EMPLOYMENT

500 Help Wanted General

SALON TRIO
Needs full time Colonel and Stylist. We add trains - full desirable weekly. Guarantee wages while train Call (810) 810-0595

---MJ Village Plymouth

SATURDAY MANAGER
From 10-4pm in Rochester Hills environment residence Call Linda at (810) 853-2330

SCHOOL AGE child care teachers & assistants sought by the Farmington YMCA
Call Mary Beth 810-553-1909

SCREW MACHINE SET-UP PERSON
Specialty manufacturer of cold header & extruded products. Looking for an experienced set up person for 8 spindle screw machine. Screw machine chucker equipment. Excellent benefits & yearly bonus. Send resume to Box #2624
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SEASONAL LABORERS
City of Farmington Hills

Accepting applications for full time (40 hours) summer Seasonal Laborers in the Division of Public Works to assist road maintenance crews with mowing and landscaping traffic control at street sites, cemetery, Longacre, etc. Approximate duration May - September. Applicants must have proper tools, operation of tractor mower preferred. Must have valid driver's license, be a licensed driver, school diploma or equivalent, and be at least 18 years of age. Hourly rate $6.83. Applications will be accepted until positions are filled. Apply in person at:
Farmington Hills DPW
27245 Halsted Road
Farmington Hills, MI 48331
An Equal Opportunity Employer

Security

Are You A Cut Above The Rest? Are You Looking For Advancement Opportunities?
Leading security company is on the grow. Now hiring for growing accounts located in the Livonia & Canton areas.
• Up to $20,000 After 1st yr
• Quality Benefits
• Full & Part Time Positions
• Uniforms Provided
• Paid Vacations, Holidays, Training
• Longevity Bonus

Apply Mon - Fri
8:30am to 4:00pm at
NATION WIDE SECURITY
--23600 W. Ten Mile Rd.
Southfield (810) 355-0500 or
8750 S. Telegraph Rd.
Taylor (313) 292-1280

SECURITY GUARD
Full time for Farmington Hills campus. Afternoon shift, Monday through Friday, weekends & holidays. Full benefits. EOE. Make application at Education between 8:30am-4pm at 20000 11 Mile Rd., Farmington Hills.

SECURITY
GUARDSMARK has immediate full or part time positions available in Plymouth, Livonia, Ann Arbor & Brighton
BENEFITS INCLUDED
• 401k
• Medical Insurance
• Life Insurance
• Free Uniforms
• Paid Holidays
• Tuition Assistance
Must have High School Diploma or GED and no criminal history. We are a 100% Drug Testing Company.
Apply Mon-Fri 9am/5pm 34405 12 Mile Road, Suite 155, Farmington Hills, MI
(810)553-9900

SECURITY & SAFETY OFFICERS
Patrols in evening hours available. Starting pay $6.25 per hr. Application/resumes accepted Mon-Fri., 8am to 4pm

SEMI-DRIVER CDL certified Marquette Distribution, Livonia. Local deliveries only. Good pay, Benefits (313) 522-1000

SEMI-DRIVER
CDL Class A driver long-haul, home every night $9.34/hour. Send resume to: Custom Companies Corp., 350 S. Mill Street, Plymouth, MI 48170

SENIOR ADULT PROGRAM SUPERVISOR
The City of Garden City is seeking qualified applicants for employment without regard to race or gender for the position of Senior Adult Program Supervisor in the Parks & Recreation Department. The City of Garden City, an equal opportunity employer M/F/H, does not discriminate on the basis of race, religion, color, sex, age, national origin or disability.
Starting salary range $30,636 to $35,844 depending on education & experience, with excellent fringe benefits. The position involves supervision for planning, programming, and supervising recreation and non-recreational services and programs for Garden City senior adults. This employee will be responsible for supervising a small group of part-time and large group of volunteers. Duties include responsibility for developing senior adult programs. Supervision is received from the Director of Parks & Recreation, but considerable independent judgment is necessary.
The position requires graduation from an accredited four-year college or university with a degree in and work in gerontology, recreation or related field and a minimum of three years experience planning for adults. Garden City has a residency requirement within a 15 mile radius within six months after completion of probationary period.
Send resume and documentation to Personnel Department, City of Garden City, 6000 Middlebelt, Garden City, MI 48135 by Friday, May 17, 1996. This position resumes must be postmarked no later than May 23, 1996.

