## 500 Help Wanted General

### SYSTEM TECHNICIANS

PageNet, the world's largest paging company, is currently seeking System Technicians. Responsibilities include installing and maintaining base station and paging terminal equipment. Qualified candidates will possess at least 1 yr experience with paging or wireless communications. FCC or NABER certification is preferred. PageNet offers a competitive salary & a full range of benefits. Qualified applicants should send or fax a resume with salary history to:

PageNet, 33533 W 12 Mile Rd., Suite 340, Farmington Hills MI 48331 or fax to 810-932-8015

Attention: HR SI

PageNet is an equal opportunity employer

### TECHNICAL WRITERS

Additional staff needed for company's expanding client base. Job openings for experienced candidates in various disciplines: developers & writers with excellent communication skills. Will train for specialty areas. Will certification preferred. Call or send resume to:

ITI Technologies Dept AT
21800 Schoenherr
Warren, MI 48089-3162

YAZAKI EDS Engineering, Inc. is a high-performance manufacturing firm specializing in wire harnesses. We are looking for a motivated, self-starter, experienced with the ability to work in a rapidly changing R & D environment. We have the following positions available:

### TECHNICIAN

Responsibilities include working with lab equipment, develop bookkeeping and computer skills. Ability to give attention to detail and organizational skills are a must. Ability to multitask as well as knowledge of math (Fractions & Decimals) is required. Prior knowledge with MS Word and Excel spreadsheets preferred. Must have a high school degree. This is an hourly position.

We offer a competitive salary and an excellent benefit package. If interested please submit your resume and cover letter stating your salary requirement. Applicants who do not meet the minimum requirements need not apply. We will only be able to contact those chosen for an interview.

YAZAKI EDS Exhibit Hours: MIC
4770 Haggerty Road
Canton, MI 48188

MF/DV EOE

### Technician - Customer

Responsible for product installation, configurations and troubleshooting of telecommunications systems. Minimum two years experience in the field required. Associate degree in field with minimum two year degree preferred. Competitive salary, paid benefits, company sponsored training, bonus opportunity, and career advancement opportunities. Send resume & salary history to:

Career Communications Inc
P.O. Box 40
Novi, MI 48376
ATTENTION: Technician

EOE

### Technician - Customer Engineer

Responsible for product installation, configurations and troubleshooting of telecommunications systems. Minimum two years experience in the field required. Associate degree in computer sciences or related area preferred. Minimum two years of college with emphasis in electronics, engineering and telecommunications. Ability to work independently. Ability to give attention to detail and organizational skills are a must. Ability to multitask. Knowledge of: Intel based hardware, Novell Netware, TCP/IP, Windows environment preferred. Competitive salary, paid benefits, company sponsored training, bonus opportunity, and career advancement opportunities. Send resume & salary history to:

Career Communications Inc
P.O. Box 40
Novi, MI 48376
ATTENTION: Technician

EOE

### TELEMARKETERS - DAY SHIFT

Immediate openings for Telemarketers $5.50/hour plus bonuses. Call Andrea 313-537-5200

### TELEMARKETING
### TIME WARNER CABLE TV

• Part Time
• Evenings

Call Patricia Walsh after 12:30pm 313 422 2810 ext. 310
An Equal Opportunity Employer

### TELEPHONE INTERVIEWERS

Marketing research firm located in Auburn Hills has immediate part time, only shift is telephone research assignment. No sales involved. Great Part time job opportunity for students & homemakers. Starting at $7 per hour. Call Lisa at 810 852 9010 for immediate consideration.

### TELEPHONE TECHNICIAN

Telecommunications firm has immediate openings for installer & service person. Competitive wages & benefits. (810) 740-0511 ext 150

### TOOL COMPANY

Immediate factory job openings. Days only, Monday - Friday. $7.00 hour to start. Excellent benefits.

### COLLEGE STUDENT

Applications accepted
2921 Industrial Drive Troy between 14 Mile & Rochester off Coolidge Hwy.

### TOOL & DIE RETROFITTER

Amazing self motivated individual needed for Troy Tool & Die. Retrofitting production program 2 yrs minimum experience. Excellent wage & benefits. Work hours are Mon-Thurs 6:00 am - 4:30 pm. Work from home on weekends.

Design, Advanced & electrical working knowledge of Mill & Lathe a plus but not required. Excellent opportunity for advancement and benefits. Send resume or Apply in person: E & E Manufacturing, 2961 Industrial Dr., Plymouth MI 48170 (Across from Mayflower)

### TOOLMAKER

Entry experience on Toolproject & Lathe. Excellent benefits. Paid holidays, dental, 401K, paid vacation & holidays.

