500 Help Wanted General

SPECIALIST
Safety and Health Programs

Northwest Airlines is currently seeking a qualified candidate to fill the position of Specialist, Safety and Health Programs. Position assures compliance with federal, state and local laws and regulations and reviews operations to identify opportunities that enhance compliance and improve organizational effectiveness. Requires: Degree; Dotmat; Qualifications: B.S. (Science), knowledge of safety & health regulations and laws and public speaking skills preferred, 2-5 years relevant experience, and proficiency in communication, organization, negotiation, interpersonal skills. Preferred: M.S. & professional certification. Northwest Airlines offers an attractive salary and compensation package including flight privileges. To apply, send resume and cover letter, resume and salary requirements, to: Northwest Airlines, Inc. Dept. A1410, 5101 Northwest Drive, St., Paul, MN 55111-3034.

Northwest Airlines recognizes and values diversity. We are an Equal Opportunity Employer.

ATTENTION / INDUSTRY
MAINTENANCE PERSON

We are looking for a special all around person with good work ethics, a willingness to learn, a strong mechanical aptitude, and dedication. If you meet the above qualifications, you will be working with people, be willing to work Saturdays and overtime as well. Pay will provide you with:

- A friendly working environment
- A friendly atmosphere
- Ongoing training and education
- Steady advancement
- Excellent benefits
- Delivery and maintenance experience helpful but not required, but ambitious individuals. Apply in person or send resume to: Angelo's Pizza, 30000 Northwestern Dr., Rochester, MI 48307 or call 810-852-9010 and ask for Hudson

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STOCK PERSON

Full or part time for lighting showroom. Good benefits & pay. Apply in person. Brose Electric, 37900 W. 7 Mile Rd. (West Newburgh), Livonia

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SUBSTITUTE TEACHERS

Substitute teachers needed for Southfield Public Schools. Must have completion of 60 college credit hours mandatory. Pay $71 per day - rate increases after 30 days. Must have ability to Substitute Schools. If interested, call Rand Compensation Sayer, 810-788-8348, between 8:30am & 4pm weekdays. An Equal Opportunity Employer.

SUBURBAN HOTEL

has immediate openings for the following positions:

- Bell Persons
- Cocktail Waitress/Bartenders
- Dining Room Cashiers
- Weekend Hostess
- Cocktail Servers, Bus Persons

Apply in person: 5600 Crooks Rd., Troy. 810-879-2100

SUBURBAN HOTEL

has immediate openings for the following positions:

ASSISTANT FRONT DESK MANAGER - 2nd SHIFT, Supervisor experienced, mature individual with a strong emphasis in guest relations.

CATERING SECRETARY - seeking a quality individual for our catering dept. Must possess typing & computer skills, experience preferred.

DINING ROOM SUPERVISOR for A la carte. Seeking a mature individual for supervisory, food, beverage experience preferred.

Apply in person: 5600 Crooks Rd., Troy 810-879-2100

SUMMER HELP

Full time to work at apt communities in Farmington Hills area. Take care of pool, exterior grounds & misc chores. Weekends required. Pay $7/hr. Apply in person Mon-Fri, 10am - 12 noon: 25000 W. 12 Mile Rd., Ste. 2600, Silver Triangle Bldg, Southfield.

SURVEYOR'S ASSISTANT

Civil Engineering land surveying firm located in Farmington looking for experienced instrument operator & experienced or entry level field personnel. (810) 478-9494

SURVEYORS

PARTY crew chief and instrument persons with experience and valid motor operator's license. Excellent salary and benefit package. Call direct (810) 588-2600 and (313) 261-4111 for appointment.

Fax resume to: (810) 5883117

TANKER DRIVER

Western Wayne County beverage company has immediate openings for local driver. Must have CDL A,N, Western States and hazardous endorsement, but will train. Offering competitive wage, paid holidays, paid vacation, life insurance, 401-K. For more information call:

(313) 207-4901 EOE

TEACHER - Assistant Director for Learning Center in W. Bloomfield. Reading and Math. Individualized instruction. Teaching certificate required. Call (810) 737-2980

TEACHER & ASSISTANT TEACHERS
FULL & PART TIME

Positions available immediately & for the Fall. Various hours of teaching experience & education needed. Jewish preschool located on ground a plus. Positions available at The Jewish Community Center in West Bloomfield & Oak Park. Please call for more info. (810) 788-7604

TEACHER, (CHILDCARE)

For Livonia day care. Small group sizes. Experience required.

Call (810) 474-6878

TEACHER

HIGH SCHOOL English & Science. Athenian, Certificated/degreed. Fax resumes to: (810) 944-4862

TEACHER - Kindergarten position open at accredited Christian nursery preschool. Call Director, 21075 Adams Rd., Troy, MI 48084 EOE

TEACHERS & ASSISTANTS

Apply at: Coleman and Bullders Supply, 10133 Colonial Industrial Dr., South Lyon.