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

SERVICE TECHNICIAN with own tools & truck for heating & cooling company. Union wages.
Call 313-477-9096

SERVICE TECHNICIAN
Repair / maintain overhead cranes & hoists. Working knowledge of hydraulics, all mechanical. Benefits. Salary commensurate with experience. Send resume to: Personnel Director, 22575 Heslip Dr., Novi, MI 48375

SEWING PERSON for upholstery shop. Experience on industrial machine. Some upholstery background desired. (313) 937-2880

SHEET METAL DUCT INSTALLER
Residential/commercial. Experienced only. Must own tools. Top pay. Full time. Insurance benefits.
Call 313-455-0550

SHIPPING CLERKS
Basic job duties include: loading & unloading of trucks, entering shipment information into computer, transferring stock into process stages with shipping clerks, picking stock into trucks, and performing physical review of outgoing product to insure accuracy, quantity & quality. Previous hands-on computer experience needed. Some heavy lifting required. Please submit a resume to:
TECHNICAL SALES & MANUFACTURING
4444 Ronda Dr, Canton, MI 48187

500 Help Wanted General

SHIPPING CLERK
Will train for this entry level position. Applicants should have good basic math skills. Send resume to:
Mr. Harry Dzierbicki, Classic Controller Corp., 350 S. Mill Street
Plymouth, MI 48170

SHIPPING/RECEIVING CLERK
Entry level position. 1 yr experience preferred but will train right individual. Some driving also required. Please apply at Vertex Industries, 45301 Port St., Plymouth 313-453-3900

SHIPPING & RECEIVING CLERK
Large company in Livonia is looking for individuals with warehouse background. Pay starts at $6.12/hr depending on experience.
Fax resume to 313-525-4309
or call 313-525-4908

SHIPPING & RECEIVING CLERK
Aggressive automotive sales & distribution facility is searching for a high energy individual to join their team in the Shipping & Receiving Warehouse Dept. Requirements include no 1 experience computer & packaging knowledge a plus. Benefits include health, dental & 401k. Interested parties please send your resume to: Eastpoint Industrial, 12150 Merriman, Livonia, MI 48150 Attention Personnel

SIDING, ROOFING & CARPENTRY HELPER
Experienced or will train. Steady work. Call (810) 471-4160

SIGN SHOP TECHNICIAN
Full and part time. Fast paced detail oriented position. Multitasking working in a team setting. Be good with your hands, enjoy customer contact. Have good math skills. Design/Layout skills, woodworking, custom framing experience a + Shop skills. Ann Arbor $16,000 $20,000 a year. Written response to:
Box #2630
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SOCIAL WORKER/YOUTH CONDUCT RESOLUTION PROGRAM - $13.73/HR
BSW required. Send resumes to: Leonard Community Services, 412 W. Grand Boulevard, Detroit MI 48216

SOFTWARE SUPPORT TECHNICIAN
Support for retail pro inventory control system. Training will be provided. Call Mary at (810)360-8400

STAFF ACCOUNTANT
There is a temporary Staff Accountant position immediately available in our Metro Detroit area which may lead to permanent work. One year of Accounting experience as well as Lotus or Excel is necessary, a four year degree preferred
EOE
Attn DJG
ACCOUNTEMPS
28588 Northwestern Hwy Ste 250
Southfield, MI 48034
(810) 357-8387
Fax (810) 358-0941

STAFF LEASING REP to $40K
Call Carol Meehan
CIC CORP.
810-524-1500 Fax 810-524-2461

STAFF NEEDED FOR residential care & Camp serving ADHD/ELD children in Washtenaw, Livingston, Oakland, Wayne, Waterford & Health Partner. Must be 18 or older. Inquire www

STOCKBROKER/BROKERS
Institutional firm having positions available in Metro Detroit Call Kathleen (810) 351-5800 or FAX (810) 351-5818

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

STOCKPAINT-TINTER/SALES
For small business in Plymouth area. Rd area
(810) 524-3633

STOCK ROOM CLERK
Full time for Troy retail store. Some evenings & weekends required. Competitive hourly pay & benefits. Call Margot Mon-Fri 10-4pm. (810) 637-2800

STRONG MENWOMEN wanted. PA part time for lawn care landscaping. Livonia area
(313) 422-0527

SUBCONTRACTORS
Wanted for commercial cleaning. Increase your monthly cash flow. Call (810) 616 9090

FUN SUMMER JOBS!!
Creative, enthusiastic & experienced college students and teachers needed as counselors & lifeguards from June 13-Aug 23
Summer Impressions Day Camp
810-661-3630

SUMMER CAMP JOBS
For Girl Scout camps in Traverse City and Lapeer. Openings for Counselors, Lifeguards, Waterfront Director, Camp Craft Director, Sports/Archery Director, Climbing Wall/Ropes Director, Arts & Crafts Assistant, EMT/RN, Head Cook, Assistant Cook. Contact Fairwinds Girl Scout Council at 810-852-6200 for information at 1-800-482-6734 AA/EOE

SUMMER DAY CAMP STAFF
Full-time. Southfield area
810-354-9165

SUMMER HELP
Full or part time. No experience necessary. Apply in person Plaisdell Bookbinding, 12150 Farmington Rd, Livonia
(313) 522-4454

