500 Help Wanted General

TYPESETTER
Must be familiar with Macintosh Computers Knowledge of Microsoft Word, Quark, Illustrator helpful. Call Mr. Bell, worker, 625-500-340 ext. 34
Call (810) 474-2929

TYPESETTER
Full time with greater design background for publication in Rochester. Experienced in Pagemaker & Photo Shop. Call (810) 651-7770 or Fax resume to (810) 651-7795

UTILITY BROKERS
Full spectrum utility marketing company has immediate openings for Account Executives. Note Selling experience helpful. Call the Sales Manager at Dial Marketing Director (810) 524-0877

WAREHOUSE 2ND SHIFT
PLASTIC INJECTION MOLDING SHIPPING DEPARTMENT
Um at least 50 lbs. work in warehouse. Numerical aptitude, ability to read, add, math and reading skills required. Competitive Wages & Benefits. Pay $8.15 hour 90 days $9.00 per hour. Permanent job. Send resume or apply in person to: A2 Human Resources 23533 Commerce Dr. Farmington Hill, MI 48335-2764

Warehouse

All Shifts Available
Automotive supplier has immediate openings for entry level fork lift operators. Full time positions with the selection center for both incoming and outgoing shipments. Entry level jobs. Basic job duties include picking and unloading of trucks, loading shipping containers into trucks, performing physical inventory, and inventory to ensure the accuracy of the shipping and receiving.

American Yazaki Corporation offers a competitive benefit package including paid vacation, $25 tuition reimbursement, and 401k.

Please submit a completed application or your best preference to:

AMERICAN YAZAKI CORPORATION
6700 HAGGERTY ROAD
CANTON, MI 48187

WAREHOUSE ASSISTANT
(Must have good driving record) Call between 9-4 (810) 477-3053

WAREHOUSE DELIVERY DRIVER
Heritage Business Systems has an immediate opening for a Warehouse Delivery Driver. Prior experience in a warehouse environment is required. Benefits including a company sponsored health plan, profit sharing, company paid life insurance, 401(k) and paid personal days. If you desire to work in a growth oriented company with an emphasis on customer service and teamwork, please send resume to: Equipment Distribution Manager, 1000 Rochester Hills Drive, Suite 400, Rochester Hills, MI 48309. Please indicate job reference code: HBS-DM

WAREHOUSE/DRIVER
$8 an hr
Available at Rochester/Auburn, growing building materials company. Excellent opportunities & benefits available. Call Mr. Bell, worker, 625-500-340 ext. 34

WAREHOUSE / DRIVER
General warehouse duties. Heavy lifting. Van & Stake Truck driving experience. Must have good driving record. Good experience helpful. Good math skills & attitude. Full time. Mon-Fri 8am-2pm. (313) 937-3870 ext. 20. Or apply in person at 12300 Beech Daly, Redford

WAREHOUSE
Experienced Picker, Packer, Expediter. Apply in person for details. Hard working, good reading and writing skills. Call Mr. Bell, Warehouse, P.O. Box 2587, South Lyon, Mi 48037-2587

WAREHOUSE HELP
Able to work in cold. Must relocate to factory work. Must have valid drivers permit & Social Security card. Apply at Fenwick Cold Storage 1000 E. Maple Rd. Troy

WAREHOUSE HELP NEEDED
Full time, Day shift. Southfield local. Must have valid license & no felonies. Background helpful. $8 to $10 hourly. Call or send resume to: Peter Distributing, 24320 Indoplex, Farmington Hills, 48335
1-800-965-4150

WAREHOUSE HI-LO DRIVERS
Full time. Day shift. Southfield local. Must have valid license & no felonies. Experience Union shop. Excellent benefits. Call Mr. Bell, Apply at warehouse P.O. Box 5091, Southfield, MI 48076

WAREHOUSE
Order filters needed for automotive crane filling system. Immediate full time positions. Apply in person at Lear Corporation Distribution. Both part time & full time positions available. Please apply in person at:

Sovereign Seals, Inc
3250 Bellaire Rd
Livonia, MI 48150
West of Newburgh, between Plymouth/Lapeer
A Drug Free Smoke Free Workplace

WAREHOUSE PERSON PART-TIME
Need person to work with all phases of warehouse duties. Shipping & receiving and light office work. Must have excellent driving record. Participants can work up to full time in future. Call Ed 810-890-3333
FAX 810-960-3465

WAREHOUSE POSITIONS
Temporary Summer positions available. Full time. Flexible hours available. Excellent wage. Send resume to P.O. Box 5091, Southfield, MI 48076

WAREHOUSE Rapidly growing company in Redford needs dependable help. Must keep warehouse organized. Flexible hours. Mon - Fri. 8-5pm. Salary DOE. Call 313-534-0371