### NIGHT TRUCK DRIVER

wanted. Call Contact Ed at 810 546 0876

### TRANSPORTATION CLERK

Join this growing & expanding national company. The successful candidate will possess transportation knowledge, sales, computer skills & good telephone & customer service skills. Prefer 3 to 5 years of clerical experience a plus. We offer a competitive hourly rate & excellent benefit package. If you qualify, please fax or send resume to: Human Resources, 21650 Trolson Rd., Southfield MI 48034. FAX 810-359-0256

### TRAVEL AGENT

Looking for experienced corporate & leisure travel consultant with deadlines & several agency in Southfield Safety & Security. Call David 810 358 5130

### Travel

Looking for enthusiastic career oriented individuals. RESERVATIONISTS TRAINING PROVIDED. New York based travel leader in the Travel & Tour industry. Previous travel background a plus but not required. Benefits, with a big client. Salary plus bonus and package. Apply in person Tues - Fri 10am-4pm

29566 Northwestern Hwy
Southfield, MI

### TREE SERVICE

Tree trimmer, experienced climber and topper. Full time. Must have driver license. (810) 356-342

## 500 Help Wanted General

THREE SURGERY SUPERVISOR, Trimmers & Spray Applicators needed for reputable Arborist. Top wages, medical & other benefits. Call Wesley Tree Expert Co.
810 652 2322

TRUCK DRIVER CDL required, asphalt paving crew, immediate openings. Apply in person at 10363 Industrial Drive, Hamburg. Or call (810)231-3501

TRUCK DRIVER/LABORER - Full & part time. Apply in person Trustees Sanitation Supply, 29450 Beck Rd., Farmington. W of Middlebelt.
810 474 4922

### TRUCK DRIVERS

Applications now being taken for semi & straight truck drivers. Full time or part time for months of April, May & June. Apply at Peters Green House, Belleville (313) 482 2779

1 Street Painter experienced only. Contact Hours Mon-Friday Sam-5pm Crafty Advertising Dexter, MI Call Jim 313 426 4994

### UNIX SYSTEM ADMINISTRATOR

Requires minimum 2 years experience in HP-UX OS Background in DEBUG SCRIPTS and LAN connectivity. Excellent salary and benefits package. Please send resume and salary requirements in confidence to:

Box 43212 Detroit MI 48228

UPHOLSTERER/CUTTERS
TRIMMERS full or part time. Flexible hours. Call Mon-Fri 8am-4pm
810 348-1040

USED CAR BUILDER - will train. Must have own car & license. Some collection work. W side Detroit. Call Steve at 313 531 2277

Ushers

### TV RESEARCH SHOW

Need extra money? Part time students needed to help run live audience research. Also Visit Experiments & commercials. Work out of area hotels from 6 to 10pm 2 1 nights week including some weekends. $5.25 hour to start. Please call after 5pm Mon-Wed only 1-800-24-TAPE

### VENDING ROUTE DRIVER

Experienced
Business Drop Fee
(313) 753 1337 or (313) 287-7023

VITAMIN STORES on the Metro Detroit area looking to hire full & part time personnel. Experience not necessary but helpful. Call Jeff 810 471 2782

WANTED FOR senior apartments. The Grand Court Non-smoking environment. Full time benefits. $8 per hour.
810 559 5139

### ACE HARDWARE WAREHOUSE

2100 Taylor
SHIPPING DEPARTMENT
Lift at least 50 lbs. work in variable temperatures (depending on season). Good phone manner & reading skills required. Starting time 8 PM. Starting pay $8.15, increase to $8.65 after employment drug test. Send letter of interest to: Art Homer, Resources, 1111 Commerce Dr. Farmington Hills, MI. 48335-2764

### WAREHOUSE ASSOCIATES - 3rd Shift

Distribution center has night Veterans and LN Operators to work 3rd shift (Wed thru Thursday 10PM-6:30AM. Start at $6.90 per hour with attractive incentives. Benefits include company sponsored major medical, paid holiday/vacation allowance, annual merit consideration, Douglas team player. Would apply in person or mail cover letter with resume to:

AVI LOGISTICS
30507 Van Born Suite B
Westland, MI 48174

### WAREHOUSE/DRIVER

Apply at: 30261 Industrial
Livonia Between 10 Tor
call 313 422 7661

### WAREHOUSE

Dunlop Tennis Products
(810) 560 3333
See our ad under Class 502

WAREHOUSE/FULFILLMENT LABOR
Mature reliable persons with transportation only need apply. Excellent benefits offered. Troy area.
810 589 0455

WAREHOUSE HELP immediate openings for mature dedicated individual to help with shipping & receiving. Must have a proven track record. Full time, salary & bonus. Send resume to:
Trident Computer Corp. 777 Park St
Troy, MI 48083

WAREHOUSE HELP
Part or full time, good driving record. Southfield area. Please Ask for Greg
(313) 353 1811

WAREHOUSE LABOR
$15 - $25,000
810 473 6700
JOB SOURCE FEE

### Warehouse Personnel

needed in a well established family owned Livonia retail furniture store. Must be reliable & responsible some heavy lifting required. Students welcomed full & part time available. Please call 10am-3pm 313 522 9206