SUMMER HELP
Full time to work at apt communities in Farmington Hills area. Total care of pool, exterior grounds & misc chores. Weekends required. $7/hr. Apply in person Mon-Fri, 9am - 12 noon. 25505 W. 12 Mile Rd., Site 2600, Silver Triangle Bldg., Southfield

SUMMER HELP - Rochester Hills area. Mid May to Sept. Nominal 40 hours per week. Pool maintenance, groundswork, hedge trimming, mulching & weeding. Experience helpful. Ideal student opportunity, 18 or over. Call for details Mon-Fri, 8am-5pm. (810) 652-6221

SUMMER JOBS AVAILABLE
You must 16-21 yrs. old, meet JTPA guidelines and live in Oakland County. Please call (810) 758-9187 Hearing Impaired (810) 354-4831 EOE M/F/H/Drug free workplace

SUMMER JOBS
Limited Openings for Youths 18-21
APPLY NOW!!
Work Assignments & Duties Vary
Outside and Inside Work
Make Appointment Now!!
Call
ETD YOUTH EMPLOYMENT
(313) 722-5756
JTPA Eligibility applies must live in Wayne County outside Detroit

SUMMER JOBS
need cash? Be 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) 755-4888

SUMMER YARD HELP
for two Farmington apartment complexes. Call 3pm at 810-477-3636

SUPERVISOR
Well established national manufacturer is seeking an experienced supervisor. Lumber experience a plus. Please send resume & salary requirements to: PO Box 4116, Centerline, MI 48015-4116

SYSTEM ENGINEER
With personal computer firm. TCP/IP, NT, Novell experience preferred. COMPUTIZE, 24005 Research Dr., Farmington Hills, Mich. 48336
(810) 615-4555

SWIMMING POOL ATTENDANTS. Nov. & W. Bloomfield area. Must be available for May 27 thru Labor Day. Life or similar license req'd for appt. Mon.-Fri. (810) 348-8077.

500 Help Wanted General

SUPPLEMENTAL INCOME
Permanent part time 10-15 hours per week. Start at 4 30pm Mon-Fri $12/hr. Lifting required, physical work. Apply Mon-Fri 9am-4pm. 32416 Industrial Rd., Garden City.
313-427-5300

SYSTEM ANALYST/PROGRAMMER- Wholesaler Distributor located in Livonia seeks experienced Programmer for Operating Data Processing Dept. Knowledge of Business Basic. Unix on HP System helpful but not mandatory. Salary commensurate with experience. Please mail/fax resume, with salary requirements to:
Personnel Dept
Silverman Sales Inc
38000 Amrhein Rd
Livonia, MI 48150
Fax (313) 464-3334

TAX PREPARER - full time. Must be experienced to work for Farmington Hills accounting firm. Minimum two years experience & plus. 810-855-1670

TAX PREPARER - Immediate opening for experienced individual for small accounting. Part time at first. Full time later. Call Mondays. Call RICHTER & ASSOC
810-398-9010

TEACHER - ASSISTANT, part time, needed for infant/Toddler program West Bloomfield area. Must be able to work various shifts
(810) 661-7505

TEACHER
Come visit us at this owned quality child care program in Farmington. Good benefits, wages. Benefits include 2 paid days to care for kids
(810) 471-1022

TEACHER DIRECTOR
for learning center in W Bloomfield. Reading & math. Business skills & teaching certificate required. 3810 Manchester, Bloomfield Hi. 48302

TEACHER - PART-TIME certified secretary / receptionist. Excellent information call (810) 344-1474
Ask for Pamela Kamm

TEACHER - Preschool Class & Afternoons Sept thru May. Farmington Hills Developmental program
810-661-2126

TEACHERS & TEACHER'S ASSISTANTS for childcare centers. Full & part time. Benefits will be created. Call 810-478-5560

TEAM LEADERS
Growing company looking for a truly basic people for full time team leader positions. Must have good driving record, reliable transportation, good communication skills. Call for interview at 313 831 6575

TECHNICAL SUPPORT
Year around position. Experience with Novell Local Area Network, MS Windows, AS400 M.DOS. Send resume to 48 EAST Lake Drive, Schools 315 N. Lapeer St., Lake Orion 48362 by May 10

TECHNICIAN
LOCAL telecommunications firm seeks experienced cable installer. Must have outside plant experience, truck & tools provided. $10-12 an hr. Fax resume to 810-641-5858 or send to: Communications Plus, Inc., Bob Beaver, Sta. 220, Troy, MI 48084, or call 810 362-0287

TELEMARKETING SURVEYORS
IMMEDIATE OPENINGS
NO SELLING REQUIRED
Full Time and Part Time Weekend Hours
Day and Evening shifts available
Call (810) 827-4700

