a must. Full / part time. Call 313-937-0037

TEACHER - Social Studies, full time. Middle & Upper school for private school in Detroit. Degree required. Send resume to: Michaele Irish, P. O. Box 339, Bloomfield Hills, MI 48303

TEACHERS, Permanent Part Time, needed at The Community House Early Childhood Center located in Birmingham. 810-644-4184

TEACHER/SUPERVISOR. Lead teacher with min. 12 credits. Up to $7/hr. Degree ECDrelated and experience. (810) 626-8600 EOE

TEACHER
TEACH aces, ages & life insurance class, in Southfield. Mon-Fri. (9-5). (810) 559-1500

TEACHER
Toddlers, full time. Benefits. Early Childhood Education. Call Fairmington Hills. (810) 489-8505

TEACHER
2 part-time instructor positions are available in Wayne County at Bloomfield Learning Center. Must be certified teacher. Preferred candidate will have degrees only should apply. 12-14 hours per week, evenings and Saturdays. 810-737-0880

TEACHING ASSISTANT
3 year old-mornings assistant needed for kitchen/ time position in Multi-grade, private school, elementary classroom. Degree & related experience. Call Mrs. Plymouth Hill, MI 48170

TEACHING ASSISTANT
PART TIME
Wilkins D. Pool Vocational/Technical Center, Career Transition Lab. 12 hours per week. Must be some college educated and able to work with high school age youth. For more information call: 313-326-2070
Wayne-Westland Community Schools Human Resources, 36745 Marquette, Westland, MI 48185 EOE

TELEMARKETERS
Wanted at once, $7 per hr. Guarantee, Telegraph & Ann Arbor area. 313-453-5419

TELEMARKETERS - Ticket Blast 810-559-1500. Experienced preferred. Excellent telephone voice. Monday-Friday. Call Dan 810-968-4670

500 Help Wanted General

TECHNICIANS
Controls Tech needed with 3+ years experience in automation and material handling. Experience with Allen Bradley and PLC required. Ann Arbor and Brighton locations. Several positions open. Call, fax or present resume to:
Technical Engineering Consultants
361 Airport Industrial Dr
Ypsilanti, MI 48198
Phone (313) 483-2600
Fax (313) 483-4219

TECHNICIANS
ELECTRO-MECHANICAL ELECTRONICS
Technicator Video Services, Inc., a leader in the home video duplication industry, is seeking several technicians, due to expansion, to service its electro-mechanical, electronic, and pneumatic equipment.
The successful candidates will possess a HS diploma or equivalent, at least one year trade or technical schooling and 2 years hands-on experience maintaining electro-mechanical and pneumatic equipment. Strong mechanical aptitude and good oral and written communication skills also required. These positions will pay in the range of $10-$14.25/hr. Most comprehensive benefit package plus shift premium. Structured bonuses will follow. Paid holidays, paid vacation, fully paid medical and dental, tuition reimbursement and 401K.
If you would like to work for a dynamic growth organization, you are invited to submit your resume and salary requirements to:
TECHNICOLOR VIDEO SERVICES, INC.
Attn: Human Resources - ET
36000 Seven Mile Rd
Livonia, MI 48152
EOE

TELECOMMUNICATIONS
Rapidly growing national telecommunications company has openings for the following positions in and around DETROIT area.
TECHNICIANS: Install/service telecom contracts. Experience with PBX and Key Systems. Full time hours with benefits.
CABLE PULLERS: Long term temporary work running phone cable and assisting technicians. 40 hour work week.
Fax or mail resume to our Regional Office.
AMSTAR Communications
27000 Haggerty Rd., Ste A-17
Farmington Hills, MI 48331
FAX: (810) 553-8925
EOE M/F/V/D

TELEMARKETER
Wanted - immediate, part time telephone workers for day & evening shifts (8am-1pm) (1pm-6pm) Must be experienced, possess good telephone skills & provide own transportation. Call 8am-4:30pm, Mon.-Fri.
810-652-0370