TRUCKING COMPANY CLERK

Trucking experience preferred. 3 shifts available. Romulus: 313-441-1233, fax 313-441-3183

TYPE SETTING & GRAPHICS

For combined print shop, small Pagemaker/etc. Flexible part-time. Livonia/Redford 313-538-2288

WAREHOUSE - GENERAL

Forklift experience helpful. Hourly with benefits. Drug-free work place. Call (313) 481-6620

Ask for Shipping Dept.

WAREHOUSE 2ND SHIFT
ACO HARDWARE
SHIPPING DEPARTMENT

Lift at least 50 lbs, work in variable temperature. Experience preferred, good reach, good reading skills. Hours are 3:00pm-11:30pm. Starting pay $6.15, hour, 90 days $6.20, profit sharing & 401k plan. Must be able to travel to: AC Hardware Resources, 23033 Cleveland Dr., Farmington Hills, MI., 48336-2794.

WAREHOUSE/DRIVER

$8 an hr.

Available in a successful, growing building materials company. Excellent opportunities & benefits available. Apply at: Siding World 39447 W. 8 Mile Rd., Livonia

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WAREHOUSE POSITIONS

Temporary Services has several openings. Full time, Southfield location. Call Sam at: 810-644-7040 or Fax resume to: 810-644-7016

500 Help Wanted General

TECHNICAL

We are the recognized leader in automated teller machines (ATMs) and supply the financial and other markets with released transaction terminals and delivery systems as well as a full line of bank & security equipment. Due to the continued acceleration of these products and expanded business opportunities, we are currently seeking highly motivated, career-oriented professionals. The individuals we are seeking will possess excellent communication and interpersonal skills.

Customer Service Engineer

Your responsibilities will encompass servicing a variety of alarms, ATMs, security and drive-up equipment in the Detroit area. Educational requirements are 2 years formal technical training in electronics beyond the high school level.

Associate Customer Service Engineer

Provide first-line maintenance to client ATMS in the Detroit area. Requires local travel involved. We seek results oriented mechanical skills and a high school diploma. Additional vocational training a plus.

We offer attractive compensation, training, career development and exceptional benefits. We also offer the strength of a 137-year tradition of excellence.

Please forward resume to: DIEBOLD INC. 27730 Interchange Dr., Farmington Hills, MI 48335-1030. EOE-M/F/D/V

TELEMARKETING COORDINATOR

Telemarketing, Payroll, supervise, manage telemarketing program for direct mail business. Required: Marketing & sales experience. Team atmosphere & opportunity for growth. Send to Joe Barger Judson Center, 4410 W. 13 Mile Rd., Royal Oak, Mich. 48073

TELEPHONE INSTALLER/ Technician

Entry-level & experienced career opportunity. Competitive salary plus a 401K plan, profit sharing & full medical, dental, optical insurance. Apply: 26450 Happerty Road, Farmington Hills or call Joe Lewis at (810) 489-0000, ext 203

TELLERS NEEDED (2), full time, $6/hr. Cash handling experience required. Apply in person, Plymouth Credit Union, 36525 Plymouth Rd., Livonia, MI 48150

TELLER WANTED

For friendly growing bank in Farmington. Full time. Experience preferred but not necessary. Will train. Apply in person: 31716 Grand River Ave.

TEMPORARY WORK for 2 people, redecorating small commercial offices, 4 hrs. a day for 3 days. $4-$10/hr. depending on experience. Ask for Gene, (810) 478-1910

THE WALL STREET JOURNAL

has immediate openings for part time CARRIERS in the Southfield, Livonia, Troy & Bloomfield areas.

SALARY $8.00 AN HOUR PLUS
2¼/mile auto allowance
Start time. 2:30AM
Not over 18 yrs of age
Must have minimum automobile coverage.

Please Call
The Wall Street Journal
810-689-7446

TONI & GUY SALON

Needs a Color Specialist in a department stylist salon. Experienced Colorist will train you.

(313) 421-0550

TOOL ASSEMBLER

To start $6.50 & up. Benefits after 90 days. Mechanically inclined. Apply at: U.S. Industrial Tool, 15101 Cleat, Plymouth.

TOOLMAKER

Experience in tooling, body fixtures and hand tools.

Wages equal to ability. Steady work. Willing to travel. Apply in person.

