500 Help Wanted General

PROJECT COORDINATOR
Established design & build company has immediate need for an experienced Project Coordinator. Applicants should have knowledge of gauges, fixtures & automation, possessed valuing machine tools. Competitive salary commensurate with experience. Qualified applicants send resume to:
INTRA CORPORATION
863 Manufacturer Dr.
Westland, MI 48186

PROPERTY MANAGEMENT
firm seeks Resident Manager for high-rise community located in Wayne County. Knowledge of Section 8 survey housing required. Competitive salary & benefit package.
Contact: Mgr. Dept. 45
29777 Telegraph Rd., Ste. 2100
Southfield, MI 48034-7681

PROPERTY SUPERVISOR for Southfield Property Management Company. Experience preferred. Benefits. References required. Call Mon.-Fri., 9am-5pm, (810) 352-3434.
An Equal Opportunity Employer

QUALITY ASSURANCE MANAGER
Experienced with extensive quality requirements including SPC. Dealing with automotive firms and related customers. Established position, suburban westside location. Salary & benefits. Resume to: Box #2634, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

QUALITY CONTROL
Spartan Stores, Inc. has an immediate opening for a Quality Control Clerk to our warehouse. Accountabilities include verification of correct product and case count by sampling, by performing random tear down and visually inspecting for proper quality of workmanship requiring stacking patterns, product dating, quality of cases, and labeling. Applicant must be detail oriented and maintain records and tracking results of audit and store reported errors.
To be considered you must possess excellent mathematics and communication skills, be detail oriented and enjoy working with people. Flexibility in hours (PM and weekend) and willing to work (8-10 hours). Previous experience a plus. Hours for this position are: Monday - Friday, 3 PM. - 11 PM. with flexibility.
Interested candidates please send resume or apply in person, Mon. - Fri., 8 A.M. - 1 P.M. to:
SPARTAN STORES, INC.
Attn: Employment G/C
9075 Haggerty Rd.
Plymouth, Michigan, 48170

QUALITY CONTROL INSPECTOR
Motivated person with inspection experience. Knowledge of SPC blueprints & GDT & part layout. Problem solving & team player. Familiar with automotive stamp. Quality oriented. Well organized. Full assembly experience. Good communication skills. Top wages with competitive benefit package. Apply in person or send resume to:
Greenfield Die & Mfg. Corp.
8301 Ronda Dr.
Canton, MI 48187
Attn: HR/DS

QUALITY CONTROL INSPECTOR
Some experience helpful. Manufacturing facility. Midland Township.
(810) 684-0555

QUALITY CONTROL IMMEDIATE EMPLOYMENT
Production weekdays and shop. 3 years minimum experience. Benefitware. Call (810) 477-2690
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
An Equal Opportunity Employer

QUALITY CONTROL MANAGER
Growing mid-sized die company is looking for a Quality Control Manager who can lead Company to QS 9000. Management experience, strong Quality manufacturing experience and good people skills required. Strong customer contact. Responsible for implementation of QC program, participate in new processes expansion of product, interprets SPC data, supervises quality control trainer quality claims. Excellent salary and benefit package. Send resume & salary history to:
P. O. Box 74
Royal Oak, MI 48068

RECEIVING
Part Time
Apply:
• KITCHEN GLAMOR
Mon. - Fri.
Maple & Orchard Lake Roads

RECEIVING PERSON Part-time. Mon. - Fri., no nights or weekends. Apply in person. Mitsubishi
312 Main, downtown, Rochester.

RECEPTIONIST - Golf and banquet facility needs enthusiastic individuals to manage reservations, take phone. Computer skills a plus! Competitive wages and fun work. Mail resume to: BookSmart, 6164 Stoneyfield Ct., Dexter, MI. 48130

RECEPTIONIST
Sharp, business oriented person for weekends, some evenings for fast paced, customer service, scheduling and phone skills important. Health benefits available. (810) 557-7000 fax resume to: 810-642-7667

RELIABLE, FULL-TIME Employee. Must be qualified to set-up & operate machinery. Good starting wage plus incentives & full benefits. Call (810) 726-5400

REMODELING/REPAIRS
Self-starter for small growing company. Must have sales and leads.
(810) 547-1751

REPORTER
Full -Time
Needed in our Milford Newspaper office. Person chosen must possess a Bachelor's degree or have 1-3 years experience in newspaper reporting. This person will gather news, write stories, cover meetings, write up billings, make photo assignments and take photographs and during pages when necessary. Smokefree environment.
HometTown Newspapers
Attn: Jim Sheridan
323 E. Grand River Avenue
Howell, MI 48843
No phone calls, we are an Equal Opportunity Employer.

Retail
COUNTRY CLUB
Needs sales associate, handbags, jewelry, merchandise. $20-$28K, 6-7 months vacation, 401K, health, life, Cadillac, Stanley Korejo, (810-932-1170, fax 810-932-1214
Henry Associates 29870 Middlebelt
Farmington Hills, MI 48334

Retail
DISTRICT MANAGER
STORE MANAGERS
Apparel and upscale specialty stores. Great salary and benefits.
Cadillac results: Stanley Korejo, 810-932-1170, fax 810-932-1214
Henry Associates 29870 Middlebelt
Farmington Hills, MI 48334

Retail - Gourmet Food
8 Day Week - Daytime Hours. Unique opportunity for Assistant Manager, $19.5-$21K, great benefits! Call Cindy Kraemer, 810-932-1170
Henry Associates, 29870 Middlebelt
Farmington Hills, MI 48334

500 Help Wanted General

Retail
Heslop's
Fine china & gifts is seeking Store Manager. Qualified applicants will possess 2 years minimum management experience. Salary $25-$32 + benefits & bonuses. Also including 401k, medical & incentive. Send resume to: 22700 Heslop Dr., Novi, MI 48375
Attn: Personnel. No phone calls will be accepted.

