500 Help Wanted General

OVERSPEND THIS HOLIDAY SEASON?

Successful staffing company has now expanded to your area. We are looking for individuals with the will to work and low absenteeism. We also offer free computer training. Call now for more information. Our personnel company is taking applications for all positions:

- Receptionist
- Secretarial
- Customer Service
- File Clerk
- Administrative Assistants
- Data Entry
- Word Processing
- And much more!!!

PERFORMANCE PERSONNEL
"Professionals at Your Service"
313-513-5823

PARADOX PROGRAMMER
Michigan's fastest growing recommunication company is looking for candidates with experience programming Paradox in a client/server environment. Paradox & Paradox for windows, 2 yr experience a plus. Full benefits, competitive salary. C/S degree or database experience required.
Call Ray (313) 873-5500

PC NETWORK SUPPORT SPECIALIST
For major downtown law firm with state-of-the-art multi-platform LAN. Requires strong background in PC Network hardware and software including, but not limited to Novell, DOS, Windows, Windows 95, and Office 95. Excellent benefits package (medical, 401(k), and Pension Plan. Applicants should be highly motivated, personable, service oriented, informed and a team player. Please send resume and salary requirements in confidence to: P.O. Box 43932, Detroit, MI 48243-0932

PEST CONTROL TECHNICIAN
Certified & uncertified, with exp. Must have good oral & written communication. 810-569-8001.

PHARMACIST PART-TIME
$15.63-$20.34 PER HR.
Be a registered Pharmacist in Michigan!
CONTACT: Oakland County Personnel, 1200 North Telegraph Rd., Dept. 442, Pontiac, MI 48341-0440 or call (810) 858-0530
An Equal Opportunity Employer

PHARMACY TECH
Experienced technician to work in pharmacy. Excellent pay and benefits package. Opportunity for advancement. Please apply at Sav-On Drugs, 6510 Telegraph, Bloomfield Hills.

PHOTOGRAPHER NEEDED
Part-time photo lab experience required. Visual Sports Network, (810) 362-2000

PICTURE FRAMERS
Experienced. High hourly wage. Full or part time. Management potential. Livonia area. Call Pete 810-476-5979

PIN JUMPER
Over 18 yrs old. Full time, nights. Mechanically inclined. Will train. Bell-Aire Lanes, Farmington. (810)553-0290

PLASTER / PLASTIC
Personnel for prototype model shop. Class A & B. C. for both shifts. Excellent pay & full benefit package, including Blue Cross, Life Insurance & 401k plan. Apply at: 25925 Glendale, in Hadsel Industrial Park, Redford. (313) 532-7218 resume to:

PLUMBER/SEWER CLEANER for service work. Experienced, good driving record required. Call Jim, 313-525-5922 or 810-557-7600

PORTER, VARIOUS hotel duties including groundskeeping. Apply at: Days Inn Hotel, 45201 Plymouth Rd. between Levan & Newburgh.

PRE-SCHOOL TEACHER needed for children's center in Bloomfield area. BA or BA and early child-hood education required. Experienced preferred. Call for information (810) 627-9680

PRESS OPERATOR/ REPAIR PERSON
Clean, efficient metal stamping facility seeks associates with experience in working with progressive dies & air feeds. Generous full room knowledge helpful. Excellent benefits. Salary based on experience. Apply or send resume to: E & E Manufacturing, 300 Industrial Dr., Plymouth, MI 48170 (across from Uniroyal)

PRINTING
IMMEDIATE opening for plate room, silverprint shop, bindery, offset presses & stenoprinter. Experience preferred. Apply at: Adult Printing, Co., 7850 Second St., Detroit. (313) 426-2822.

PRINTING
Looking for a lead binder, person who has experience on B/S pocket stitching & trimming machines, folders, cutters, etc. Good wages & benefits. Fax resume to: 313-941-6129 or call Jim or John at: 1-800-783-0990

PRODUCTION Machine Operator
For small stamping plant. Must be able to read blueprints. Medical benefits and profit sharing. Non smoking environment. Apply at 8 Mile & Sam at Franklin Fastener Co., 12701 Beech Daly, Redford

PROG DIE OPERATOR and Setup Person for second shift. Must be experienced in prog dies, feed equipment & know the setup procedures. Excellent pay. Apply at: Quality Stamping 21547 Telegraph, Southfield

PROGRAMMER FOX PROJECT
We are currently seeking a senior programmer to join our team. The successful candidate will have 10 more years of testing and programming in Pick/Unix and Pick/DOS environments. DOS and Windows experience is preferred. Strong analytical, debugging and internal document skills are required. Send resume including salary history to: P.O. Box 225, Plymouth MI 48170.

PROPERTY MANAGER for wet/dock condominiums. Experience required. Salary & benefits negotiable. Send resume to: Box 2100 Grand River Bldg., Suite 100, Troy, MI 48084.