OXBOW
MACHINE PRODUCTS, INC.
ATTN: JEFF SCHON
12777 MERRIMAN
LIVONIA, MI. 48150
TEL 313-422-7750
FAX 313-422-7755

TRAVEL AGENCY/Assistant Manager

Needed small office. Farmington Hills/Southfield area. Corporate agent, 2+ years experience. Bright Dive experience & plus. Excellent salary and benefits package. Outstanding growth opportunity. 1-800-218-0207

TRAVEL CONSULTANT

Troy company looking full time professional agent to handle corporate travel. 3 plus years experience. Good Benefits. (810) 649-5500

TRAVEL FUN MONEY

National firm seeking to ship guys & gals for sales positions. Call Ray: 810-415-6040

TRUCK DRIVER/ MECHANIC

Gravel trucks & pavers with mechanical experience. Drive or help in shop. Benefits. Apply at: 29800 W. 8 Mile Rd., Farmington Hills.

Truck Drivers

Mixed/SYSCO Food Service Company in Canton, MI has openings for local & regional delivery drivers. A minimum of 1 year of experience driving tractor trailers and able to pass DOT tests, including physical, and a state driving record is required. Must have high school diploma or GED. Starting rate is $15.57 per hour with an excellent benefits plan.

Qualified candidates should call 313-397-7713 or 313-397-7990 (ask for the Transportation Department) to arrange an interview time. We are an equal opportunity employer. m/f/hv.

TRUCK DRIVER

Stable truck driver for steel fabrication shop. Must have CDL license. Full benefits package w/Profit Sharing and retirement plan. Apply in person: U.S. Fabricating, 1847 Haggerty Rd. Walled Lake, MI

TRUCK HELPER

Apply at: Coleman and Bullders Supply, 10133 Colonial Industrial Dr., South Lyon.

TRUCKING COMPANY CLERK

Trucking experience preferred. 3 shifts available. Romulus: 313-441-1233, fax 313-441-3183

TYPE SETTING & GRAPHICS

For combined print shop, small Pagemaker/etc. Flexible part-time. Livonia/Redford 313-538-2288

WAREHOUSE - GENERAL

Forklift experience helpful. Hourly with benefits. Drug-free work place. Call (313) 481-6620

Ask for Shipping Dept.

WAREHOUSE 2ND SHIFT
ACO HARDWARE
SHIPPING DEPARTMENT

Lift at least 50 lbs, work in variable temperature. Experience preferred, good reach, good reading skills. Hours are 3:00pm-11:30pm. Starting pay $6.15, hour, 90 days $6.20, profit sharing & 401k plan. Must have ability to travel to: AC Hardware Resources, 23033 Cleveland Dr., Farmington Hills, MI., 48336-2794.

WAREHOUSE/DRIVER

$8 an hr.

Available in a successful, growing building materials company. Excellent opportunities & benefits available. Apply at: Siding World 39447 W. 8 Mile Rd., Livonia

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WAREHOUSE POSITIONS

Temporary Services has several openings. Full time, Southfield location. Call Sam at: 810-644-7040 or Fax resume to: 810-644-7016

500 Help Wanted General

WAREHOUSE

Experienced Picker Packer, participants. Dependable, accurate. Call to details, hard working, good reading and writing skills, good work ethic. Apply to: Warehouse, P.O. Box 2567, Southfield, MI 48037-2567

WAREHOUSE HELP

Able to work overtime. Medium to heavy work. Must have a valid driver's license & transportation. Dependable, flexible. Possibility of night shift. Call after 10am for appt. (313) 729-2298

WAREHOUSE HI-LO DRIVERS

Full time. Day shift. Southfield location. Must have previous hi-lo driving experience. Union shop. Excellent benefits. Send resume, Attn: Warehouse, P.O. Box 5091, Southfield, MI 48090

WAREHOUSE LABORER full time. Familiarity with used auto parts helpful.

ALSO NEEDED driver/buyer familiar with used auto parts.

(313) 261-1300 EOE 838-4010

WAREHOUSE PERSON

For wholesale distributor of building materials. Full time days with reduced overtime. Shipping, receiving, inventory control & heavy experience a plus. Apply in person:

Hansen Marketing Services
1000 Dakota Ave.
Walled Lake, MI 48390
(810)668-2323

WELDER, LABORER. Full time for Southfield Property Management Company. Benefits. Call Mon.-Fri., 9am-3pm. Sure 101, Birmingham, MI 48009.

An Equal Opportunity Employer

WELDER

Welder Certification preferred. Afternoon shift. Excellent pay, benefits & retirement package. No phone calls. Interested parties send resume only to: Vosel-Alpine, 29917 Smith Rd., Romulus, MI 48174. Attn: KM.

WE'RE NEW!! WE'RE HIRING!!

TRANSTAR INDUSTRIES, INC., Ohio's largest transmission parts distributor is opening a brand new distribution in Livonia (our 14th division nationally). We will be hiring for the following positions:

OFFICE ADMINISTRATOR

Duties will be: Accounts Receivable, Credit Checks, & a wide variety of support activities.