TELEMARKETING SUPERVISOR
Prestigious national firm representing Fortune 500 companies has an opening for a professional Call Center Supervisor. A minimum of a bachelors degree required along with Business Administration, Economics or Marketing, inbound and outbound call center experience, a minimum of 3 years experience and the ability to work a night schedule
This is a professional management position located at our corporate headquarters. We offer a challenging dynamic corporate environment and growth potential. Excellent pay and benefits package. Please send your resume to:
Manager of Personnel (TELMK)
P.O. Box 2481
Farmington, MI 48331-2481
Fax 810-488-5363 Attn TELMK

TELEPHONE INSTALLER/Technician
Entry-level to experienced career opportunity. Competitive salary plus a 401K plan, profit sharing & full medical, dental, optical insurance. Apply 29450 Haggerty Road, Farmington Hills, Mon-Fri, or call for an appointment. 810-489-0000, ext 202

TELLER - CREDIT UNION
In Royal Oak area. Full time. Competitive wage & benefits. Part time, 10-2pm, Mon-Fri. Accepting applications at 1903 Rochester Rd

TELLERS
Seeking enthusiastic, professional customer service oriented individuals for part-time teller positions in our Canton office. Candidates should possess good mathematical & organizational skills. Computer & calculator experience a plus. Will train qualified candidate. Send resume to or apply in person at Ann Arbor Teachers Credit, 500 S. Harvey, P.O. Box 8050, Plymouth, MI 48170

THE VILLAGE APARTMENTS in Westland is currently seeking mature, dependable people to work full time and weekends. Maintenance positions must be 18 or older. Apply in person or call the Village Clubhouse
810-624-6464

TIME WARNER CABLE
Permanent, part-time.
Entry level $4pm
No experience necessary.
Apply in person at
14325 Farmington Rd, Livonia
Mon & Tues 8:30-5:30, Thurs 8-5

TIRED OF WORKING LIKE AN ELEPHANT & GETTING ONLY PEANUTS?
Earn $7-$14/hr taking credit card applications in area malls. Call Craig or leave message 313-326-4553

TOOL & DIE RETROFITTER
Ambitious self-motivated individual needed for implementation of a research automation program. 2 yrs minimum experience. General machine shop skills. Mills, drills, grinders, lapping, & welding. Able to work from prints or verbal instructions.
Design, Autocad & electrical working knowledge of systems a plus but not required. Excellent opportunity for advancement. Good pay & benefits. Apply in person E & E Manufacturing, 200 Industrial Dr., Plymouth, MI 48170 (across from Burgers)

TRAFFIC/SERVICE COORDINATOR
Company temporarily based in Northwestern home requires a traffic/service coordinator. Knowledge of Southeast Michigan roads and geographical area necessary, as well as a personable telephone manner. Responsibilities include Traffic/Service Coordination, P.O. Box 344, Northville, MI 48167

TRUCK DRIVERS
BGB, Inc. is accepting resumes for truck driving/chemical handling positions. Must be qualified to transport hazardous waste, have a current CDL class A or B endorsement, 40 hour hazmoper training, DOT mile 126-F training, & pass DOT required physical including drug & alcohol testing. Comprehensive benefits package. Applications are being accepted by appointment only. Send resumes to: BGB, Inc., 44744 Helm Street, Plymouth, MI 48170, Attn: Operations Manager. EEOC

500 Help Wanted General

TRANSPORTATION COMPANY HELP NEEDED!
Due to strong sales growth, The Metro Detroit premier ground transportation company, has the following positions available: • Dispatcher • Customer Meet & Greet Attendance • Building & Vehicle Maintenance • Reservations Service Representatives. At The Metro Group, we offer a competitive wage and benefit package. Hard working individuals interested in a challenging opportunity within a fast paced organization should apply at or call
Attn HR
28900 Goddard Rd
Romulus, MI 48174
(313) 438-2222

TRAVEL AGENT
needed - full time. Mon thru Fri. with Sabre experience outside sales also needed
(810) 652-1428

TRAVEL AGENT
2 years experience
Southfield area
(810) 352-1500

TRAVELODGE
The Northville Travelodge is seeking motivated individuals to each our team. We are a division of Innsbrook Resort Motels of America. It is a rapidly growing leader in economy lodging. The following job 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
21100 Haggerty Rd
Northville Michigan 48167

TRAVEL PROFESSIONALS
American Express travel has 2 immediate full time positions available in our downtown location in Warren and 1 which has a portability basis but if our job is located where is needed. We are seeking career minded Travel Agents with a dedication to deliver unsurpassed customer service. Applicants must have experience utilizing the Sabre and Worldspan computer systems. We offer competitive salaries as well as one the most outstanding benefits packages in the industry. Happy hours are free to
American Express Onsites
4 Parkview Blvd. Ste. 334
Lombard, IL 60148
Attn Lisa Rocheleau
An Equal Opportunity Employer