PROVIDER LIAISON
Managed care organization near downtown Detroit has an immediate opening for a provider liaison to be responsible for network development, recruitment, contracting for primary care, specialty and ancillary providers. Requires knowledge of HS degree in Health Care Administration, Business, Nursing or related field. At least one year of experience in managed care required. Excellent communication and interpersonal skills. Interested candidates should send resume to Human Resources, P. O. Box 07209, Detroit, MI 48207. E.O.E.

QUALITY ASSURANCE floor inspectors for across machine shop. Measuring & gauge experience preferred or will train. Starting wage depend hour, full medical, dental, life, 401k, pension. Apply at: Hi-Lo Industries, 1000 Stephenson Hwy., Troy, MI 48083 (810) 544-2548

QUALITY CONTROL
01 Auto Supplier looking for a Quality Control Manager & Trainee. Strong interpersonal, analytical, and computer skills a must. Apply in person only: Kyle Auto Parts, 1011 Decker Rd., Walled Lake, MI.

RECEPTIONIST
For fast paced property management company. Light bookkeeping, person with professional image needed. Call Diane Rose, Property Management, Ready to ... Box 82088 Chicago, IL 60682

Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

500 Help Wanted General

PUBLIC SAFETY DISPATCHER/CLERK

CITY OF OAK PARK
(Police/Fire/EMS)

The Oak Park Department of Public Safety is implementing a civilian dispatch operation and is seeking experienced Telecommunicators or other highly qualified individuals who will be responsible for receiving calls for service, dispatching police, fire and EMS units and performing specialized clerical and record keeping functions.

Applicants must be at least 18 years of age, have a High School diploma or equivalent and possess the required skills and abilities. Salary range $25,847 to $31,841 plus excellent fringe benefits and retirement plan.

Applicants with prior training and experience as a police/fire dispatcher are preferred and all applicants must possess good organizational and keyboard skills. Experienced applicants may be processed before those without dispatch experience. Applicants must successfully complete written and oral examinations, and pass a comprehensive background investigation. Satisfactory completion of drug testing and psychological testing is also required following an offer of employment.

Applications are available at:
OAK PARK DEPARTMENT OF PUBLIC SAFETY
APPLICATION PROCESS
16600 OAK PARK BLVD.
OAK PARK, MI 48237
return by 5.00 p.m., Monday, January 15, 1996

AN AD/AEOUAL OPPORTUNITY EMPLOYER

PUBLIC SAFETY SERVICE OFFICER/ DISPATCHER

Canton Township (810) 397-5400 is accepting applications for Public Safety Service Officer/Dispatcher. Position includes dispatch and assists public safety officers with restraining and physical management of individuals in custody and other related duties. Rotating shifts. $24,000/year, excellent benefits. Preference will be given to applicants that have recent police/fire dispatch experience. Testing process will include written, physical agility, typing, and based and psychological examinations. Applications can be picked up at the Canton Township Personnel Division, 1150 B. Canton Center Rd., Canton, MI 48188 or send a self-addressed stamped envelope to above address to request application form. Job description will be posted at the Township Administration Building. All applicants must complete a Canton Township application form in its entirety and be received by Canton Township Personnel Services prior to a scheduled deadline of 4:00 p.m., January 8, 1996. Faxed applications will not be accepted. The Charter Township of Canton does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. We are an Equal Opportunity Employer.

RECEPTIONIST/BEAUTY SALON
Customer oriented & computer literate. Experience in beauty shop operations preferred. Excellent opportunity in Rochester. Call (810) 978-3777 or send resume to: Box #2110
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST - Wanted part time, flexible hours. Nineteen Eighty Nine, Birmingham. 810-540-0090

REPAIR/SERVICE TECHNICIAN/ WAREHOUSING/ CUSTOMER SERVICE
Self-motivated, mechanical aptitude, like solving problems, less happy people. If this is you, send your resume today! Established wholesale distributor is looking for you for their Livonia facility. Duties for this position include; parts/service sales/customer service, shipping, receiving and inventory replacement. Some travel maybe necessary. Salary commensurate with experience. Excellent benefits package. We are an equal opportunity employer. Send resume to: ... Personnel Dept. P.O. Box 42427 Indianapolis IN 46242-0427

RESIDENT MANAGER
Michigan based property management company seeks a Resident Manager for their Lake Vargas area apartment complex. Section 8 experience necessary. Excellent benefits included. Send resume to
Manager, P. O. Box 306, Southfield, MI 48037

RESTORATION TECHNICIAN
Looking for immediate employment? We need persons interested in cleaning & packing. 313-277-0020

RETAIL
Brand New Store Opening Mid January
Management/Cashiers
Now hiring
• all shifts • all positions •
Please apply in person anytime
SPEEDWAY
Corner 14 Mile & Haggerty
Novi, MI
An Equal Opportunity Employer

RETAIL SALES PERSON
Full-Time/Part-Time
Kitchen Glamor
Orchard Mall, West Bloomfield
Call Anne: ..... (810) 855-4456

ROOFER - Repair & Install. Full time for large property management company. Benefits. Call Mark, 8am-5pm. 810-356-1030
An Equal Opportunity Employer

SALES ASSOCIATE
18 years or older. Benefits available. Paid holidays & vacation. Experience not necessary. Apply at Dark Stop 2, 120 N. Middlebelt, in Garden City.