### WAREHOUSE PERSONNEL

National sportswear distributor seeks entry level full time & part time Pick/Order Processors and Stock/Receivers (afternoon shift). Excellent working environment and benefit package are available. Please apply in person at 40100 Plymouth Road, Plymouth, Mi 48170 (Across from Mayflower)

### WAREHOUSE RETRIEVAL CLERK/ DRIVER

Farmington Hills area
Call Bill (810) 477-5700

### WAREHOUSE STOCKPERSON PART TIME

Apply

Richard Joy Jewelers
Maple & Orchard Lake Roads

### WAREHOUSE

To $9/HR
Ali Shifts, Temp to Perm
ARBOR TEMPS 459 1166

### WAREHOUSE WORK

Part time positions, all shifts with good pay for dependable individuals. Apply in person Commercial Drive, 10061 Beech Dr. Dearborn

### WAREHOUSE PERSON/DRIVER

Local distribution seeks person. Good working conditions. Salary with excellent benefits. Send resume to

Box 43558
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

### WELDERS / FITTERS

Experienced only. Benefits. Apply in person: 163 C Block, Jamesa Owen Company, Fraserg Industrial Park, 24118 Industrial Park Dr., Farmington Hills (8 of 10 Mile between Halsted & Grand River)

### WINDOW CLEANER

Looking for an experienced Window Cleaner. Will pay $7.50 an hour. Full time.
(810) 661 2923

WINDOW cleaner, full time. $8 $10/hour. Residential work.
(313) 427-3873

WINE ABSILT-ALT - Full/Part time. Experience preferred, but will train right person. Apply in person 9am to 8pm Mon - Fri Dlovestead Market 29005 Telegraph, Southfield

YARD WORKERS high school students. Apply at: Kingsville Edson Nursery, 6684 W Maple, West Bloomfield (810)661-6440

## 500 Help Wanted General

WRITER
Full time entry level position with Trade Magazine. Must have proven writing ability, desire to learn & aptitude for learning career. Some editorial/writing experience preferred. Send resume & writing samples to: Box 1 P O Box 04W, Brighton MI 48116

YEAR ROUND motor sports dealership seeking experienced Service Technician & Service Writer. Lucrative benefits package. Contact Jerry at (810) 227-7068. Tim

### 6 PEOPLE NEEDED

Ages 11th to 1 day project $7 per hour. Both or either. Call Mr. Kelly at KELLY SERVICES (810) 227 2134

## 502 Help Wanted Office Clerical

ACCEPTING APPLICATIONS
O'Connor Chiropractic Clinic needs person with good office skills. Will train. Hours Mon, Tues, Wed, Fri or Thurs. April 11 - 4 pm
16771 Middlebelt Livonia
South of 8 Mile
313 422 7755

### ACCOUNT ADMINISTRATORS

Well established Southfield based national organization & research firm seeks
or Fax 313 525 4902

### ACCOUNTANT

for rapidly growing electronics manufacturer. Requires a motivated individual with experience in A/P, A/R, payroll, GL, inventory & statement preparation. Salary of $25,$34,000. Excellent benefits. Send to Betsy Tech Inc., 1111 Rochester Rd. Rochester Hills, MI 48309

### ACCOUNTING ASSISTANT

Michigan CAT a leader in the sales and service of construction equipment is seeking an experienced individual for an accounting assistant. Primary responsibilities include general accounting, account reconciliations and maintenance for sales information. Applicants should possess an Associates degree with the intention of obtaining a Bachelors degree in Accounting. We offer an excellent benefit program including profit sharing, 401k and educational reimbursement. Please send resume to:

Michigan CAT
Human Resource Dept
27800 Novi Road
Novi, MI 48375
An AA/EOE Employer

### ACCOUNTING ASSISTANT

(Entry Level Full Time)
Excellent opportunity for person with good personality and computer skills including word processing, data entry and spreadsheet experience. Knowledge of Windows, graphics skills. Will prepare client invoices, mail them and perform other duties in support of busy accounting group. Some overtime required. Must be self motivated, able experience preferred. Excellent salary and benefits package. Send letter and salary requirements to:
Human Resources Dept.
4700 Plymouth Oaks Blvd. Plymouth MI 48170 EOE

ACCOUNTING/BOOKKEEPER
Property management firm in Southfield has an immediate opening for a detail oriented individual. Computerized A/R, A/P, P.R. & G/L. Salary commensurate with experience. Benefits. Send resume & salary requirements to:
Box 92428
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

### ACCOUNTING CLERK

Responsibilities include accounts payable/receivable, cash, payroll, benefits. Position available immediately. Please call (810) 855 5500

### ACCOUNTING CLERK

Well established firm of 3 years experience sought by Troy based firm. Duties: Responsibilities are including accounts payable and general accounting functions. Salary $25,000 plus benefits. Send resume to: Accounting Clerk
PO Box 1904
Troy, MI 48007-7049

### ACCOUNTING MANAGER

Accounting firm individual with 1 year computer accounting & telephone experience. Must be self motivated with positive attitude. 313 513 9536