TELEMARKETING
TIME WARNER CABLE TV
• Part Time
• Evenings
Call Patricia Wilder after 12:30pm
313-422-2810, ext. 310
An Equal Opportunity Employer

TELEPHONE INSTALLER/ TECHNICIAN
ENTRY LEVEL & experienced career opportunity. Competitive salary plus a 401K plan, profit sharing & full medical, dental, life insurance. Apply 28450 Haggerty Road, Farmington Hills - or call for an appointment, 810-489-0000, ext 202

TELEPHONE OPERATORS
Full or part time. Required: 35wpm typing, previous entry of sized, excellent speaking skills (bilingual preferred but not required). Day, swing or graveyard shifts, especially weekends. $5/hr + bonus. Mon.-Fri. 8am-6pm, at Ameritech Cellular, 17250 Newburgh Rd., Ste. 120 Livonia, or call 313-422-1995

TELEPHONE WORK
We need motivated enthusiastic telemarketers. Full shift available. No selling $7 per hour & up. Apply in person only. 7pm-9pm. 27018 Joy Rd. Mackenzie Mall, located in Farmington Plaza, 2 blocks W of Mt. Elec

TILE PERSON - Vinyl & Ceramics. Install and repair. Full time. Benefits. Call Mon.-Fri. 8am-5pm. 810-334-1080, or 810 851-0111
An Equal Opportunity Employer

TITLE PROCESSOR
Title company seeks a well organized individual experienced with the Escrow Department. Strong customer service is a must. Full time position. Salary & benefits. Send resume & salary requirements to:
Fax: Choice Title
39555 Orchard Hill Place, 6139
Novi, MI 48375

TOOL & DIE RETROFITTER
Ambitious self-motivated individual needed for implementation of a sensor automation program. 2 yrs minimum experience. General machine shop skills, lathe, drill press, fabrication & welding. Able to work from prints or verbal instructions.
Design, Autocad & electrical working knowledge of systems a plus but not required. Excellent opportunity for advancement. Good pay & benefits. Apply in person: E & E Manufacturing, 200 Industrial Dr., Plymouth, MI 48170 (Across from Lowes)

TO OUR CLASSIFIED ADVERTISERS
IS YOUR AD OK?
Please notify us if you find an error in your ad on the first day it runs. If you notify us on the first day it was scheduled to appear, we'll make a correction as soon as deadlines permit.
We want to give you the best possible service. But if you do not let us know of a problem the first day, it may continue to run incorrectly.
The newspaper will not be liable for failure to publish an ad for a typographical error or error in publication, except to the extent of the cost of that ad for the first day's insertion. Adjustment for errors is limited to the cost of that portion of the ad where the error occurred.
Please check your advertisement EACH time it appears, and notify our Customer Service Department in case of an error.
313-591-0900
810-644-1070
810-852-3222
810-475-4598
Observer & Eccentric classifieds
Thank You!

TRAVEL AGENT
ELLIOT Travel is seeking a full or part-time travel consultant for the Theatre Outlet & Shakespeare seminars. Weekdays and/or evenings. Call Ann Arbor Area Building, East Street, 87842 Nest Rd. New Lis 48377 or FAX to (810)348-9340

TRAVEL AGENT
• full time, senior service, minimum 3 yrs experience. 313-453-5419

TRAVEL AGENT Full-time, experienced. Cruise specialist/store preferred. Benefits, vacations, rate discounts. Excellent telephone voice. Mon-Fri. Call Dan 810-968-4670

500 Help Wanted General

TRAINING POSITION
Corporate headquarters in Plymouth seeks a Senior Trainer to deliver management skills courses to all levels of management. Must have prior experience and current knowledge of state development for team-building, quality, communication, empowerment and leadership. Ability to organize, prepare design and deliver training materials on a small basis. Excellent written and oral communication skills. Ability to work independently and self-motivated. College degree in a related field or equivalent experience required. Full time with benefits, salary commensurate with experience. Send resume and salary history to:
HR Recruiter
27411 Schoolcraft
Livonia, MI 48150
EEO