SALES CLERK-mature, dependable for pleasant music retail environment. Related experience desired. Supervisory position available. Call Linda weekdays before 12 noon at: (313) 427-0040

BAY-A-LOT SUPERMARKET
Opening Soon in Redford
Red-Coat Shopping Center,
7 Mile & Grand River
Now hiring for all positions
Apply in person 10am to 8pm
Dec. 29 & Jan. 2-3-4

SECURITY
A GREAT CAREER OPPORTUNITY!!
Now hiring quality individuals to work in a multi million dollar facility in the Canton area.
• Rapid wage increases leading to $20,000 after first year
• Longevity bonus
• Health, dental and vision benefits available
• Uniforms provided
Interested parties may apply Mon.-Fri. 8:30-5:30 at:
Nation Wide Security, Inc
23610 W. Ten Mile Rd
Southfield (810) 358-0500
8700 S. Telegraph Rd.
Taylor (313) 292-1280 or
301 W. Michigan Ave. 9320
Ypsilanti (313) 480-1142
EOE

SECURITY/HOUSEKEEPING - for apartment community in Farmington Hills. Evenings, 23 hrs./week, $4.00/hr. A great place to work. Apply in person Mon.-Fri., 10am-4pm: Grand River Village, 36580 Grand River.

SECURITY OFFICERS - Full & part-time positions available for Nov. & Beyond areas. $4.25-$4.00 per hr. (810) 352-8303.

SERVICE PERSON
Mature, responsible individual needed for a full time position in Customer Service Parts Department at Dodge Dealership. Must have valid driver's license. Apply in person: Bob Sadler Dodge, 30000 Northwestern Hwy., Farmington Hills.

500 Help Wanted General

SECURITY

GUARDSMARK has immediate full/part time positions available in Plymouth, Livonia & Ann Arbor.

BENEFITS INCLUDE
•401k
•Medical Insurance
•Life Insurance
•Free Uniforms
•Paid Vacation
•Tuition Assistance

Must have High School Diploma/GED and no criminal history. We are a 100% Drug Free Workplace.

Apply Mon.-Fri., 9am-5pm, 34405 12 Mile Rd., Suite 153, Farmington Hills, MI (810) 553-9001

SECURITY OFFICER Full-Time, Afternoons
Seeking individual to maintain safe & secure conditions within all hospital building & ground areas.
High school diploma or equivalent required. Associate degree in security management or related field preferred. Security experience required, preferably in a health care setting.
If interested, send resume to or apply in person at:
Human Resources Department
Garden City Hospital
6245 N. Inkster Rd.
Garden City, MI 48135

SELL THE AMERICAN DREAM
Real Estate in Boomingl We're looking for self-directed individuals who want unlimited earning potential and unsurpassed training. Training available. Flexible hrs. Call Carolyn Daly, Northville Realty, 349-5430 or Carol O'Neill, Milford area, (810)684-1005.

SHIPPER/RECEIVER NEEDED for large manufacturing company. Experience necessary, hours Mon.-Fri., 8am-5pm. Apply in person at: Austin, Inc. 1288 Holden, Milford. (810) 684-2424.

Shipping/Receiving
Opportunity for self-motivated, experienced automotive stamping firm. Requires highly motivated individual with shipping, data entry and hi lo skills. Career opportunity offers a full time afternoon shift position. Competitive salary and benefit package. Qualified applicants apply in person:
E & E Manufacturing
300 Industrial Dr.
Plymouth, MI 48170
(across from UNIROYAL)

SHIPPING & Receiving Clerk for plating company. Good phone skills. Some computer experience a plus. Excellent starting pay. Benefits. Experience preferred. Call 12 noon to 4pm for appointment (313) 341-4791

SNOW PLOW DRIVER needed, experience necessary. Pay to negotiable. Call Jerry, Weekdays, 810-887-8000

SORTING/PACKAGING
Clean, state of the art quality metal stamping plant seeks persons interested in employment, sorting & packaging small parts. Shipping experience helpful. Benefits. Apply in person:
E & E Manufacturing, 300 Industrial Dr., Plymouth (across from Uniroyal)

SORTING/PACKAGING
Clean, state of the art quality metal stamping plant seeks persons interested in employment, sorting & packaging small parts. Shipping experience helpful. Benefits. Apply in person:
E & E Manufacturing, 300 Industrial Dr., Plymouth (across from Uniroyal)

SPEND TOO MUCH OVER THE HOLIDAYS???
We are looking for individuals with the will to work and low absenteeism for the following types of work:
- Assembly
- Packaging
- Machine Operators
- Machinists
- Janitorial
- Maintenance

Temp and Temp-to-Perm Jobs pay $6/hr. and up
This personable company is taking applications Monday thru Thursday from 8:30am-10:30am and from 1:30pm-3:30pm at 33813 Five Mile Rd. in the Civic Center Shopping Plaza.