### ACCOUNTING PAYROLL CLERK

National retailer seeking quality individual for Main Payroll Clerk. Must have strong communication skills & be a self starter. Linux experience & multi A/P processing knowledge a plus. Good benefits. Send resume to: Mark Celestak 7125 W Big Beaver, Suite 1000 Troy, MI 48084 or fax to (810) 244-9090

### ACCOUNTING

PERM
• Payroll Manager, fast growing retail firm Bloomfield to $40 K
TEMP TO PERM
• Jr. Accounts Receivable construction firm Mid to 1x $20s
• Accounts Payable Clerk Farmington to 1x $teens
TEMP
• Payroll Bookkeeper, Carsdem software, Detroit
• Full Charge Bookkeeper/Accountant, Fraser, Warren
• General Ledger Supervisor, Detroit non-profit firm
• Accounts Receivable Clerk, Troy
• Accounts Payable Clerks, Plymouth, Farmington
If you are available immediately and looking to work as an Accountant, Data Entry Temporary employee while pursuing your new job, please call last month, we found permanent jobs for 35 of our Temps. Wouldn't you like to be one?

Accountants One, Inc.
24901 Northwestern Hwy
Suite 516
Southfield MI 48075
(810) 354-2410

ACCOUNTS PAYABLE - Large company in Livonia looking for sharp experienced person. Apply Payable Clerk. Casual office. Pay starts at $A/hr. Please call 313 525 4909

### ACCOUNTS PAYABLE/ PAYROLL CLERK

A leading Southfield based firm in Troy is looking for an organized person with Windows and ten key skills to join our corporation.

We offer competitive wages, benefits and tuition reimbursement. Please fax/mail resumes to:

ANATEC
Attn: LE
50 West Big Beaver
Suite 245
Troy, MI 48084
FAX 810 619 3910
ANATEC is an equal opportunity employer

### ACCOUNTS PAYABLE

Experienced person for fast paced top window company. Must be able to multitask and deadlines.
Call 313 462 2500, ext. 103

### ACCOUNTS PAYABLE

Prominent downtown city club seeking energetic, efficient self directed individual to handle its high volume accounts payable function and more. Must have prior A/P experience and be computer literate. Send resume to Detroit Athletic Club, 241 Madison Ave., Detroit, MI 48226. Attention: Controller

ACCOUNTS RECEIVABLE - Large distribution company seeks an individual with accounts receivable experience. Responsibilities include data entry, case management, research, answering customer phone inquiries. Qualified candidates will possess excellent math skills, 10 key calculator, proper phone etiquette, high school diploma or GED, collection experience helpful. Resume to Human Resources, Attn: PO Box 02966, Detroit, MI 48202 EOE

## 502 Help Wanted Office Clerical

### Accounts Receivable / Accounting Clerk

Excellent opportunity for individual with some Accounts Receivable experience. Need to be detail oriented and organized. Excellent benefits and working conditions. Non smoking office. Full time position. Call Ann at 810 355 1000

JOE PANARA CHEVROLET-GEO
28111 Telegraph
Southfield

### ACCOUNTS RECEIVABLE ASSISTANT

To help with cash receipts, deposits, customer detailing on collections. Send resume & salary requirements:
Smede Son Steel, Attn
12584 Inkster Rd
Redford, MI 48239

### ACCOUNTS RECEIVABLE SPECIALIST

Cash receipts posting, reconciling accounts, computer experience Min. mum 2 yrs experience. Must be self motivated. Fax resume to: 810 478 6636

### ACCOUNTS RECEIVABLE

SOUTHFIELD based construction/installation company seeking an experienced Account Receivable person. Must have computer knowledge and experience. Lotus and WordPerfect skills a plus. Detailed resume and salary commensurate with experience. Send resume to: Attn Bonnie P O Box 04947, Detroit MI 48247 or FAX Attn. Bonnie 810 443 5484

ACTIVE SOUTHFIELD Real Estate Office seeks part time & weekend help. $7 hourly. Call Ann 810 557 7170

### ADMINISTRATIVE ASSISTANT

Full time entry level position South Lake Leader. Must have previous office experience. Good typing & organizational skills required. Involves duties assigned in payroll, receiving & posting of accounts, maintaining & updating computer records, mailing, & benefit package. Send resume to P O Box 5091 Southfield MI 48086

### ADMINISTRATIVE ASSISTANT/ RECEPTIONIST

with knowledge of Lotus and Word Perfect. Seeking individual who is a team player with ability to handle multiple tasks in a fast paced environment. Please send resume to: 8810-455 Hager, P. O. Box 2480, Farmington Hills MI 48331

### Administrative Assistant

Growing suburban beverage distributor has immediate need for a well organized, self motivated individual to assist in all aspects of administration. This is a full time entry level opening.
Key qualifications:
• Proficient communication skills
• Basic computer skills
• Clerical/office clerical skills
Benefits include
• Medical, dental and life insurance
• Profit sharing
• 401k plan
• Bonuses
Send resume to
Administrative Assistant
P.O. Box 713
Plymouth, MI 48170
EOE

