500 Help Wanted General

VICE PRESIDENT/ GENERAL MANAGER

Real estate development firm specializing in condominium conversions seeks experienced corporate officer/ General Manager reporting directly to CEO. Responsibilities include office management, development, sales and acquisitions, construction/ renovation supervision, financial analysis and various other duties. Seeking highly motivated detail oriented individual with excellent management and communication skills. Send resume and cover letter stating career goals, salary requirements and availability to: Mr. Dixon 200 E. Brown St. Suite 101 Birmingham MI 48009

WAREHOUSE HELP
Per hour rate
Home expenses helpful
(313) 538-3300

WAREHOUSE
Lexington Apartments of Farmington is a national franchising position with a luxury lifestyle environment. Some driving involved. Please call Sandy at (313) 471-1717

WAREHOUSE
Hi pay! Overtime available! Make $10-13 an hour! Be a durability check mechanical or a cut & fit operator in a fast paced operation. Fork lift driver & assembly lift up to 150 lbs. not required. Warehouse job. Up to 1 year temporary assignment. Apply in person between 8am & 5pm at JF Electronics 2251 Wixom Rd. Hamtramck, MI 48211

WAREHOUSE ORDER FILLERS
Full time days, no nights or weekends. Join Multi-National company in Livonia. Apply in person at Tri-State Supply 30201 Schoolcraft Rd. Livonia, MI 48150

WAREHOUSE
ORDER FILLERS needed for auto parts. Flexible hours. Stanley Steemer, Dearborn. Call 313-336-8700

STOCK HELP Experienced help wanted loading for a great working environment. Full or part time. Apply at Hometown Grocery.

APPLY IN PERSON AT
Ranger Team Inc
Plymouth Twp Ind Park
Livonia, MI 48150
Between Plymouth & Schoolcraft
& SHOW ME DOING THEIR WORK!!!

WAREHOUSE PERSON - Required immediately for growing company. Must be able to work flexible hours and give 100% in a cooperative environment. Ideal candidate will be a high school graduate, have a valid driver's license. Please send resume to: Box #2574 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

WAREHOUSE HELP
Full or part time
Flexible hours
Apply at Hometown Grocery
Northville

WAREHOUSE SELECTOR
Spartan Stores, Inc. is accepting applications for replacement warehouse work. Wages start at $6 per hour with progressive increases according to ability. Full time hours are available to begin immediately. Heavy lifting and be available for all shifts including weekends and holidays.
Please apply in person: 9 AM to 1 PM or call 891-8456
SPARTAN STORES, INC
Human Resources
3075 Hagerty Rd
Plymouth, MI 48170
EOE M/F/V/H

WAREHOUSE STOCKER/ZOOM PART TIME
Apply
KITCHEN GLAMOUR
ORCHARD MALL
Maple & Orchard Lake Roads

WAREHOUSE
To $7.00 hr. FEE PAID
Full time. Farmington Hills
Nationwide Temp Service
EMPLOYMENT CENTER AGENCY
(810) 559-1100

WAREHOUSE TO $8/HR.
All Shifts. Temp to Perm.
ADVANCE TEMPS 649-1166

WAREHOUSE WORKER
Wholesale distributor. Full and part time available. Apply in person. No experience required. Call between 1 and 3pm. 313 838 7227

WELDER/ FITTER
Light gauge TIG welding. 3 years minimum of 5 yrs experience required in tig & stick welding. Blueprint reading have tools. Good benefits & wages. Apply in person at Line Engineering 28850 Ellery Detroit

WELDERS NEEDED (TIG) for commercial stainless kitchen equipment manufacturer. Starting at $8-$9 per hour, depending upon experience. Some layout skills helpful but not necessary. Good benefits and overtime available. (810) 476 6900

WINDOW TINTER - Commercial & residential. Must be honest, neat in appearance & dependable. Must be willing to work flexible hours. Light, clean work. Willing to train. Immediate openings. (313) 533-8235

WINDOW TINTER WANTED
Glass & alumin knowledge a plus
Call Monday-Friday between 9-4
(313) 525-5057