SHIPPING & RECEIVING CLERKS

Duties will be: Receiving & stocking all inbound freight, & shipping product to our customers via UPS.

If you are ambitious, want responsibility & a challenging work well on your own, & are not afraid to take the initiative to get things done, contact:

Phil Guinta at 1-800-321-6830

WRECKER DRIVER

and Mechanics Assistant. Experienced preferred in Mechanics. Must have Michigan Chauffeur's License. Impounds. Apply in person: Joe Rumah's Shell, 25826 Southfield Rd. at 10½ Mile.

XXXXXXX

$1000 + WEEKLY

Summer Work. Installers/Service. Paid training. Apply at: Renkow Division, 1974 E. Wattles (17 Mile), W. of John R, Troy, MI.

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"
TG,Troy

Our classified sales people are waiting to hear from you...
for more information call...
WAYNE
313-591-0900
OAKLAND
810-644-1070
ROCHESTER/ ROCHESTER HILLS
810-852-3222
CLARKSTON/LAKE ORION/ OXFORD
810-475-4596
Observer & Eccentric
CLASSIFIED ADVERTISING

ACCOUNTANT

A national environmental consulting firm with headquarters located in Novi has opportunity for an experienced accounting person. Seeking candidate with 1-3 years of public accounting or equivalent experience is required. Financial Reporting, Tax and Fixed Asset experience desired. Candidates must be dependable, self-motivated, and detail oriented. We offer a comprehensive benefits package. Please forward resume & salary requirements:

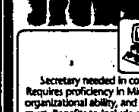
Attn: Mark Behlke,
Clayton Environmental Consultants, Inc.,
41850 Gardenbrook,
Suite #150,
Novi, MI 48375.
No phone calls please
FAX: (810) 344-0229
EOE/AA/M/F/A/V/D

ACCOUNTING/BOOKKEEPER

FOR a Farmington Hills architectural firm. Part-time, 8-16 hours. Flexible. QuickBooks Pro software. Send resume to: Dorothy Zeman, Romulus: Lakes Pkt, Suite 106, Farmington Hills, MI 48336

ACCOUNTING CLERK

Flex time, looking for a part time job that meets your schedule? American Society of Employers offers good pay & a flexible work to top notch accounting clerk.



Secretary needed in commercial real estate firm. Requires proficiency in Microsoft office. Strong typing, organizational ability, and good communication skills a must. Benefits to include a 401(k) plan. Apply in the first year, medical, dental and disability. Please send salary history and resume to:

Mr. Juliet
P.O. Box 267
Southfield, MI 48037

502 Help Wanted Office Clerical

ACCOUNT EXECUTIVE

Must have a good working knowledge of printing, graphic arts, technical support and sales presentations. To work with Big 3 Auto Manufacturers and tier suppliers. Handle in-house sales details, quotes, customer contact, cost tracking, invoicing and follow-up. Must be well organized and able to handle pressure in a constantly changing environment. Good people skills and a desire to advance in an innovative and rapidly growth opportunity. Full benefits, performance bonus.

Send resume including salary history to:

BL Claire, Inc.
37440 Hills Tech Drive
Farmington Hills, MI 48331-3472
FAX 810-553-3102

ACCOUNTING ASSISTANT
$2,000 Bonus

Birmingham Real Estate Development firm has opening for motivated self-starter to assist with computerized A/P and general accounting duties. Must have prior A/P experience. Knowledge of 123 Lotus Word & computerized accounting software a must. Need to be organized & detailed. Salary starting at $2K plus bonus. Excellent Dental benefits an retirement plan available. Growth potential.

Send resume and cover letter stating your salary requirements, date and career goals to: Ms. Bassett, 200 E. Big Beaver, Suite 101, Birmingham, MI 48009.

ACCOUNTING CLERK

Flex time. Looking for a part time job that meets your schedule? American Society of Employers offers good pay & a flexible work to top notch accounting clerk. One year experience. BPI knowledge a plus. Send resume to: American Society of Employers, 23815 Northwestern Hwy., Southfield, MI 48075 or call Bruce Hawley. (810) 353-4500

ACCOUNTING CLERK

Two year degree in accounting or equivalent. Minimum plus 3 to 5 years working experience in Accounts Payable and Payroll. Accounts Receivable knowledge of Microsoft Word & Excel is helpful. Experience in communicating directly with customers & vendors a plus. Must be open-minded and willing to adapt to continuous improvement process. We also fill in at switchboard. Please forward resume & salary requirements to:

Human Resources
P.O. Box 1926
Royal Oak, MI 48068-1926

ACCOUNTING CLERK

A 50 year old distribution company needs a person with accounting training for accounts analysis, order analysis and general accounting function. Must be proficient in 10 key. Competitive salary & full benefits. EOE. Send or fax resume and salary requirements to: Personnel, P.O. Box 5034, Southfield, MI 48086 Fax: 810-352-2324

ACCOUNTING CLERKS
Great Demeanor!