WAREHOUSE
Shipping & Receiving. Part-time, permanent position. Work within 3 miles of 275 Area. Call Keith at (810) 478-0770

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

Warehouse Supervisor
For battery distributor. Load and unload trucks, order picking. Need experience. Full time afternoon/night shift. Benefits. Call Jerry. Send resume with salary history to:
Box #2778
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

WAREHOUSE WORKER
Highly motivated person to take charge in warehousing, shipping & receiving. Must have 5 years and have knowledge of Macintosh mail. Top pay. Excellent benefits. Immediate opening. Plymouth/Canton
Call Tina. (313) 458-5900

WELDER - custom steel fabrication job shop seeking welder to work with Gasser & carbon steel. MIG & AIRC welding experience requested. To arrange an appointment call
(810) 478-4034

WELDER/FITTER
MUST READ BLUEPRINTS
Top pay. Top benefits
Call Ann, (313) 981-2444

WELDER LASCHER. Full time for Woodward Property Management Company. Benefits. Call Bob at Sam Sam.
810-206-1020
An Equal Opportunity Employer

WOOD FLOOR
BANDS ASSISTANT
Experience helpful but not necessary. Job time.
(810) 477-8108

500 Help Wanted General

WELDERS/FABRICATOR
Growing Warren manufacturer of blacksmith equipment is looking for experienced MIG Welders with sheet metal experience. Good pay and benefits available
(810) 960-3010

WILDAFE FIELD operator openings. Weekend & full time available with expanding wireless control company. Ideal opportunity for people interested in making another management. Careers Wd Ham. Send resume, A & D Box 666, Lake Orion, 48361

WRECKER DRIVER for truck service operation. Experience in towing and equipment using landslide and lockout. Days Mon-Fri. Excellent pay. Contact Jack at 313-522-3800

WRECKER DRIVERS - Experience preferred but not necessary. Chauffeurs license required. Apply in person All American Towing 8140 Mark Trail, Detroit

XXXX

YOUTH CHOIR DIRECTOR and/or Music Director for Contemporary Saturday Night Worship. Nardin Park United Methodist Church.
810-478-8860

$100-$1000 WEEKLY
Based Services & Handmailing at home. Helping factory route in your area. Applications & interviews Tues & Thurs 9:30 am. 23630 W 10 Mile Southfield, MI Suite 224

502 Help Wanted Office Clerical

OUR CLASSIFIEDS WORK...
A job for you. From Receptionist to office Manager and all jobs in between.

I prefer running my ads in the Observer&Eccentric because I get the qualified candidates I need.
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810-475-4596
Observer & Eccentric
CLASSIFIED ADVERTISING

ACCOUNTANT BRIGHTON Heating and air conditioning contractor has immediate full time opening for an experienced accountant. Supervisory experience, knowledge of all payroll functions, account reconciliation, collections, monthly financial statements a must. Excellent benefit package. Send resume and salary requirements to
DAVID O. Gerstacker & Co. CPA's
8102 N. Second Street
Brighton, MI 48116

ACCOUNTANT/ PART TIME
Rochester Hills Engineering firm seeking an accountant for approximately 25 hours per week. Responsibilities include accounts payable, job costing, general ledger, financial statements, payroll preparation. Analytical skills a must. Candidate should possess a working knowledge of MacintoPlus for Windows. Interested applicants send letter and resume to:
Omega Productive Services
1717 West Hamlin
Rochester Hills, MI 48309

ACCOUNTING ASSISTANT. $25,000 2-3 years experience in a property management firm. Duties include Accounts Payable, Accounts Receivable, Collections, monthly financial state ments a must. Excellent benefit package. Send resume and salary requirements to
DAVID O. Gerstacker & Co. CPA's
8102 N. Second Street
Brighton, MI 48116

ACCOUNTING CLERICAL
MACHOFF T. want full, part time, postings costs and phone relief. Permanent position. Send resume to 651 Lover road, Farmington Hills

ACCOUNTING CLERK
Knowledge of basic accounting functions (A/P & A/R), computer & strong data entry skills necessary, preferably in Word, Excel & MAS 90 or similar programs. Interested applicants please send/fax resume to: Commercial Coffee, Inc. 41040 Vincenti Ct. Novi, MI 48375 or fax resume to (810) 478-6122. Attn: Will Gee

ACCOUNTING CLERK
To work up to 30 hours per week. Experience in general accounting duties. Must have bank reconciliation, general ledger, and use of accounting software required. Please send resume to:
Rochelle
1105 S. Adams
Birmingham, MI 48009

ACCOUNTING CLERK
Excellent opportunity at large distribution company for career minded person with experience in A/R posting. Must be familiar with computerized processing systems. Knowledge of Microsoft Office a plus.
Full time employment with competitive salary and full benefit package. Candidate must be confident with background and salary history to:
Personnel Manager
P.O. Box 5000
Novi, MI 48376
or FAX 810-360-3634