### ADMINISTRATIVE ASSISTANT

for busy business office. Must have experience helpful. Unlimited potential for the right person. Fax resume to: (810) 557 1746

### ADMINISTRATIVE ASSISTANT/SECRETARY

Prestigious executive offices of investment firm in Bloomfield Hills. We need experienced candidates. $7 to $8/hr. Temp to perm. Call Sandra today.
Birmingham Farmington/Livonia
645-7562 473 2933
Advantage Staffing

### ADMINISTRATIVE ASSISTANT

To $24K
Excel or Lotus and WordPerfect. Legal experience helpful but will train the right person.
Personnel Systems 459 1166

### ADMINISTRATIVE ASSISTANT

Large property management company located in Farmington Hills seeks a high energy individual to assist in all aspects of the business. Send resume to Director of Human Resources, PO Box 9154, Farmington Hills, MI 48333-9154

### ADMINISTRATIVE ASSISTANT

Growing Troy company is seeking a responsible detail oriented person to take on a range of varied administrative functions. This excellent career opportunity requires some math skills.

Diversified Recruiters
810 344 6700 FAX 810 344 6704

### ADMINISTRATIVE ASSISTANT & OFFICE OPERATIONS MANAGER

40 person company needs experienced take charge person to manage and Assistant to the EVP and the President. Financial Services industry. Will be part of a holding company. 40 hour week, full benefits.
EOE, M/F/H
fax resume to: 810-855-4186
or mail to:
AMERA
30201 Orchard Lake Rd. #250
Farmington Hills, MI 48334

### ADMINISTRATIVE ASSISTANT

Mckinley Associates, Inc. a national real estate firm with offices located in downtown Ann Arbor has an opening for an experienced Assistant within our Tax department.

Position responsibilities include maintenance of tax return due date tracking, maintenance of correspondence and assisting with tax projects. Prior general office experience with spreadsheet and word processing skills required. Ability to work independently and accurately is a must, within a deadline driven environment. Ability to work overtime during tax season is a must. Prior experience within accounting or tax department preferred.

Please send resume with salary history to:

McKinley Associates, Inc.
IT
P.O. Box 8649
Ann Arbor, MI 48107-8649
EOE

### ADMINISTRATIVE ASSISTANT

Driving secretarial & organizational skills required. Call Bonnie at Nolt Call 810 478 8010

### ADMINISTRATIVE ASSISTANT

Career opportunity for a self starter. Experience plus 10 years. Start at $18 to $18,000. We pay for Life & Health. FAX resume to: 810 557 9156

### ADMINISTRATIVE ASSISTANT/RECEPTIONIST

Southfield based computer firm is looking for a motivated individual with fast paced working environment. Must be proficient in MS Word, MS Excel, organizational skills, 10 key, multi-tasking. $9.00/hour. Start date April 15th. FAX your resume to: 810 353 5108 or call 810 353 9767

### ADMINISTRATIVE ASSISTANT

Southfield Property Management firm seeking an energetic, self motivated individual to assist staff member with a variety of administrative tasks. Must have WordPerfect experience and be computer literate. Experience a plus. Salaried position with full benefits.

Interested applicants fax resume and cover letter with salary requirements 810 358 3508 or mail to Manager, P.O. Box 250543, Franklin, MI 48025

### ADMINISTRATIVE ASSISTANT

Part time at 24 hour respite center providing services to children 0-9. Data entry or MIS experience required. Salary commensurate with experience. 30000 Hively, Inkster, MI 48141
An Equal Opportunity Employer

## 502 Help Wanted Office Clerical

### ADMINISTRATIVE ASSISTANT

Key Preface, Inc., a leading innovator in the design and manufacturer of plastic components for the auto industry has an immediate need for a professional to join its Novi corporate headquarters.

Experience preparing high quality presentations, strong & extensive interaction with customers and general clerical skills are required. The successful candidate will be a creative attitude while working with a variety of personalities and display a highly positive personal demeanor. Qualified professionals please send resume, fax resume and salary requirements to:

KEY PLASTICS, INC.
Attention: H.R.
21333 Haggerty Rd
Northville, MI 48375
Fax: 810-449-6198
EOE

ADMINISTRATIVE ASSISTANT
entry level position. Call Ann Arbor Tel Mon-Fri between 10-3 810-474-7801

### ADMINISTRATIVE ASSISTANTS

$9-$11/HR.

Enjoy the advantages and flexibility of our TEMP TO HIRE program. Long short term, full/part time, benefits, raises. Have organizational skills and be able to organized with good communication skills. Knowledge of other computer skills needed. Experience a plus.

