500 Help Wanted General

SOUTHFIELD BASED property management firm seeking expert entrepreneurial leasing manager to residential sites in the Metropolitan area. All benefits included. Send resume and salary requirements to: D. L. P. O. Box 306, Southfield, MI 48037

SPECIAL ED TEACHER FOR Learning disabilities resource room. Alternative Private school. Experience and certification required. Orton-Gillingham training a plus. Call 313-229-6281

SPRAY PAINTER
Accepting applications for experienced spray painter. Production experience a plus. $8 to $10 starting. Contact: Eagle Carpentry (313) 459-0468

STAFFING COORDINATOR
Global employment service searching for staffing coordinator in our Livonia office. Responsibilities include direct and develop clerical temp staff for Fortune 500 company in Troy. Minimum of 1 year industry experience required. Must possess bachelor degree or 6 years work experience. Must be professional, positive and self-motivated. Send resume & salary requirements to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

STARTERS RANGERS
Good money, flexible hours! Please apply in person: Kensington Golf Course, 53503 W. 10 Mile, South Lyon

STATE OR ASE CERTIFIED TECHNICIANS - For full service diagnostic repair. Top pay, 401k, vacation & other benefits for right individual. (313) 535-2220

STEEL DETAILER
Structural steel detailer/fabricator is seeking an experienced detailer. Full benefits. Call Jerry Rosenbaum with experience. EOE. Send resume to Box #2756
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

STOCKBOND BROKERS
Institutional firm, book reserved up to 150+, will train. Call Steve (810) 351-5600 or FAX (810) 351-5616

STOCK BROKER to $250,000
Advise investors on long term stock market strategies. Call CIC Corp. (810) 344-1331. Fax 810-324-2481

STOCK HELP
Needed for Detroit area stock store in Birmingham. Handling of huge house, searching for quality diversified investing. Must be neat, well spoken and able to work long hours. $5,500+. Call Mr. Tovar for interview at (810) 646-7847

STUCCO STONE installers Exterior $12 to $20+ a hour. Per diem. Year round work. We pay expenses. Call (313) 449-5334

SUMMER EMPLOYMENT - Come work with a team cleaning residential homes. Starting at $7 an hour. Mileage. (810-855-1842)

SUMMER HELP
Needed for apt. communities in Farmington Hills area. Light maintenance, pool, lawn care, grounds & misc. chores. Weekends required. $7/hr. Apply in person: Maple Ridge, 27100 Halsted, 23500 W 12 Mile Rd., Site 2600 (Under Transparent Tube Entrance)

SUMMER HELP
Needed for apt. community in South Field. Full time. Call 810-356-0400

SUPERINTENDENT
Growth based general contractor specializing in quality health care construction seeks a professional superintendent with health care experience. Competitive salary & benefits. Fax resume 334-223-8 sales, Inc., A.S. Sale 143, Livonia, MI 48152

SURFACE GRINDER needed for New area shop. Experience only. Apply at: Kenlock, 31500 Dequindre, Madison Heights

TAILORS - for busy alteration shop in Royal Oak & Birmingham. Experienced men & women, clothing. Full-part time. Call (810) 646-1320

TANKER DRIVER
Western Wayne County beverage company has a permanent position for local driver. Must have CDL A endorsement, three years experience, but will train. Offering competitive salary, full benefits package, medical, profit sharing and 401-K. For more information call:
(313) 397-4901
EOE

TARGET
NOW HIRING!!!
• Early Morning Stock Team
• Late Night Stock Team
$6.50 start / $6.75 after 30 days
• Sales Floor/Cashier Team
$5.50 start / $5.75 after 30 days
Bonuses Available
APPLY AT GUEST SERVICE
30000 Grand River Ave
Farmington, MI
EOE Drug/Tobacco Free Workplace

TAX ACCOUNTANT
CPA with specialty in the tax area needed for full service accounting firm. Excellent benefits package for right individual interested in immediate hands-on experience. Must have 3-5 years tax experience. Familiarity with automated accounting systems a plus. C.P.A. MST designation a plus. Should be willing to work Friday nights during tax season.
Send resume to Box 250125
West Bloomfield, MI 48324

TEACHER & ASSISTANT TEACHERS
FULL & PART TIME
Positions will be available immediately & for the Fall. Various levels of teaching experience & education needed. Jewish educational background a plus. Preferably Jewish Community Center in W. Bloomfield & Oak Park. Please call for more info. (810) 851-7604

TEACHERS & ASSISTANTS for children ages 2-5 years. Full Benefits available. 810-661-0560

TEACHING - MATHEMATICS Laboratory Coordinator to develop lab exercises to service diverse student populations. Must have degree and teaching experience in mathematics. Must be committed to current professional mathematics teaching standards and practices. Salary commensurate with experience. Send resume, transcripts and references by Monday, June 24 to: Mathematics, University of Michigan-Dearborn, 4901 Evergreen Road, Dearborn, MI 48128. EOE