If you have experience in Accounts Payable, Accounts Receivable, Collections or Payroll, then we have numerous opportunities for you! Call us today!

Accounts Receivable Accountant - Perm, Downtown Mid $20's
Accounts Payable Clerk: Temp - Perm, Farmington Hills to $20K
Payroll Clerk: Temp - Perm, Southfield to $20K
Billing Clerk, Long-term temp, Troy $8/hr

ACCOUNTANT SOURCE
TEMPS
2000 Town Center - #520
Southfield, MI 48075
810-352-6220
FAX 810-352-2335

ACCOUNTING CLERK - Full time. A/R & A/P experience. WordPerfect & Lotus preferred. Apply in person: Sik & Morgan Inc., 2338 Coolidge Hwy, Berkley, MI 48072. No Calls

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ACCOUNTING DEPARTMENT

Math & PC skills required. Position must be organized and dependable. Fringe benefits available. Mr. Jay, Lanne Doors, 30700 Northwestern Hwy., Farmington Hills, MI 48334-2517. Call between noon & 4pm and other various accounting and general office responsibilities.

Both positions require an experienced, personable, detailed person with sound computer skills. Competitive compensation package. Congenial staff. Convenient location near Canton off I-275. All replies confidential. Please indicate job preferred and fax resume to 313-397-7330 or mail to: Accounting, Box 2828, Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150

ACCOUNTING - PART TIME

No calls please. Fax resume to: Fax 313-459-4270, 30887 Augusta Drive, Canton, MI. 48188.

ACCOUNTING
TEMP TO PERM.

Accounts Receivable Collections. Warren Reel Estate firm. Salary to $20K

1 Sr. Accounts Receivable Collections Specialist

TEMP:

- Jr. Accountant, Detroit
- Accounts Receivable Bookkeepers, Detroit
- Lotus or Excel
- Accounts Payable Clerks, Southfield, Farmington Hills

Apply at: Coleman and Bullders Supply, 10133 Colonial Industrial Dr., South Lyon.

ADMINISTRATIVE ASSISTANT

24801 Northwestern Hwy
Suite 616
Southfield, MI 48075
(810) 354-2410

ACCOUNTS PAYABLE CLERK

Experienced only for furniture store in Troy. Excellent benefits. Call for appointment (810) 649-2070

502 Help Wanted Office Clerical

ACCOUNTS PAYABLE

Established Property Management firm is seeking a qualified, experienced individual for vendor payables, bank reconciliation and general ledger. Computer experience necessary and Lotus a plus. Send resume to:

100 Galleria Officentre
(Suite 400
Southfield, MI 48034
Or fax to: 810-353-3779

ACCOUNTS RECEIVABLE/ DATA ENTRY

A rapidly growing company offering a full time position with benefits. Computer experience a must. Apply in person or send resume Karp & Plus, 21740 Trolley Industrial Dr., Taylor, MI 48180

ADMINISTRATIVE ASSISTANT

Established Southfield property management firm is seeking a responsible, well organized individual to assist with office. Good communication skills and word processing a must. Excellent benefits. Please send confidential resume to: P.O. Box 721044, Berkley, MI 48072-0044

ADMINISTRATIVE ASSISTANT
(Southfield & Troy Locations)

An exceptional career opportunity has a full-time position available for an Administrative Assistant. The duties

Administrative Assistant

Growing suburban beverage company has immediate openings for a well organized, self motivated individual to assist in all areas of administration. This is a full time, entry level opening.

You will need

- Proficient communication skills
- Basic computer knowledge
- Conscientious clerical skills

Benefits include:

- Medical, dental and life insurance
- Profit sharing
- 401k plan
- Paid holidays

Send resume to:

Administrative Assistant
P.O. Box 707
Plymouth, MI 48170
EOE

ADMINISTRATIVE ASSISTANT
(Southfield & Troy Locations)

An expanding home care agency has a full-time position available. The qualified candidate will possess:

- A minimum of 3 years of current secretarial experience
- Excellent spelling and proof reading ability
- A minimum typing speed of 50 words per minute
- Demonstrated proficiency in Ami Pro, Microsoft Word, Lotus 123 spreadsheet applications, tables, graphs, and merge
- Project management and organizational skills a must

Responsibilities will include general clerical functions, travel arrangements, writing meetings, and memorandums, arranging for prospects as assigned. Candidates must be willing to work flexible on a as needed basis, in exchange for your skills we offer an hourly wage of $10 per hour, and a comprehensive benefits package. Applicants will be tested.