Call Today
810 855 0660
Rochester Hills 810 650 5090

WESTERN STAFF SERVICES

ADMINISTRATIVE ASSISTANT
Provide a variety of support to a complex and confidential nature. Computer skills are a must. Knowledge of shorthand accurate typing (at least 60 wpm) knowledge of Word Perfect (other software a plus). Good organizational and communication skills are required. Please send resume in confidence to:
Heritage Restaurant Group
31275 Northwestern Hwy. Ste. 111,
Farmington Hills, MI 48334
Attn Human Resource Manager

### Administrative Assistant

LIKE TO WEAR A LOT OF HATS? Our well-established personnel placement agency is looking for a dynamic individual to provide clerical & recruitment support. Duties include answering phones, word processing (WordPerfect) and providing support in physician & health care recruitment. Temp. group position. Fax resume to Cindy Brandon 810 932-1214 phone 810 932-1170 Human Resources Dept. 28000 Grand River Farmington Hills MI 48334

ADMINISTRATIVE ASSISTANT/ Accounting Clerk - entry level. Construction company seeks motivated individual to handle multiple tasks including data entry and filing. Send resume & salary requirements to: 21731 Brittany Rd., Dr. Redford MI 48239
EOE

ADMINISTRATIVE ASSISTANT
Part time. Flexible hours (20-30 per week). Asset Management firm. 1 year PC experience skills mandatory. (Word/Excel/Lotus). Good phone manner. Benefits. We are an equal opportunity employer. Send resume to Personnel/Administrator, 30 W Big Beaver P O Box 9084 Southfield MI 48037 or FAX to 810 559 1270

ADMINISTRATIVE/OPERATIONS MANAGER
Small, energetic office looking for a friends on person. Computer literate, simple accounting and management are part of responsibilities. Call Ann at (810) 799 0800 for more information.

ADMINISTRATIVE POSITION
fast paced office. Computer literate, good typing skills. Call Ann at 903 E Woodward Royal Oak 48067 FAX 810 542 7375

### ADMINISTRATIVE SECRETARY

Long term positions to help back your career. Openings in entry level or advanced with major marketing services organization. Must have long term positions, temp to perm. Call Sandra
Birmingham/Livonia Birmingham
473 2933 645-7562
Advantage Staffing

ADMINISTRATIVE/SECRETARIAL
Full time. Fax resume to Ann Arbor Base Software. Must have excellent communication & interpersonal skills. Birmingham area.
Fax Resume 810 433 0911

### Administrative Secretary

Amcare, a division of Mercy Health Services, one of the nation's largest health care organizations, has an outstanding opportunity in the Finance department of our Novi Corporate Offices for an Administrative Secretary.

Responsibilities include handling mail, supplies and telephone calls, maintaining database information and tracking system, assisting the department with the Director of Finance. Qualifications include an Associate's degree in secretarial science or 2 years of a baccalaureate program in Business Administration. Minimum 2 years secretarial experience. Demonstrated word processing/typing and transcription skills (50 wpm), strong proofreading abilities, and excellent verbal communication and interpersonal skills are required.

We offer a competitive salary and an excellent benefit package. Please send your resume and salary requirements to: MERCY HEALTH SERVICES, HR OPERATIONS, ATTN: PS 34405 TWELVE MILE ROAD, FARMINGTON HILLS MI 48331 To learn more about additional opportunities with Mercy Health Services and our subsidiaries, please call our JOB HOTLINE AT 810-489-5000 Mercy Health Services is Hiring Through Alternative & Active Equal Opportunity Employer

### ADMINISTRATIVE SECRETARY

Expanding, marketing firm seeking professional, experienced individual with accurate typing skills. Must have excellent accuracy in Microsoft Office. Send resume, salary requirements and salary requirements to:

President
P.O. Box 98
Troy, MI 48099-0098

### APARTMENT SEARCH

A 30 year old company, is looking for an aggressive, professional self-starter to join our advertising team. A service minded, goal driven, results oriented person will excel in a fast paced, relationship compensated position. Positions are available in Troy & throughout entire Metro Detroit Area. Please call 810-978-4808 EOE

### ATTN: HOME-MAKERS

Looking to work part-time? Data entry done by hand and/or typing a plus for Youth Home organization in Farmington Hills. Hours MUST be flexible. Full time evenings & weekends. Start $10 & up depending on experience. Call (313) 368-1818 or FAX 313-886-9943

## 502 Help Wanted Office Clerical

### ADMINISTRATIVE SUPPORT

A Farmington Hills, Michigan based international marketing firm has a position open for an administrative support person.

The position involves work in a sales support capacity. Job duties include: word processing, proofreading, basic math, general clerical functions, mailings, editing and report/record processing.

The successful candidate must be both PC and Macintosh literate and show proficiency on the following applications: Word 6.0, MicroSoft Word, Excel, PowerPoint, PageMaker and QuickXpress.

Candidates must have extensive proofreading experience and possess excellent verbal and written skills, work well under deadline pressure and have the ability to prioritize and complete multiple tasks in a timely manner.