ACCOUNTING CLERK. Position available immediately in rapidly growing Livonia Wholesale Distribution company. Experience in Accounts Payable and/or Billing helpful. Position requires attention to detail, good organizational skills and the ability to work as a member of a team. Send or fax resume in confidence to:
Personnel Dept
Bonjour Sales Inc
38200 Amrhein Rd
Livonia, MI 48150
Fax (313) 464-2334
An Equal Opportunity Employer

ACCOUNTING CLERK a Computerized Accounts Receivable person with computer skills to work in a 5 person sales office. Experience helpful. Pleasant people to teach you our business. Call for appointment after 8:30 a.m. at
Carrollton Moving Systems
23623 Haggerty Drive, Farmington Hills (10 Mile / I-275 area)

ACCOUNTING - Part or full-time. No experience necessary. Send resume to Chand, 43487 Augusta Drive, Canton, MI 48188

ACCOUNTS PAYABLE, shipping & general office. Full time for busy metal office. Detail oriented. Computer experience necessary, send resume to The Claymont Shop, 310 E. Woodward, Birmingham, MI 48009
Attn Diana

ACCOUNTS PAYABLE
Lynn Property Management Company has a position available for aggressive individual with a bookkeeping or accounting or related field. Knowledge of property management helpful but not necessary. Send resume to A/P Supervisor P.O Box 2188 Farmington Hills, MI 48333-9184

502 Help Wanted Office Clerical

ACCOUNTING
PERMANENT
TEMPORARY TO PERMANENT - We are recruiting for a prestigious Western Engineering firm, a candidate with a degree in accounting preferred with 2-3 yrs. overall experience, strong analytical and promotional skills. Excellent benefits and perks. To $30k
ASSISTANT BOOKKEEPER (Southfield) Back up for head bookkeeper, able to grow with the job, able to assist with general ledger duties in the department. To $23k
TEMP TO PERM
ACCOUNTANT Project Mangr. (Bloomfield) advertising firm. To $33k
ACCOUNTANT Analyst, (Joseph Farm) Firm To $33k
PAYROLL Bookkeeper, Auburn Hills. To $30k
ASSISTANT Bookkeeper SW Detroit manufacturing firm. To $23k
TEMP
FULL CHARGE Bookkeeper / Accountant Southfield
PAYROLL Bookkeeper, Detroit
ACCOUNTS PAYABLE Clerk Birmingham
DATA ENTRY Clerk Madison Heights
ACCOUNTANTS ONE
24901 Northwestern Hwy
Suite 516
Southfield, MI 48075
(810) 354-2410

ACCOUNTS PAYABLE
Now automotive supplier has an immediate opening for an experienced accounts payable specialist position. Candidate must be mature professional with excellent organized, have general computer knowledge and be willing to accept new challenges. Excellent experience helpful. Pleasant, non smoking office environment. We offer an excellent salary and benefits package (401(k) and education plan. Send resume & salary requirements to:
Accounting Department
Argent Automotive Systems
41715 Mitchell Road
Novi MI 48375-1924
FAX (810) 473-7115

ACCOUNTS PAYABLE
Established Property Management Company seeking experienced individual for vendor payables, bank reconciliation and general ledger. Computer experience required. Call Lotus & plus Send resume to:
400 Galleria Centre
Suite 400
Southfield, MI 48034
Or fax to 810-358-3779

ACCOUNTS RECEIVABLE
Multi location company seeking high energy upbeat dedicated self starter with good organizational skills and work ethic for full time Accounts Receivable position. Good phone manner, able to handle pressure, credit and collection experience, computer accounting a plus. Benefit package available. No phone calls. Send resume with wage requirements to:
Yale Materials Handling Mf Inc
Attn: Dept. 112
11844 Hubbard
Livonia, MI 48150
Fax: 313-427-1886

ACCOUNTS RECEIVABLE
Farmington Hills Property Management Company seeks highly motivated self starter for Accounts Receivable position. Property Management experience required. Must have excellent computer skills, be detail oriented, multi-task and be a fast paced environment. Lotus & Word Perfect helpful. Send resume to Office Manager P.O. Box 2188 Farmington Hills, MI 48333. Must include salary history or requirements.