TRAVEL AGENTS
with at least two years Leisure experience are needed for our Troy location. Full time, benefits and growth potential. Send resume to: Total Travel Mgt. Inc., Human Resources Director, P.O. Box 838, Troy, MI 48099 Fax to: 810-828-3343

TRAVEL CONSULTANT
Seeking full time Leisure Consultant with at least 3 years of experience. Salary commensurate with prior work history. Apply knowledge & plus. Call for more information. 313-501-6022

Travel
Reservation Agents
Looking for enthusiastic career oriented individuals. INTERNATIONALISTS TRAINING PROVIDED. We're a growth leader in the Travel & Tour Industry. Travel/Sales background a plus but not required. Extensive training. Salary plus benefit package. Apply in person Tues. - Fri. 10am-4pm
HIHF
TRAVEL CORPORATION
29566 Northwestern Hwy
Southfield, MI

TRUCK DRIVER
Full time Local work (2 shifts) driver with "Class A" CDL license. Apply at: 6301 Lilley Rd., Canton, MI

TRUCK DRIVER
Full time Southeast based location. Over-the-road semi tractor/trailer drivers needed. Minimum 2 years driving experience. Mileage runs. All expenses paid. We are a union shop. Send resume to:
Attn. Don, P.O. Box 5091
Southfield, MI 48086

TRUCK DRIVERS WANTED
Will train. Must have chauffeurs license, medical requirements & know Livonia area. Apply in person, (8am-1pm) (1pm-5pm). Must be experienced, possess good telephone skills & provide own transportation. Call 8am-4:30pm, Mon.-Fri.
810-652-0370

TRUCK DRIVER & YARD WORKER
Building Materials Distributor seeks motivated individual for delivery position, assisting/handling building materials. Must have or be able to obtain CDL license. Full time, excellent benefits and opportunity for promotion. Please apply in person at:
Wyndale Building Materials
36340 Van Born, Wayne

MAC PRODUCTION/PRE PRESS Operator needed for growing sheetfed color printer. Experience with Quark & Photoshop required. Able to layout pages, transfer & prepare files for in-house imagesetter. Full benefits. Please call (313) 459-2990

TYPESETTER (PRODUCTION) on enterprise 4 wordset Quark and illustrator skills for large volumes of business cards. Ability to work fast and accurate. Top pay. Fax resume to Tony at (810) 414-4704

VALETS NEEDED
For Detroit Metro area. Variety of shifts. Please call for appointment (313) 283-2439

VINYL SIDERS
Looking for experienced applicators or will train with construction experience.
(810) 350-3550

WANTED RETIREES - experienced in engineering, sales, manufacturing or related fields. Also part time OTR driver needed, retirees welcome. Please call 810-471-0300

ACO HARDWARE WAREHOUSE 2ND SHIFT
SHIPPING DEPARTMENT
Lift at least 50 lbs. work in variable temperatures (depending on season), good math and reading skills required. Starting time 4 PM. Starting rate $6.15 hourly, plus shift premium 30¢, 80 days $.50. Send letter of interest to: Att. Human Resources, 23333 Commerce Dr., Farmington Hills, MI., 48336-3184.

WAREHOUSE ASSOCIATES
Detroit & Westland
Immediate Openings
Technicolor Distribution Co., a leader in the home video duplication industry is seeking full time associates for our expanding warehouse operations. Good pay & benefits and must be dependable and enthusiastic team players. Basic math and reading skills are required. These positions pay up to $6.50 hr. plus shift premium with plenty of overtime. Opportunities are available on the afternoon shift.
In our expanding environment, we offer numerous advancement opportunities along with associate incentive programs, fully paid medical, dental, life insurance and 401K.
To find out about joining our team stop by our Westland facility at 1825 Newburgh Rd. in the Palmer Rd., between 8 AM - 4 PM, Mon.-Fri. to pick up an application.
TECHNICOLOR DISTRIBUTION CO.
An Equal Opportunity Employer