PERFORMANCE PERSONNEL
"Professionals at Your Service"
313-513-5823

SUPERVISOR - Full-time for established upscale spa. Experience in cosmetic sales helpful. Birmingham/Bloomfield area. 810-799-3610

Supervisor-2nd Shift
National distribution company is seeking individual to accept responsibility for this position. $28K + bonus. Qualified individual will have min. 1-3 yrs. experience working in warehousing & supervision. Complete benefits package. Send resume to: B.P. Recruiting, P. O. Box 400, Wayne, MI 48184 E.O.E.

SURFACE GRINDER
Must be able to hold close tolerances. Work 4 days, 10 hrs. Salary Gage. 41210 Joy Rd., in Plymouth. Or call: (313) 453-5360

TEACHER - ASSISTANT, part time, morning & afternoon shifts available. West Bloomfield or Oak Park area. Morning & afternoon shifts available. Call: (810) 661-7605

TEACHER/ASSISTANT - position available. Full/part time, preschool child care center looking for warm, caring individual to work with all ages. Experience and/or education required. Call 313-427-0600.

TEACHER - Part time Spanish, middle school. Private school in Farmington area. Send resumes to: David Mordecai, P. O. Box 329, Bloomfield Hills, MI 48303

TEACHER PRESCHOOL
Co-op preschool seeks experienced, energetic leader to take charge of 3-4 year olds. Work with experienced, enthusiastic parents committed to excellence in early childhood education. Tues., Wed., Fri. mornings. Contact Janet at: (810) 539-0304

TEACHER'S AIDE
For private preschool & kindergarten. Mornings and/or afternoons. New Morning School, Plymouth Call Mary Jan, 459-1968. 313-420-3331

TEACHER - THIRD GRADE
Afternoon sessions. Please call 810-557-8080 FAX resume to: 810-557-6836

TECHNICAL WRITER
Full time. Must have mechanical aptitude, proficiency in Word and 1 to 2 years experience. Send resume to: K.J. Law Engineers, Inc., Attn: R.A. Moul, 43300 W. 9 Mile, Novi, MI 48375 EOE

TECHNICIAN - STRAIN GAGE
Entry Level & Experienced Positions. Good medical benefits required to work with small electronic parts & circuit soldering. Non-smoking facility.
Call
(810) 391-0000

TELEMARKETER
part time, will train to sell appointments for childcare provider.
(313) 416-1414

TELEPHONE OPERATOR
Day, Evening & Midnight Shifts. Will train. Benefits.
(810) 887-6969

500 Help Wanted General

TELEPHONE INSTALLER/ Technician

Entry-level & experienced career opportunity. Competitive salary plus 401K plan, profit sharing & full medical, dental, life insurance. Apply: 28450 Haggerty Road, Farmington Hills, MI 48331 for an appointment. 810-489-0000, and 202

TELEPHONE INTERVIEWERS
Needed for days & evenings. Business to business experience, market research, customer satisfaction surveys, etc. No quotas - no selling. Some experience required. Office in Farmington Hills. Starting at $7.50/hr. Please call: (810) 476-7294

TELEPHONE OPERATOR
Full-time for experienced person to handle busy store calls. Dynamic personality and phone skills a must. Minimum 1 year of experience. Dearborn area. Call (313) 278-0100

THERAPIST
Master's Degree in social work, psychology, counseling or related field 2 years experience in individual and family therapy a must. Full time, full benefits. Resumes to:
Deputy Supervisor
Judson Center
23077 Greenfield, Suite 107
Southfield, MI 48075
An Equal Opportunity Employer

TILE PERSON -Vinyl & Ceramics. Install and repair. Full time. Benefits. Call Mon.-Fri. 9am-5pm 810-355-1050, or 810-851-0111
An Equal Opportunity Employer

TOOL & DIE RETROFITTER
Ambitious self-motivated individual needed for progressive tool & die & automation program. 2 yrs minimum experience. General machine shop skills. Mill, lathe, drill, grinding, 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. Interviews: E & E Manufacturing, 300 Industrial Dr., Plymouth, MI 48170 (Across from Uniroyal)

TOOLING MANAGER
We are looking for a very organized, dependable person to take charge of a fast paced department, the daily tooling requests, and be liaison to set-up & purchasing. Interviews will be accepted starting January 2, 1996.
LOC Performance Products, Inc.
201 Industrial Dr.
Plymouth, MI 48170
(313) 453-2300
EOE M/F/H