ACCOUNTS RECEIVABLE/ COLLECTOR Don't apply for this position unless you want to work in a fast office with pleasant co-workers, good working conditions and great benefits. We are looking for a dedicated person to replace our existing clerk that is retiring. Education/training from 2 yr. college or equivalent, or 5 years office experience or equivalent combination of education and experience. Must have good working knowledge of Microsoft Word and Excel. Must also have computer experience and be able to type accurately. Send resume to Office Mgr. 24800 N. Industrial Dr. Farmington Hills, MI 48335

ADMINISTRATIVE ASSISTANT
Full time position for detail oriented office. Some bookkeeping. PC exposure. Excellent sense of humor, sorry no medical. Birmingham location or call (810) 647-2331
Fax 810 647-6751

ADMINISTRATIVE ASSISTANT
Established property management firm is seeking a responsible, well organized individual for a fast paced office. Good computer skills and word processing a must. Excellent benefits. Please send confidential resume to: P.O Box 721044, Berkley, MI 48072-0044

ADMINISTRATIVE ASSISTANT
Non profit musical organization Zoh'nuh, $8 $10/hr. WordPerfect, Quick Books, Excel. Resume to Administrative Asst. 560 Sherman Dr. Apt. 70, Royal Oak, MI 48067

ADMINISTRATIVE ASSISTANT
High office duties. Must be self starter, people oriented. Entry level position includes a variety of duties: telephones, interviewing, filing, job orders, etc. Must be detail oriented. Part time, with full time potential. Call Ann Marie 334-8241
SALARY REQUIREMENTS to:
Efficiency Personnel Services
32950 Grand River
Livonia, MI 48154

ADMINISTRATIVE ASSISTANT 12 HR Exciting opportunity with major advertising agency. Work in media department. Good typing. Suburban Quick hire. Call (810) 772-6780
Sterling Personnel Services

ADMINISTRATIVE ASSISTANT
Progressive international company seeks self motivated individual with skills & plus. Excellent benefits.
Call Ann Marie (810) 932-2100
DAVIDSON, LAIRD & ASSOC.

Administrative Assistant
Excel or Lotus and Word Perfect
Minimum three yrs
ARBOR TEMPS 358-1166

ADMINISTRATIVE ASSISTANT
needed. An attitude, professional demeanor and strong interpersonal skills are a must. Microsoft for Windows and bookkeeping experience necessary. Call Ms. Browning
(810) 280-6602

ADMINISTRATIVE ASSISTANT
Temporary to hire position. Seeking qualified candidates with Microsoft Word, Excel, Quick Books. Call Ms. Denise to interview (810) 350-9777

ADMINISTRATIVE ASSISTANTS
$28,000-$31,000 depending on experience. Exit and relocate locations throughout the area has immediate openings for administrative assistants. Ideal candidates will have various positions available at corporate headquarters and Lotus or MS Word and Excel a must. Automotive a plus.
Call for immediate interview
313-349-3450
Sterling Personnel Services

ADMINISTRATIVE ASSISTANT
Major financial institution with Detroit headquarters and locations throughout the area has immediate short and long opportunities. Temp to perm available. Salary 9$ 00 - $14.00 hr. Call Sara
Farmington/Livonia Birmingham
473-2951 646-7081
Advantage Staffing

502 Help Wanted Office Clerical

ADMINISTRATIVE ASSISTANT
Join the exciting fast paced advertising industry. This spot supports a D.P. Your professionalism, organization, multitasking and Word Powerpoint experience will help you land this terrific opportunity. Salary high 20s. Fax resume in confidence to the location closest to you:
Troy (810) 583-2723
Farmington Hills (810) 737-5460

ADMINISTRATIVE ASSISTANT
Choice career move with suburban automotive supplier. Ideal position for your self around skills and executive level experience. You your skills & attitude are right we will acknowledge of Windows software considered for Supervisor $14,000+ Mon - Fri 9am Point H
Sick and vacation pay
Birmingham Livonia/Farmington
646-7081 473-2951
Advantage Staffing

ADMINISTRATIVE ASSISTANT
Many Positions Available
With The Big "3" & Others
Computer Skills Required
Word, Powerpoint, Excel
Freelance, etc. Call or fax/mail resume to Amy
THE EMPLOYMENT COMMISSION
331 Airport Industrial Dr
Howard, MI 48198
313 485-3600 1-800-299-7910
Fax 485-4219

ADMINISTRATIVE ASSISTANT
PRESBYTERIAN VILLAGE - REDFORD a leader in long term continuing care is inviting applicants for the diverse support staff position responsible for the resource function by conducting tours, providing information, responding to inquiries and processing resident records. Duties are many, including mailings, special projects and providing support to the Marketing Manager. Qualified applicants will have some marketing/PR background, have knowledge of Windows environment, be outgoing, enthusiastic, be computer literate and have strong team orientation. Knowledge of a particular skill/ability is not a prerequisite. Please send resume and salary requirements to:
Mrs. Phyllis Hanson
Village of Mt ATTN: Sheila Hooker
27530 W. Six Mile Road
Redford, MI 48240

ADMINISTRATIVE ASSISTANTS
TEMP-TO-HIRE
Top company is seeking an experienced person for Our Farmington location. Our ideal applicant will possess the following skills: Word, Excel, Lotus, Harvard Graphics, excellent communication skills and the ability to work independently. Call for immediate consideration
810-615-0660
Western STAFF SERVICES.

