500 Help Wanted General

RETAIL SALES
$7 AN HR.
Hesteps
the leader in civic & sphere is looking for experienced Sales Help:
Livonia, Sally 313-522-1850
Dearborn, Barb 313-274-8200
Novi, Mike Weber
810-349-8090
Oakland Mall, Anita
810-583-1631
W Bloomfield, Susan
810-737-6000

ROUTE DRIVER
Snack products, part time $8 an hour, plus gas. Must have own vehicle. Ask for James
810-471-7390 Ext. 8100

— SALES ASSISTANT
Full-or part-time positions.
Are you well organized personable, pleasant & positive? Able to do many different tasks at once? If so we have an opportunity for a full-or part-time sales assistant in our globally popular gift shop. Hours per week? Call Rick Hessel at The Jewish Home 313-724-1123 ext. 213

SALES ASSOCIATE wanted 20-25 hours weekly. Apply at Kitchen Haven, 27320 Plymouth Rd., Redford.

SALES CLERK - Mature & depend able for pleasant metro area environment. Retail or customer service experience helpful. Call Linda weekdays 1pm at (313) 421-0040

SALES, STOCK & DELIVERY PERSON needed full & part time for Mike's Wine & Spirits. Apply at 31330 W. 12 Mile Rd. Farmington Hills.

SATURDAY MANAGER
From 10am to 6pm at Northern Hills retirement residence. Call (810) 851-2330 ask for Linda or Marina

SCHOOL AGE child care teachers & assistants sought by the Farmington YMCA.
Call Marjsheen (810-553-1909

SCRAPER & Large Dozer Operator with backhoe digging plate shakes. Good pay, health, benefits.
WAGNER EXCAVATING
(810) 728-8100

SEASONAL GROUNDS MAINTENANCE
The City of Plymouth Downtown Development Authority is seeking qualified applicants for part-time seasonal maintenance positions. Applicants must be at least 18 years of age and available to begin work 5-13-96. Rate of Pay $5.15 per hour. Good dependability and appreciation are available at Administration Service Center, 201 S. Main, Plymouth, MI. 48170. Deadline for receipt of applications is 5-9-96.

The City of Plymouth is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, ancestry, age, gender or disability.

SEASONAL LABORER
Northville Parks & Recreation is accepting applications for Seasonal Laborers at $5.37 per hour. Must be 18 years old, work weekends & 40 hour work week available through November. Must have valid Michigan Driver's License. May be required to apply for overnight background report. Can apply at the Temp Services office of State Employment, available at 303 W. Main St. Fenton, MI. 48430. Northville Parks and Recreation is a shared service of Northville and Township of Northville. We are Equal Opportunity Employer.

SECRETARY/
ACCOUNTING ASSISTANT
Familiar with Excel, QuickBook Windows Jobs & Payroll. Apply at 14505 Keel St. Plymouth
(313) 451-2200

Security

ARE YOU LOOKING FOR
- Quality Wages
- Quality Benefits
- Quality Accounts
- Quality Management and a BETTER OPPORTUNITY?

Apply with the leading company in the security industry. We offer promotional opportunities related to Livonia & Canton areas which include starting wages of up to $7.00 an hr. and $20,000 after the first year.

Apply Mon - Fri
8:30am to 4:00pm at
NATIONAL SECURITY
23800 W. Ten Mile Rd
Southfield, MI 48075
(810) 559-5500 or
8750 S Ridge Rd
Taylor (313) 292-1280

SECURITY ENTERPRISE & UP WILL TRAIN
810-473-8700
JOB SOURCE FEE

SECURITY SUPERVISOR
Part time positions now available for concerts & festivals in Detroit. Apply in person. Century Guard Services 18718 Grand River - Detroit

SEMI-DRIVER
CDL Class A local driving--home every night $9.34/hour. Send resume to: Cassidy Distribution, 2000 S.B. Lite Street, Plymouth, MI 48170

SEPTIC INSTALLER Experienced with experience driving tandem dump trucks. Good pay! Call WHITMORE WAGNER & SIVERING
(810) 229-5342

SERVICE CUSTOMER/YARD HELP for growing retail building materials center. Must have knowledge of lumber, plywood & building material products. Forklift experience helpful. Apply in person. 41900 Ford Rd., Canton

SERVICE ISLAND ATTENDANTS
Ryder Truck Rental Inc. is leader in the truck rental & leasing industry has immediate openings for Ryder Truck location for Service Island Attendants. You will assist in the fueling and properly maintain basic fluid levels on trucks. In this fast paced service oriented atmosphere. Further requirements are a high school diploma, a valid driving license, willingness to learn and a smile. (CDL license is preferred but will train in addition to your CDL). Please apply in person to 7355 Haggerty, Plymouth, MI 48170 or an EOE employer. Drug testing a a condition of employment.