TECHNICAL APPRENTICESHIP
Send resume to: Personnel, 3122 Revere Ct., Bloomfield Hills, MI 48304

TECHNICIAN - PLASTICS
Technicians needed to operate, troubleshoot & repair high speed injection molding machines, robotics, peripheral systems. Requirements include:
• Mechanical, Electrical or Industrial or 4 yr. apprenticeship
• 2 years with experience also considered
• Pneumatic, Oil, electric
• Self Starter
• Team Oriented
We offer
• Training
• Full Benefit Package
• 401 (k)
• Excellent & Challenge
• Growth Industry
Send resume to PLASTICS, P. O. Box 8004, Ann Arbor, MI 48106

TECHNICIAN WANTED
Livonia location. Some mechanical, electric assembly skills. Some computer experience. Maintenance experience preferred. Must be flexible. Send resume to: PO Box 1880, Southgate, MI 48195

500 Help Wanted General

TECHNICIANS (Electronic)
• Must Be Certified
• Interviews and Start ASAP
• Entry Level Position
• Clean Atmosphere
Ann Arbor area
Call or fax resume to
Amy
THE EMPLOYMENT CONNECTION
341 Airport Industrial Dr.
Ypsilanti, MI 48198
313-485-7900 1-800-990-7810
Fax 313-485-4219

TELECOMMUNICATIONS INSTALLERS/TECHNICIANS
(313) 955-2389

TELEMARKETER
Local GM automotive dealer needs professional person with good phone skills. Pleasant work environment. Call Sam after 3 (810) 615-8933

TELEMARKETERS
$15 per hour average. Top producers earn $22 per hour plus. AM and PM shifts. Call (810) 358-4000, ask for Stan Denis

TELEMARKETER WANTED
Shipping Department
Approx. 20 hours a week in my office. Nice phone voice
810-642-1155

TELEMARKETING
For Home Improvement Company. Full time & part time. 401k available. Call (313) 462-2507 ext. 121

TELEMARKETING
Research university, no selling or appointment setting. Very easy work. Hours 9pm-9pm. Contact Pru Fin Students & retirees welcome. Realty Mongram (810) 557-1000

TELEPHONE INSTALLER/ Technician
Entry-level & experienced career opportunities. Competitive salary plus 401K plan, profit sharing & full medical dental optical insurance. Apply: 20450 Haggerty Road, Farmington Hills, or call for an appointment. (810-476-5000 ext 207

TELEPHONE WORK
Pleasant Rochester Hills office. Part time job seeking university. Great wage + bonus. (810) 852-3070 Ext 110

TELESERVICES REPRESENTATIVE
Plum Caramming, Inc. a high tech marketing services company located in Farmington Hills seeking permanent part-time Teleservices Representatives to conduct Customer Satisfaction Surveys. NO SELLING INVOLVED! Afternoon and evening shifts available starting at 1pm. Salary + bonus.
Please send or fax your resume to the below
Manager of Personnel (TEL)
PO Box 2487
Farmington Hill 48331-2487
Fax 810-488-5363 ATTN: TEL

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

TELLER WANTED
For friendly credit union in Farmington. Full time. Experience preferred but not necessary. We train
(810) 474-7100

TIRED OF WORKING LIKE AN ELEPHANT AND GETTING ONLY PEANUTS?
Earn $75 to $150 a day taking credit card applications in area malls & events. Call Craig or leave message 313-326-4553

TOOL & DIE GENERAL SUPERVISOR
The Budd Company, a world-class supplier to the transportation industry, is part of Thyssen A.G., a German multi-billion dollar sales industrial conglomerate. Our Tool & Die Department is currently seeking a General Supervisor to work at our Detroit Stamping Plant.
Duties Include:
Supervising tool and die makers in die repair, tryout and maintenance of production lines.
• Facilitating and leading cross-functional teams with employee teams
Requirements Include:
• Tool and die journeyman's card
• Knowledge in metal stamping welding and automated assembly operations
• Experience in large body dies and inner and outer dies, progressive dies and blanking dies
• Excellent communication, planning, problem solving and people skills
We offer an excellent salary and benefit package to the qualified candidate. If you are interested, please forward your resume, including salary history, in confidence to
The Budd Company
Human Resources Dept.
CS102
12141 Chalmers
Detroit, MI 48215
An Equal Opportunity Employer

TOURNAMENT PLAYERS Club of Michigan is accepting applications for • Landscape/Gardener. Michigan State Pesticide Application License required. Excellent benefits. Apply at Clubhouse 2000 M Nicklaus Dr. between 8th Rotunda Dr. between Greenfield & Southfield, in Davisburg.
TPC is a drug-free workplace. No phone calls please.