Administrative Assistant
Ernst & Young LLP, the world's leading integrated professional services firm, seeking a self-motivated detail-oriented Administrative Assistant to work in a fast paced and varied environment. Excellent health care package.
Qualified candidates will have three plus years experience with MS Word or CP/M software and possess excellent organizational skills and attention to detail. The ability to handle multiple projects in a fast paced atmosphere as well as a high level of computer proficiency is a must. Ability to work in both the Macintosh and Windows operating systems are required.
Ernst & Young offers competitive salary and benefits including profit sharing. Interested individual should send a resume with salary history to:
Ernst & Young LLP
500 Woodward Avenue
Suite 2700
Detroit, MI 48226-3426
Attn: Linda Neuse
Equal Opportunity Employer
M/F/D/V
No Agencies Please

ADMINISTRATIVE ASSISTANT
For growing management firm. Good phone skills and organizational skills a must.

ADMINISTRATIVE ASSISTANT RECEPTIONIST
Busy Birmingham CPA firm needs organized person with good secretarial skills. Word 6.0 or tax processing a plus. Call Deborah
(810) 642-8651

ADMINISTRATIVE ASSISTANT
Busy Birmingham CPA firm needs organized person with good secretarial skills. Word 6.0 or tax processing a plus. Call Deborah
(810) 642-8651

ADMIN/STAFF/PURCHASING ASSISTANT
Growing company seeks an energetic, positive & organized individual to assist us with PO's, tracking of purchasing orders, & other administrative duties. Minimum 3 years purchasing experience. Windows experience a plus. Salary DOE. Fax resume to Eileen Barbara at 810-644-7040 or Fax Eileen at 810-644-7018

Administrative Secretary for manufacturing company in Farmington Hills. Full time position w/customer service skills, strong organizational & multi-task skills. Knowledge of Word & Excel. Call 1-800-968-5661, ext. 16 for information. Fax 48075

ADMINISTRATOR-Part-time for non-profit organization. Human services orientation. Office management experience, strong computer & interpersonal skills. Conference/workshop coordination experience. Multi-tasking knowledge & basic bookkeeping skills necessary. Salary commensurate with experience. Send resume to M.A.K.A., 21711 W 10 Mile Southfield, MI 48075 Fax 354-0290

ANNUAL HOSPITAL is seeking a RECEPTIONIST. Must be dependable, have pleasant phone manner and be able to juggle multiple priorities. Team player, flexible, pleasant and facility oriented. Employment desirable but less important than people skills. Part time, mornings, Saturdays (313) 480-8548

PART TIME Assistant Bookkeeper minimum 3 bookkeeping experience in an office environment. Work 3 days per week for a Troy based sales office. Send resume to Mike Isaman
Fax (810) 647-1560

AUTO DEALERSHIP CASHIER
Immediate full time Monday-Friday 8-6 Starts at $7.50/hr or more based on experience, plus full benefit package. Dealership experience helpful.
SIMES PARK LINCOLN MERCURY
Send Resumes Attn. Controller
42201 Plymouth Rd.
Plymouth, MI 48170

502 Help Wanted Office Clerical

ATTENTION! WANTED:
Bright, talented people who are looking for a better way to spend the summer than spending it on a beach! We have hundreds of positions working in two, or more of these programs:
• MS Word • Powerpoint
• Access • MS Excel
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Manpower Automotive wishes to talk to you! Gain valuable experience working for The Big "3" and enjoy the benefits.
Call today: 1-800-367-3243, or Fax your resume to 313-271-8431

AUTO DEALERSHIP needs experienced On-Air to assist in Car Billing, Bookkeeping and/or Accounts Receivable. Respond in person or with resume to:
Tamarack Buick-Honda, Inc.
26563 Telegraph Rd.
Southfield, MI 48034
FAX 810 353-7054

BEAT THE HEAT
PART-TIME CLERICAL OPENINGS
Several immediate part time openings with Results Staffing. Looking for Receptionists and Word Processors with prior phone experience and familiar with MS Word & Excel for windows. Great salary
CALL FOR AN INTERVIEW
313-266-8600
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SNELLING.
PERSONNEL SERVICES

BILLING CASH POSTING ACCOUNTS PAYABLE ACCOUNTS RECEIVABLE
Above positions are permanent full-time openings with top companies in choice locations. Must have some Senior level with paid benefits
Dependent Personnel
810 344-8700 Fax 810-344-8704

BILLING CLERK - with computer experience for Troy office. Good benefits, non smoker preferred. Call Kathy, 810-583-4753 ext. 221

BOOKKEEPER
Accounts payable, accounts payable, payable, receivable schedule 25-30 hrs per week. Casual environment 8-12 noon. Call (810) 335 5445