★ SERVICE REPRESENTATIVES
We are looking for Service Representatives in our Annuity Retention Department. Ideal candidate will have a high school degree/equivalent, with at least two years customer service experience. Insurance experience preferred. Advanced PC proficiency and knowledge preferred. Excellent communication skills, attention and detail. We offer an excellent benefits package and a competitive salary.
For consideration, apply Monday-Friday 8:30 a.m. - 5:00 p.m.:
Alexander Life Insurance Co.
3305 Hamilton Court
Troy, Michigan
(15 Mile between Orchard Lake & Farmington Rds)
Fax Number: 810-489-4547
An Equal Opportunity Employer

SERVICE TECH
HVAC, minimum of 3 years commercial experience. Good pay & great benefits. Call Jack 248-624-1964

SHERATON OAKS HOTEL
- Hire & NOW RD.
- Now Hiring
- PHONE OPERATOR (part-time)
- RESERVATION AGENT (part-time)
- Apply Now
27100 SHERATON OAKS DR.

SHIPPING AND RECEIVING CLERK
Local automotive supplier requires self starter with shipping and receiving experience. Computer knowledge required. Computer PC and minimum experience and excellent communication skills. Familiarity with customer paperwork and inventory control procedures are a plus. Please apply to:
Box #2618
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SIDING/WINDOWS
Hourly help needed. Experience preferred. Call (313) 326-6329

500 Help Wanted General

SHIPPING/RECEIVING
Prepare & package orders. Clean Non-smoking environment. Full time days. 8:00am-3:00pm $7.00/hour with benefits. Send resume: Best Incorporated, 37709 Schoolcraft, Livonia 48150

SHIPPING & RECEIVING - person wanted for construction equipment dealership full time. Good benefits. Call (313) 397-2120

SHOP HELP
Driving, maintenance a little bit of everything! Clean, Livonia shop. Days, over time, benefits. Send your Call (313) 464-7788

SIGN GRAPHICS - Experienced Fabrication and installation of vinyl graphics for custom sign company. Knowledge of sign software a plus
(313) 420-3506

SIGN SHOP HELP
Wanted. Experience helpful but not necessary. Call (313) 534-3238

SITE SECURITY in Howell. Full and part time openings. Must be 21 or older. Security or military experience preferred or will train. Military experience desired. Please call (517)782-2225

SOCIAL WORK
FAMILY WORKER to provide in-home counseling and case management. Services to children and families who have used crisis center services. Prefer bachelors degree in Human Service field and certification required.
AFTERNOON relief WORKER for 24 hour crisis center respite nursery. Hours are 3:00-9:30pm. Service field required. Send resume S. Douglas 30000 Hilltop, Inkster, MI 48141
An Equal Opportunity Employer

★ PAINTERS NEEDED
For external work in a large apartment community in Southfield. Must have own painting equipment. Apply at Sutton Place Apts. 23275 Riverside Drive, Oak & Mile between Lahser & Telegraph (810) 358-4954

SOUTH LYON 11 Mile/Pontiac Trail area. 1 & 2 bedroom private entrance. Dishwasher, air, laundry facility. $525/mo heat, water. No pets. (313) 455-1040

STAFF LEASING REP to S&K
Call Mr. Michael
CC CORP
810 524 1500 Fax 810 524 2481

STOCKBOND BROKERS
Institutional firm hiring people who are or will train. Call Stefanie (810) 351-5620 or FAX (810) 351-5818

STOCK & CASHIER part time help needed. $5.25 per hour.
Call (810) 932-3113

STOCK & CLEANUP
for Southland Seeds, Gardens Company, seeking. Call (810) 352-7377. Ask for Sid or Chris.

STOCK & DISPLAY
HELP WANTED. full time, produce experience preferred. October all major holidays & weekends include mandatory. Drivers License. May be required to apply for overnight background report. Can apply at the Temp Services office of State Appointments available at 303 W. Main St. Fenton MI. 48430. Northville Parks and Recreation is a shared service of Northville and Township of Northville. We are Equal Opportunity Employer.

STOCK PERSON/DELIVERY
Full time in Plymouth, some heavy lifting. Furniture family, delivery experience preferred. Benefits.

STOCK PERSON - part time
Tues & Sat required at Woodward & Rochester Hills. Please call 810-656-5050 ask for Ms Carter

STUDENT EMPLOYMENT
OPPORTUNITY
SUMMER HELP WANTED
FULL TIME ONLY
Cemetery Groundskeeper Positions available. Must be 18 years old. You must be in good health and able to lift 50 lbs. Apply in person at 1 Mem Sum Tues Fri 10-4. Ask for James Wilson. Located at the corner of 10 Mile & Beech Rd., Southfield

STUDENT HELP
Summer maintenance positions for male or female students. $6.50/hr. Apply at Bloomfield Hills Schools Office, 4175 Andover Rd. Bloomfield Hills MI 48302 or call 810-645-4518

STUDENTS FULL time summer work painting exterior homes. Good starting pay
(313) 453-0350