WAREHOUSE DRIVER needed full time for a growing company. Full benefits and competitive pay. Looking for an aggressive person. Company located in Wixom, requires CDL license. Please call (810)347-6290

WAREHOUSE HELP
Days, over-time. Great place to work. 313-871-6206

WAREHOUSE HELP - Full time, Mon-Fri 8am-5pm. No experience necessary. Must have valid drivers license. Call Wm. Stuit 810-353-2998

WAREHOUSE HELP
Shipping & Receiving/Maintenance Part time. Must be self-motivated. UPS and Hi-lift experience helpful. Apply at: 6411 Ronda, in Canton. (313) 459-5870

WAREHOUSE PERSON
Unusual Worldwide Inc., has an immediate opening for an experienced Warehouse Person. Duties will include picking orders, building every stock, shipping & receiving. Computer knowledge a plus. In addition to competitive hourly rate, we offer a generous benefits package. To apply for this position please stop by our location to complete an application or submit resume to: Unusual Worldwide Inc., 38100 Plymouth Rd., Livonia, MI 48150.
E.O.E. M/F/V/D
No Phone Calls Please.

WAREHOUSE PERSON wanted part time, 8 hours per day some heavy lifting required. JFP Printing, (810)437-0838

WAREHOUSE/PICKER
Person needed full time with benefits. Good driving record. Apply in person: Woodworks Furniture, 35106 Glendale, Livonia, MI 48150 (Wayne Rd. off of Schoolcraft) (313) 458-6142

WAREHOUSE RETRIEVAL CLERK/ DRIVER
Farmington Hills area.
Call DR (810) 477-5700

WELDER
Full time, benefits.
Maygrove Awnings. 313 422-7110

500 Help Wanted General

WAREHOUSE
To $7.50 hr. Benefits.
Beauty Supply, Farmington/Novi area. Fee paid by employer.
EMPLOYMENT CENTER AGENCY
(810) 560-1616

WELDER
A major Contractor based in Detroit, is in need of an experienced Welder. Must have proficiency in stick, MIG and ARC WELDING. Interested candidates please forward resume to P.O. Box 08070 Detroit, MI 48208.
EOE

WELDERS, MIG & TIG - Experience in aluminum and steel required. Good starting pay & benefits. Apply at: Lockwood, 31251 Schoolcraft Rd., Livonia (Off Merriman, B of I-96)

WESTLAND APARTMENT COMPLEX - is seeking a highly motivated, individual with experience in on-site maintenance who will be able to work well with others. Tools & transportation a must. Position offers competitive wages, housing, and benefits including pension & profit sharing. Apply at: Westbrooke Apartments, 600 E. 2nd St., Rochester

WRITER
Full time entry level position with trade magazine. Must have proven writing ability, desire to learn & strong dedication to writing career. Some editorial/ writing experience preferred. Send resume & writing samples to:
D. & P.
P. O. Box 3049
Brighton, MI 48116

WRITER
Resumes/free lance, part-time, full-time positions. Appt. only, Birmingham. (810) 647-7960

502 Help Wanted Office Clerical

ACCOUNTANT/SECRETARY
Bookkeeping & Administrative Skills necessary - Lotus 1 2 3, payables & payroll experience helpful. Send resume to: Human Resources, 3150 Livernois, Suite 117, Troy, MI. 48083-5000

ACCOUNTING ASSISTANT & General Office help. Part time. Some experience preferred. Mail resume to: 41155 Joy Rd., Canton, MI 48187.

ACCOUNTANT/SYSTEMS EXPERT
Excellent career opportunity with fast growing, high-tech Livonia based company. Full time, qualified, motivated Accountant/Systems Expert. MUST possess in-depth knowledge of Lotus 1-2-3 formulas & macros, A/R Manufacturers Drive, Newburgh/Cherry Hill area, Westland.