Please forward your resume to:

HUMAN RESOURCES
340 E. Big Beaver
Suite 250
Troy, MI 48083
EOE/ADM

ADMINISTRATIVE ASSISTANT, 12 HR. opening for a small Southfield advertising agency. Work in media department. Good typing skills and word processing. Judi, 810-772-6760

Snelling Personnel Services

ADMINISTRATIVE ASSISTANT

TO $35,000 Work for V.P. of Public Relations. Major Bloomfield Hills firm. Background in public relations/sales. Benefits. Denise, 810-772-6760

Snelling Personnel Services

Administrative Assistant

Excel or Lotus and Word Perfect Microsoft Word

ARBOR TEMPS 459-1166

ADMINISTRATIVE ASSISTANT

Two years previous office experience (1/2 work in a Windows environment with word processing & spreadsheet applications. Positive attitude, good promotions & pricing. Fax resume to 810-649-1880 or call 810-988-0087

ADMINISTRATIVE ASSISTANT

Choice career move with suburban automotive supplier. Be appreciated for your skills and talents. Bookkeeping level experience. Your prior secretarial experience. Knowledge of Windows software considered for bonus. Salary. Well rewarded. Paid Holidays and vacation pay.

Call Bonnie Livonia/Farmington 646-7661 473-2931

Advantage Staffing

ADMINISTRATIVE ASSISTANT

We have immediate opportunities with mid-sized companies for a experienced secretary with strong typing and interpersonal atmosphere. Opportunities for both long and short term assignments. Must be proficient in Word. Salary $9.00 - $14.00/hr. Call Sara Farmington/Livonia 473-2931 646-7661

Advantage Staffing

Administrative Assistance

Senior executive seeks professional assistant who has excellent verbal and written communication skills, a computer competent, organizational skills, and can interact comfortably with customers. College degree preferred.

Fax your resume with salary requirements to:

ROUGH INDUSTRIES
1916 Market
Livonia, MI 48150
(313) 591-4300
Fax: (313) 591-4333
EOE

ADMINISTRATIVE ASSISTANTS

$9-$11/HR

Excellent opportunities available!! Southfield, Troy, Farmington Hills, Rochester areas. Seeking individuals with candidate skills: excellent communication skills and able to work independently. Must have word processing experience. Temp to perm, or long term. TEMP-TO-HIRE, PERMANENT

Farmington Hills.....810-615-0660
Mapleleaf Mall.....810-545-2150
Rochester Hills.....810-650-5690

Western STAFF SERVICES

ADMINISTRATIVE ASSISTANT/ OFFICE MANAGER

Non-profit organization in downtown national seeks bright person to manage small, busy office and support Director. Excellent communication skills; strong oral and written communication. Knowledge of computers(WP5.0) and 3-5 years experience in office support. Bachelor degree preferred. FAX resume with salary requirements and availability to: (313) 226-9282 or send to THAW Fund 1212 Griswold, Detroit, MI 48226

ADMINISTRATIVE/ PURCHASING ASSISTANT

Growing interior design company seeks an energetic, positive & organized individual to assist us with phones, general office, PO's & tracking. Prior purchasing experience a plus. Windows experience & typing 65 WPM necessary.

Call Sarah at: 810-644-7040 or Fax resume to: 810-644-7016

502 Help Wanted Office Clerical

ADMINISTRATIVE ASSISTANT

Excellent opportunities available for experienced administrative assistants at a leading company located in Southfield. Responsibilities include providing support to administrators, AR/AP clerks, project managers, preparation of graphic overheads for proposal presentations and general administrative duties.

Ideal candidate will have 2-3 years secretarial experience or a fast-paced professional environment. Strong PC skills including Microsoft Office are required. Lotus Notes a plus. Excellent communication and organizational skills are essential.

Enjoy top pay and benefits on a stable, growth company. Give us a call or stop by today.

KELLY SERVICES
400 Galleria #210
810-352-5220

Administrative Clerk

Part time in the Department of Finance, Water Division. Type 40 wpm. High school diploma with at least 1 year experience in office procedures & computers. Ability to work effectively with public. $9.47 to $11.46 per hour to start. Open until filled. 7-15-96 to City of Oak Park, Administrative Offices, 13600 Oak Park Blvd., Oak Park, MI 48237. ATTN: James D. Hock, Assistant City Manager. EOE/ADA

ADMINISTRATIVE SECRETARY

Must be proficient in MS Word, PowerPoint and Excel assists Heavy computer work. Fast-paced office. Salary is based on experience. Send resume to: TBG, 4120 Telegraph, Suite 200, Bloomfield Hills, MI 48302

APPOINTMENT CLERK
$7.00 Per Hr.

National company located in Western Wayne County has full time job openings in our Scheduling Dept. We train. Call Karen, (810) 397-4800

Are You Looking To Do A Short Hand-Scripts, 2-3, or 10-12 words a Minute Writer or Computer. If So, Call after 5pm.