Travel
Reservations Agents
Looking for enthusiastic career minded individuals. RESERVATIONISTS TRAINING PROVIDED WITH POTENTIAL FOR LEADERSHIP IN THE TRAVEL & TOUR INDUSTRY. Full time positions available. Not required Familiarity with a keyboard. Salary plus benefits package. Apply Mon-Fri 10am-1pm
Travel Management Company
29566 Northwestern Hwy
Southfield, MI

TRUCK DRIVER
for plumbing supply distributor. Must have CDL license. Full-time position with benefits. Warm area. Apply at Elite Supply Co., 2999 Oakland Rd., Wixom

TRUCK DRIVER
Person needed to drive truck, handle material and load trucks. Apply at 50 Nouveau
Call 8am-5pm. (313) 533-9200

TRUCK DRIVERS
Seamless CDL required experienced only. Call 8am-4 30pm, Mon-Fri. (313) 455-4036

TRUCK DRIVER
Tractor Trailer. Driver needed for Building Materials Distribution company. Local runs, no weekends. CDL Class A License required. Applications accepted at Hansen Marketing Services, Inc.
1000 Shelton Road
Walled Lake, MI 48390
(810)669-2323

TRUCK DRIVER/WAREHOUSE PERSON
With CDL license (Class A) for a beverage company. Competitive wages & benefits package.
Call (810) 474-6826

TRUCK DRIVER
With CDL - Class A, and minimum 3 years Tractor Trailer experience
(810) 338-8088

TRUCK & FLEET MECHANICS
Light & heavy duty, with tools, transportation & references. Also needed, Apprentice
American Truck & Fleet Repair
38800 Mound Rd
Sterling Heights, MI 48310
(313) 795-0100

TRUCK MECHANICS, Class A, for medium duty truck & trailer repair company. Advancement to the right individual. Benefits
(810)349-9300

TYPESETTER/KEYLINER
Needed for small Rochester Hills Copy house preferred. Call Sean for interview
(313) 729-4555

TYPESETTER
$400 TO START
Must be familiar with the following programs:
•Photo Shop
•Illustrator
•Pagemaker
•Quark
IMMEDIATE OPENING
CALL 810-443-0500

TYPISTS/GENERAL OFFICE
Growing Farmington Hills company seeks energetic individuals for data entry position. Typing skills for full time position. Salary $8/hr plus benefits. Send resume to: PO Box 2558, Southfield, MI 48034-9996

UNIX SYSTEM ADMINISTRATOR
Requires minimum 2 years experience in HP-UX OS. Background in RDBMS, TCP/IP, and LAN connectivity. Excellent salary and benefits package. Please send resume and salary requirements in confidence to: Box 43022, Livonia, MI 48150

VALET ATTENDANTS
• Must look professional.
• Top paying job.
Call Scott 810-626-1050
or Jim B. 313-748-8044

VETERINARY CLINIC
Person for kennel work & office procedures. Full-part time. Eager learner who likes pets & people. Apply P.O. Box 51341, Livonia, MI 48150

VOCATIONAL REHABILITATION ASSISTANT/JOB COACH
For supported employment program work with closed head injury. Priority requested: background & 2 years college experience. Send resume to: P.O. Box 63000, Detroit, MI 48213
An Equal Opportunity Employer

500 Help Wanted General

ACO HARDWARE WAREHOUSE 2ND SHIFT
SHIPPING DEPARTMENT
Left at least 50 lbs. work in variable temperatures (depending on season). Ability to read and reading skills required. Starting time 4 PM Starting pay $8.15 hour, 90 days to review, 2 per employment drug test. Send letter of interest to: Human Resources, 23333 Commerce Dr., Farmington Hills, MI. 48335 2764

WAREHOUSE ASSISTANT
WANTED! Must have good driving record. Call between 9-4:30
(810) 307-6363

WAREHOUSE/COUNTER SALES
Industrial distributor of bearings and power transmission products. Parts experience helpful.
Reply in confidence to:
OPPORTUNITIES MANAGER
MOTION INDUSTRIES INC
P.O. BOX 9212
LIVONIA, MI 48150

WAREHOUSE DRIVER needed for Wholesale Distributor. Must have Michigan Driver's License. Fringe benefits included. Call (810) 322-4405 or fax resume at (810) 347-6284

WAREHOUSE HELP
Summer position. Must be Some thing good math skills. High school graduate or GED a must. Min pay is starter $7.50 an hour. Send resume or letter to: Human Resources, WHSE, P.O. Box 02699, Detroit, MI. 48202
EOE

WAREHOUSE HELP
wanted. Immediate full time positions available with benefits for responsible individuals. Shipping/Receiving, warehouse experience helpful but not essential. Write to: P.O. Box 1004, Wixom, MI 48393-1004