TRUCK DRIVER & YARD WORKER
Building Materials Distributor seeks motivated individual for delivery position, assisting/handling building materials. Must have or be able to obtain CDL license. Full time, excellent benefits and opportunity for promotion. Please apply in person at:
Wyndale Building Materials
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WAREHOUSE RETRIEVAL CLERK/ DRIVER
Farmington Hills area.
Call DR (810) 477-5700

WELDER
Full time, benefits.
Maygrove Awnings. 313 422-7110

502 Help Wanted Office Clerical

ACCOUNTING
Energetic person with pleasant phone manner, secretarial skills and phone accounting for manufacturing firm. 8 Mile/Telegraph area. Call between 10am & 2pm, 810-306-2823

ACCOUNTING
PERMANENT:
• Billing Specialist, prestigious Downtown law firm, to $14K + excellent benefits.
TEMP TO PERM:
• Billing Clerk, degree preferred, Bloomfield. To $30K.
• Office Manager, Royal Oak. To $26K.
•Receivable Bookkeeper or Jr. Accountant-Finance, Detroit, non-profit. To $24K.
•Accounting Clerk, Oak Park. To $20K
• Accounting Clerk, to hi temp
TEMP:
• Payroll Bookkeeper, Candian preferred, Livonia, Downtown or Jr. Accountant-temp-to-perm, strong Lotus 123 skills.
• Billing Specialist, Livonia, long-term.
• Accounting Assistant, Livonia, long-term.
• Accounts Payable Clerks, Bloomfield Hills.
• Accounts Receivable Collections, Southfield, West Detroit, Livonia.
We give our Temps first priority when recruiting for permanent positions, and our Temps are being hired at top salaries, with excellent benefits.
Accountants One, Inc
(810) 354-2410

ACCOUNTS PAYABLE PERSON. Knowledge of Lotus 123 & IBM computer experience required. Call Scott at (810) 354-8118

ACCOUNTS PAYABLE
Three years experience or associated degree. Computerized accounts payable & purchase order experience. $21K. Benefits. Fee paid.
PERMANENT STAFF
Farmington Hills (810) 737-5750
Troy (810) 645-2720

ACCOUNTS PAYABLE CLERK
A multi-state service company, based in Farmington Hills, is seeking a detail oriented, experienced individual to join their accounts payable department.
Requirements: Minimum 2 years accounts payable experience including approving invoices for payment, strong math skills, sound Lotus and PC skills (Platinum accounts payable software knowledge a plus), attention to detail, strong written & verbal skills and telephone etiquette, familiarity with general accounting procedures, ability to prioritize & follow through with detail in a multi, Accounts Payable Clerk.
Please send your resume and salary requirements to:
Human Resources, Chateau Chili dominick's Restaurants, 35175 Grand River, Farmington Hills, MI 48335

ACCOUNTS PAYABLE
Fast paced insurance corporate headquarters located in Southfield has immediate openings for Accounts Payable-includes verbal & GL coding, entering of payables, matching & filing A/P Clerk-includes sorting, matching checks, filing. Send resume and salary requirements to: Personnel Manager, P.O Box 7310, Southfield, MI 48037 or FAX: (810) 932 9340

ACCOUNTS RECEIVABLE CLERK
Medical Supply Center seeks experienced, well organized individual to handle receivables and general office work. Excellent benefits. Downtown area. Send resume to: Attn: Ms. Elke Parkhurst Blvd, Suite 811E, Dearborn Mich 48128

ACCOUNTS RECEIVABLE
Accounts receivable/collection position industry has an opening in its Accounts Receivable Dept. the right person should be accounting minded, self-motivated, upbeat, have excellent telephone skills, and be able to work in a high volume environment. Cash application experience or collection experience helpful, will train the right person. Send resume with wage requirements to:
BUSINESS RESOURCES
41554 Koppernick
Canton, MI 48187
Attn: Controller

ADMINISTRATIVE SECRETARIAL
Position at a highly aggressive municipal company. Must be organized and a self starter.
Send your resume to
30600 Telegraph Rd., Ste. 4000
Bingham Farms, MI 48025

ADMINISTRATIVE ASSISTANT
Fast paced commercial real estate firm. Must have computer experience, Lotus 123 & word processing. Competitive salary & benefits. Southfield - Livonia area. Fax resume to: (810) 476-1188