(810) 626-0309

ASSISTANT BOOKKEEPER/ CLERICAL

Part-time position. Some filing & phones. Pleasant phone voice & accuracy required. Some computer experience helpful, long-term temporary position. Temp-to-Hire positions Contact Donna 810-548-8282

ASSISTANT FOUNDATION

Approximately 15 hrs/ week $10-$12 hr. Knowledgeable organizer, trainer in home office

Call Marie at: (810) 693-5743
Workforce Inc. Never a Fee

ASSISTANT (PART-TIME) TO EXECUTIVE DIRECTOR

Must be computer literate and have excellent communication and telephone skills. Flex Hours. Location: Send resume to:

Judy Dott
Executive Secretary
15100 W. Twelve Mile Rd.
Oak Park, MI 48237
An Equal Opportunity Employer

ASSISTANT/ PART TIME

Needed for small business. Computer experience and bookkeeping needed. 15 hours per week. Flexible schedule. Some driving. References required (810) 932-2600

AUTOMOTIVE/CLERICAL

Full Time
Body Shop
Receiving/Parts/Cashier
BILL COOK Collision Center
Farmington Hills
Kelsey Stark
810-471-0600

AUTOMOTIVE/CLERICAL

FILE CLERK
BILL COOK AUTOMOTIVE GROUP
Farmington Hills
Kelsey Stark
810-471-0600

AUTO/MOTORCYCLE DEALERSHIP

Mega-size dealer with two locations currently accepting applications for:

Switchboard/Cashier
Full/Part Time
Excellent pay & benefits.
Excellent working environment.
THE ANDERSON COMPANIES
1-800-968-7800, CAUST Ext. 2
A Good Place To Do Business!
Please call Sheri Kirkpatrick
(810) 334-3600
or Fax resume to
(810) 334-2542

BEAT THE HEAT
WITH SNELLING

Unlimited career opportunities for temporary and permanent placement. Various positions from entry-level to executive level and more. Working with top professionals staff is fun and easy. We do all the work.

CALL FOR AN INTERVIEW
313-266-8500
LIVONIA

SNELLING
PERSONNEL SERVICES

Bloomfield office has the following positions available:

- Bookkeeper
- Secretary
- Receptionist

Please call:
(810) 332-3434

BILLING CLERK

Experienced. Data entry CRT, 10-key calculator. Excellent fringes. Send resume to PO Box 908 Troy, MI 48099

BOOKKEEPER (EXPERIENCED)

Bloomfield Hills area. Must have Lotus and Word Perfect. Send resume with salary requirements to:

Box #2772
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150

BOOKKEEPER for industrial company in Wixom, full or part-time. Must be experienced in computerized bookkeeping through trial balance. Send resume to: Box #2725
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

BOOKKEEPER

For local electronic contractor with experience through trial balance. Solomon software experience helpful. Send resume to: BWP Inc, Box 2719, Farmington Hills, MI 48333-2719

BOOKKEEPER

FULL charge Bookkeeper for $5 MILLION company. Payroll, accounts payable, general ledger thru trial balance, bank reconciliation, no billing required. Also performs other clerical duties as needed. Microsoft office, WordPerfect, Lotus, used in office. Hard working, fun, entrepreneurial firm in Birmingham with offices/ operations in other states. Send resume to: 400 W. Maple, #150, Birmingham, MI., 48009

BOOKKEEPER

Full time. No weekends. Benefits. Near 275 & 8 Mile. Phone (313) 753-3463

502 Help Wanted Office Clerical

BOOKKEEPER/ GENERAL OFFICE

Typing, Payroll, Accounts Receivable & Accounts Payable recording, Invoicing. Benefits after ninety (90) days. Apply at D.T. Foster Machine Products, Inc., P.O. Box 214348, Auburn Hills, MI. 48321-4348 or FAX: 810-852-7486. Phone: 810-852-4471

BOOKKEEPER

Needed for medium sized Brighton area construction company. Must possess knowledge of construction industry, being procedures comprehensive payroll, payables and general ledger. Send resume to:

KSF
26211 Central Park Blvd.
Suite 220
Southfield, MI 48076

BOOKKEEPER PART-TIME

Small construction company. Individual to work directly under CFA in charge. Strong computer skills required. Flexible hrs. Send resume to: PO Box 1230, Farmington, MI 48012, or fax to: (810) 542-7122

BOOKKEEPER

Part-time Mon., Wed., Thu., Fri., 12 noon to 4:30 pm. Please apply at 36200 Plymouth Rd. (Gale St. Livonia.

