EMPLOYMENT

414 Rooms

REDFORD TOWNSHIP - Nice area, central air, house privileges. Easy access to I-96. $250/month. Call (313) 531-6558

WAYNE - Furnished sleeping room, kitchen & laundry privileges, plenty of parking. $240/mo. plus $120 deposit. (313) 261-6661

WESTLAND. Downstairs Room to rent, w/appliances. Male or female. House & laundry privileges. $75/wk. $100 security. (313) 595-6630

WESTLAND PERSON to share house. Pleasant sleeping room, furnished. $50 per week plus ⅓ utilities. Call (313) 595-7092

422 Office Space (See Class 438)

NOVI UNFURNISHED window office space for rent, ideal for small insurance company or sales representative, secretarial services available. (810)344-0096

440 Wanted to Rent

PROFESSIONAL couple seeks furnished home/condo for 2-3 Summer months. Prefer Brighton/NW Area. Call (941) 344-8602

457 Property Management

ABOUT TO LEAVE TOWN Don't Want To Sell?

We offer a complete rental/property management service.

- Two full time real estate brokers with a combined 50 years of experience in residential leasing
- We have successfully leased over 1,250 homes and condos in Oakland County
- Starting our 28th year in B'ham

GOODE REAL ESTATE
1411 N. Woodward 810-647-1898

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Accredited Management Organization
Over 25 years experience
We specialize in full service management for single family homes, condominiums & subdivision associations. Special attention given to absentee owners. Centrally located in Novi. 810-348-5400
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We personalize our service to meet your leasing & management needs.
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- Specializing in corporate transferees
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Income Property Mgmt.
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SINGLE FAMILY SPECIALISTS
Professional rental management of homes and condos. Western Wayne & Oakland county. Best Service & reasonable fees. 810-348-5100
RICHTER & ASSOC.

EMPLOYMENT/ INSTRUCTION SERVICES #500-598

500 Help Wanted General

OUR CLASSIFIEDS WORK...
OFFICE MANAGER Must have computer & accounting background.
"Getting good quality candidates & likes the areas Observer & Eccentric reaches..."The Observer and Eccentric is a good paper in which to advertise" TG,Troy
Our classified sales people are waiting to hear from you... for more information please call
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OAKLAND 810-644-1070
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CLARKSTON/LAKE ORION/OXFORD 810-475-4596
Observer & Eccentric

Able to Average $8-$18/hr. Benefits! AVON Sells itself at work/home. No Minimum Order or Inventory! Territory Optional. 1-800-742-4738

ABSOLUTELY A GREAT OPPORTUNITY
Livonia title company is hiring in many departments. For policy department typing experience is required. For other departments title or mortgage background experience required. Call Patty for details. 313-462-0002

ACCEPTING APPLICATIONS for 6am-3pm shifts. Apply in person or call. Dunkin Donuts, Brighton. (810)229-8418

ACCEPTING APPLICATIONS for dietary workers. $7.15 an hour to start with benefits. Contact William Lupis (313)661-0642

ACCEPTING APPLICATIONS FOR MAIDS (m/f) - to clean hallways in apartment communities. Day work, self needed, paid holidays & vacations. $7 per hour. Call Mon-Fri between 9am & 5pm. 313-427-4343

ACCOUNT ADMINISTRATOR
Benefit consulting firm has a full time position available for an Account Administrator to process benefit claims. Timeliness & accuracy important. Please send resume with salary history to: Dept. NAO, PenBen Corporation, 600 Wilshire Dr., Ste. 204, Troy, MI 48084

ACCOUNTANT
Leading manufacturer in the plastics industry headquartered in Plymouth seeks a full time degreed Accountant. Desired candidate will have 1-2 yrs. experience in Accounts Payable, Accounts Receivable and/or General Ledger. Availability to work overtime is required. We offer a competitive wage and an excellent benefit package. Interested parties should send their resume with salary history to:
Accountant
P.O. Box 6407
Plymouth, MI 48170
EOE

ACCOUNTANT needed for 1st level experience in payables, receivables & ledgers, prefer degree. Resumes & salary requirements: P. Joseph Stewart & Canvasser, 30600 Northwestern Hwy, Suite 300, Farmington Hills, MI 48334. NO CALLS

Accounting
CAREER OPPORTUNITY
BUDGET ANALYST needed for progressive international firm in Southfield. Must have degree in accounting and 5+ yrs. experience. Knowledge of DBase, Oracle, Windows & Lotus. Smart Suite helpful. Send resume to: Tech. 755 Big Beaver, Suite 220, Troy, MI 48084 or fax to 810-649-1888

ACCOUNTING MANAGER
A growing high technology suburban Detroit corporation is seeking an experienced Accounting Manager. The individual we seek will have 8 to 10 years of solid general accounting, financial statement preparations and computer experience in a manufacturing environment. An accounting degree is a minimum along with 3 to 4 years of supervisory experience. We offer challenge and professional growth along with a competitive salary and fringe benefit package.