XXX
XXX
XXXX

WAREHOUSE PERSON
A rapidly growing Southfield company is looking for a person with inventory experience. Must be able to lift 50 lbs. Must be computer literate. Duties include receiving, light assembly, unloading trucks, inventory maintenance and filing orders for field service crews. Please send resume and salary history to
Clover
Communications, Inc.
P.O. Box 40
Novi, MI 48376
ATTENTION Warehouse
EOE

502 Help Wanted Office Clerical

ACCOUNT ADMINISTRATORS
Computer literate with good communication organization & people skills. Call 313-416-2143
or Fax 313-525-4909

ACCOUNTANT
Automated Lockers Inc. is looking for a seasoned accountant for a self starting individual with 1-3 years experience for full time position. Send resume to:
Personnel Director
27870 Cabot Drive
Livonia, MI 48150

ACCOUNTANT
Immediate opening for staff accountant. Requirements include: Bachelor in Accounting, 1 Yr. accounting experience, knowledge of computer & Windows. Salary range $19,000 to $22,000 plus benefits. Send resume to:
DIASEM, ATTN: GJM CPA
30375 Northwestern Hwy., Ste. 100
Farmington Hills, MI 48334

ACCOUNTANT/OFFICE MANAGER
needed for Farmington Hills CPA Firm. Minimum 5 yrs CPA Firm experience. Computer literate. Excellent salary, excellent compensation package including 401K, stock, & bonus. Excellent salary & fringe benefits available. Please send resume to: Accountants/Office Manager, 29800 Orchard Lake, #200, Farmington, MI 48334-3467 Ann Susan

ACCOUNTING ASSISTANT
Small growing business financial services. Client coordination, trouble shooting, data entry, credit analyst, data entry, based organizational, verbal, numbers & computer skills. Ability to analyze problems & figure out the right solution. BA degree. Non smoking professional office. Resume to:
Attn: Jenny
6960 Orchard Lake #301
W. Bloomfield, MI 48322
(Fax 810-855-8152)

ACCOUNTING ASSOCIATE
Excellent opportunity for person with strong personal computer data entry and spreadsheet preparation skills. Will be responsible for invoices, fax and perform other duties in support of daily accounting group. Some overtime required. Prior accounting experience preferred. For immediate consideration, send resume and salary requirements to: Mgr. Human Resources, SMI, 43980 Plymouth Oaks Blvd., Plymouth, MI 48170
EOE

ACCOUNTING CLERK
A/R, A/P. Two year experience required. Bank Rec. a plus. Perfect opportunity for detail oriented individual. Immediate opening. Call Ann at 810 559 9070 Call 810-559-7430

ACCOUNTING CLERK - Part Time
For non-profit agency. Accounts Receivable, Accounts Payable, & other misc duties. Must be computer literate. Hours are 9-12:30 M, T, W, Th. Ste. 100, Southfield, MI 48076 or Fax 810-557-4642, Attn: Denise

ACCOUNTING CLERK - Consecutive, detail oriented person for manufacturing firm farmear with AR, AP, inventory, payroll, & G/L duties. Prior required. Excellent benefits. Fax resume to: Mr. Bill Pepper, 32601 Industrial Dr., Madison Hgts, MI 48071

Accounting
Industrial air freight and charter service organization has excellent opportunities for
•ACCOUNTS PAYABLE CLERKS/PROCESSORS
•ACCOUNTS RECEIVABLE CLERKS
Qualified candidates must possess computer knowledge desired. Associate degree or equivalent experience.
•DATA ENTRY CLERKS - Responsible for accurately entering invoices via computer, some filing and running reports for check printing purposes. Previous data entry experience helpful.
Mail or FAX your resume indicating position of interest and salary history to: Attn: Human Resources Manager, Emery Air, 1400 Rawsonville Rd., Belleville, MI 48111, FAX: (313) 484-7178. EOE M/F

ACCOUNT REP
A leader in dental staffing since 1970. We are seeking an individual with proven sales ability to contact clients and interview/place clerical. Salary open, benefits.
ARDOR TEMPS. 459-1166

ACCOUNTS PAYABLE
Walled Lake
Fortune 500 Company seeking qualified accounting clerk with 2-3 years experience. $8-$10/hr. In Start. Windows/spreadsheet experience. Please fax resume: 810-967-4456

500 Help Wanted General

WELDER
Busy manufacturer needs reliable individual to join welding team in high production atmosphere. Requires 1-2 years experience in MIG and TIG welding, plus the ability and desire to learn semi automatic and robotic applications of both processes. Full-time, day shift position with competitive wages and excellent benefits. Please send resume to:
HR - Welder
P.O. BOX 701395
Plymouth, MI 48170
or call 313-207-4710 & leave information