BOOKKEEPER
BOOKKEEPER/PART-TIME: Thru Temporary Help for growing Construction Company. Applicant must hold Job Cost Accounting knowledge as well as being computer literate. Prior contractor experience a plus. This position will lead to full time employment in the near future. Salary commensurate with experience. Send resume to:
Company CPA, 3000 Town Center Suite 2300 Southfield, MI 48075
or Fax to ATTN: Company CPA (810) 356-2328

BOOKKEEPER - Clerical duties for busy Farmington office. Non smoker. Work Perfect ability. References
(810) 349-5510

BOOKKEEPER (EXPERIENCED)
Bloomfield Hills area. Must have Lotus and WordPerfect skills. Send resume with salary requirements to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

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

BOOKKEEPER- Full charge needed for downtown Birmingham real estate investment firm. Must be experienced through trial balance. Flexible hours. Fast moving, pleasant atmosphere. Computer knowledge a plus. Send resume with salary history. Salary mid $20's. Send resume to:
Accounting Department 17251 Snaghank, Southfield, MI 48076

BOOKKEEPER/OFFICE OPERATIONS
Sales firm seeks multi-talented individual for computer, bookkeeping and office operations. Must have computer skills and bookkeeping experience. AR, AP, PR and Payroll helpful, you'll be our person. Call Ms. Gaff 6305 Bluebird, Commerce, MI 48382

BOOKKEEPER - organized & detail oriented. Part time position. Knowledge of similar Timekeeping software, must have own computer to work on at home. Comprehensive knowledge of accounts payable.
Call Carol 313-459-8222

BOOKKEEPER PART-TIME
Southfield CPA firm needs individual with strong computer skills and plus knowledge of Word. Flexible hours to CPA. 21051 W 11 Mile Rd., #100, Southfield, MI 48076

BOOKKEEPER - Part time position available with an accounting services company. Must have strong computer and Word Perfect preferred. Forward resume with a cover letter stating salary requirements to Personnel Dept., 30100 Telegraph, Suite 403, Bingham Farms, MI 48025

BOOKKEEPER
Part time office work in accounting. Send resume to: Box #1110, Birmingham, MI 48025

BOOKKEEPER
Seeking individual with computer skills and bookkeeping experience for busy Southfield office. Call Mr. Jeffrey 21800 Melrose Suite 14, Southfield, MI 48075

BOOKKEEPER
We are one of Michigan's largest Volkswagen Audi dealers. We are charge Bookkeepers for both our Southfield & Sterling Heights locations. Ideal candidates will have 5 years experience through financial statements, knowledge of multiple computer applications, enjoy working with people, be detail oriented, willing to travel to locally-based clients. Send resume and salary requirements to:
Personnel Manager
Fox Hills Volkswagen
12900 Hall Rd., Suite 300
Sterling Heights, MI 48313-1153

BOOKKEEPER
1 person office. Experience with payroll, accounts payable, accounts receivable & good telephone skills. Fax resume to 810-626-1270 or call 810-626-6060

BUBBLY RECEPTIONIST
$6 $8/hr
ARBOR TEMPS 358-1166

BUYER ASSISTANT. $18,000 Oakland County office setting. Friendly suburban firm. Opportunity to advance. Dependable. (810) 772-6780
Sterling Personnel Services

CLERICAL
Are you looking for some change? Why not work for a bank? Exciting opportunities are available in our Commercial Lending Department located in the Troy area. Must have knowledge of WordPerfect and Lotus 1-2-3 preferred but not mandatory for all positions.
Huntington Banks of Michigan offers an attractive benefits package including: paid vacations & holidays, medical, dental, life, long term disability, retirement, medical and dental insurance, stock purchase plan, tuition reimbursement, and more.
To apply please send a resume with cover letter including salary requirements to:
Huntington Banks of Michigan
P. O. Box 5823
Troy, MI 48007-5823
ATTN: D. Schiola
Pre-employment drug testing is required and a smoke free work environment. Equal Opportunity
EOE M/F/V/D

502 Help Wanted Office Clerical

CLERICAL ASSISTANT - part time. Must know Powerpoint. Familiar with cash register desirable. Evening & weekend hours. $6.50 per hour. Send resume or call Ann Watkins at the Baldwin Library, 300 W. Merrill P.O. Box 3001 Birmingham, MI 48012-3002 Call 810-647-1700

CLERICAL
CALSONIC North America, Inc. is immediate opportunities for our expanding Farmington Hills Headquarters operations:

EXECUTIVE ADMINISTRATIVE ASSISTANT
The position will report directly to the President of our North American subsidiary. The successful individual will have 10 hrs experience as an administrative Assistant with good secretarial/organization skills and the ability to work independently. Must speak Japanese fluently (175-250WPM typing speed, preferred, but not required). Must have excellent typing, speaking and writing skills, strong PC skills in Microsoft Word and Excel are also required. A BS/BA is preferred.