TRAVEL AGENT
One year SABRE experience for busy commercial/vacation agency. Call Rosa or David at (810) 958-5330

TREE CARE WORKERS (dairy and selling trees). $10 to $15 per hour based on experience, plus overtime wages and benefits. Pesticide certification and CDL helpful.
Call (810) 588-0202

TREE TRIMMERS
South Lyon area
Call Roger at Arrow Tree Experts
810-437-4335

TROPICAL FISH WAREHOUSE has full time position open. Mon thru Fri. 8am to 4pm. Detailed cleaning, bagging, fish & deliveries
Call (313) 532-1313

TRUCK DRIVER
Driver CDL-A. Good driving record. DOT qualified. Percentage pay. Pre dock & fast expansion a must. Larry. (313) 728-5500

TRUCK DRIVER - Local CDL Class A License needed. Willing to do plant work. Full time benefits. Apply within: 4301 Lilley Rd (S of Michigan Ave), in Canton

TRUCK DRIVER
Steel broker up to 40,000 lbs. Guaranteed local loads. Call 810-648-4118

TRUCK DRIVER
Inexpensive - private Western based company needs full-time driver $38,000+ per year. 401K, medical, dental. 810-434-1500

TRUCK DRIVER & WAREHOUSE HELP
For dock co. in Novi. CDL required. 40-60 hrs. per week. Competitive pay & benefits. Call (810) 442-9423

VICTORY LANE QUICK OIL CHANGE is now hiring for full & part-time positions. Apply in person at 27761 W. 13 Mile Rd, Farmington Hills. Or call 810-448-8423 XXXX

500 Help Wanted General

TRUCK DRIVER & YARD WORKER
Are you interested in earning a good days pay for a hard day's work? If you are, we have full time positions available right now!
• excellent starting wages CDL A or B + $10 bonus
• health care benefits and uniforms
• overtime available during busy seasons
• work outside & all different sites everyday
• opportunity for advancement
• gain experience in the construction industry
• join a company dedicated to servicing their customers
If the description appeals to you, please apply in person at
WABASH BUILDING MATERIALS
1131 S. Rochester - Westland, MI
or
36340 Van Born - Wayne, MI

TRUCK MECHANIC
Master Rubber is looking to add an experienced truck mechanic. Applicant should have knowledge of air brake systems, hydraulic experience a plus. Excellent pay along with benefits. Apply between 8am-5pm at
MISTER RUBBISH
11855 Venture Drive
Whitmore Lake - Hartland
(810) 229-8887

WAREHOUSE 2ND SHIFT ACO HARDWARE
SHIPPING DEPARTMENT
Lift at least 50 lbs. work in variable temperatures (depending on season), good math and reading skills required. Starting time 4 PM. Starting at 15 hour, full benefits 89 days per employment drug test. Send letter of interest to: Jim Hunter, Personnel, 23333 Commerce Dr., Farmington Hills, MI 48335
(810) 476-7500

WAREHOUSE ASSISTANT
WANTED full time door to door record. Call between 9 - 3
(810) 557-8283

WAREHOUSE / DRIVER
General shop duties, some heavy lifting. Must have valid driver's license. Excellent driving record required. Forklift experience helpful. Good math skills a must. Call Denise between 10am-2pm (313) 937-3970 ext 20. Or apply in person at
12380 Beech Daly, Redford

WAREHOUSE - growing wholesale distributor of automotive aftermarket production staff. Apply in person. Zanzon Novelty Co., 32965 Schoolcraft, Livonia

WAREHOUSE HELP
Able to work overtime, medium to heavy work. Must have valid driver's license & transportation. Dependable & literate. Call after 10am for appt
(313) 420-0000

WAREHOUSE HELP NEEDED with CDL or interest in obtaining one. Must have good references & work experience. Full time position - HBAC background required. $8 to $10 hourly. Call or mail resume to: John Putter, Distributing, 24360 Industrial, Farmington Hills 48335
(810) 995-4155

WAREHOUSE HELP
No experience necessary. Company paid benefits. Apply in person: 34475 Webb Dr., Westland (1 mile E. of I-275 N. of Ford Rd & W. of Hix)

WAREHOUSE Order filers needed for automated zone filing system. Immediate full-time positions available. Retail and wholesale distributors. Both part time & full-time positions available. Please apply in person at
Sovereign Sales, Inc
1255 American Rd
Livonia, MI 48150
West of Middlebelt between Plymouth & Curtis
A Drug Free Smoke Free Workplace

WAREHOUSE - order processing, 2nd shift, Monday - Friday. Full-time. Benefits available. Apply in person: Zanzon Novelty Co., 32965 W. P. Richards Co., 32500 Van Born Rd. #200, Wayne
EOE

WAREHOUSE PERSON
for wholesale distributor of building materials. Full time days with required overtime. Shipping experience, inventory control & forklift required. Apply in person:
Hansen Marketing Services, Inc
1000 Decker Road
Walled Lake, MI 48390
(810)669-2323