ADMINISTRATIVE ASSISTANT
Birmingham office looking for a self-motivated ambitious team player with word processing & Spreadsheet experience. Call Laura at (810) 642-8220

ADMINISTRATIVE ASSISTANT / BOOKKEEPER (SECRETARY)
$25,000-$36,000 to handle all sales support functions for manufacturer's representative firm specializing in sales engineering office in Bloomfield Hills. Requires good communication skills with strong people skills. Computer literate, knowledge of Word Perfect & B.O.I. Search. PO Box 6123 Livonia, MI 48151 or Fax (313) 464-6178

Administrative Assistant
for full time position whenever. Excellent office experience, computer literate, & accuracy required. Fax resume & salary requirements to Pat (810) 645-8318 or mail to Performance Staffing, 30100 Telegraph Rd., Ste. 170, Bingham Farms, MI 48025

ADMINISTRATIVE ASSISTANT
Our clients offer employees the latest in computer technology, plus excellent earning potential, full benefits and bonuses. If you need your prior word processing experience put to good use, we'd be pleased with clients, Word, Excel and Power Point preferred, top $14.00/hr. Call Susan
Livonia Birmingham
810-473-2931 810-645-9220
UNIFORCE SERVICES

ADMINISTRATIVE ASSISTANT
This very responsible position supports corporate staff, plans and executes corporate events, coordinates all office services, orders supplies, prepares materials for conferences and meetings. Microsoft suite preferred.
Diversified Recruiters
810-344-8700 FAX: 810-344-8704

ADMINISTRATIVE ASSISTANTS NEEDED!
DEARBORN, Southwest 6 0 Merging, General Office Duties
LIVONIA, Word for Windows Customer Service, General clerical
Call or Fax resumes to
CORPORATE PERSONNEL SERVICES
Fax: 853-6836
Phone: 853-6190

ADMINISTRATIVE ASSISTANT
Livonia area
General office.
Secretaries & Receptionists.
Permanent temp to hire and temporary positions. $6.50 - $10 per hour depending on experience. We have various locations in the metro east and west side locations. We will match your skills with our openings. Call for immediate appointment.
Snelling Personal Services

ADMINISTRATIVE ASSISTANT
Work M-F, 10am-4pm for small company group in Livonia, Memorial Day grills, 30 to 60 WPM, filing, phones, Call Market Price to arrange interview.
(810) 348-9436
or fax resume to: (810) 348-9437

ADMINISTRATIVE POSITION. Part time, 20 hours (approximately), 30 hours per week, M-F Wednesday off. (Leave messages) 313-207-6557

502 Help Wanted Office Clerical

ADMINISTRATIVE ASSISTANT - BILINGUAL
Successful candidate will be fluent in Japanese & computer capable including familiarity with data base programs. Knowledge of Lotus Approach a plus. Salary + benefits. Call Ms. Ellen Kim (313) 326-3268 or 1-800-800-7910

ADMINISTRATIVE PROFESSIONAL
Premier consulting firm seeks highly motivated individual with proficiency in word processing, spreadsheets, bookkeeping and general office duties. Must have a strong presence and communication skills and a pleasant voice. This is a high visibility, project oriented position. Send resume to: C.S.A. Business Consultants, 100 Talon Center Suite 100, Detroit, MI 48207

AGENT STATE Farm office in Southfield seeks full time secretary/receptionist. Prefer someone with some insurance background. Salary commensurate with experience. Fax resume to: (810) 350-1808

ASSISTANT BOOKKEEPER/ CLERICAL
Part time position, Mon-Fri. Duties to include some bookkeeping, computer & general office duties. Good organization & phone skills. Call Donna
(810) 548-8282

ASSISTANT
Plymouth Manufacturer company needs full time Loan Officer Assistant for expanding mortgage company. Knowledge of Microsoft Word & Excel required. Good benefits. Call Kathy at (313) 459-7800