SECRETARY
This position will support the executive staff. We require 5 yrs secretarial experience to include typing, excellent PC skills, Microsoft Word, Excel, Lotus and operation of various office equipment and software. Must be fully bilingual in both English and Japanese. High school graduate with 2 yrs additional training in secretarial sciences and general business required. Associates Degree desired.

Calsonic offers a competitive salary and benefit program. Qualified candidates please forward your resume and salary requirements in confidence to:
Laurie Cream
CALSONIC
North America, Inc.
27101 Hills Tech Court
Farmington Hills, MI 48331-5725
FAX 810-0848-9557
An Equal Opportunity Employer

CLERICAL/CUSTOMER SERVICE
Tired of working nights, weekends & holidays? Want a position with office/clerical duties? No one will give you the raise you deserve? Allstate Life Insurance service company seeks an ambitious & organized individual for its Clerical/Customer Service Department. Ideal candidate will have PBX/switchboard or receivables/payables knowledge a plus. This is a full time entry level position providing opportunity for advancement.
Call Personnel 9-1pm, 810-347 3649

CLERICAL
Excellent opportunity for motivated person for this diverse job in our purchasing department. Must be detail minded and willing to learn 10 key and data entry skills. Knowledge required PC experience a plus. Must like working with people and be self motivated. Training provided. Full time employment with benefits and advancement opportunity. Send resume and salary requirements to:
Personnel Manager
P.O. Box 8026
Plymouth, MI 48170
or FAX to 810-380-3634

CLERICAL
Growing automotive supplier has an immediate opening for a Clerical Assistant. The position will perform clerical duties such as filing, mail distribution and entry, telephone coverage, and other organizational skills. Excellent PC skills with experience in WordPerfect 6.0 for Windows and spreadsheet software, such as Lotus. Excellent exposure to automotive supply a plus.
We offer a competitive benefits package including TUITION REIMBURSEMENT.
Please submit completed application to:
American Yazaki Corporation
6700 Haggerty Road
Canton, MI 48187

CLERICAL HELP
Flexible hours & days. Looking for data entry & clerical duties. Must be willing to learn & move up with company. Good job, a good pay for someone who needs to be able to set their own hours.
Call 810-960-3333
FAX 810-960-3465

Clerical Job Opportunities
If you are dependable & hard working and are looking to work in a professional office setting we have a variety of opportunities available
•SECRETARIES
•WORD PROCESSORS
•SWITCHBOARD
•RECEPTIONISTS
•DATA ENTRY CLERKS
•CUSTOMER SERVICE
•FILE CLERKS
We offer vacation & holiday pay, medical & life insurance. Please call for an appointment today.
contempra
810-563-9500 Madison Heights
810-650-8600 Rochester Hills

CLERICAL PART Time wanted for busy, friendly Bloomfield Hills office. Light typing. Applicant should be a team player, computer literate, and well organized. Please send all resumes to Attn Andree, 700 W. Maple Road, Suite 300, Birmingham, 48009 or Fax 810-642-8632

CLERICAL POSITION - Established Title Co in Troy seeking person for full and part time positions. Duties include document copying and filing, mail runs, and other duties as needed. Helpful. Please send resume to Fred Amsterdam, Title Insurance Co. P.O. Box 1289, Troy, MI 48099
Attn Margie Pope

CLERICAL WORKERS - $8 49 hour. The Charter Township of Plymouth is accepting applications for Contingent Administrative Clerks for full and/or part time positions. Minimum of 2 years. Must be 18 years of age, high school graduate or equivalent, one or three years of experience for Engineering, municipal government experience preferred, for Engineering, prior experience using Microsoft Excel for Windows, Access, dBase III plus, minimum typing/keyboarding speed of 45 wpm. One year of post secondary vocational training/education is preferred.
Essential functions include use of computer software, operation of an operational computer programs in the performance of general office tasks, filing, answering telephones, operating office machines and performing data entry.
Applications are available Monday through Friday between 8 AM and 2 PM, from the Clerk's Office, Charter Township of Plymouth, 42350 Ann Arbor Rd., Plymouth MI 48170 and must be received by 4:30 PM, July 12, 1996. The Charter Township of Plymouth does not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, or handicap that does not impair ability to perform the employment or promotion of services.