Toolmaker
Experience in Tooling, Body Fixture and Hand Tools.
Wages equal to ability. Paid benefits. Steady work. Willing to travel. Apply in person.
OXBOW
MACHINE PRODUCTS, INC.
12777 MERRIMAN
LIVONIA, MI., 48150

TO OUR CLASSIFIED ADVERTISERS
IS YOUR AD OK?
Please notify us if you find an error in your ad or if your ad looks right to you. If you notify us on the first day it was scheduled to appear, we'll make up a correct ad in place of an incorrect one.
We want to give you the best possible service, but if you do not let us know of a problem, we will find it easier to continue to run incorrectly.
The newspaper will not be liable for losses to profits or revenues due to a typographical error or errors in publication beyond the price of the cost of the ad for the first day's insertion. Adjustments are 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 Classified Advertising Department in case of an error.
313-591-0900
810-644-1070
810-852-3222
810-476-0700
Observer & Eccentric
CLASSIFIED ADVERTISING
Thank You!

TOW TRUCK DRIVER
Experience with flatbeds.
For appointment call
810-348-3000

TRAINING & DEVELOPMENT MANAGER
Alexis Inc., one of the nation's leading third party administrators of Workers Compensation Medical Bill Review Claims, has an immediate opening for a Training & Development Manager.
Responsibilities: Work with over fifty offices across the country to develop appropriate training programs for staff and managers. Conduct training programs in areas such as leadership and Presentation Skills. Provide training to Department Manager & Regional Trainers in the development of training programs. Chair the training committee. Develop annual training plans, calendar, and budget.
Requirements: Bachelor's degree preferred. Previous training experience. Have knowledge of interpersonal skills, and communication training. Excellent verbal and written communication skills. Ability to conduct needs analysis. Ability to interact at all levels of management, exercise interpersonal skills. Excellent organizational skills. Willingness to travel.
We offer an excellent salary/benefits package, which includes medical, dental, vision, life insurance, optional insurance, long term disability, and a 401-K plan.
Interested candidates should send resume & salary requirements to:
Alexis Inc.
Attn: MF-HR-TDM
17187 N. Laurel Park Dr., #434
Livonia, MI 48152
Fax: (313) 953-4500
An Equal Opportunity Employer

TRAVEL AGENT
Full time - Mon. thru Fri.
(810) 855-8720

Travel
Reservation Agents
Looking for enthusiastic travel professionals to join our RESERVATIONISTS. TRAINING PROVIDED. Call the nation's #1 travel leader in the Travel & Tour Industry. Travel Sales experience a plus but not required. Familiarity with a keyboard. Salary plus benefit package. Apply in person Tues. - Fri., 10am-4pm
HMHF
TRAVEL CORPORATION
29500 Northwestern Hwy.
Southfield, MI

500 Help Wanted General

TROY CPA FIRM seeks part time assistance for 20+hrs/wk, 3-6 yrs experience needed, send resume to: Personnel, 1050 W. Big Beaver, #200, Troy, MI 48084

TRUCK DRIVER, Full-time for Ann Arbor Plumbing Supply Co. Must have CDL-B license. Good benefit package. Contact: (313) 668-8200.

TRUCK DRIVERS
semi/van. CDL required, experienced only. Call Bernie, 810-437-0300 Mon-Fri. (313) 455-4006

TRUCK & Trailer Mechanic needed for gravel trains. Experience a must. Full benefits & suspension problem. Must have tools. Good pay and benefits. Work year round. Call after 3pm. (810)624-5807

VENDING ATTENDANTS
Mannmark Corporation, a contract food service and vending company is looking for vending attendants to service accounts in Livonia, Troy, Ann Arbor & Detroit areas. 30-40 hours per week, Monday - Friday, 6am-8:30am. Competitive wage plus company paid benefits. For an interview on date interview, apply in person at:
MANNMARK CORPORATION
44500 N. I-94 Service Dr.
Belleville, MI 48111
(Just E. of Belleville Rd.)
(313) 699-2100
An Equal Opportunity Employer

WAITSTAFF WANTED for senior apartments. Noel Village. Part time, lunches. Full-time with benefits. 878-6100 (810) 669-6330

WANTED CARPENTERS - Foreman & laborers, experienced in framing, siding, decks & wood siding on production style residential construction in the Brighton area. Full time, year round, reliable need apply. Dependable transportation a must! Call Phil Christiansen & leave message. (517) 546-4418.