SUBCONTRACTS - 3
Wanted for commercial cleaning. Increase your monthly cash flow
(810) 616-9990

FUN SUMMER JOBS!
Creative and enthusiastic & experienced college students and teachers needed as tour leaders & lifeguards from June 13 Aug 23
Summer Impressions Day Camp
810-661-3030

SUMMER CAMP COUNSELORS
for Farmington area YMCA. Enjoy the outdoor/water working with children. Please apply in person by May 1st at 28100 Farmington Rd. or call 810-553-0627 ext. 302

SUMMER DAY CAMP Counselors Needed. 627 W Wayne Westland YMCA. 627 South Wayne Road, Westland or call 313-721-7044

SUMMER HELP. Novi Community Schools is now accepting applications for summer maintenance landscaping employment. All applicants need to be enrolled in a post secondary college or vocational program. Call to apply (810)449-1240

SUMMER HELP - 18+ needed to operate sales cleaning equipment in Bloomfield/Novi. Bloomfield Hills area. Interesting, full Summer outdoor job. Good pay. Call Westwood Co. leave message. (810) 373-7756

SUMMER JOBS
Want to earn your own boss! Drive ice-cream truck in Macomb & Oakland Counties. Earn over $7/hour. Full and part time positions. Call between 10-2pm. (810) 755-4668

SUMMER JOBS - perfect for college students! Clerical and light industrial assignments. Call 313-464-7078
ETD Temporary Services
An Equal Opportunity Employer

etd

SUMMER YARD HELP
for two Farmington apartment communities. Call Jeff at 810-477-3636

SWIMMING POOL attendants. Novi & W. Bloomfield area. Must be available from May 18 thru Labor Day. Prefer 18 or older. Call Mon-Fri. for appointment. (810) 349-9077

SWIMMING POOL SERVICE company now hiring Service Technicians and General Laborers. Good pay, lots of hours. Contact Eric at 810-669-9070 ext. 117

TAMAROFF DODGE
SHOW ROOM GREETER
Large Auto Dealership has opening for professional energetic individual. You have good communication skills and are a real people person. Apply in person to Jeff Rubin or call Bernie at
TAMAROFF DODGE
24825 W Twelve Rd.
(810) 354-0600

TARGET
NOW HIRING!!!
Early Morning Stock Team
Flexible Work Schedule - Full/Part Time

TARGET OFFERS
- $6.90 to start
- $6.75 after 30 days
- 10% employee discount
- excellent work environment
- medical/dental benefits

APPLY AT QUEST SERVICE:
30020 Grand River Ave
Farmington Hills, MI
Equal Opportunity Employer
Drug Free/Tobacco Free workplace

500 Help Wanted General

SERVICE TECH
Sears authorized National Home Improvement Co. seeking self motivated, detail oriented individual to join our service staff. 5 years experience, truck and tools, brass needed. Salary and auto allowance. We offer major medical, dental, vision, 401k, paid holidays and vacations. Call Jack Lee 810-624-2550 or fax resumes to 734-932-0392

500 Help Wanted General

TEACHER - ASSISTANT, part time, needed for Infant/Toddler program. West Bloomfield, afternoon shift weekdays. Dale Park, morning shift weekends. (810) 661-7600

TEACHER & Assistant
Another position for Kindergarten Montessori School. Good pay. Benefits. Excellent work environment. Call Leila or Eileen at 810-851-4166

TEACHER
Come visit our community owned quality child care program in Farmington Hills. Competitive wages, benefits and a great place to care for kids
(810) 471-1622

TEACHER
Computer/Math. Innovative leader in early childhood computer education, seeking qualified Teachers. W. Bloomfield/Farmington area. Degree required, experience preferred. Teaching/Child Education 10 (5hrs per week). $10 plus per hr. (313) 464-1776

TEACHER DIRECTOR
for learning center in W. Bloomfield/Reading & Math. Business said & Computer Lab center. Bachelors in Manchester. Bloomfield Mi. 48302

TEACHER FOR Birmingham area Child Care center. Early childhood background and or experience necessary. Call (810) 646-0478

TEACHER for Troy co-op preschool parents/co program for Fall of '96. Degree preferred. Elementary Ed or Early Childhood Ed. Resume to 3633 W Big Beaver, Troy, MI 48084

TEACHER - Quilted for Wayne. Westland preschool. Please send resume to 1 Nankin Mall, 36460 Cherry Hill, Westland, MI 48185

TEACHERS - French, Art, Elementary, Independent elementary school in pleasant suburb. 3 yrs experience preferred. Send resume to: Box #2599
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

TEACHERS
FULL time and part time positions available in Math Physics Science at 501 12th St. Bloomfield Hills a private school for Gifted Students. Send resume to J Marsh PO Box 328 Bloomfield Hills, MI. 48303

TEACHERS & TEACHERS ASSISTANTS
for school-age centers. Full & part-time shifts available. 810-478-6560