CLERK/BOOKKEEPER
With some experience for Southfield CPA office. (810) 350-9800

CLOSING SECRETARY
for Title company. Immediate position available for person experienced in processing real estate closing packages. Good pay with full benefits. Send resume to: Box #2808
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

502 Help Wanted Office Clerical

CLERK/ GENERAL OFFICE
WALL TRAIN - ENTRY LEVEL
Several excellent opportunities available for hard working individuals to work in newly constructed modern corporate headquarters of outstanding company. Must have good communication and typing skills
• General Office
• Credit Clerk - collections/credit
• Experience helpful, but not required
Competitive wage and fully paid benefits provided which has been enhanced to include BC/BS PPO health care, dental, life insurance, prescription care, sick leave care, office visits, and more. Apply
LETICA CORPORATION
32583 Dequindre Road
(west side of street
Between 23-24 Mile Rds.)
P O Box 5005
Rochester, MI 48308-5005
Phone 810-852-0537
Fax 810-652-0577
EOE M/F/D/V

CLERKS & DATA ENTRY OPERATORS NEEDED NOW!
Great Summer Opportunity, with potential to continue in fall. $6.00 an hour
AZ Staffing Solutions
Belleville Location
Corporate Personnel Services, Inc
(313) 722-7990

CLERKS RECEPTIONISTS SECRETARIES
Permanent, temporary, temp-to-hire $7.25 $10 per hour depending on experience. We have positions located on the east and west sides of Oakland County and computer experience a must. Call for immediate appointment
810-399-3450
Snelling Personnel Services

CLERK TYPIST/ RECORDING SECRETARY
West Bloomfield Township is seeking qualified applicants for the position of Clerk Typist/Recording Secretary for the Clerk's Office to do a wide variety of tasks requiring considerable typing, grammar, transcribing, and people skills. Major duties include recording and transcription of Township Board minutes, voucher processing, maintenance of records, assume of absentee ballots, election work, public contact and other duties as assigned. General minimum requirements are 4 years clerical/secretarial experience, excellent grammar, WordPerfect 6.1 knowledge and a proficiency in transcribing. Salary ranges is $20,740-32 to $24,408-37 with an excellent fringe benefit package. Applications must be picked up at the Personnel Department 4550 W. Walnut Lake Road, Bloomfield. Deadline to apply is 4pm, Friday, July 12, 1996
An Equal Opportunity Employer

CLIENT SERVICE REPRESENTATIVE
Interim Personnel has 2 opportunities for self-motivated, friendly, people oriented Client Service Representatives. Position will be responsible for customer contact by phone, interviewing, testing and placing applicants on job assignments. Should be able to work independently in fast paced environment. Good typing are in the Metro Detroit and Ann Arbor area. Previous customer service experience preferred. Excellent benefit package. Send resume and salary requirements to:
HR/CSR Mgr., PO Box 221
Telephone, MI 48021
or fax to 810-775-7865

CONTROLLER/OFFICE MANAGER
A leading truck leasing corporation with an office in Farmington Hills is seeking individual with prior management experience to manage administrative and office manager position. Associates Degree in Accounting and/or Management helpful. Good organizational, accounting and general administrative skills a must. Ideal candidate should possess a positive, enthusiastic attitude and willingness to learn. We are a secure company with an outstanding benefits program. Send resume and salary requirements to:
George Steger, District Manager
Penske Truck Leasing, 12205 Beech Daly Road, Redford, MI 48239

CO-OP STUDENT
Mercy Health Plans, a division of Mercy Health Services, is seeking a Co-op Student to provide clerical support to its Farmington Hills, Michigan office.
The selected candidate will do filing, typing, copying, processing of periodicals, research and help with the telephone during lunch breaks. These tasks are flexible and will be approximately 25-30 hours every two weeks.
Please submit resumes to: MERCY HEALTH SERVICES, HR OPERATIONS-A3, 34605 TWELVE MILE RD., FARMINGTON HILLS, MI 48331 Mercy Health Services values diversity in the workplace

COPY/FILE CLERK
Needed for Troy office. Full time firm. Must have a dependable vehicle & be willing to drive to various locations. Flexible hrs. Resume to: Jeanne Weisberg & Walton, PC, 31860 W. 11 Mile, Suite 202, Farmington Hills, 48078, or FAX. 810-350-0604

CREDIT/ FINANCE
Home office of retailer/ retailer has an opening for a sales-charge person with strong credit verbal skills, familiarity with consumer credit, field or flex resume. 23840 W 8 Mile Rd. Southfield, MI 48034. Attn Lynn Ehrman. Fax 1-800-825-6929

CUSTOMER SERVICE
Industrial manufacturer seeks sales & service person. 6 yrs minimum. Competitive salary & bonus. Send resume to:
Sandy Gaccmon
30201 Stephenson Hwy
Madison Hts., MI 48071
810 585-6400, ext. 235

CUSTOMER SERVICE REP
Experienced with phones, typing. Product knowledge.
Contact Gerber at 313-451-6300

CUSTOMER SERVICE REP
needed full time for 1-3 month shift. Excellent benefits program. Apply in person at 30780 Grand River, Farmington Hills. Call 478-7000

**CUSTOMER S