WANTED
Operating & Maintenance Personnel
Looking for self-motivated operating and maintenance personnel to work at steel processing facility.
• Prior experience required for maintenance positions
• Excellent pay and benefits package
Send resume c/o H.R. Dept. or apply in person:
AMERICAN STEEL CORP.
7170 Chrysler Drive
Detroit, MI 48212
An Equal Opportunity Employer

ACO HARDWARE WAREHOUSE
Now hiring
SHIPPING DEPARTMENT
Lift at least 50 lbs. Able to handle temperatures (depending on season, good math skills, good attitude, interest. Starting time 4 PM. Starting pay $6.15, hour, 90 days $9.00, pre-employment drug screen. If you are interest in: All: Human Resources, 23333 Commerce Drive, Farmington Hills, MI., 48335-2764.

WAREHOUSE HELP
Battery distributor seeks full time Warehouse Help. Must be reliable. Some heavy lifting. Hi-lo experience. $8 an hour with benefits. Apply at: Middle Battery Corp., 12344 Dello, in Taylor. (313) 946-0040

WAREHOUSE
Order processing, second shift, full time. Starting $5.50/hr. Benefits available. Apply in person before 10am or 2pm. Mon-Fri. S.P. Richards Co., 32500 Van Born Rd., Ste. 200, Wayne, MI EOE

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

WELDERS
Door company has full time position with excellent pay & benefits.
Apply at 9125 Telegraph Rd. Redford, Tues. Fri. 8am-3pm ONLY

WELDERS - Experience in structural steel/ornamental iron reading blue prints. Apply at sole entrance 5001 Rialto Dr., Canton, Joy & Haggerty.

WELDERS NEEDED (TIG) for commercial stainless kitchen equipment manufacturer. Salary based on experience, depending upon experience. Some layout skills helpful but not necessary. Good benefits and overtime available. (810) 476-4502

$40,000 + 1ST YEAR
Is very possible in a full time career with Troy's most dynamic realtor. We have a modern office, the tools & training to help you be your best.
ERA America Realty 810-680-1500

502 Help Wanted Office Clerical

ACCOUNTANT
Experience required. Please send resume to: Human Resources 827 Ann Arbor Trail, Plymouth, MI. 48170 or call Avie Powell (313) 453-1000

ACCOUNT ASSISTANT, to support Account Manager. Approx. 20 hrs/wk hours. Computer input, client schedules, billing, general ledger. $8K + to $ABL 1680 Crooks, Troy, MI 48084. Attention Ms. Mac Intosh

ACCOUNTING ASSISTANT
Looking for someone with some accounts payable, collections and possibly job costing background. Must have some computer knowledge and be computer literate in the windows environment. Good starting salary with benefits. Company located in the Wixom area.
Call today for an interview
313-266-8500
Ask for Ann
SNELLING PERSONNEL SERVICES
An Equal Opportunity Employer

ACCOUNTING
Computer support and consultant. If you have 2-3 years experience, communicate well with clients and enjoy the challenge of troubleshooting and solving hardware problems, our large, local accounting firm in Southfield, MI, is expanding our consulting department to meet our clients. Company benefits are competitive with introduction of Novell a definite plus.
Send resume to:
Box 2025
West Bloomfield, MI 48324

ACCOUNTS PAYABLE CLERK
Troy, MI. Up to $6.50 hr. A general ledger background is helpful. Fax or send resume: Controller, 1180 Rankin Troy, MI 48083 Fax# 810-524-2540

ACCOUNTS PAYABLE
Computer literate, accounting duties. Computer experience helpful. 35 + hrs., up to $8/hr. & full benefits. Please send resume to: Box #2118
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

502 Help Wanted Office Clerical

ACCOUNTING
PERMANENT:
• Full Charge Bookkeeper, Wisam engineering firm. To $31K
• Bookkeeper, prominent local building service firm. Good computer skills, call for an appointment. To $25K
• Jr. Accounting Trainee, Warren engineering firm. Strong DOS knowledge. Must be capable of fast track advancement. Excellent benefits & perks. To $24K
• Billing Clerk trainee, Dearborn. To $22K
TEMP-TO-PERM:
• Sr. Accounts/Bookkeeper, Rochester. To $45K
• Full Charge Bookkeeper/ Accountant, Plymouth. DOS software. To $40K
• Bookkeeper/Administrative Assistant, Farmington. Good administrative skills required, suitable for a variety of software. To $24K
• Billing Clerk, Oak Park, entry level, some training. To $20K
TEMP:
• Full Charge Bookkeepers/ Accountants, short & long term, Southfield, St. Clair Shores, MAS 90, Solomon, Peachtree, Macola, etc.
• Accounts Payable Clerks, Troy, Farmington Hills, Detroit, metal trade, downtown
• Accounts Receivable Clerks, downtown, Farmington, Southfield
Although we give our Temps first priority when our clients call for permanent openings, our Temps are treated like valued employees with excellent benefits, and they receive first consideration when we have permanent openings. We also welcome new Temporary employees to fill these positions and others.
Accountants One, Inc.
(810) 354-2410