ATTENTION
ADMINISTRATIVE SPECIALISTS
GOOD pc skills? Powerpoints, excel, spreadsheet, word? Office administration skills? Good communicator? Interested in learning more about temporary assignments? Call today! Westaff Southfield! Farmington! Troy! If you are seeking any of the above, please forward your resume immediately along with your work preferences.
STAFF PRO SERVICES has many openings for candidates with the above skills! Office Services! Call today to schedule interview and PC testing. Ask for Debbie or Kathy.
Or mail to: APS International Plaza
1100 E. Maple Rd., Suite 100, Birmingham, MI. 48071

ATTENTION SECRETARIES
Triple your income! Temporary assignments, $6.50/hr. plus commission & bonuses. Call (313) 425-8533

AUTO DEALER trade experienced Office Personnel. High volume, fast pace. Warranty experience helpful but willing to train motivated person. Send resume with salary requirements to: Bob Sewell, Lexus and Oldsmobile
Observer & Eccentric Newspapers
7621 Schoolcraft Rd.
Livonia, MI 48150

AUTO DEALERSHIP
Customer oriented receptionist is now accepting applications for Office/Clerical position. Excellent benefits package. Apply in person, Mon-Fri. 8am-5pm at Jack Cauley Chevrolet, 30201 Northwestern Lake Road, West Bloomfield.

BEGIN A BRIGHT FUTURE WITH ADIA
Administrative Assistant
Temp to Perm Opportunities
Southfield & Farmington Hills areas
• Word, Excel, WordPerfect, Lotus
Call today to apply.
ADIA
THE PERMANENT FORM
(810) 442-7800

BOOKKEEPER/CLERICAL
Part time for small co. Must be efficient, organized, know Lotus 123. Hentkels, Birmingham. Mr. Adcock

BOOKKEEPER - CPA firm needs assistant with computerized A/R experience to include accounting thru TB, financial statements & payroll. Salary based on experience & salary. Benefits. Phone Trudy 810-489-9410

BOOKKEEPER
For growing company in Novi, full-time. Must have computer experience, knowledge of accounting, synergistic personality. Competitive salary & benefits. Contact Tom Center Industries, Inc. Ask for position at 810-380-1290

BOOKKEEPER
Full charge through general ledger for a West Bloomfield synagogue. Please submit resume & references to:
Box #1808
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BOOKKEEPER
FULL charge bookkeeper. Large insurance operation with multiple company operations. Computer literate. Duties include Accounts Receivable, billing, 401(k), etc. Call Wolverine X-Ray, 31277 Bridge St., Southfield MI 48034 (810) 352-8600

BOOKKEEPER
Full time, benefits included. Some experience preferred, for office in Livonia. (313) 458-4780

BOOKKEEPER/OFFICE Manager full time, with background in advertising agency. Must know Microsoft Word & have excellent organization skills. Send resume to:
Box #1809
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BOOKKEEPER, part time for small advertising agency. Pay based on experience. Call Ann Arbor Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER
With 3-5 years experience in computerized General Ledger, Accounting, Accounts Payable/Receivable, Payroll, and Job Costing. Company is a mid-sized construction management/developer firm located in Farmington. The company offers a pleasant work environment and competitive salary & benefits package. Please mail or fax resume to: Mr. Cohen, Frank Revere and Son, Inc., P.O. Box 1837, Rochester, Michigan 48308
Fax No. (810)651-5174

502 Help Wanted Office Clerical

BOOKKEEPING
ACCOUNTING services firm seeks detail oriented individual for bookkeeping department. Duties include cash management, bank reconciliation and transfers for multi companies. Send resume and salary requirements to:
Office Manager
45211 Helm Street
Plymouth, MI 48170-6023

BROKERAGE FIRM in Downtown Birmingham has the following positions available immediately: Full time Receptionist & Part-time Clerical. Please call Linda Burk or Carol at (810) 642-3230
EOE