WAREHOUSE PERSON
Full-time for covering our customers in suburb Metro area responsibilities. Salary dependent upon experience. Send resume & salary requirements to: Box 5263, Northville, MI 48167

WAREHOUSE PERSON
A small Western based company needs a part time/full time person for general warehouse work $7 $8 per hour, plus 401K, medical & dental.
810-624-1550

WAREHOUSE POSITION - Van Dyke Entry, Inc. A leader for fast & certainly in the uniform service industry is accepting applications for a warehouse position, qualified candidate should be detail oriented, have a high energy level, efficient, and able to work in a fast paced environment, we offer competitive benefits & compensation package. Please apply in person to Van Dyke Entry, Inc 45700 Port St. Plymouth, MI 48170
EOE

WAREHOUSE
Shipping & Receiving. Part time, permanent 12:30-5pm Mon thru Fri. 10 Mile & 275 Area. Call Karen at (810) 478-0770

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

Warehouse Supervisor
For battery distributor. Load and unload trucks, heavy lifting, light warehousing. Full time, afternoon/night shift. Benefits. Drug test. Send resume with salary history to:
Box #2776
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

WELDERS/FITTERS
For light & heavy metal shop. Qualified MIG, TIG & ARC welding for fabricating and installing. Must have 3 years experience. Good pay & benefits. Call (313) 972-1866

WELDERS
Livonia sheet metal fab shop has full time positions available. Welding experience required. Benefits include uniforms, 6C/BB, holidays & vacation.
(313) 513-3488

WELDER
Tig, full time, 3 years experience. Salary negotiable. Blue Cross/Blue Shield, life insurance, retirement, 401K, dental, vision, disability, overtime. Apply in person at 2424 Beach Daly, 8 miles W. Canton

WELDER
with stick & MIG welding experience. Knowledge of plate fitting & the ability to read drawings. Benefits include uniforms, Blue Cross/ Blue Shield, holiday & vacation. Please call (810) 348-3966

WELDER
Full time. Must have 3 years experience. Salary negotiable. Blue Cross/Blue Shield, life insurance, retirement, 401K, dental, vision, disability, overtime. Apply in person at 2424 Beach Daly, 8 mi. W of Wayne Rd., Canton

WELDER
with stick & MIG welding experience. Knowledge of plate fitting & the ability to read drawings. Benefits include uniforms, Blue Cross/ Blue Shield, holiday & vacation. Please call (810) 348-3966

WORK AT HOME $200 to $700 weekly. Assemble crafts, circuit boards & other. No sales/selling skills required. 1-630-840-8324

WRECKER DRIVERS - Experience preferred but not necessary. Clear driving record. Apply in person: Al American Towing, 8140 Mark Twain, Detroit

500 Help Wanted General

WRIER
Full time entry level position with trade magazine. Must have proven writing ability, desire to learn & handle administrating experience preferred. Send resume & writing samples to: C.& F. PO Box 6414, Bloomfield, MI 48118

YARD PERSON
For construction company. Full time. Must have valid driver's license. Good pay, benefits after 90 days
(810) 478-9403

502 Help Wanted Office Clerical

ACCOUNTANT, Brighton Heating and Air conditioning contractor has immediate full time opening for an experienced accountant. Supervisory experience, knowledge of all payroll functions, knowledge of collections, monthly financial statements & must. Excellent benefit package. Please send resume with salary requirements to
David D. Denbaum & Co. CPAs
8702 N. Second Street
Brighton, MI 48116

Accounting
Accounts Payable/ Payable
Accounting Assistant - requires minimum three years experience, familiar with computerized accounting systems including accounts receivable accounts payable payroll. $5-$6

ACCOUNTING ASSISTANT
To $23,000 Major suburban firm Accounts Receivable Experience Lotus or Symphony a plus. Property management experience a must. Call Judy (810) 772-6760
Sterling Personnel Services

ACCOUNTING/CLERICAL
MICROFILM Large law firm seeking clerical position. Send resume to 651 Lewis Ross, Farmdale, MI 48220

ACCOUNTING CLERK
Full charge bookkeeper. Microsoft Word & Excel. Invoicing & computer. Used accounting are required. Non-smoker. Salary commensurate. Fringe benefits to PFMC, Controller, 30500 Northwestern Hwy, Suite 425, Farmington Hills, MI 48334 or Fax to (810) 851-0268

ACCOUNTING CLERK
Knowledge of basic accounting functions (A/R, A/P, Journal entries) strong data entry skills necessary, knowledge in Word & Excel (Mac) and/or similar programs. Interested applicants send resume to: Sandra Hall, Commerce Controls, Inc. 41069 Plymouth Road, Plymouth, MI 48170 or fax 810-476-6122. Attn: HR Dept

ACCOUNTING CLERK
Part-time position available for accounts receivable, payroll, human resources, computer data entry duties. Some experience with accounts receivable, computer data entry, excellent and computer background preferred.
Salary negotiable
QUANTUM CONTROLS INC.
Contact Controller Michael Beeman
313-525-3300
An Equal Opportunity Employer