Please send cover letter, resume and salary history to:

Personnel Director (ASS)
MODENE GROUP
34119 West 12 Mile, Suite 200
Farmington Hills, MI 48331

AMERA IS EXPANDING
Full Time Positions
Administrative Assistant
Accountant
Bookkeeper
Loan Closer
Post Closing Analyst
Loan Shipper
Assistant Manager
Experienced Processor
Data Entry Clerk
LAN Operator/Manager

Also Part Time
Receptionist
Loan Shipper
Loan Servicing
Post Closing

30-40 hour week, full benefits
EOE, M/F/H

Fax resume 810 855 4186
or mail to AMERA
30201 Orchard Lake Rd.,
Suite 250
Farmington Hills, MI 48334

ARE YOU IN NEED OF TEMPORARY OR PART TIME WORK???
Sylvan Learning Center
are looking for
YOU!!
Seeking Part Time or Summer Employment
Opportunities in Farmington or Wind Processing
Fax resume to Cindy Brandon 810 932-1214 phone 810 932-1170
Human Resources Dept.
28000 Grand River
Farmington Hills MI 48334

ATTENTION!!!
COME join Bartletch! Actively seeking Administrative Assistants/Secretaries to work in leading manufacturing company. Must be proficient in one or more of the following software packages

•MS WORD
•EXCEL
•WORDPERFECT
•WATLAND GRAPHICS
•POWERPOINT

BARTECH
Personnel Services
313-271-5454
An Equal Opportunity Employer

### AUTO DEALERSHIP

Americus Corvette dealer, Jack Cauley Chevrolet has 2 immediate openings for office/clerical position. Ideal candidates possess clerical skills must be customer oriented. Excellent benefits package. Apply in person Mon-Fri, 9 to 5 at
JACK CAULEY CHEVROLET
7020 Orchard Lake Rd
West Bloomfield

### Automotive/Clerical

Body Shop
Receivables/Cashier
DILL COOK COLLISION CENTER
FARMINGTON HILLS
810 471 060
Bill Dawson

Automotive

20 Customer Service Representatives needed for temp to full time positions at automotive company
• Entry level pay
• 8 hour days shifts
• Around cars
• Work 90 days
• $7.00 per hour starting
• $8.00 after 90 days

Qualified candidates must have 6 months customer service experience and/or 2 years of 2 or 4 year college degree preferred

KELLY SERVICES

### BILLING ASSISTANT

Must be customer service oriented, have strong organizational skills & attention to detail. Knowledge of edge required. Fax 810 357 7807
29781 Beck Road
Southfield, MI 48034
Equal Opportunity Employer

### BILLING CLERK

Join the corporate staff of a growing national company located in Southfield. Your 2+ years experience in computerized billing systems qualifies the door to the opportunity. Good telephone skills and a pleasant voice required. Competitive hourly rate. Benefits and 401(k) ideal for tax resumes to:

CT Services/Billing
27825 Franklin Road
Southfield MI 48034
Fax (810) 357-2850
An Equal Opportunity Employer
Background check, conducted

### BILLING & PAYROLL CLERK - FULL-TIME

Computer experience required. Great benefits. Please apply in person. Engineered Foam, 31271 Stephenson Hwy. Madison Hts. MI

BINDARY - Fast growing commercial print shop seeking energetic, self directed individual to operate bindery equipment. Must be skilled operating BOLDING cutters. Some supervisory duties. Livonia
313 425 8150

### FULL CHARGE BOOKKEEPER

3 - 5 years general ledger experience required. Very consolidated financial statements for a non profit agency. Knowledge of Great Plains Software a plus. Competitive salary. Send resume to: Human Resources, 104 Mark, Northville, MI 48167

## 502 Help Wanted Office Clerical

### BOOKKEEPER

Excellent opportunity
Excellent benefits
Call Ann
810 557 9060

### BOOKKEEPER

EXPERIENCED F/C with Tax experience and computer literacy for CPA firm. Wayne area. Please Assistant to DW, P.O. Box 3374 Centerline, MI 48015-0374

### BOOKKEEPER

Experienced for busy Farmington Hills residential leader. Individual system, good people skills, background needed with some Lotus & WordPerfect skills. Send resume, salary requirements to: Box 42522
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

BOOKKEEPER full time, needed for Ferndale business, at least 2 yrs of computer & accounting experience. Send resume to: 21800 Woodward, Ferndale, MI 48220, Southfield, MI 48075

### BOOKKEEPER

Full time for Bloomfield Hills based real estate management firm. Must have prior experience with accounts payable, accounts receivable, and general ledger. Duties may also include loan administration and other clerical duties. Candidate should possess a strong background in computer skills (Lotus & Skyriver) and have a salary requirements.