2 HORSE trailer, 6' 8" high. Manager has compartment. Call Jim (810) 348-1724

500 Help Wanted General

WOOD WINDOW BUILDERS AND INSTALLERS
Will train, but some wood working knowledge is necessary. Please call Kevin at Kelly Windows. Manufacturing (313) 868-8727

YARD PERSON
For Road Construction Co
Full time year. Availability & dedication. Requirements some heavy lifting. Mich drivers license w good driving record
Send inquiries to
1963 Barrett
Troy MI 48084
Phone (810) 362-2130
EOE

YARD WORKERS Ideal for High School students. Apply in person Eaton Nursery. 5899 W Maple W Bloomfield (810) 851-5440

YOUR LUCKY DAY!
Busy high production realtor needs licensed assistant to work as "Showing Agent". Excellent pay, great incentives. Call John (313) 535 2453 or (810) 380-7561

502 Help Wanted Office Clerical

ACCOUNT ADMINISTRATORS
Computer literate with good communication organization skills required. Call 313-416-4472 or Fax 313-525-4909

ACCOUNTANT BOOKKEEPER
(2) full time positions available. Experienced with computerized solutions. Farmington Hills area (810) 477-1750

ACCOUNTANT (Entry Level)
PRUDENTIAL VILLAGES of MICHIGAN a family of retirement communities is offering opportunities in a newly developed entry level accounting position. The position will support the Controller by assisting with cost reports, financial statements, general ledger and journal entries, bank reconciliations and special assets. Qualified applicants will have an Associates or Bachelors degree in Accounting or related discipline. Excellent Excel and Lotus skills required. Communication skills knowledge of ARGO computer and HUD regulations preferred. Please send resume to: Human Resources
Prudential Villages of Michigan
25301 Grand River
Redford, MI 48240

ACCOUNTANT
Immediate opening for staff accountant. Requires Associate Degree in Accounting 1 yr accounting experience and knowledge of computers. Salary range $19,000 to $22,000 depending on experience. Fax resume to: BIASEM Attn: GUM CPA 30375 Northwestern Hwy., Ste. 150 Farmington Hills, MI 48334

ACCOUNTING ASSISTANT
Immediate openings for individuals with 2 to 5 years accounts payable experience. Must have experience with general ledger and financial statements and understand basic accounting principles. Apply at Human Resources, 2000 Brush, Suite 300, Detroit, MI 48226. EOE

ACCOUNTING ASSISTANT
Data Entry
Computer knowledge a must. Good grammar and communication skills. Typing 45wpm required. Salary negotiable. Position to be filled immediately. 313-255-9440

ACCOUNTING CLERICAL
ARGO Temps is seeking APPLICATION PROFILES for Perfect work assignments. 810-559-7430

ACCOUNTING CLERK
West Bloomfield property management firm needs an Accounts Receivable Clerk. Computer experience & knowledge of Lotus 123 helpful. Salary is commensurate with experience. Fax resume to: Attn: Controller 7 Mile & Drake (Westland) MI 48185 0126

ACCOUNTING DEPT CLERK
Growing law firm seeks clerical support for the Accounting Dept. Responsibilities include assisting Billing Department, processing invoices, purchasing, maintaining stockroom, and other duties as assigned. Ideal candidate will have 2 years experience. Working knowledge of Word is a plus. Salary $8-$10/hr. Flexible part time hours. Medical, life, disability, vision & dental. Send resume to or call Human Resources, 31300 Schoolcraft Rd., Livonia, MI 48150

ACCOUNTING
Part time Dr. Computer experience helpful. Send or fax resume with salary requirements to:
903 S Woodward Royal Oak 48067
Fax (810) 542 7375

ACCOUNTS PAYABLE Well established Southfield distributor seeking a full time accounts payable clerk with computer and typing skills. Must be a responsible experienced and detail oriented person. Competitive salary and full benefits. EOE. Fax resume to RO 352 2321 or mail to 29800 Bond Blvd. Box 5034 Southfield MI 48086-5034

ACCOUNTS PAYABLE
$20,000
Entry level position has opportunity for advancement. Pre computerized accounts system & primary checks. Ideal candidate will be self motivated & require little supervision
Diversified Recruiters
810-344-6700 FAX 810 344-8704