WELDERS
All around aluminum MIG, TIG & End Stick. Heavy steel fabrication 5 yrs experience. Full range of benefits. Rite On Industries, 12540 Beech Daly, Redford (313) 937-2000

WELDERS & LAYOUT FITTERS
$13.00 Per Hour
Y P Fabricators, Plymouth
(313) 453-2300

WELDERS - Must be well versed in MIG welding application. TIG welding and computer experience helpful. Benefit package, including medical insurance, 401K. Apply in person: U.S. Fabricating, 1947 Haggerty Rd., Walled Lake

WINDOW TREATMENT DECORATOR
needed part time for Mount Tech repairs. Call (313) 953-4030

WRITER
Full time entry level position with Home magazine. Must have proven writing ability, desire to learn & enjoy working with people. Entry/Career Some editorial/writing experience preferred. Send resume & writing samples to:
D & F, PO Box 84W,
Brighton, MI 48116

XXX
XXX
XXXX

YARD MAINTENANCE
regularly through Summer
810 626-2207

24 HOUR home care needed Mon am thru Sat am, for sweet 92 yr old woman living in Farmington. Housekeeping assistance. Cooking, laundry & mostly friendly company will be your reason. Salary $7/hr. Call family interview. References will be checked. Great pay. Leave message at 810-644-2876

502 Help Wanted Office Clerical

ACCOUNTING SUPERVISOR
Southfield market research and information services company is seeking an Accounting Supervisor. Reporting to the Controller, this position is responsible for general ledger posting and maintenance, financial statement analysis, inventory control, job costing functions & supervision of A/P, A/R and payroll personnel. Qualified candidates will have 2-4 years related experience, BA in Accounting, strong analytical skills & Windows experience. Solumn experience a plus. Previous supervisory experience preferred. Forward your resume with salary requirements to:
Attn: ASB
26555 Evergreen, Suite 300
Southfield, MI 48076
Fax (810) 352-0763
EOE

ACCOUNTING
TEMP TO PERM
• Payroll Manager, Bloomfield, high volume, to $33K
• Bookkeeper, Plymouth, Platinum office, to $28K
• Job Cost Bookkeeper, Farmdale, to $25K
• Assistant Bookkeeper, Troy, to $25K
• Sr. Accounting Clerk Fast Paced Office, Farmington, to $22K
• Accounts Receivable Billing Clerk, Winter, to $22K
• Accounts Payable Clerks, Farmington, Detroit, to $22K
TEMP
• Full Charge Bookkeeper, 30 hrs/week, Ann Arbor
• Accounts Receivable Accounting Assistant, prestigious Warren engineering firm, long-term
• Accounting/ Administrative Assistant, Bloomfield automotive firm
• Accounts Payable Clerks, Farmington, Southfield
If you are available immediately, and willing to work as an Accountants One Temporary employee, where pursuing your new job, please call. We also provide full Permanent placement services, and give first priority to our Temps
Accountants One, Inc
24901 Northwestern Hwy
Suite 818
Southfield, MI 48075
(810) 354-2410

Accounts Payable / Accounting Clerk
Opening for individual with office, data entry experience and accounting knowledge. Need to be detailed oriented and organize a lot. Time sensitive benefits & work conditions. Non-Smoking office. Please send resume to: Joel Ross, 1000 Joe Patrian Chevrolet, GEO, 28111 Telegraph, Southfield

ACCOUNTS PAYABLE/RECEIVABLE
Fast paced company seeks multi tasked, detail oriented person with computer experience. Knowledge of AP & AR required. Send resume to Accounting Manager
3132 Martin Rd. Walled Lake, MI 48390 or FAX to 810 669-5343

ACCOUNTS PAYABLE PROCESSOR
Property management firm seeks detail oriented individual experienced in automated payable processing. High volume position requires strong organizational & communication skills. Send resume and salary requirements to: Amurcon Corporation
26555 Evergreen, Suite 1300, Southfield, MI 48076 Fax 810-352-0725

ACCOUNTS RECEIVABLE CLERK
Full time entry level position. Northwest Detroit Suburb. Candidate must have minimum 1 yr. previous A/R experience, excellent math ability, 10 key calculator & typing skills required. Excellent benefits package. Please send resume & salary requirements to: Box 2147
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

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. Please apply to Joel Ross, 1000 Joe Patrian Chevrolet, GEO, 28111 Telegraph, Southfield

ACCOUNTS RECEIVABLE CLERK
Looking for a detail and people oriented individual with strong math skills. Computer literate. Excellent benefits package and Lotus experience required. Competitive salary, excellent fringes. J.R. Thompson Company, Box 2117, Farmington Hills, MI 48333

ADMINISTRATIVE ASSISTANT
For 1 person office in Redford. Must have strong math skills. Requirements: gently Computer knowledge a must. Full time. Call 313-538-1955