ACCOUNTING CLERK
Must have experience rating & billing invoices on computer. Light bookkeeping necessary. Will be working at a 5 person driving department. Call for an appointment after 8 Mon. - Fri. Corrigan Moving Systems
23625 Research Drive, Farmington Hills (10 Mile / I-275 area)

ACCOUNTING CLERK
Needed for Bloomfield Hills based real estate management firm. Must have prior experience with accounts payable, accounts receivable, general ledger. Duties may also include light bookkeeping. Fax resume or mail to: Accounting Manager, 300 E. Big Beaver Rd. Suite 300, Bloomfield Hill, MI 48304

ACCOUNTING
Immediate full time and part time openings with growing Livonia based company for the following positions in the accounting department:
• Data Entry Clerks - must have 10,000 keys per minute and experience in the data entry field
• Accounts Payable Clerk - must have knowledge of Lotus & WordPerfect
Call Tracy at ext 214 for more information
Acro Service Corp.
313-591-1100

ACCOUNTING
PERMANENT
• ACCOUNTING Assistant, Bookkeeper, Accounts Payable, Receivable. Bachelor degree preferred or head bookkeeper. To $23K
TEMP-TO-PERM
• ACCOUNTANT, Auburn Hills mfg. firm. Systems management skills. To $40K
• Mfg. Overhead Coordinator Birmingham construction firm. To $32K
• ACCOUNTANT/Process Manager, Bloomfield advertising firm. To $33K
• PAYROLL Bookkeeper, Auburn Hills. To $28K
• A/R Accounts Receivable Clerk with Data Entry skills, Southfield. To $25K
• ACCOUNTANT Bookkeeper, downtown manufacturing firm. To $28K
TEMP
• PAYROLL Expert, experienced with outside payroll services. Canadian Payroll. $10/hr
• ASSISTANT Bookkeepers, Troy, Southfield
• DATA ENTRY Clerk, Madison Heights
• ACCOUNTS PAYABLE Clerks, downtown, Southfield
ACCOUNTANTS ONE
24901 Northwestern Hwy
Suite 620
Southfield, MI 48075
(810) 354-2410

ACCOUNTS PAYABLE
Fast paced Livonia office seeks entry level Accounts Payable clerk with some accounting experience. Ideal candidate will be computer literate and have previous experience with Lotus and word processing. Full time, 40 hours/week. Salary DOE. Fax resume to: Cindy Clarke at fax number (810) 462-3600

ACCOUNTS PAYABLE/ ACCOUNTS RECEIVABLE
Growth oriented property management firm seeking individuals with an accounting background. Image computer system experience. Fringe benefit package including 401K. Resumes to: 30 Burton Hills Blvd., Southfield, MI 48080 $188 ATTN R. Kowalski

ACCOUNTS PAYABLE/ PERSONNEL CLERK
Windows applications required. Full time benefits. Send resume to ATTN: P.O. Box 07560 Detroit MI 48207 or Fax 313-259-7086

ACCOUNTS PAYABLE CLERK
Progressive Metal Stamping Company is accepting applications for a part-time Accounts Payable Clerk (4 hours per day, Monday-Friday). Ideal candidate will be computer literate and have previous experience with accounts payable. Wages will be based on experience. Send resume to: Cope & Grams Inc. 10000 Plaza Drive, Plymouth, MI 48170. Attn H.R. Manager. E.O.E.

ACCOUNTS PAYABLE ASSISTANT
Now company needs full time clerk to assist in accounts payable. Duties include posting invoices, preparing daily mail, filing & other clerical duties. Excellent benefits package. Hills Equal Opportunity Employer. Call Judy at (810) 478-9700

AD AGENCY Accounts receivable/payable, invoicing, billing, payroll. Northwestern Hwy, Farmington Hills. Fax resume to: LA Media, 810-851-3472 include job number.

502 Help Wanted Office Clerical

Accounts Payable Clerk
Plymouth based direct marketer of home decorating products is seeking a full time clerk to process accounts payable. Responsibilities include verification and data entry of vendor invoices. Please call to schedule an appointment:
313-207-5855
American
Home and Hardware Center

ACCOUNTS PAYABLE CLERK
for small Birmingham office. Responsible for accounts payable entries & general office duties. Computer experience required.
Call 810-645-2050

A COMPANY in Plymouth seeking professional individual for entry level Production Control position involving data entry. Must have basic computer literacy and be self motivated. Previous experience in manufacturing environment preferred. Please send resume to
Box #2718
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT - for growing wholesale distributor in Livonia. Must run 10 key by touch. Call for appointment 313 261-7600