ACCOUNTS PAYABLE CLERK
Detail oriented person with computer knowledge needed for established Wood Burning Stove Distributor. Experience preferred. Send resumes to Office Manager 4969 Dixie Hwy West Bloomfield MI 48323

502 Help Wanted Office Clerical

ACCOUNTING
TEMP TO PERM
• Accounting Manager, consulting firm, Farmington Area To $50K
• Accounting Assistants, Bloomfield To mid $20s
• Assistant Bookkeeper, manufacturing firm, Wayne/ Lake To mid $20s
• Accounts Payable Clerk, Warren To low $20s
TEMP
• Accountant, Detroit, non profit, 1 mo.
• Full Charge Bookkeeper, Dearborn
• Payroll Clerks and Bookkeepers with Peachtree software, Livonia, Detroit
• Jr. Accountant, Warren engineering firm, long term
• Accounting/Administrative Assistant, Bloomfield automotive firm
Accounts Payable Clerks
Farmington Dearborn Auburn Hills
We are available immediately and willing to work as an Accountants One Temporary employee while permanently placed if you prefer.
Please call. We also provide full Permanent Placement services and give first priority to our Temps!
Accountants One, Inc
24901 Northwestern Hwy
Suite 700
Southfield, MI 48075
(810) 354-2410

ACCOUNTS PAYABLE CLERK
Self motivated organized person with good computer skills needed to process AR & AP for real estate management/development firm. Spreadsheets & word processing knowledge helpful. Excellent benefits & competitive salary. Fax resumes/ salary requirements to: Candidates should have at least 2 years accounting experience & be able to prioritize tasks. Excellent benefits & compensation package. Fax cover letter and resume to 810-737-2484 or mail to Bangor Realty Group Inc. 37000 Maplehurst, Suite 100 Farmington Hills MI 48334

ACCOUNTS RECEIVABLE CLERK
Full time entry level position. Northwest Detroit Suburb. Candidate must have minimum 1 yr previous AR experience, excellent math ability, 10-key calculator & typing skills required. Excellent benefits. Please fax a minimum of 3 yrs recent experience, exceptional typing (grammar & language) and math skills. Strong computer background in Windows environment. Candidate must be able to demonstrate proficiency. Please send resume to PO Box 517, Troy MI 48099

ADMINISTRATIVE ASSISTANT
Automobile transportation seeks individuals with strong computer & strong organizational skills, ability to work independently & as a team member required. We offer competitive salary, benefits & 401-K. Send resume and salary history to
Box #2563
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Part time office manager position. Must have good organization & computer skills. Salary negotiable. Fax resume to 810-557-9448

ADMINISTRATIVE ASSISTANT
Full time position available for a mature individual. Successful candidate will have experience in sales and be self motivated. Knowledge of WordPerfect 5.1 and Lotus 123 a must. Qualified applicants must submit resume and salary requirements to 810-354-1515 or call Amy 810-772-8600

ADMINISTRATIVE ASSISTANT
Established Property Management Company seeks self organized individuals to answer phones and perform clerical duties. Candidate must know Word perfect. Lotus and typing. Good salary and benefits included. Send resume to 109 Oakland Office Park 555 Southfield MI 48034

ADMINISTRATIVE ASSISTANT
24 hours per week for small office in Southfield. Applicant must be flexible and be able to work independently. Computerized payables and general ledger. Fax resume to: Personnel
26555 Evergreen Ste. 1520
Southfield MI 48076

ADMINISTRATIVE ASSISTANTS
Friday's Restaurant has opportunity for two positions in Southfield. If you have Software experience please call Denise at 810 350 9777

ADMINISTRATIVE ASSISTANT
TO $24K
Excel or Lotus and WordPerfect. Legal experience helpful but will train for right person.
Personnel Systems 459-1116

ADMINISTRATIVE ASSISTANT
New opportunity with several openings in the executive offices of energetic Auburn Hills. Candidate will be a Auburn Hills, Farmington and Detroit locations your choice. We train motivated. Part Time p.m. Salary $9.00 - $14.00/hr. Call Sara
Employment Center of Farmington
648-7663 473 2931
Advantage Staffing