TECHNICAL SUPPORT REPRESENTATIVES
Growing fast paced support group seeking Technical Support Representative. Must be familiar with Windows, networks, terminals & modem communications. Also would be able to do some Windows & DOS programming. Windows & DOS a define plus. Send resumes to: Sales Manager, Brain Midwest, Schech Inc. 31275 Northwestern Hwy, Suite 140, Farmington Hills, MI 48334

TECHNICAL WRITER
Growing biopharmaceutical company needs temporary, full time person to write step by step procedures and instructions. Writer will "shadow" employees on the job to observe work in action. Applicant do write based on concisely with excellent grammar and sentence structure required. Experience with MS Word Preferred. Hours are 7:30am-4pm Mon. Fri. Job starts immediately and runs until September 27. Interested applicants are asked to submit a cover letter, resume, two writing samples and salary requirements to:
Immunex US, Inc.
1950 Pontiac Road
Rochester, MI 48307
NO PHONE CALLS PLEASE! EOE

Telecommunications Company in Novi
Installation department is now hiring. Entry-level through journeyman positions available. Full paid benefits, vacation, good starting wages, tuition refund, training. Entry-level apprentice program - part-time/full potential of 32 hours/week - on hour. Apply between 8:00am-11am and 1pm-3pm

Connectivity Solutions
41230 Vincenti Ct
Novi, MI 48375
(810) 473-0200 ext 180
(1 blk. N. of Grand River, just E. of Meadowbrook)
EOE

TELEPHONE INSTALLER/Technician
Entry-level & experienced career opportunity. Competitive salary plus excellent benefits package. Call 26450 Haggerty Road, Farmington Hills or call for an appointment. 810-476-5000, ext. 202

TELESERVICES
TRAVEL
PHONE AGENTS
See our ad under Education 502
313-261-8220

THE NEW!!!
TWICKERS ALL AMERICAN GRILL
Salary Location pool manager, Cocktail Prep Cooks, Pizza Cooks, Dishwashers & Wait Staff. Please apply in person at 30071 Plymouth Rd.

THOMPSON GRINDER
Needed for Auburn Hills location. Good pay and benefits. Call John. 313-332-4522

TOOL COMPANY
Immediate factory job openings available for night shift. Starting at $7.07/hour plus overtime/benefits
COLLEGE STUDENT
2921 Industrial Rd. Troy, between 14-15 Mile Rd. off Coolidge Hwy.

TOOL & DIE RETROFITTER
Ambitious self-motivated individual needed for implementation of sensor automation program in Farmington Hills. Must have machine shop skills. Mills, drill press, fabrication, & welding. Able to read prints and do verbal instructions.
Design, Assembly & electrical wiring knowledge of systems a plus but not required. Excellent opportunity for motivated individual. Good pay & benefits. Apply in person E & E Manufacturing, 30500 Bela, Suite 100, Farmington, MI 48170 (Across from Uniroyal)

TOP VALUE MUFFLERS
Full and part time positions available. Full time Excellent pay & benefits. 810-471-0044

TOW TRUCK DRIVER
Part time night days, 36 hrs a week. $350 to start. Experienced. Own truck. Radiant Tow. Call Carl. (313) 531-1303

TRAVEL AGENT
needed - full time. Mon Thru Fri with Sabre experience, outside sales also needed.
810-855-1428

TRAVEL AGENT - PART TIME
Minimum 2 years Sabre. Strong vacation/compensation. Farmington Hills
(810) 615-0008

TRAVEL AGENT
2 years experience.
Southfield agency sales
(810) 352-1560

TRAVEL
Travel agency in Farmington Hills is looking for a dynamic individual with national company, is looking for people that are interested in the exciting world of cruising. We desire sales oriented people with outgoing and assertive personalities. Excellent compensation and benefits. Full & part time positions. Fax resumes/resumes: (810) 362-3009, or mail: 134 W. Maple Rd., Troy, MI 48084

TREE SERVICE
Tree trimmer, experienced or will train. Full time. Benefits. Must have drivers license.
(810) 356-3421

500 Help Wanted General

TRAVELODGE
The Northville Travelodge is seeking qualified individuals to join our team. We are a Motels of America property. Motels of America is a leader in lodging industry and is growing. The following career opportunities are immediately available:
- Front Desk Guest Service Representatives - Must be able to work various shifts
- Night Auditor - If you are a night owl and enjoy working with figures this position is for you

We offer
- Competitive Wages
- Vacation
- Flexible Work Schedules
- A pleasant work environment
- Career Advancement and
- Enhancement Programs

Apply in person
Travelodge
21102 Haggerty Rd
Northville, Michigan 48167

Travel
Reservation Agent
Looking for enthusiastic, career oriented telephone RESERVATIONISTS TRAINEES for VIDEO Work for a respected leader in Travel. 8 Hour industry. Travel Sales background a plus but not required. Familiarity with a keyboard. Salary plus benefit package. Apply in person Mon - Fri, 10-4:
Video Travel
29566 Northwestern Hwy
Southfield, MI

