EMPLOYMENT

500 Help Wanted General

TRUCK DRIVER WITH CDL
Part time driving and waste assembly mechanical work. Full and part-time benefits and performance. Excellent benefits. Excellent pay. Apply in person at R.A. 28875 Smith Road, Romulus MI 48174

TV REPRESENTATIVE for local hospital. Renting TVs to patients. 3 days per week. (810) 672-8168

TWO TELEMARKETERS needed for Orion retail store. Tues & Thurs 4-9p Non Sale. Hours to start up to 35/hour. (313) 525-3210

UNDERWRITERS
Full and part time underwriting positions available with BCC. Please call Terry Gagagian at 800-937-1346 or fax resume to 800-937-1346 EOE

LICENSED VETERINARY TECHNICIANS
Immediate full time opening for licensed technician in Westland area. Excellent benefits. Please call Kathy at (810) 425-1500

VOLUNTEER COORDINATOR
Jackson County House Rescue & Humane Society. Some related experience helpful. Call (517)782-8647

WALLPAPER INSTALLER
Looking for experienced installer. Hours are flexible. Pay commensurate with experience. Call Mr. Blinds at (810) 477-3000 or fax resume to (810) 477-3001

500 Help Wanted General

WINDOW CLEANER
Full time work. Will train. Pay based on experience. Need own transportation! (810) 737-0410

ZAMBONI DRIVER/SUPERVISOR
Part time. No experience necessary. Day time hours. Contact Ice Sports Arena. 313 425 9747

2 ATTENDANTS needed part time for Auto wash. Apply Kwik Kar, Livonia & Farmington. Call Carl Lindo Human Resource Dept. (313) 464 3400

502 Help Wanted Office Clerical

ACCOUNTANT - established East side automotive seeks experienced accountant. Must have A/R and A/P experience and knowledge of general ledger. Excellent benefits and Profit Sharing. Fax resume & salary requirements to: Accounting Manager, PO Box 47181, Oak Park MI 48237

ACCOUNTING
Assist CPA in maintaining individual general ledgers. Computer literate & know basic accounting principles. Work in a fast paced environment. Salary commensurate with experience. Fax resume & salary requirements to: Accounting Manager, PO Box 47181, Oak Park MI 48237

ACCOUNTING
SERVICE COORDINATOR
Training in this area required. Knowledge of Word, Excel, Powerpoint & Internet a plus. Will train. Fax resume & salary requirements to: Service Coordinator, 28000 Dequindre, Madison Heights, MI 48071 Fax 810-547-8370

ACCOUNTS PAYABLE
Full time position available in our Southfield office. Must have 2 years accounts payable experience. Fax resume and salary requirements to: Cass Corporation, Attn: Personnel, Fax 810-557-1255

ACCOUNTS PAYABLE
Need full time experienced person for busy Farmington office. Must have 3 years accounts payable experience. Fax resume and salary requirements to: Personnel Department, Fax 810-476-8020

ACCOUNTS PAYABLE CLERK
Requirements are 1-2 years accounts payable experience, some knowledge of Accounting or Business. Strong attention to detail and good communication skills. Fax resume and salary requirements to: Accounting Manager, PO Box 76007, Lathrup Village MI 48076

ACCOUNTS RECEIVABLE CLERK
With section 8 experience needed for busy Farmington Hills property management company. Benefits included. Send resume & salary requirements to: Cass P.O. Box 826, Southfield MI 48037

ACCOUNTS RECEIVABLE
Need individual experienced in all aspects of accounts receivable. Knowledge of Lotus 1-2-3 and Word Perfect preferred. Must be detail oriented, self motivated and have excellent communication skills. Fax resume and salary requirements to: Controller, Fax 810-557-1255

ACCOUNTS RECEIVABLE
Full time position available in our Southfield office. Must have 2 years accounts receivable experience. Fax resume and salary requirements to: Cass Corporation, Attn: Personnel, Fax 810-557-1255

ACCOUNTING CLERK
Work in a team of 3 years experience in accounts receivable. Must be familiar with Word, Excel, Lotus. Knowledge of general accounting a plus. Salary $8-$9/hr. Fax resume and salary requirements to: AE Motor Seals, 31333 Schoolcraft, Livonia, MI 48150 Fax 313-525-3764

WAREHOUSE
Experienced Shipping & Receiving Clerk. Must be computer literate. Excellent benefits. Fax resume to: Warehouse, PO Box 1587, Southfield MI 48037-1587

WAREHOUSE
Full time, Monday-Friday, Summer 3a. Industry seeking employees to work on assembly line. Will train. Some experience helpful. Dependable and reliable. Call Mr. Bell at 313-422-0600 or 313-422-0601 or fax 313-422-0602 or apply at 23240 Industrial Park Dr., Farmington Hills, MI 48335

WAREHOUSE Full time, Monday-Friday, entry level position. Some heavy lifting required. Benefits. Lead position opportunity. Apply Cal-Total Marketing, 31815 Schoolcraft, Livonia. 313 937-3097

WAREHOUSE PERSON
Full time Clerk at Beer Distribution Center. Duties include shipping, receiving, inventory, loading, unloading. CDL a plus. Competitive pay and full benefits package. Apply in person at 12500 Merriman Rd., Livonia

An Equal Opportunity Employer

WAREHOUSE
Route Drivers & Fillers
IMMEDIATE OPENINGS for office products distribution center. Full time, Monday-Friday. Experience in office supply delivery or warehousing helpful. Ability to work in a fast paced environment. Hourly rate is $5.50 to $6.15 with profit sharing. Up to $11.50 an hour. Apply in person at 28000 Mound Road, Warren between 9 and 11 a.m.