BUBBLY RECEPTIONIST
TO $24K
ARBOR TEMPS 459-1166

BUSINESS MANAGER
An outstanding Dermatology practice in Farmington has immediate opening and an existing career opportunity for a qualified people oriented Business Manager. Experience with computers, Windows, WordPerfect & Lotus. Skilled in accounting, financial planning, insurance billing, managed care, accounts receivable and insurance. Please send your resume to: Personnel Director, 637 Forest, Birmingham, MI 48009

CLERICAL, ACCOUNTING, SALES
Fast growing distributor, Computer Aided Design products, seeks an enthusiastic creative
(810) 351-4040

CLERICAL/DATA ENTRY
Dog Daycare/Lodge. Top Returns & salary requirement. 31 Oak Ave, Birmingham, MI 48012-0835

CLERICAL
PART-TIME, 25-30 hours per week (Division, Jan May) Ford Motor Company UFA firm. General office & telephone skills required. Light Word Perfect helpful. Send letter of application or resume and salary requirements to: Personnel, Polk & Associates
30700 Telegraph Rd.
Bingham Farms, MI 48025

CLERICAL person needed for general office duties. Filing and phones. Flexible hours, possibility of full time position. Apply at: 25215 Glendale, Redford, B. of Schoolcraft, W. of Beech Daly.

CLERICAL POSITION for individuals/ Family counseling in busy Rochester office. Part time. Excellent phone skills, friendly personality and general office skills. EOE. Resumes to:
Rochester Counseling Associates,
1640 Walton Blvd. 220,
Rochester Hills, MI 48309-1779,
Attn: M Taormina

CLERICAL POSITIONS AVAILABLE
WILL train enthusiastic, organized, reliable individuals to handle clerical functions in Southfield office. (Most jobs require no typing). Applicants should possess ability to work in a fast paced environment. We offer full time Mon-Fri. positions with advancement opportunities, competitive benefits including 12 paid vacations days, 12 holidays, and 100% company paid tuition. Salary is $302.50 weekly. Send resume to:
MetLife
650 New Center One Crt.
Southfield, MI 48076
NO PHONE CALLS
Equal opportunity employer

CLERICAL SUPPORT - part time, 25 hrs/wk. Experienced. Computer knowledge essential, excellent phones, etc. Resumes to: P.O. Box 450, Southfield, MI 48037-0450

CLERICAL SUPPORT
Since you enjoy what you do, shouldn't you enjoy where you do it? We are a comprehensive solutions oriented company that focuses on our employees and our customers.
Responsibilities: Clerical support for training department including high volume, accurate typing, filing, Heavy marketing and client contact. Required skills include 1 year clerical experience with following: MS-Office 6.0 and WPM Database input is a plus.
Please provide salary history. Send resume to:
Computerized Facility Integration, Inc.
Attn Personnel Department
Suite 100
24100 Southfield Rd. Suite 200
Southfield, MI 48075

CLERICAL
Switchboard Operator
Full-Time Position
In Southfield
Colonial Insurance has an immediate opportunity for a Switchboard Operator who can thrive in a fast paced environment and who possesses a pleasant, customer service attitude. Some receptional duties included. A minimum of 1 year of related experience is preferred.
As an industry leader for over 80 years, we provide our employees competitive compensation and a flexible benefits package that includes medical, life insurance, 401(k), cash balance plan and tuition reimbursement. Please forward your resume in confidence to:
Sheryl Dietrich
Oakland Administration Coordinator
Citizens Insurance Company of America
P.O. Box 5122
Southfield, MI 48086-5122
Equal Opportunity Employer

CLERK
Immediate opening for versatile individual who enjoys detailed work. PC experience required. Non smoking office. Send resume with salary requirements to Human Resources Manager, 30400 Evergreen, Suite 100, American Way, Detroit, MI 48209

502 Help Wanted Office Clerical

CLERICAL
TAX PROCESSOR CLERK
Southfield CPA firm seeks a motivated individual to handle the personal tax processing department. Duties include processing, balancing, & reconciling. Individual must have good organizational skills and a mind for detail. Computer knowledge required. If interested, please send resume and salary requirements to: Mr. Brew