TRIPLE A Student Painters College students wanted. Summer positions available. Good pay. Call Mr. Hoover 810 518 5621, 1 800 543 3792

TRUCK DRIVER
CDL license required. Over the road & local. Good benefits & over time. Apply to P O Box 27129, Detroit, MI 48227

TRUCK DRIVER - Current Class A & DOT, clean driving record. Month. Up to $10 per hr. depending on experience
(313) 427-6700

TRUCK DRIVERS
Semi-Train. CDL required, experienced only. Call Between 9 & 4 layout Mon thru Fri. (313) 455-4036

TRUCK DRIVER
Tractor Trailer Driver needed for Building Material Distributor. Full time position. Overnight stays, no weekends. CDL Class A license required. Applications accepted at Hansen Distributing Services, Inc. 1000 Rochester Road
Walled Lake, MI 48390
(810)624-2323

TRUCK DRIVER/
WAREHOUSE WORKER
for local distribution company. Chauffeurs license required.
(810) 348-2137

TRUCK DRIVER/WAREHOUSE
With CDL License (Class A) for a local company. Good benefits, excellent wages & benefit package.
Call (810) 437-1500

TRUCK MECHANICS. Class A for road & shop. Need self starters for rapidly growing co. Advancement to top pay for proven. Full benefits
(810) 349 9395

TYPESETTER
$450 TO START
Must be familiar with the following programs
- Photo Shop
- Illustrator
- Pagemaker
- Word
IMMEDIATE OPENING
Send resume to
P O Box 37
Farmington, MI. 48332

UNIX SYSTEM
ADMINISTRATOR
Requires minimum 2 years experience in Unix OS. Basic knowledge of RDBMS, TCP/IP, and LAN connectivity. Excellent salary and benefit package. Please send resume and salary requirements in confidence to Box 43232, Detroit, MI 48243

UNLIMITED INCOME POTENTIAL
Experienced sales represented Gentlemen's Club. Call Mr. Bogart 313-261-5290. Start immediately. Personnel Services industry
(810) 540-5292

NOW HIRING Valet Parking Attendants. Southwest Airlines Farmington Hills. W. Bloomfield, Royal Oak areas
(810) 738-4838

VALET ATTENDANTS
- Must have valid license
- Top pay good tips
Call Scott (810) 626-1050
or Jim D 313-745-8044

VICE PRESIDENT/
GENERAL
MANAGER
Real estate development firm specializing in condominium conversions seeks a dynamic experienced corporate officer/General Manager to report directly to CFO. Responsibilities include office management, property sales & leasing, acquisitions, constructions supervision, banking, financial analysis and various other duties. Seeking highly motivated, detail oriented individual with excellent management and communication skills. Send resume and cover letter stating salary requirements and availability to: Dan Dunn, 200 E. Brown St. Suite 100, Birmingham, MI 48009

WAREHOUSE
ACO HARDWARE WAREHOUSE
2ND. & 3RD. SHIFT
SHIPPING DEPARTMENT
Lift all types of boxes in variable temperatures (depending on season) and many varied tasks. Ability to read. Required Starting time 4 PM. Starting pay $8.15 and $8.65 per hour. Full employment drug test. Send letter of interest to: Ali Human Resources, 2700 Commerce Dr. Farmington Hills, MI. 48336-3764

WAREHOUSE HELP
Immediate opening for mature, dependable individual to help with shipping & receiving, inventory control & phone/computer work. Will train. Send resume to: Instant Computer Corp., 277 Park St., Troy, MI 48083

WAREHOUSE HELP
Part time, late shift, $7/hr
Drug testing required
Apply in person
Toys R Us
7900 Haggerty Rd
Canton
(N. of Ford, S. of Joy)

WAREHOUSE HELP
$7 per hour
Hi-low experience helpful
(313) 838-9300

WAREHOUSE
Livonia retailer seeks 2 persons to fill warehouse positions. Full time. Great work environment. Some lifting involved. Please call Sarah Mon-Fri (313) 581-1717
Hagopian World of Rugs
Livonia

WAREHOUSE ORDER FILLERS
Full time. Day shift. Southfield location. Must have previous warehouse experience. Union shop. Send resume: Box #2574
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

WAREHOUSE PERSON
for HVAC Distributor. 32-40 hours/week. Some experience helpful, will train. Apply in person: Porter Distributing, 24300 Indoplex Circle Dr., Farmington Hills. Ask for John, Warehouse Manager

500 Help Wanted General

WAREHOUSE POSITION - Small manufacturing company needs to fill a warehouse position. Full time, benefits, steady work. Must have knowledge & plus. Must have clean driving record and current valid driver's license. Call between Noon-3pm, Mon - Fri only. 313-522-5530