ADMINISTRATIVE ASSISTANT
Seeking individual for accounting department with insurance. Office manager/ assistant duties: preparation of financial statements & A/R (needs detail). Knowledge of Lotus / Excel, word perfect. Minimum 3 years. Salary $20,000 Benefit package
Respond to HR Dept
P.O. Box 5096
Southfield, MI 48086

ADMINISTRATIVE ASSISTANT
To $30,000 Degree a plus. Strong computer skills. Some accounting experience. Call Sterling Personnel Call Judy. (810) 772-6760
Sterling Personnel Services

ADMINISTRATIVE ASSISTANT
$12 Knowledge MicroSoft word, Excel and Powerpoint. Suburban advertising agency seeks creative director. Call Judi. (810) 772-6760
Sterling Personnel Services

ADMINISTRATIVE ASSISTANT
Excel or Lotus and Word Perfect
MS WORD
Arbor Temps 459-1166

Administrative Assistant
Great Farmington Hills opportunity for outgoing, high-energy person. Must have 5 years plus, strong answering phones & client contact. Requires computer literacy (Word Perfect 6.0 & Excel) Beautiful front office, friendly staff. $20-$25K. Resume to: Cindy Kramer
810-932-1170 ext 16 or fax resume to: Hirschman, 29870 Middlebelt, Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT
Need very good secretarial skills and be able to organize meeting agendas and notes into outline form. Good hand in plus. Software includes Freelance Graphics, Word Perfect for Windows Call for consideration
Olsten Staffing Services
(810) 373-8118

Administrative Assistant Needed!!
We are looking for an Administrative Assistant that knows Word-Perfect plus Lotus or Excel to work for a large corporation in Auburn Hills. Permanent position with benefits!!
Corporate Personnel Services
(810) 362-9696
NO FEE EOE

ADMINISTRATIVE ASSISTANT
Immediate opening for organized person with strong Microsoft office skills. Software includes Excel and Word Powerpoint. A self starter able to prioritize. Plus Microsoft Outlook offers high salary and nice benefit package. Fax resume in confidence to location nearest you:
Farmington Hills (810) 737-8878
Troy (810) 362-2725

ADMINISTRATIVE ASSISTANT
New opportunity! Immediate openings in the executive offices of international auto supplier division. Auburn Hills and Farmington locations. WordPerfect or Microsoft Word required. Plus Word Power Point. Temp to perm. Salary $31k-$37k. Call Sally at Birmingham Livonia/Farmington 646-7661 473-2931
Advantage Staffing

ADMINISTRATIVE ASSISTANT
Major financial institution with Detroit headquarters and locations throughout the state has immediate short and long opportunities. Temp to perm available. Salary $8 to $14 hr. Call Ty. Call Sarah
Birmingham/Livonia 646-7661
473-2931
Advantage Staffing

ADMINISTRATIVE ASSISTANTS
Many Positions Available
Win The Big Pot
Computer Skills Needed
PowerPoint, Excel,
Freelance, Word
or fax/mail resume to Amy
THE EMPLOYMENT CONNECTION
291 Airport Industrial Dr.
Ypsilanti, MI 48198
313-485-3600 1-800-990-7810
Fax 485-4219

ADMINISTRATIVE - assistant, Microsoft Word, Excel, Lotus, data entry of invoices, tracking of inventory, job costing. $10-$20,000. Fee paid.

SALES SECRETARY - Word Perfect 6.0, Excel, Lotus, Powerpoint, data entry, telephone experience. To $27,000. Fee paid

ASSISTANT - to Sales Manager, Madison Hgts. Word perfect 6.1, Excel, experience since dect 2 yrs experience with industrial manufacturing background. Duties plus tuition reimbursement. To $22,000. Fee paid

Opportunities for short & long term temporary assignments
LOIS RAY PERSONNEL
(810) 646-5580

ADMINISTRATIVE ASSISTANT
Major hospice has an opportunity for a results-oriented, self-starter to provide clerical support well-versed in Property Management Department. Requirements include prior general office clerical experience; proficiency in Word-Perfect and Lotus, excellent communication skills, and ability to prioritize multiple projects in a fast paced environment. For immediate consideration, please submit resume with salary requirements, including salary requirements to:
Hospice of Michigan

502 Help Wanted Office Clerical

ADMINISTRATIVE ASSISTANT
Part-time. Send resume with salary requirements to: Mach Implant Inc., 751 Chesnut, Ste 102, Birmingham, MI 48009. Attn Sandra Wong

ADMINISTRATIVE ASSISTANT
Full time position for detail oriented office. Some bookkeeping, PC exposure, quick learner, sense of humor, sorry, no medical. Birmingham location. Call Fax 810 647-8751

ADMINISTRATIVE ASSISTANT
Experience in data entry, wordprocessing, spread sheets, data base and other office duties. Excellent opportunity for growth. Call Tracey at (810) 208-1838

ADMINISTRATIVE ASSISTANT
MicroSoft Word, Excel Powerpoint. Must phone like system. Bookkeeping a plus. Salary $8.00 to $10.00/hr. w/benefits. Other Positions Also Available