Acquest Realty Advisors
300 E. Long Lake Road, Suite 300
Bloomfield Hills, MI 48304

BOOKKEEPER
ORDER ENTRY
Familiar with MAS 90, 40 hour week in Southfield. Good computer skills, Lotus, Word. Must be familiarize with activity. Reply to:

Box 42522
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

### BOOKKEEPER

Part time. Full time through trial. Balance Accounts payable accounts receivable. Computer experience required. Construction experience helpful. Hours flexible and negotiable. Call (810) 626 2750 or fax resume to 810 626 0172

BOOKKEEPER - part time to full time. Responsibilities are needed. Must know Cascade for Dine or Jan at (810) 390 0211

### BOOKKEEPER

Permanent position. Interesting & diversified work. Typing aptitude, adding machine and computer experience preferred, payroll and sales tax experience required. Excellent working conditions. Located in Farmington Hills. Call 810 476 7447 ext 12, fax resume & salary requirements or fax resume to 810 476 5849

### BOOKKEEPER / RECEPTIONIST

Troy area company currently seeking experienced individual. Good salary, benefits, flexibility.
CALL (810) 542 6925

### BOOKKEEPER SECRETARY FOR ALL SEASONS

There seems to be no easy way to describe someone who does everything but is a week short of that is just what is needed. We are a small seasonal company expanding needs. The work environment is very pleasant. All the principals are professional. What we need is someone who can keep the office operations and grow with our company. Call Ann between 10:30am and 2:30pm weekdays
(810) 851 1754

BOOKKEEPER
Seeking energetic customer service minded with an excellent accounting & computer experience/training. We are looking for someone capable of handling functions of payroll, accounting, billing, collections. Excellent opportunity for self starting aggressive organization. Send resume & salary requirements to:
31555 14 Mile Rd., Suite 101
Farmington Hills MI 48334
or fax (810) 626 4571

BOOKKEEPER WANTED
Must have minimum 5 years experience in small business. Full time. Plymouth. Call (313) 453 3000

BOOKKEEPER WITH strong communications skills. Successful. Full time with benefits. Experienced. Fax Hale, Inquiries
(313) 453 7272

BOOKKEEPING/CLERICAL OFFICE. Pay Call R Stafford
313 341 4100

### BUDDLY RECEPTIONIST

ARBOR TEMPS 459 1166

TRANSCRIPTIONIST FOR report preparation. Outstanding ability required. 75+ wpm. Excellent grammar/spelling skills. Medical terminology helpful. Salary plus 15 paid holidays. Work in a fast paced environment. Ideal candidate will be a team player. Farmington Hills. Call 810 848 9130

### CELEBRATE SPRING WITH SNELLING

TEMPORARY STAMPING
AND PACKAGING
Numerous job openings available immediately from entry level up to executive.

•Receptionists•Admin Asst
•Typist Secretary
•Data Entry Clerks
•Word Processing
•Data Entry Clerks
•Switchboard Operator

Call today for an interview! It's that simple!

1831 HITS COLD CASH
845 0790 (810) A WAY

Temporary Services
Equal Opportunity Employer

### CHARTER TOWNSHIP OF PLYMOUTH APPLICATIONS BEING ACCEPTED

ASSISTANT DRIVER CLERK
ASSESSING DEPARTMENT

The Charter Township of Plymouth is currently accepting applications for a full time Assistant Driver Clerk in the Assessing Department.

Clerical position including computer data entry, maintenance of records, telephone answering, assisting in data collection, assisting with other duties as assigned by the Assessor, and public both in person and by telephone. Position will include general clerical duties such as typing filing and faxing.

Applications and job specifications are available Monday through Friday from 8 to 4:30 in the Township Hall, Office 4235 Ann Arbor Rd. Plymouth, MI 48170. Application deadline is 4 PM - Friday, April 26, 1996. No phone calls.

### CLERICAL

ACO Hardware is looking for energetic people to fill several clerical positions. Ideal candidates will possess good communication skills, accurate data entry skills, good auditing skills and be able to work well under pressure. We offer a competitive salary and excellent benefits. Please send resume, and salary requirements to: ACO Hardware
ATTN: HR Director, 23333 Commerce Drive, Farmington Hills, MI. 48336-2164
An Equal Opportunity Employer

### CLERICAL

Full time office clerical position. Computer & mortgage knowledge a plus but not necessary. Send resume to Mike Bryant, Personnel, 104 Mark, Northville, MI 48167 or call (810) 348-1300

## 502 Help Wanted Office Clerical

Clerical

### Communications Assistant

Growing automotive supplier located in Canton has an immediate opening for a communications Assistant to process all incoming and outgoing telephone, facsimile mail, and express busy periods.

Excellent communication and possess a high school diploma. 6 months to 1 year of office experience, good communication skills and proficiency in standard office equipment.

We offer a competitive benefit plan including TUITION REIMBURSEMENT.

Please submit a completed application to:

AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187

CLERICAL
CUSTOMER SERVICE

Non smoking medical/legal Novi office.

Clerical Position. Full time. Experience in WordPerfect 5.1 (DOS) necessary.

Customer Service Position. Full & part time available. Computer/telephone skills required with previous experience in customer service/computer skills (