WAREHOUSE - some delivery. Entry level. Need for steady high school grad. Good driving record. BCBS dental, profit, pension. Ann Arbor area. Call Bob Jr. 810-399-2830

WAREHOUSE
STOCKPERSON
PART TIME
Apply
KITCHEN CABINETS
ORCHARD MALL
Maple & Orchard Lake Roads

WAREHOUSE
TO $8/HR.
As temp to perm
ATTION: TEMPS 459-1166

WAREHOUSE WORKER
Wholesale distributors Full and part time available. Flexible hours. No experience required. Call between 3 and 5pm
(810) 473-8700

WAREHOUSE WORKER
Experienced in Shipping & Receiving. 8am-5pm, Mon-Fri. Call Liz, between 9-3pm (810) 476-5850

WAREHOUSE WORKER
Looking for dependable, hard working individual. Growing manufacturing company. No experience a plus. Good benefits. Call Ann at 313-937-3700. Ask for Al or Pat. (810) 543-9663

WELDER/FITTER
Light gauge - 20 gauge to 10 gage, minimum 5 yrs experience required in tig & stick weld. Must read prints & have tools. Good benefits. Call Mr. Hoover 810 518 5621, 1 800 543 3792
13840 Lyndon, Detroit

WELDER FITTERS
$8 $10 per hour. Newington & I 96 area. Call 313 432 5923

WELDERS/FITTERS
$12 hour. some experience!
Call 313 473 6700
JOB SOURCE FEE

WELDERS NEEDED (TIG) for commercial stainless kitchen equipment manufacturer. Starting at $8-$9 per hour, depending upon experience. Time & half after 40 hrs. Full and part time available. Good benefits and overtime available
(810) 476-4502

WINDOW CLEANERS
Experienced with good communication, appearance & dependable. Must be able to work flexible hours. Light clean work. Willing to train. Immediate opening.
(313) 844-6535

WORK IN THE SUN
Need several people to clean for flower planting. Great for college students. Pay $5.00 per hr. Work approx. 6 weeks. 810 960-1941

YARD WORKERS Ideal for High School Students. Apply in person Eaton Nursery, 5870 W Maple W. Bloomfield
(810) 651-5140

2 HORSE trailer, 6' 9" high. Manager's compartment. Very, very comfortable
(810) 348-1724

502 Help Wanted Office Clerical

ACCOUNT ADMINISTRATORS
Computer literate with good communication, organization & research skills.
Call 313-416-2433
or Fax 313 525-4909

ACCOUNTANT/BOOKKEEPER
(2) full time positions available. Experienced with construction accounting.
Farmington Hills area
(313) 477-1750

ACCOUNTANT
(Entry Level)
PRESBYTERIAN VILLAGES of MICHIGAN, a leader in retirement communities, is inviting applications for 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, fixed assets and cash receipts. Qualified applicants will have a bachelorette degree in Accounting and be proficient in Lotus and Excel and have strong written communication skills. Knowledge of AS400 computer and IMJD required. Please send resume, salary and cover letter & salary expectations to:
Karl Rabourdin
Presbyterian Villages of Michigan
23300 W. Six Mile
Redford, MI 48240

ACCOUNTANT
Immediate opening for staff accountant. Requires Associate Degree in Accounting 1 Yr. accounting experience and knowledge of typing required. Salary range $18,000 to $22,000 depending on experience. Send resume, salary requirements to:
BIASEM ARM DJM CPA,
30375 Northwestern, Ste. 100,
Farmington Hills, MI 48334

ACCOUNTANT/CAPITAL MANAULER
Full time position for Accounting Firm. Minimum 5 yrs CPA firm experience, working knowledge of Pro Series, Lotus, Windows, WordPerfect, Time Saps, ExcelLotus is required. Self starter, excellent communication skills, 1st preparation skills, a must. Salary commensurate with fringe benefits available. Please send resume to: Capital Management, Attention: P O Box 0542, Union Lake, MI 48387-0542 Attn: Susan

ACCOUNTING
ASSISTANT
Immediate opening for individual with 2 to 5 years accounting payable experience. Duties include: Accounting payable, accounts receivable, general ledger and financial statements, and other duties standing of accrual based accounting, and proficiency with spreadsheet application software. Candidate with excellent benefit package including health, dental, pension, life and insurance. Send resume with salary requirements to:
K Hardick
P O Box 2040
Southfield, MI 48086-5040

ACCOUNTING ASSISTANT/
DATA ENTRY
Computer knowledge, must Good grammar/communication skills. Typing 45wpm required. Salary negotiable. Position to be filled immediately.
ACCOUNTING CLERICAL
Immediate opening A/R, Lotus, Windows, Word Perfect, Minimum 2 yrs experience
810-559-7430

ACCOUNTING CLERK
Part-Time
REAL ESTATE DEPARTMENT NEEDS an Accounting Clerk to work part time. Must be detail oriented and enjoy working with numbers.
Perform Accounts Payable for land services and Accounts Receivable for lease services in our Real Estate Department at our Troy corporate office.
Includes paid vacation and sick insurance. Reference to AIRGAS DRUGS-RE, P.O. BOX 7004, TROY, MI 48007, FAX: (810) 362-2400
Equal Opportunity Employer.