ADMINISTRATIVE ASSISTANT
Computer literate with experience & must Accounting and payroll necessary. Bookkeeper 40 hrs per week. Milford Township
(810) 684-0555

ADMINISTRATIVE ASSISTANT
Employee benefits administration firm seeks mature, well organized individual with strong attention to detail and good communication and word processing skills. Full-time Position Mon-Fri, 9am-5pm. Knowledge of Word Perfect 6.2 Previous experience in health insurance & or benefits helpful. Send resume & salary history to:
Personnel Manager
PO Box 3039
Birmingham, MI 48012

ADMINISTRATIVE ASSISTANT
Southfield area dynamic property management firm seeks a self starting well organized individual who can handle multiple tasks. Strong and good communication and word processing skills. Other administrative experience helpful. Excellent benefits.
Please mail or fax resume to:
Work Properties
100 Galleria Officentre
Suite 655
Southfield, MI 48034
Fax: (810) 358-3779

ADMINISTRATIVE ASSISTANT
well organized individual to prepare for appointments & other office duties. Office experience necessary including Windows & Excel. Resume
Administrative Assistant - 27780 Novi Rd., #245, Novi, MI 48377.

ADMINISTRATIVE ASSISTANT
Major financial institution with Detroit headquarters in Southfield location throughout the area has immediate short and long term assignments. Temp to perm available. Call Sara
Dimensional Livonia/Farmington
248-7961 473-2931

Advantage Staffing

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

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

502 Help Wanted Office Clerical

ADMINISTRATIVE ASSISTANT/PERSONNEL
Decision maker with good judgment skills and computer literacy to coordinate all functions of employee relations including recruiting, training and benefits reports to VP of administration. Degree in a related field or 3 years experience in a personnel environment. Fax current resume in confidence to (810) 737 5588

Administrative Assistant/ Customer Service
Growing manufacturing company is seeking a professional to perform duties in administration and customer service. These will include general clerical, data entry, phone work with customers and plant facilities, and computer literacy. 2+ years of experience required in office setting, strong communication skills and flexibility to perform multiple tasks is necessary. Forward resume with salary expectations to:
Admin/JR
P.O. Box 6407
Plymouth, MI 48170
EOE

•Administrative Assistant
Fast-paced growth company with desirable working conditions
Must possess a minimum of 1-2 yr experience in or related clerical:
• Bookkeeping
• Computers & Windows for the following: DB, Word, Excel, Publisher
• Good communication skills
Competitive salaries, good sharing health benefits & potential ownership
CabineTek
Fax resume to 810-349-7443
Drug free, non-smoking EOE

ADMINISTRATIVE ASSISTANT
Immediate opening for individual with a minimum 3 years secretarial experience and advanced word processing skills, preferably in WordPerfect 6.0 Windows. Successful candidate will also possess accurate typing skills of at least 55 wpm, be detail oriented and have strong organization and communications skills. Shorthand helpful but not required. Send resume with salary requirements to:
K Hardee
PO Box 5040
Southfield, MI 48086-5040

ADMINISTRATIVE ASSISTANT
Seeking energetic individual with strong people organizational skills and computer knowledge. Full time position with benefits. Send resume with salary requirements to:
THE NURSING HOME GROUP
24301 TELEGRAPH
SOUTHFIELD, MI 48034
ATTN: SUE

ADMINISTRATIVE ASSISTANTS
$10-$14/hr.
Excellent positions available with leading companies in the Rochester/Auburn Hills area. Must be dependable and able to handle multiple tasks. Good phone and communication skills needed. Word processing knowledge a must! We offer competitive wages, longshort term, temp-to-HIRE, benefits.
Farmington Hills 810-615-0660
Rochester Hills 810-650-5690
Western STAFF SERVICES.

ADMINISTRATIVE ASSISTANT
Our Contract Furniture Division is seeking an Administrative Assistant. Must have knowledge of the Sales and Design Dept. Job duties would include: typing of all correspondence, filing, and various other clerical duties. Candidate must be proficient in Microsoft Word and Excel and be able to multitask well. Will offer payroll hours and generals payroll reports for multiple people. Requires strong computer skills, outstanding customer service and problem solving skills. Must be self-motivated, a team player with the ability to adapt to frequent changes. Qualified applicants please FAX your resume
Attn: HR Manager
(313) 953-5068

BOOKKEEPER
Accounting firm in Farmington Hills looking for Bookkeeper with experience in payroll taxes. Send resume to: BWP/hp
PO Box 2179 Farmington Hills, MI 48333-2179

BOOKKEEPER
Accounting office desires Bookkeeper with experience in payroll taxes, computers, typing, filing. Full-time. 10 Mile / Southfield area. Send resume, salary requirements to: Kathy Bell, 29800 Orchard Lake, Suite 104, Southfield, MI 48