CAREER COUNSELING CENTER
8680 Commerce Road Suite B
Commerce Twp. MI 48382-4413
810 360-8331
FAX 810-360-8334

ADMINISTRATIVE ASSISTANT
Our Life & Health Insurance Agency. Permanent, full time position. Excellent telephone organizational and clerical skills. Great working environment. Salary commensurate with ability. Call starter. Previous experience a plus. Fax resume with salary requirements to: 810-855-1052 or mail to Insurance 31800 Northwestern Hwy, Suite 203, Farmington Hills, MI 48334-1664

ADMINISTRATIVE ASSISTANT
Manager of Real Estate/Investment seeks individual with strong background with Title Company or comparable mortgage company. Minimum 5 years. Applicant should possess computer/typing knowledge and have professional telephone communication skills. Excellent salary with benefits. Fax resume to:
Call Jeanne at (810) 208-1400

ADMINISTRATIVE ASSISTANT
Fast growth engineering firm seeks highly motivated individual with strong organizational & communication skills. Responsibilities include: maintaining office supply inventory, arrangements & high quality Word-Perfect and Excel documents. Experience required. Starting at 30 hrs/week advancing to full time. Salary DOE. Benefits included. Send resume to
Ilmor Engineering, Inc
12100 Mount Elliott
Redford, MI 48239
Fax 313-592-5317

ADMINISTRATIVE ASSISTANT
Join Innovision Technologies, Inc., a premier information technology company. Come and discover what you can become with an organization that encourages entrepreneurial spirit and rewards achievement.
We are seeking a highly organized, motivated, reliable individual with excellent secretarial and communication skills. Responsibilities include: Light bookkeeping, Word-Perfect and Excel experience required. Starting at 30 hrs/week advancing to full time. Salary DOE. Benefits included. Send resume to
Innovision Technologies, Inc
39555 Orchard Hill Place
Suite 100
Novi, MI 48375
FAX (810) 449-7694

ADMINISTRATIVE CLERK
For fast paced Southfield financial institution. Hours are Monday-Friday Mon-Fri. 10am-2pm. Must be proficient in MS Word with excellent organizational and communication skills. Send resume to
P.O. Box 5097
Southfield, MI 48086-5097
Fax (810) 351-2122
An Equal Opportunity Employer

ADMINISTRATIVE SUPPORT
Total Travel Management, one of the nation's fastest growing travel management companies, is seeking an Administrative Assistant. Must have previous experience in handling multiple priorities and deadlines. Applicant must be detail-oriented and have Microsoft Word and Excel required. We offer a competitive salary and one of the best benefit packages in the industry. Please mail or fax a current resume to
Susan Pisenberger
Total Travel Management
1441 East Maple Road
Troy, MI 48083
Fax 810-528-8966

ANIMAL HOSPITAL
Seeks individual with high dependability, good communication skills and be able to juggle priorities. Technical knowledge helpful. Ideal Veterinary experience desirable but less experienced than people skills. Full time includes Saturday. Redford area. Call Jerry 313 538-0900 ext 3

APPOINTMENT SETTERS
Weekdays/Evenings
$8.00/hr + $10.00/appointment
Call (313) 844-2210

PART TIME Assistant Bookkeeper minimum 1 yr. bookkeeping experience in an office environment. Approx 3 days per week for a Troy based sales office. Salary negotiable. Call Jan Cornerstone Inc., 1388 Whitacre Ave., Suite 200, Troy, MI 48083 Attn Chris

ASSISTANT - Immediate opening for bright energetic person to assist the Materials Manager of a fast paced growing company located in Walled Lake. Ideal candidate must have some computer literate, have good customer service skills, and have knowledge of WordPerfect 5.1 or 6.0. We offer competitive wages, and excellent benefit package including paid health insurance. Please send your resume to: National Service Controller, 3132 Martin Rd., Walled Lake, MI 48390 or fax 810-669-8401

ASSISTANT/SECRETARY
Small office, flexible hours. Mon - Fri. Excellent opportunity. Medical benefit package
(810) 642-1900

ATTENTION Small W. Bloomfield office needs a self starter with versatile skills for our team. Phone & computer ability a must. Call (810) 661-2570

AUTO DEALERSHIP
Immediate full time Monday-Friday 9 to 5 starts at $7.50/hr or more based on experience plus full benefit package. Dealership experience necessary!
HINES PARK LINCOLN MERCURY
Ann Arbor Plymouth Road
40001 Ann Arbor Rd.
Plymouth, MI 48170

AUTO RECEIVABLE Company in the Suburban Detroit area is looking for qualified individual for accounting office position. Must be detail oriented, familiar with preparing financial statements & all other aspects of accounting. Send resume to: P.O. Box 300, Northville, MI 48167