ADMINISTRATIVE ASSISTANT
Professional Organized Administrative Assistant with Excellent Phone skills. Good WP Excel a Plus. Organized and Willing to Learn. 1-2 yrs Experience include Benefit package.
Hollowell Engineering
18030 Michigan Ave
Dearborn, MI 48126
Fax Number 313-584-7276

ADMINISTRATIVE ASSISTANT
for 1 person office in Redford. Must be mature & able to work independently. Computer knowledge a must. Full time. Call 313 538-1956

502 Help Wanted Office Clerical

ADMINISTRATIVE ASSISTANT
Alesco Inc., a leading third party administrator of casualty claims and loss management services, has opened a national call service center in Livonia. The center is designed to provide a sophisticated, organized and accurate reporting service for Alesco clients nationwide. We have an immediate opening for a highly motivated full time individual who is adept at support the operations of the Telereporting Center.
This position will assist the Telereporting Manager in a variety of initiatives. The ideal candidate should possess 3 years administrative/ secretarial experience, minimum typing speed of 50 wpm, must be PC proficient (Microsoft Word and Excel), possess strong organizational skills, excellent written and verbal communication skills, a strong orientation to customer service and cater satisfaction a must!
We offer excellent salary and benefit package, which includes medical, dental, vision, life insurance, short term disability, and a 401K plan.
Interested parties should fax/mail cover letter, resume, and salary requirements to
Alesco Inc
ATTN: Kristy Moore
Human Resources Administrative
17197 N. Laurel Park Dr., #434
Livonia MI 48152
Fax (313) 953 4500
No phone calls please
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
COME ALONG with a growing company. Must have experience in financial services office in Bingham Farms area. Mortgage industry experience preferred. Min Fin Fax Resume Please call Mary (810) 644-4815

ADMINISTRATIVE ASSISTANT
For small Livonia office. Full time & Permanent. Ref.284 30 40 hrs/week. Pleasant office. Excellent benefits package. Send resume, pay history, ref. to: Box #2544
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
Multi-faceted position in Southfield. Ideal candidate will have 1-2 years administrative experience, excellent math ability, 10-key calculator & typing skills required. Excellent benefits. Please fax a minimum of 3 yrs recent experience, exceptional typing (grammar & language) and math skills. Strong computer background in Windows environment. Candidate must be able to demonstrate proficiency. Please send resume to PO Box 517, Troy MI 48099

ADMINISTRATIVE ASSISTANT
Automobile transportation seeks individuals with strong computer & strong organizational skills, ability to work independently & as a team member required. We offer competitive salary, benefits & 401-K. Send resume and salary history to
Box #2563
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Part time office manager position for growing company. Downtown Birmingham area. Must have good organization & computer skills. Salary negotiable. Fax resume to 810-557-9448

ADMINISTRATIVE ASSISTANT
Full time position available for a mature individual. Successful candidate will have experience in sales and be self motivated. Knowledge of WordPerfect 5.1 and Lotus 123 a must. Qualified applicants must submit resume and salary requirements to 810-354-1515 or call Amy 810-772-8600

ADMINISTRATIVE ASSISTANT
Established Property Management Company seeks self organized individuals to answer phones and perform clerical duties. Candidate must know Word perfect. Lotus and typing. Good salary and benefits included. Send resume to 109 Oakland Office Park 555 Southfield MI 48034

ADMINISTRATIVE ASSISTANT
TO $24K
Excel or Lotus and WordPerfect. Legal experience helpful but will train for right person.
Personnel Systems 459-1116

ADMINISTRATIVE ASSISTANT
New opportunity with several openings in the executive offices of energetic Auburn Hills. Candidate will be a motivated individual with an aptitude for learning. Part time p.m. Salary $9.00 - $14.00/hr. Call Sara
Employment Center of Farmington
648-7663 473 2931
Advantage Staffing

ADMINISTRATIVE ASSISTANT
Professional Organized Administrative Assistant with Excellent Phone skills. Good WP Excel a Plus. Organized and Willing to Learn. 1-2 yrs Experience include Benefit package.
Hollowell Engineering
18030 Michigan Ave
Dearborn, MI 48126
Fax Number 313-584-7276