CARTRIDGE WORLD
BUSINESS ADVANTAGE
27956 Hoover
Warren, MI 48087
(810) 558-0300

WAREHOUSE STAFF POSITIONS AVAILABLE
For individuals with experience & desire to work in a high energy environment. Opportunity to advance within fast growth company. Apply in person at Virginia Tile Co., 24804 Industrial Center, Farmington Hills

WAREHOUSE
TRUCK DRIVER NEEDED
Call 810 349-0230 for appointment

WELDER FITTER
Auto Generator Shop. Help needed for assembly and test area. Excellent benefits. Apply to: Rich #2390 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

WELDERS Must be self motivated in MIG welding application. TIG welding and computer experience helpful. $8.00 - $10.00 depending on skills and fringe package including retirement, health, dental. Contact: U.S. Farbrication, 1947 Haggerty Rd Walled Lake

WELDER
Required for fabrication of automotive frames & chassis (mig & tig). Flexible certification. Attractive wages & benefits. Call Rick Savage at (313) 467-9081

WE'RE EXPANDING
NO EXPERIENCE NECESSARY
53 OPENINGS
ON 2ND & 3rd SHIFTS
ROCHESTER HILLS MI 58/
Detroit/W. 19 Dearborn $4.85 5/hr for 1st 90 days, $5.40 per hr. after 90 days. Plus full benefits. Assembly, small automotive parts. Cleary pleasant working environment.

SHELBY TOWNSHIP MI 58/Van Dyke/ 34 openings $4.85-6.70 per hr first 45 days then increase full benefits. Light industrial assembly & 3 shifts. Plastic injection molding/non parts. Extremely clean and quiet working environment

WE REQUIRE
Work well with hands
Reliable Transportation
H.S. Diploma or GED
Pass a drug test
Stable work history
2 pieces of ID

DON'T HESITATE/CALL MON 4 PM

610-373-0080
Macomb/Southern Oakland Counties

810-643-8590
Wayne/Oakland Counties

ADDRESS

Administrative Secretary
$24,000 to Start
West Bloomfield based, multi-location company is seeking a self-motivated individual who is enthusiastic and anxious to join a productive, fast-paced office atmosphere.

This high-volume, diversified position in the Executive Office requires excellent word processing, computer, telephone, and organizational skills with the ability to handle confidential matters with trust. Accuracy and attention to detail are a must.

Deluxe benefits package includes life and health care coverage, paid vacations, holidays, tuition reimbursement and much more. Send or fax resume with salary history to:

502 Help Wanted Office Clerical

ACCOUNTS PAYABLE CLERK
A Farmington Hills manufacturing company has an immediate opening for an accounts payable clerk. Responsibilities are also include expense reports & general ledger entries. Applicant must be detail oriented, fast typing 10 key & CRT experience required. Compensation is based on experience. Send resume or fax to:
Diamond Automation Inc
23630 Hallaway Ct.
Farmington Hills, MI 48335
Attn: Personnel
An Equal Opportunity Employer

ACCOUNTS PAYABLE/
ACCOUNTS RECEIVABLE
REPRESENTATIVE
Experienced clerk for Southfield property management firm. Resumes accepted to: HRD 21746 Southfield Rd Lathrup Village, MI 48076 Fax 810-557-1255

ACCOUNTS PAYABLE CLERK
Work within supervisor guidelines. Ability to work in a team environment. Knowledge of Word, Excel, Powerpoint & Internet. Fax resume & salary requirements to: Accounting Manager, PO Box 76007, Lathrup Village MI 48076

ACCOUNTS RECEIVABLE CLERK
With section 8 experience needed for busy Farmington Hills property management company. Benefits included. Send resume & salary requirements to: Cass P.O. Box 826, Southfield MI 48037

ACCOUNTS PAYABLE
Need individual experienced in all aspects of accounts payable. Knowledge of Lotus 1-2-3 and Word Perfect preferred. Must be detail oriented, self motivated and have excellent communication skills. Fax resume and salary requirements to: Controller, Fax 810-557-1255

ACCOUNTING CLERK
Work within supervisor guidelines. Ability to work in a team environment. Knowledge of Word, Excel, Powerpoint & Internet. Fax resume & salary requirements to: Personnel Department, Fax 810-476-8020