AUTO SERVICE Cashier plus other duties. EBA experience preferred. Immediate opening. Apply in person or mail resume to Sam Leach, Harry Feldman Chevrolet, 42355 Grand River, Novi, MI 48375

BILLING CLERK
Growing downtown law firm seeking a full-time billing clerk. Computer experience preferred. Excellent benefits and EBA experience helpful. Excellent salary commensurate with ability. Mail resume to Kohl, Chulchak, Wagner & Kenney, P.C., John Hancock Building, 1 Woodward Ave., 10th Floor, Detroit, MI 48226

BILLY BOB'S
Now Hiring
General Office/Customer Service $7 to $11/per hour based on experience. Apply in person
Tue. Wed & Thur. between 1 - 3pm
4330 N. Woodward
Royal Oak, MI

502 Help Wanted Office Clerical

BILLING CLERK
Join the corporate staff of a growing national company. The successful candidate will have computer experience and billing preferred. Good language & math skills are required. We offer a competitive hourly rate & comprehensive benefit package. If interested, please fax or send resume with salary requirements to:
CT Services Group
31550 Franklin Rd.
Southfield, MI 48034
Fax (810) 351-9556
An Equal Opportunity Employer

BILLING CLERK
Manufacturing company has an opening in our Westland facility for a 2nd Bill Billing Clerk (3pm-11pm). Position includes high volume data entry. Alphanumeric and 10-key. Accounts Receivable experience a plus. We offer a very good salary and benefit package. If interested, please send resume or summary of experience to: P.O. Box 85815, Westland, MI 48185
(EOE)

BOOKKEEPER
Assist CPA performing financials, general ledger, payroll for 25 small business clients of Southfield CPA firm. WordPerfect 6.0, Lotus and Windows ability required. Pay $25K+ with excellent benefits. Resume to: CPA Assistant, 1520 S. Lapeer Rd., 41211 Lake Orion, MI 48360

BOOKKEEPER, DATA ENTRY for Bloomfield distributor, accounts payable/receivable, invoicing, etc. Experience. Reference. 3138024

BOOKKEEPER (EXPERIENCED)
Bloomfield Hills area. Must have Lotus and Word Perfect. Salary commensurate with salary requirements to
Box #2772
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

BOOKKEEPER
For building/development company. Bookkeeping with computer experience necessary. Send resume to: PO Box 1076 Royal Oak, MI 48068

BOOKKEEPER for industrial company in Wixom, full set of books. Must be experienced in computerized bookkeeping through the balance sheet. Fax to: Box #2725
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BOOKKEEPER
Full-time for floor covering co., northwest suburban Detroit area. Gateway 2000 computer. Salary negotiable. Send references & resume to P.O Box 5263, Northville, MI 48167

BOOKKEEPER
LEADING mane clothier needs full or part time Bookkeeper with computer background. Good salary, benefits. Send resume to:
27881 Southfield
Lathrup Village, MI 48076
Fax (810) 569-9818

BOOKKEEPER, minimum 2 years experience with A/R, A/P, general ledger, bank recs & some cost analysis. Seeking enthusiastic self-starter, willing to accept responsibility & commitment to the position. Send resume with references & salary requirements to: Box 1884, PO Box 51430, Livonia, MI 48150 EOE

BOOKKEEPER
Our client, an established steel fabricator, located in Northwest Lake, has immediate opening for full-charge Bookkeeper with 5 years experience in accounting systems and office administration. Knowledge of automated full-cycle A/P, A/R, Internal Payroll G/L, Job Cost. MAS90 experience a plus. Small business environment. Salaried, with excellent benefits package. Good pension commencurate with experience. Send resume and salary history in confidence to BDO Seidman, ATTN: Box 755 W. Big Beaver, Suite 1900, Troy, MI 48084

BOOKKEEPER (PART TIME)
With computer experience for Plymouth medical office. Call Penny (313) 459-9070

BOOKKEEPER PART TIME
Experienced with knowledge of Grocery Products for Southfield CPA firm. Flexible hours. Fax or mail resume to 810 350-0327 or mail to 21751 W 11 Mile Rd. Ste 100, Southfield, MI 48076

BOOKKEEPER - Part Time
Tues of Wed only, Full charge thru general ledger. Experience with QuickPro and DacEasy. Troy ASI Services (810) 689-3830

BOOKKEEPER
Part-time flexible hours. Non profit organization Uses Quicken. Start 5/6/96. Submit resume by June 30th to: My Friends Care, 840 N. Woodward, Suite 102, Bloomfield Hills, MI 48009

BOOKKEEPER/PAYROLL
FIRM seeking organized, mature professional with computer & people skills. Will handle complete payroll functions, taxes, reports & benefits. Call Kathy
(810) 278-9520

BOOKKEEPER/RECEPTIONIST
12 Mile/Farmington Rd. CPA firm needs individual with good interpersonal skills - WP & spreadsheets. Experience to include accounting. Pay DOE.