ACCOUNTING CLERK
Southfield company needs mature, dependable person with experience in general accounting/accounts receivable. Must be organized, self-motivated, friendly. Insurance or pharmacy background helpful but not necessary. Full time with benefits. Send resume with salary desired (a must) to:
Attn: Accounting Clerk, PO Box 577, Southfield, MI 48075

ACCOUNTING CLERK
Manufacturing facility located in Plymouth is looking for a person with accounting skills to help with billing, accounts receivable, accounts payable & payroll. The person needs to be a team worker & be able to fill in where needed. The is a full time position with benefits, which include a 401k plan. Please send resume to:
Box #2608
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

502 Help Wanted Office Clerical

ACCOUNTING
ENTRY-LEVEL
Join major company that offers advancement opportunities. Varied duties include entering invoices into computer and cash posting.
Diversified Recruiters
810 354 6700 FAX 810 354-6704

ACCOUNTING
Part time Computer experience helpful. Send or fax resume with salary requirements to
903 S Woodward, Bloomfield Hills 48067.
Fax (810) 642-7375

ACCOUNTING
TEMP TO PERM
- Accounting Manager, consulting firm, Ann Arbor. To $55K
- Accounting Clerk, Clarkston. To $20k

TEMP
- Full Charge Bookkeeper, Wixom area
- Full Charge Bookkeeper, 30 hrs/week, Ann Arbor
- Accounting Assistants, Bloomfield, long term
- Accounts Receivable Accounting Assistant, plasticpouch, Wixom engineering. Day, long-term
- Accounting/ Administrative Assistant, Bloomfield automotive firm
- Accounts Payable Clerks, Farmington, Southfield

If you are interested in immediately, and willing to work as an Accountants One Temporary employee, send resume, stating your rate, please call. We also provide full benefits and paid holidays. Give and give first priority to our Temps

Accountants One, Inc
24901 Northwestern Hwy
Suite 255
Southfield, MI 48075
(810) 354-2410

PROMINENT MANUFACTURING company in Farmington Hills has an opening available as Accounts Receivable Coordinator. The individual will be responsible for the posting of cash receipts and bank deposits, investigation of customer claims for credit due, and the reconciliation of paid due accounts. 1+ years of accounts receivable experience and basic accounting and computer spreadsheet knowledge required. Good organization and communication skills essential.

We offer a competitive pay rate and excellent benefits package. Qualified applicants please send resume to

GSE, Inc
23640 Halstead Dr
Farmington Hills, MI 48335

Attention: Human Resources/AR

ACCOUNTS PAYABLE CLERK
Self motivated, organized person with good computer skills. Must be capable to process AR & AP for real estate development company. Must know Lotus Spreadsheet & word processing experience. Must have direct contact with vendors, tenants & clients required. Candidates will be asked to do payroll, accounting background & be able to work with minimum supervision. Salary for qualified person Fax cover letter and resume to 810-737-2464 or send to Dangelo Wall Group, Suite 31700 Middlebelt, Suite 100, Farmington Hills, MI 48334

ACCOUNTS PAYABLE CLERK for Southfield area. Responsibilities include bank reconciliation & processing of invoices, petty cash reimbursements, check requests, expense reports, maintenance of general journals and ledges. Knowledge of Management Information Systems required. Some administrative responsibilities include: Maintenance of files, include vacation in the first year, medical, dental, life insurance. Please send resume and salary requirements to

Ms J Vickers
P O Box 787
Southfield, MI 48037

ACCOUNTS RECEIVABLE CLERK

Full time entry level position. North west Detroit Suburb. Candidate must have some Accounts Receivable experience, excellent math ability, 10 key calculator, typing skills. Excellent benefits package. Please send resume & salary requirements to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ACCOUNTS
RECEIVABLE
Auto Dealership seeks individual with receivable experience. Immediate opening excellent benefits, please apply in person to
BOB SAKS DODGE
30200 Grand River,
Farmington Hills

ACCOUNTS RECEIVABLE
Credit Analyst. Apply in person or send resume to: 21741 Trolley Industrial Dr., Taylor, MI 48180

Accounts Receivable /
Accounting Clerk
Excellent opportunity for individual with some Accounts Receivable experience to be detail oriented and organized. Excellent benefits and pleasant working environment. Send letter of interest and salary requirements to:
Box #2607
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ACCOUNTS RECEIVABLE CLERK
Full time for Southfield property management service firm. Accounting experience desired. Benefits. Call Ms. Cassidy 810-352-9015
An Equal Opportunity Employer