ADMINISTRATIVE ASSISTANT
Small professional office has salaried position available for self-starter with strong knowledge of Word, computerized proofreading skills. Varied responsibilities, light bookkeeping, and many hats and interface with many personalities. Rochester/Bloomfield area. Pleasant working conditions. To: Box #2103
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
Farmington Hills area. Part time permanent. Assistant to busy executive. 10-20 hours a week. Flexible schedule. $7-$10 per hour depending on experience. Administrative skills, business experience and computer literacy. Will train. Send resume & salary requirements to: P.O. 37733 Enterprise Ct. Ste 400, Farmington Hills, MI 48331

ADMINISTRATIVE ASSISTANT
Choice candidate will have with suburban automotive supplier. Be appreciated for your all around skills and executive level experience. Management experience helpful, solitaire considered. To: 30 50 Orchard Lake Rd. Suite 200 Pont, Holiday & vacation pay.
Birmingham
810-645-7051 810-473-2931

ADVANTAGE STAFFING

ADMINISTRATIVE ASSISTANT
Fast-paced automotive company needs an intelligent, motivated professional with excellent PC skills including word processing and spreadsheets and organizational skills. Will be responsible for daily operations including mailing, promotional material. The young, high growth company can offer great opportunities to people with the desire to excel. Management benefits and salary. Hartmann, MI 48211-1403 or fax to: 810-477-5304

ADMINISTRATIVE ASSISTANT for Birmingham education agency. 4 days a week. Hourly pay plus benefits. Must be proficient in Word, Excel, Publisher & Quickbooks. Call Ms. Adams, Birmingham, MI 48009

ADMINISTRATIVE ASSISTANT
Farmington Hills distributor needs assistant to assist purchasing & inside sales. Secretarial & computer skills necessary. Call (810) 442-9200 or FAX: 810-442-0607

ADMINISTRATIVE ASSISTANT
Full time, position in an insurance agency. Successful candidate must possess strong communication, organization & computer skills. Previous insurance experience preferred. Excellent working conditions & benefit package. Please call 1-800-615-1544

ADMINISTRATIVE ASSISTANT
To Administrator of a busy home care agency. Organizing, managing, management, clerical, organizational skills a must. Marketing skills plus. Computer literate in a variety of programs. Excellent pay & benefits. Family Nurse Care, (810) 229-5683

ADMINISTRATIVE ASSISTANT/ CASHIER - PART TIME
For financial planning office in Bingham Center. Must be computer literate, experience preferred. Compensation & hours to be arranged. Call Jim Dearden. 810-540-9300

ADMINISTRATIVE ASSISTANT
Small professional office has salaried position available for self-starter with strong knowledge of Word, computerized proofreading skills. Varied responsibilities, light bookkeeping, and many hats and interface with many personalities. Rochester/Bloomfield area. Reply with salary expectations to: Box #2103
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
International lighting design company seeks a self-motivated assistant to assist management. Computer proficient with a minimum of 2 years experience. Duties include typing, dictation, travel arrangement. Must have pleasant telephone manner & be willing to work under pressure when tight deadlines are required. Send salary requirements to:
S Kerr
Illuminating Concepts
30733 W. 10 Mile Rd.
Farmington Hills, MI 48336

AGENT STATE Farm office in Southfield would like responsible person experienced in personal lines. Potential for advancement. Please leave message. 810-360-1818

ARE YOU a professional, responsible, self-starter? Are you looking for a long term Town & Country Annuitant position? Are you a friendly Receptionist, to add to its staff, Bookkeeper, to handle the office phones, scheduling appointments, & light computer work? Call for an interview at: (810)220-1076

ASSISTANT BOOKKEEPER - Must have experience, strong math skills. Immediate opening. Birmingham/ Bloomfield area. 810-792-2919

CLERICAL ASSISTANT
Local auto insurance company in Rochester Hills is seeking a sharp candidate with good communication, multi-tasking, computer background, Microsoft Word/Lotus, and a desire to learn new computer applications. Immediate position available. Send resume to: P.O. Box 6200, Dept. Ca, Troy, MI 48084-6200. Attn: Ruth.

CLERICAL OFFICE
Staff starter needed for multi-faceted position. Knowledge of computers and good phone manners a must. Full time position. Birmingham/ Bloomfield location. Please phone for interview!
(810) 646-0003

CLERICAL POSITIONS
PART-TIME
Southfield Recruitment Office wants to hire two part-time dedicated employees. Must have Word Perfect experience, data processing, math, telephone, and filing skills. Forward your resume to: P.O. Box 6200, Dept. Cerer Line, Ma. 48015-4222

CLERICAL
Great Bicker seeks experienced Clerical person. Qualifications include cheerful phone voice, computer experience, typing & good grammar & spelling. Customer service & detail oriented. Immediate opening. Attractive non-smoking office.
Fax or send resume to:
Town Steel Co.
7031 Orchard Lake Rd.
Suite 302
West Bloomfield, MI 48322
Attn: M. Sagoss
Fax (810) 737-4427
Phone (810)737-4400

CLERK
Looking for motivated, energetic person for a busy Redford office. Duties include typing, filing, phones, filing, interviewing. Benefits and vacation for eligible. Call Renee for more information.
(313) 534-9959

CUSTOMER SERVICE
POSITION available at talking to children only? Come & talk to our customers. Part time position available with benefits. Applications accepted at: Kurtz Kitchen & Bath, 12500 Merriman (one block between I-96 & Plymouth Rd.