ADMINISTRATIVE ASSISTANT
For 1 person office in Redford. Must be mature & able to work independently. Computer knowledge a must. Full time. Call 313 538-1956

502 Help Wanted Office Clerical

A FARMINGTON HILLS PC Company looking for: 1) A Receptionist - strong phone answering, paper filing, help customer service, etc. 2) A Warehouse Worker - strong back, light maintenance and parts management, shipping, etc. Full-time positions. Competitive pay and benefits. Send your resume to 24407-09 Halsted Rd., Farmington Hills 48335, or Fax 810-442-9126, ATTN: Employment

A JOB FOR YOU
From Receptionist to Customer Service to Office Manager & all jobs in between. Call Gina 810 362 2241

APARTMENT SEARCH
A 30 year old company, is looking for an aggressive, professional, motivated person to join our winning team. A service minded, goal driven, results oriented individual who is a fast paced, high energy, self motivated, detail oriented person. Job is available throughout entire Metro Detroit Area. Please call 810-978-4858

ASSISTANT OFFICE MANAGER
For growing manufacturing company. Must have experience with accounting, payroll, Peachtree, or equivalent. Pay is good. Hours 9-Noon to 3 pm. Send resume to Office Manager, 22511 Telegraph, Suite 104, Southfield, MI 48034

ATTENTION ANIMAL LOVERS! Receptionist Needed for animal hospital Must have some PC skills. Call Sara at Sata Wellness Center in 31205 5 Mile, Livonia, MI 48154

ATTENTION!!!
COME Backstreet Kitchen is hiring Administrative Assistants/Secretaries
Must have Excellent skills in Word, Excel, Lotus, Powerpoint and one or more of the following software packages:
•MS WORD
•WORDPERFECT
•MARKETING GRAPHICS
•POWERPOINT
BARTECH
Personnel Services
313-271-5454
An Equal Opportunity Employer

AUTO DEALERSHIP interviewing for full and or part time office staff. Floor desk experience and ETA experience preferred. Contact Glen Lilum Controller at Marty Fishman Chevrolet Geo. 42355 Grand River. Novi

AUTOMOTIVE PERFORMANCE, restyling & restoration shop is looking for an organized individual with detail oriented automotive knowledge. Join our growing company! Ask for George 810-524-7997

Automotive

20 Customer Service Representatives needed for temp to perm full time positions at automotive company
• Livonia and Troy locations
• 8 hour days, shifts
• Inbound calls
• Hire after 90 days
• $7.00 per hour starting
$8.25 - $9.00 after five

Qualified candidates must have 6 months customer service experience and be PC literate. 2 or 4 year college degree preferred

KELLY SERVICES

Fax resume to Christa at (313) 522 8996

BOOKKEEPER/ACCOUNTS RECEIVABLE 15-25 job share hours. Please send replies to: Box #3218 c/o The Northville Record 104 W. Main, Northville, MI 48167

BOOKKEEPER CUSTOMER SERVICE
Busy but pleasant Livonia promotional products company seeks experienced detail-team player for bookkeeping & customer service responsibilities. Position requires accounts payable/ receivable & general ledger. Excellent service & ability to manage a variety of clients. Office management experience a plus. (313) 422-2200

BOOKKEEPER FULL-CHARGE
A successful CPA firm in Southfield is seeking an experienced bookkeeper for a full time position. Candidate is working for a diverse client base, preferably with manufacturing clients. Solid bookkeeping skills thru trial-balance required. Hands-on experience in a number of software systems required. Historical knowledge helpful. The ability to work in client's locations in the tri-county area a must. If qualified send resume, salary to
Attn GOYA
Fokmer, Rudzewicz & Co
26700 Lahser Rd Suite 500
Southfield, MI 48076 5004

BOOKKEEPER, FULL CHARGE
Temporary full time, May & June, 1996. Send resume to CRS Service, Attn Eileen Fischer Pres. 1000 Rochester Industrial Drive, Rochester Hills MI 48309