If interested, forward your resume along with your salary requirements to:

Attn: Ron Curtan
Advanced Materials Process Corp.
9850 Haggerty Road
Wayne, MI 48184
or
(313)729-0460 Fax

ACCOUNTING MANAGER
A successful quality oriented manufacturer in Livonia requires a responsible & organized accountant who will report directly to the Corporate Controller. The position requires a minimum of an Accounting Degree, 2 years of experience in a fully automated accounting environment, proficiency in payroll & payroll tax return preparation & employee benefit administration. Please send resume, cover letter & salary requirements by March 11, 1996 to: Controller, P.O. Box 37267, Oak Park, MI 48237

ACCOUNTS RECEIVABLE
Experienced or trained position open for aggressive college educated individual. Job in the Accounts Receivable department of a Detroit area property management company. 4 year degree in any field required. Also required is a desire to learn and accuracy with accounting procedures. Knowledge of the property management field helpful but not necessary. Send resume to: Accounting Supervisor, P.O. Box 9154, Farmington Hills, MI 48333-9154

ADMINISTRATIVE ASSISTANT POSITION
20-40 hrs. per wk. Must have computer experience. Excel, Word, good organizational and communication skills. Mail resume to: T. Swoish, Electronics Unlimited, 88 South Blvd., Ste 500, Troy, MI 48098 or call for appointment. (810) 879-2212

ADMINISTRATIVE

HEWLETT-PACKARD COMPANY, one of America's 35 largest industrial companies and a world leader in the high tech engineering field, has the following opportunities within our Novi, Michigan Sales and Service office.

SALES COORDINATOR

The ideal candidate will possess superior interpersonal, communication and organizational skills. Responsibilities include word processing, graphics, spreadsheets and coordination of sales and support processes for 10-15 professionals. Proficiency utilizing a LAN, Windows and other office automation technology a must. Knowledge of AmiPro, Lotus, CC:Mail or comparable software is a must, prior administrative experience and a Bachelors degree or the equivalent combination in education and experience is preferred. This is a fast paced multi-task environment which may require occasional overtime.

INVENTORY/ CONSIGNMENT COORDINATOR

This individual must possess the ability to set up and manage inventory, expedite deliveries from various locations, inspect, label, distribute incoming equipment, monitor and reconcile tracking reports, participate in physical inventories and maximize efficient use of equipment storage area. Excellent interpersonal, communication and organizational skills are essential as are basic math skills, working knowledge of internal databases, quality improvement processes and personal initiative. Knowledge of AmiPro, Lotus, CC:Mail or comparable software is desired. Prior inventory/consignment experience and a bachelor's degree or the equivalent combination in education and experience is preferred. The position may require occasion overtime.

HEWLETT-PACKARD COMPANY offers a competitive total compensation package that includes medical/dental, tuition reimbursement, 401k and cash profit sharing benefits. Please forward your resume, including salary requirements, to the following address by March 20, 1996: Hewlett-Packard Company, 39550 Orchard Hill Place, Novi, Michigan, 48375-5024, Attention AJEM. No Phone Calls Please. Hewlett-Packard is an Equal Opportunity Employer dedicated to Affirmative Action.

Hewlett Packard Company
When We Say Diversity, We Mean Business.

ADVANCED AUTO CAD OPERATOR
Civil engineering firm seeks experienced AutoCAD Operator with computer system experience. Duties include production drafting, staff training, and assisting network manager with 90 PC systems. Must know MS-DOS, Windows 3.11 and AutoCAD v 12, 13 and have interpersonal skills suitable to instruct staff. Will train diagnosis and repair of Novell 4.1 network, workstations and server. Excellent benefits. Resumes to: Orchard, Hiltz & McCliment, 34935 Schoolcraft, Livonia, MI 48150, Attn: L. Oscarson EOE

AIRLINE TICKET AGENT
$9.43 hour
No experience necessary
JOB SOURCE - FEE - 810-473-8700

A FEW SUMMER JOBS

AIR CONDITIONING TECHNICIANS
Call Steve at: (313) 513-8191

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AMOCO FOOD SHOP
Livonia Area