ACCOUNTING CLERK
Experienced accounts receivable/payable clerk needed for growing company. Knowledge of computers required. Benefits included. Resume or fax to: Human Resources, 1445 Coolidge, Troy, MI 48084 Fax 810-528-2616

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Experienced accounts receivable/payable clerk needed for growing company. Knowledge of computers required. Benefits included. Resume or fax to: Human Resources, 1445 Coolidge, Troy, MI 48084 Fax 810-528-2616

ACCOUNTING
PERMANENT
• Assistant Controller - Ann Arbor/Livonia area. BBA or equivalent. Experienced person. Benefits. Must be available for immediate interviews. Salary $40K.
• Accounting Manager - Wayne area. Seeking from BBA required CPA preferred. Experienced person. Strong Management skills. Must have management experience. Salary $40K.
• Accounting/Accounts Payable - Livonia area. Seeking from BBA required. Experienced person. Must have strong supervisory skills. Salary $25K.
• Overseas Accounting Manager - Livonia area. Seeking from BBA required. Experienced person. Must have strong supervisory skills. Salary $40K.
• Accounting Clerk - Livonia area. Seeking from BBA required. Experienced person. Must have strong supervisory skills. Salary $25K.
TEMP TO PERM
• Bookkeeper - Contractor firm - Detroit. To mid $20s
• Accounts Receivable Clerk - Farmington. To $12K
• Accounts Payable Bookkeeper - Property management firm - Farmington. To $12K
• Accounts Payable Clerk - South - To $12K
TEMP
• Sr. Accountant - Southfield area. Temp-to-perm. Experienced person. Must have strong supervisory skills. Salary $15-$17.
• Accounts Payable Clerk - Troy area. Good typing skills & computer skills helpful.
Call (810) 585-9440 12-3pm

ACCOUNTS PAYABLE Multi divisional wholesale electrical supply Co. Candidate should possess minimum 3/yrs experience in payables. We offer a competitive wage & benefit package. Send resume, including salary requirements to: Box #2378 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

ACCOUNTS PAYABLE/
ACCOUNTS RECEIVABLE
Need 5 well motivated detail oriented individual to handle payables and other miscellaneous accounting functions. Please send resume including salary requirements to: Century 21 - Midwest Realty, 5750 New King St. Suite 200, Troy, MI 48098. Attn: Business Manager

502 Help Wanted Office Clerical

ADMINISTRATIVE ASSISTANT
MID SIZE OFFICES
We have career opportunities with long term contracts in Birmingham and Farmington Hills for those who are typically and a personal fit in an office setting. Both long & short term assignments. Temp to perm. Call Detroit, Birmingham or Farmington/West 473 2931
Advantage Staffing

ADMINISTRATIVE ASSISTANT
Excellent opportunity to work at an executive level with a growth oriented firm. Must be familiar with Windows & proficient with Lotus. Accounting skills or associates in accounting helpful. Southfield location. Benefits. Send resume to HRMS 1040 W Big Beaver, Ste. 220 Troy, MI 48084 Fax 810-643-1868

ADMINISTRATIVE ASSISTANT TO PRESIDENT
Immediate position available for a growing Livonia based service company. Candidate must have 5 years secretarial experience, type 70 wpm, be proficient with Windows, familiar with Lotus 1-2-3 and Word Perfect. Excellent communication skills. Please FAX main resume and cover letter to:
Mr. Ronald Sakaria
17181 N. Laurel Park Drive #165
Livonia, MI 48152
Ph. 810-591-5110
FAX 810-591-1217

ADMINISTRATIVE ASSISTANT
Human Resources
Entry Level
Dynamic management company has immediate openings for entry level Human Resources Assistants. Will assist in all areas of human resources including recruitment, benefits administration, employee relations, training and development, compensation administration and other human resources functions. Candidates must possess excellent communications skills, attention to detail, ability to manage multiple projects and ability to work in a fast paced environment. Previous HR experience preferred. Please fax or send resume to:
20300 W. Twelve Mile Rd.
Southfield, MI 48076
Attn: HR Assistant
Or fax 810 948 1633

ADMINISTRATIVE ASSISTANT
Bloomfield Hills based investment firm seeks highly motivated individual with strong interpersonal skills. Ideal candidate will be responsible for multiple administrative functions and have strong follow through skills. Salary DOE. Fax resume and salary requirements to: Human Resources, Fax 810-433-0611

ADMINISTRATIVE ASSISTANT
Fast paced communications company seeks self starter with strong interpersonal skills. Will be responsible for administrative duties including but not limited to: Word processing, spreadsheet & database management, telephone coverage, light bookkeeping, and other duties as assigned. Ideal candidate will have 1-2 years administrative experience, be organized, speed 60 wpm, be familiar with Windows and Word 6.0, and possess excellent verbal and written communication skills. Salary commensurate with experience. Benefits package. Please send resume to: Human Resources, 1445 Coolidge, Troy, MI 48084 Fax 810-528-2616
Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Leading manufacturer of lighting and industrial products has an immediate opening for a Administrative Assistant. Ideal candidate will be responsible for multiple administrative functions and have strong follow through skills