BOOKKEEPER - Full charge needed for downtown Birmingham real estate investment firm. Must be experienced through financial statements, detail oriented, pleasant atmosphere. Computer knowledge preferred. Pay for non smoking office. Send resume to: Accounting Manager 37701 Shagbark, Southfield, MI 48076

BOOKKEEPER
Full time. Troy area. Computer knowledge. Plus other office duties. Benefits. Send resume to R G C Supply, 2000 W Big Beaver, Suite 535, Troy, MI 48084

BOOKKEEPER/GENERAL OFFICE
Full time, part time computerized office. Experienced person to do accounts payable/receivable and general office duties. Must be detail oriented and enjoy customer service as well. Apply at or send resume to: RC Packaging, 6935 Technical Dr., Milford, MI 48381 Fax 810-685-9113 Phone 810-685-1113

BOOKKEEPER
Industrial distributor requires a part time, Full Charge Bookkeeper with computer experience
Send resume to:
LWC DISTRIBUTORS INC
28005 Cabot Drive Suite 2
Wixom, MI 48393

BOOKKEEPER
Must have general ledger, computer, and payroll return experience for CPA firm. Send resume to B Hamton, Comerica & Date, 23600 W. 10 Mile Rd., Suite 220, Southfield, MI 48034

BOOKKEEPER
MUST know computer bookkeeping. Lotus, WordPerfect. Fast growing South Lyon
810-437-0121

BOOKKEEPER - Part-time (24-32 hrs/wk) for busy Farmington office. Knowledge of Peachtree a must. Position requires a detail oriented, self motivated individual with bookkeeping background preferably in retail. Send resume Attn: Julie, Cousins & 322 S. Main St. Plymouth, MI 48170

BUBBLY RECEPTIONIST
Part-time
ARBOR TEMPS 458-1166

502 Help Wanted Office Clerical

BOOKKEEPER/SECRETARY
Computer oriented. Full time position. Birmingham area. Salary & benefits. Reply with resume only to:
EMS, 31077 Northwestern Hwy., Ste. 200, Farmington Hills, MI 48334

BOOKKEEPER/SECRETARY
PART-TIME needed for growing CPA firm. Good typing. Send resume to:
Bosiewicz & De Pol, CPA
30600 Telegraph Rd., Ste. 1300
Birmingham, MI 48025
FAX 810-647-4770

BOOKKEEPERS PER DIEM
We are a large regional CPA firm seeking qualified bookkeepers for client per diem work. Our clients are located in the tri-county area, in a variety of disciplines (manufacturing, distribution, service industries, etc. To qualify, you must be familiar, proficient in multiple computer applications (thru financial statement preparation, and be able to navigate in a small business environment. Please send resume to Debbie Anderson
Fulmer Hudzewicz & Co
13900 Hall Rd., Ste 500
Sterling Heights, MI 48313-1153

BUSY REAL ESTATE AGENT needs assistant to manage office skills including computer, phone and organization. Call Ann
(810) 851-4400

BUYERS ASSISTANT
This fast paced clerical position offers full benefits and a stock Kardex system. Numbers work, phones, typing & record keeping. $9 per hour
313-464-8000
Sterling Personnel Services

CASHIER & RECEPTIONIST POSITIONS
needed for growing Troy company. Must have good people skills and computer knowledge. Please contact Karen for confidential interview or apply in person. Suburban Toyota, 1821 Maplelawn, Troy. 810-362-8500

CASH POSTING ENTRY-LEVEL
Join major company that offers competitive salary & benefits. Varied duties include entering invoices into computer and check posting.
Diversified Recruiters
810 344-6700 FAX 810 344-8704

CHURCH SECRETARY
Computer and communication skills required. Send resume to: Farm Community Church, P.O. Box 1, Novi, MI 48376 0001
(810)349-5664

CLERICAL CUSTOMER SERVICE
Non-smoking medical/legal Non office
Clerical Position
Full time day shift
Competitive Salary
Excellent benefits
Fulltime/part time available
Customer Service Representative
Fulltime/part time available
Customer Service Representative
Fulltime/part time available
Customer Service Representative