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ASSISTANT MANAGER

ABSISTANT MANAGERS

ASSISTANT MANAGERS HOURLY CLERKS
For the Livonia area. We offer full benefits. Send resume to:
AUTOWORKS 30441 Plymouth Rd. Livonia, MI 48150
Or call & ask for Hank Rochette
313-421-6810

ASSISTANT PROGRAM MANAGER
Full time both days & evenings. On call rotation every 8th weekend. Experienced with children & youth. Positions available in Romulus & Southfield. $16,500 to $18,000.
Contact Kari Kanasi
(313) 456-8736
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Experienced person who wants to be Manager. Apply at:
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We are looking for ambitious career orientated individuals who want unlimited income potential with an industry leader. Flexible hours and support available.
CALL VANESSA AT 1-800-475-EARN

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Do you need computer training to get a job? FREE ON THE JOB training and placement available to Oakland County Residents. See if you qualify.
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ATTENTION

SEE THE WORLD
$3,000 - $5,000 MONTH
International company seeks persons with a great image plus attitude. Travel/school training available. Call for appointment (810) 553-1960

AUDIO VISUAL TECH
Large Troy based A/V company seeks experienced technician for operating large screen projection systems at component level. Must be familiar with Barco, Sony and Electrohome video projectors. Send resume to: City Animation Co., 57 Park St., Troy, MI 48083 Or call (810) 589-0600

AUTO BODY REPAIR

AUTO BODY SHOP PORTER

AUTO DEALER CASHIER/SWITCHBOARD OPERATOR

AUTO DEALER

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AUTOMOTIVE ASSEMBLY

AMERICAN YAZAKI CORPORATION
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CANTON, MI 48187

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Mel Farr Toyota Mazda VW

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AUTOMOTIVE SUPPLIER IN WESTLAND
FORTUNE 100 COMPANY HAS IMMEDIATE FULL-TIME PRODUCTION POSITIONS AVAILABLE STARTS AT $7.80 PER HOUR

Call Jane at 313-522-3747

Automotive Technicians

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AUTO OIL CHANGE TECHNICIAN
High volume oil change shop needs experienced lube Technicians. 50 hours a week. $8.50 an hour after training plus on time and sales bonus. Paid vacation & holidays. Apply at Pennzoil, 14 Mile & Southfield Rd. (810) 647-2124

AUTO ONE
Career opportunities for experienced Alarm/Glass Installers. 20-30K plus bonus, paid vacations, holidays & medical benefits. Call (810) 355-3232 Or (810) 543-6600

AUTO PARTS counter person. No nights or Sundays. Novi Auto Parts. 810-349-2800

AUTO PARTS COUNTERPERSON
Experience preferred. Contact John Jeannotte at Bob Jeannotte Pontiac-GMC Trucks, 14949 Sheldon Rd. Plymouth (313) 453-2500

AUTO PARTS
NEWLY expanded auto parts store in Wayne/Westland area seeking individuals to fill the following positions:

- COUNTER SALES PERSON. Must be reliable with experience or mechanically minded with eagerness to learn auto parts counter.
- AUTO MACHINE SHOP. Person must be able to perform basic drum, rotor & flywheel refacing. Also basic valve jobs. Mixing/Boring.
- DRIVERS. To deliver auto parts to wholesale accounts with company vehicle. Clean Michigan drivers license a must.

All positions full or part time.
Call (313) 722-4050

AUTO PORTER:
Detail oriented person wanted for employment in a fast pace atmosphere in the transportation business. Looking for energetic, motivated dependable person. Ask for Sam at (313) 946-5700

AUTO PORTER
For large volume auto dealership. Must have good driving record. Apply in person to Dan Trouse, Pat Milliken Ford, 9600 Telegraph Rd., Redford, MI

AUTO PORTER
Immediate opening, excellent pay. Call Bob Sevens Pontiac. Contact Doug Martens 810-478-6000

AUTO PORTER
Jack Caley Chevrolet has an opening in our rental department. Full time position. Benefit package includes medical 401K. Opportunity

AUTO SALESPERSON

AUTO SERVICE ADVISOR

AUTO TECHNICIAN

AUTO TIRE SALES POSITIONS ALSO AVAILABLE

AUTO TECHNICIAN LIGHT REPAIR

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REDFORD, MI 48239

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BORING MILL OPERATORS

BOWLING LANES

BREAKFAST ROOM ATTENDANT

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Builder

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BUSINESS MANAGER

BUSINESS MANAGER

BUYER

BUYER

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REAL ESTATE ONE
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313-261-0700

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CNC LATHE Operator

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$10.00 - $26.00 / Hour

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