BOOKKEEPER

PERMANENT, Full time, 4 hours/day, Troy area. Good typing skills and computer experience helpful. Call between Noon & 3. 810-745-8440

BOOKKEEPER/RECEPTIONIST

Part-time position available, possibly expanding to full-time. Growing suburban Metro Detroit CPA firm. Computer skills needed. Mail resume to:

Wilkie & Miller
10 W. South Boulevard, Suite 101
Bloomfield Hills, MI 48302
Fax: 810-642-3644

"BOOKKEEPER" SECRETARY EVERYTHING HELP!

Only kidding about the help, but sometimes I'm close. I have a small office heading a new company in developing elder care products. Business is so good it's getting away from me. I need a full charge bookkeeper who can handle bills, banking, statements, estimating, computerized office, & taxes. In short, everything to run the accounting aspects of a small company. If interested, please send resume to:

Arbor Corporation
PO Box 214537
Auburn Hills, MI 48321

Bookkeepers to $12/hr.
AP/AR to $10/hr.
Payroll to $10/hr.

CAREER OPPORTUNITIES!
Southfield/Farmington/Troy locations. For city companies, long/short term. Temp-to-Hire positions Call Donna 810-548-8282

BOOKKEEPER

Full time, benefits. Windows Peachtree complete accounting knowledgeable preferred. Salary commensurate with experience. Send to: P. O. Box 0128, Farmington, MI 48332

BRUCE KADOURA & ASSOCIATES Now Hiring:
Accountant/Bookkeeper

Duties to include: Order entry, job updates, general ledger, payroll. Experience with automated accounting systems and job costing is definite asset. Semi-full time position. Growth potential with long-term established team. Contact Alex at (313) 427-7081

BUBBLY RECEPTIONIST

ARBOR TEMPS 459-1166

BUYER ASSISTANT TO $20,000

Good general office skills. Friendly suburban firm. Opportunity to advance in position. Excellent Benefits. Call Denise, 810-772-6760

Snelling Personnel Services

CALL COORDINATOR

Fast paced office needs reliable full time worker with ability to handle phones and work under pressure. Several small skills. Call M-S/Wed Regular business 9-5, Mon - Fri. Ask for Gloria

COLDWELL BANKER
Schweitzer Real Estate

CAREER OPPORTUNITY

F.H. company needs ambitious, clerical person to handle multiple responsibilities. Min. 3 yrs experience. Good pay & benefits including 401N. Call for details - ask for Linda 810-553-9250

CLERICAL ASSISTANT

Full and/or part time. Experienced dependable computer skills required. Benefits available. Resumes to: Personnel, P.O. Box 8220, Sterling Heights, MI 48311-8220

CLERICAL/BOOKKEEPER

Permanent, part-time for small CPA firm. Responsible, organized, self-starter. Duties include phone, data entry, filing & bookkeeping. Office experience required. Send resume and salary requirements to: PO Box 5365, Plymouth, MI 48170

CLERICAL -

INSURANCE AGENCY. General office filing, copying, faxing, 12 hrs/wk. Please call 810-442-5000 Ext 242

CLERICAL/OFFICE MANAGER

Commercial print center seeks detail-minded individual for full-time position. Livonia/Redford (313) 538-0188

CLERICAL OFFICE SUPPORT

Basic computer & some experience in receivables & payables needed. We offer competitive wages & benefits. Apply in person or send resume to:

Advance Stamping Co.,
12025 Dixie Ave
Redford, MI 48239

CLERICAL OPENINGS ABOUNDI!!

We are looking for people with the following skills:

Word Processors 45 WPM, Word Perfect 5.1 & Excel, Data Entry, 4500+ keystrokes per hour, Light Industrial, Filing. DON'T MISS OUT ON THESE OPPORTUNITIES TO WORK WITH GREAT COMPANIES

Corporate Resources
Personnel Services, Inc.
Fax:.....(313)722-8132
Phone:.....(313)722-7990

CLERICAL

Part-time temporary clerical position in transfer/filing environment. Must be able to handle multiple tasks, along with good reading, writing and telephone skills. Working knowledge of spreadsheet and word processing software a required. Job duties include typing, filing, sending and other clerical support tasks. Benefits not included. Flexible hours EOE. For consideration, please submit resume to:

Clerical
P.O. Box 5218
Livonia, MI 48150-5218

502 Help Wanted Office Clerical

CLERICAL POSITIONS

Openings available in Southern Oakland County. Earn up to $10 per hr. Call for the Accounting Department, Administrative Assistants, Accounting/Graphic Receptionist & Accounting.

(810) 553-7710

CLERICAL - Typing, filing, phone answering, computer knowledge helpful. Hours are 8am-5pm.

1-800-825-3548

CLERK/BOOKKEEPER

With some experience. For Southfield CPA office.

(810) 350-2800

CLERKS RECEPTIONISTS SECRETARIES

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