CUSTOMER SERVICE
Our major clients require customer service people that are, or you're looking for a career where your initiative would be rewarded with early raises and promotions. No sales involved. Temp to perm opportunity. Days & eves.
Call Cindy Now
Birmingham Livonia
810-645-7051 810-473-2931
Advantage Staffing

CUSTOMER SERVICE - Order processing positions available, experienced preferred, excellent salary & benefits call Discount Business Products, 810-557-0800 or fax resume to (517) 545-6159.

DATA ENTRY POSITION
In check processing dept. WK train. Afternoon shift, 1:30pm. - 9:30pm. EOE. Apply at:
TWS Systems, Fax: 313-513-3481

FAST PACED office, phones, typings skills required. Good benefits. Call Ms. Rose, Pro-Ma, 810-557-1100 or fax resume to (517) 545-6159.

FAST PACED office, phones, typings skills required. Good benefits. Call Ms. Rose, Pro-Ma, 810-557-1100 or fax resume to (517) 545-6159.

502 Help Wanted Office Clerical

BARTECH
OPEN HOUSE
Are you waiting for opportunity to knock on your door? Don't wait! Walk through our door and meet us! Please join us Jan. 8th-10th, 1996; Time: 9am-5pm
• Administrative Assistant MS Word, Excel, Powerpoint & WordPerfect
BARTECH
3 Parklane Blvd.
Ste 1001 West
Dearborn, MI
313-271-5454
E.O.E.

BILLING CLERK
Nat'l Yellow Pages ad agency seeks detail oriented individual with 1-2 yrs. computerized billing experience, as well as good math aptitude. Lotus 123 & spreadsheet experience a plus.
We offer an attractive benefits package. Please forward resume and salary requirements to:
DISCTUP Worldwide, 1250 14 Mile Road,Ste 100, Clarkston, MI 48017, Attn: Sales Support Supervisor. EOE

BOOKKEEPER - accounting experience preferred, computer literate, a must. Excellent pay, benefits & hours. Farmington Hills. Contact Dell 810-478-7418

BOOKKEEPER - For law office responsible for payables and monthly billings using TABS software. Approx. 12 hours per week. Send resume and pay requirement to 20261 Farmington, Suite 400, Farmington, MI 48076 or FAX to: 810-352-1885

BOOKKEEPER/SECRETARIAL
Real estate firm seeking Bookkeeper/ Secretarial position. In Novi area. Computer literate, experience with bookkeeping, knowledge of general ledger required. Send resume to: L&O, 26211 Center Oak Blvd., Suite 601, Southfield, MI 48076

BROKERAGE ADMIN ASSISTANT
Major brokerage firm in Bloomfield Birmingham has an immediate opening for a Sales Assistant. Responsible for preparing Contract Control Carrol or Linda Burk at 810-540-3200 E.O.E.

Business
ACCOUNTING ASSISTANT
High tech Oakland County corporation seeking Accounting Assistant. Responsible for data entry of workorders, invoicing and filing documents and responding to client requests. Strong attention to detail required. Excel and Microsoft Word required. Minimum three years experience or an Associate Degree in Business. Send resume and salary history to: Human Resources, P.O. Box 780457, Lathrup Village, MI 48076

BUSY INSURANCE office has openings Mon., Tues., Wed., Thurs. 8-5 (810) 348-1150 or fax resume to: (810) 348-1152.

CLAIMS SUPERVISOR for mid-sized Oakland County insurance firm. Must have experience in commercial & personal lines. Salary commensurate with experience. Excellent salary & benefits. Leave message at 810-968-0679

CLERICAL/DATA ENTRY
Dog Beaver/Oakland County. Resume w/salary requirements to: P.O. Box 535, Birmingham, MI 48012-0535.

CLERICAL EMPLOYEES needed part time and full time, evenings & weekends. Good positive attitude required. Clerical experience helpful. Apply within: Art Van Furniture, 8300 Wayne Rd., Westland.

CLERICAL EMPLOYEES needed part time and full time, evenings & weekends. Good positive attitude required. Clerical experience helpful. Apply within: Art Van Furniture, 8300 Wayne Rd., Westland.

CLERICAL HELP
Looking for part time assistance for service managers. Good telephone manner & typing skills. Knowledge of PC including Lotus and WordPerfect a plus. Salary commensurate with experience. Only self-motivated people need apply. Contact