ADMINISTRATIVE
ASSISTANT
Established Property Management Company seeks individual with experience to answer phones and perform clerical duties. Candidate must know Windows and Word Perfect. Excellent salary and benefits included. Send resume to 100 Galleria Officentre, Ste 400, Southfield, MI 48034

ADMINISTRATIVE ASSISTANT/
BOOKKEEPER
24-32 hours per week for small office in Southfield. Applicant should be flexible and able to work independently. Computerized payables and receivables experience required. Word Perfect, and Solomon a plus. Send resume and salary requirements to:

Personnel
26555 Evergreen, Ste 1520
Southfield, MI 48076

ADMINISTRATIVE ASSISTANT
Fast paced office in Northwest Detroit. Must be mature & able to work independently. Computer knowledge helpful. Full time. Call 313-538-1955

ADMINISTRATIVE ASSISTANT
Part time position. Must have knowledge of Lotus 1-2-3 and knowledge of the securities business helpful.
For Appt. Call (810) 540-8747

ADMINISTRATIVE ASSISTANT
Part time. Southfield to assist President of company. Must have good organization & computer skills. Salary commensurate. Call Ms. Lynn 26211 Central Park Blvd. Suite 501, Southfield, MI. 48076

ADMINISTRATIVE ASSISTANT
Full time administrative assistant needed for small growth manufacturing company. Must have computer experience using Windows & Windows applications, accounting skills, spreadsheet, word processing, telephone communications & organizational skills. Send resume & references to:
Simplicity Systems, Integrated Computer Systems, Inc.
2000 Crooks Rd., Suite 104
Rochester Hills, MI 48309

ADMINISTRATIVE
ASSISTANT
Southfield company seeking professional and pro-active individual with a graphic package. Must be multi-line phone experience. Salary commensurate with experience. Fax resume to: (810) 423-6270. Call Amy, (810) 843-6640 for interview or Fax resume to: (810) 543-4262

ADMINISTRATIVE
ASSISTANT
Assistant to President & V.P.'s in the fast paced office. Word Perfect & spreadsheet experience needed. Will handle their phones, correspondence, setting up conference rooms. Flexible to handle a variety of responsibilities. Fax resume to: (810) 737-8678

502 Help Wanted Office Clerical

ADMINISTRATIVE ASSISTANT
TO $32,000 This national firm needs top notch Secretary with Microsoft Word & Lotus or Excel. Lots of variety. Opportunity to advance.
GENERAL ACCOUNTANT TO $30,000 Some college Microsoft Word, 3-5 years secretarial experience, excellent suburban location. Call Barb 810-772-6760
Sinsky Personnel Services

ADMINISTRATIVE ASSISTANT
Temporary to hire position in Southfield. Please call for appointment to have Microsoft Office experience. Denise (810) 350-9777

ADMINISTRATIVE ASSISTANT
$400 ENTRY TO EXPERIENCE
810-473-8700 JOB SOURCE FEE

ADMINISTRATIVE ASSISTANT
TO $24K
Excel or Lotus and WordPerfect Legal experience helpful but will train for right person.
Personnel Systems 459-1166

ADMINISTRATIVE
ASSISTANT
Computer experience a plus. Knowledge of simple payroll necessary. Non smoker. 40 hrs per week. Midland Township
(810) 684 0550

ADMINISTRATIVE ASSISTANT
North suburbs, must have good work experience, know computer skills w/Lotus to $25k
LEGAL SECRETARY
North suburbs Two attorneys, busy practice. Must type 60 wpm to $30K
EXECUTIVE SECRETARY
North suburbs. Strong office experience required. Heavy work load Must type 60 wpm. Salary to $35K
962-0565 or Fax 962-2571
Dorothy Day Personnel

ADMINISTRATIVE - assistant, Electronic Wire Work for Windows, Excel, interacting with engineers & finance officers. Very professional. $12 50/hr. Temp to hire

GENERAL - office. Southwield, setting up sophisticated file system. Organized, detailed, inventoried, secretary, word dictation, computer experience. $10/hr Indefinite assignment.

SECRETARY - Latham Village, WP 5.1 DOS or Lotus 1-2-3 Knowledge, phone transcription, 4 time phones, permanent position. Salary $ per paid
LOIS RAY
PERSONNEL
(810) 646-5580

ADMINISTRATIVE
ASSISTANT
New opportunity immediate openings in the executive office for an international auto supplier. Brilliant with Lotus Hints, Fluent with Word. Two locations, your choice. We train Requirements: Bachelor degree A plus $9 00 - $14 00/hr Call Sara Birmingham Livonia/Farmington
540-7661 472 2231
Advantage Staffing

ADMINISTRATIVE
ASSISTANT
Busy manufacturing company looking for right person to assist Office Manager/Executive Secretary. Must have typing, phone coverage, dictation, etc. for group of 7 executives. Candidate must be able to work well with others handle multiple tasks with minimal direction, have good phone skills, good spreadsheet experience,