RETAIL SALES
for Men & Women's Shoes. Experience preferred but will train right person. Dernat after 4: 810-646-4422

Retail Sales
Full & Part Time Beauty Advisor & Make Up Artist
Great products...Great careers.
In an industry committed to making people look good, no one looks better than Lancome. Our products are among the most dedicated professionals in the business. If you're ready to join a company where the career opportunities are always great, consider Lancome.
We are presently seeking a full and part time Beauty Advisor and Make Up Artist to promote our beauty products in the Detroit area. If you have the ability to work a flexible schedule, we'll provide the training and support necessary to make you a successful member of the Lancome family.
Qualified candidates please fax resumes to: (810) 473-8178
Create a career you'll love with Lancome. We are an equal opportunity employer. M/F/D/V.

Lancome

RETAIL SALES MANAGER
DOWNTOWN BIRMINGHAM
Benefits. Flexible hours.
Please call 810-258-9574

RETAIL STORE DESIGNER
Growing retail design firm specializing in supermarket design, seeking an experienced Designer to assist with project design & management. Must have a Bachelors Degree in architecture or Interior design & experience with auto CAD 12 or above. Please send resumes to:
Design Group
29355 Northwestern Highway,
Suite 220, Southfield, MI 48034.
No phone calls or walk-ins please.

RETAIL VISUAL DISPLAY
We seek someone with decorating flair and a solid grasp of design principles for a full time opening in store display. We prefer experience although demonstration of skill may suffice. You must be able to both work solo or with other team members. We offer competitive compensation and a superior benefits package including major medical and profit sharing. Send your resume to:
Visual Display Search
ART VAN FURNITURE
14065 Hall Rd
Shelby Twp., MI 48315
Attn: Dan Peach

ROOFER
EXPERIENCED. WB best present earnings to right person.
(810) 476-4531

ROOFERS
Commercial & Industrial roofing contractor is accepting applications. Please apply in person at:
2321 Rochester Dr.
Carleton, MI 48117
Attn: HR/DS

ROOFERS NEEDED
For commercial and industrial. Experience preferred but not necessary. Union wages and benefits.
(313) 971-0298

ROUGH CARPENTERS
Experienced only. Top wages. Call BM at:
(313) 326-8759
Pager (313) 307-6110

ROUGH FRAMERS & LABORERS
$10-$20 an hour.
810-306-7770

ROUTE DELIVERY DRIVER
A proven and winner company is seeking a committed individual to performance. Cover Metro Detroit area. Immediate position. Call John L. (810) 247-3669

ROYAL OAK SUPERMARKET
An upscale market, needs help. Part-time flexible hrs., ideal for college students. Positions available:
• Stock/Dairy/Frozen
• Deli Decorator
• Full Service Meat Counter Clerk
• Deli Clerk
• Bottle Room Attendant
Apply in person:
Holiday Market
1203 S. Main
10 Mile & Woodward Area
Royal Oak
(810) 541-1414

SAT TEACHERS - wanted this Fall for The Princeton Review. Candidates must be outgoing, fun, and have high SAT scores. If interested, please call Sara at: 313-663-2163

SAW OPERATOR / RECEIVING
to run bandsaw, assist with misc. shipping receiving. General machine shop. Full benefits. Apply in person:
ONEIDA TOOL SHOP
12700 Inkster Rd., Redford

Screw Machine/Night Shift
Lead person on ACME Screw Machine. Set-up experience required to oversee 8 night shift operators. Apply in person: 11875 Globe, Livonia (E of Newburgh, N of Plymouth).

SEAMSTRESS - PART-TIME
Able to sew & hint. Call for appointment with Debbie Debosky, Tues. thru Sat.
(810) 853-8676

SECRETARY BOOKKEEPER for Ann Arbor CPA firm. Full time or part time, will train. Mail resume to: BookSmart, 6164 Stoneyfield Ct., Dexter, MI. 48130

SECURITY
Alarm response personnel needed to respond to "live" alarms in our company. Degree and at least one year of and driving records. Drug free and benefits available. (810) 557-7000 fax resume to: 810-642-7667

RELIABLE, FULL-TIME Employee. Must be qualified to set-up & operate machinery. Good starting wage plus incentives & full benefits.
Call (810) 726-5400

REMODELING/REPAIRS
Self-starter for small growing company. Must have sales and leads.
(810) 547-1751

REPORTER
Full -Time
Needed in our Milford Newspaper office. Person chosen must possess a Bachelor's degree or have 1-3 years experience in newspaper reporting. This person will gather news, write stories, cover meetings, write up billings, make photo assignments and take photographs and during pages when necessary. Smokefree environment.
HometTown Newspapers
Attn: Jim Sheridan
323 E. Grand River Avenue
Howell, MI 48843
No phone calls, we are an Equal Opportunity Employer.

Retail
COUNTRY CLUB
Needs sales associate, handbags, jewelry, merchandise. $20-$28K, 6-7 months vacation, 401K, health, life, Cadillac, Stanley Korejo, (810-932-1170, fax 810-932-1214
Henry Associates 29870 Middlebelt
Farmington Hills, MI 48334

Retail
DISTRICT MANAGER
STORE MANAGERS
Apparel and upscale specialty stores. Great salary and benefits.
Cadillac results: Stanley Korejo, 810-932-1170, fax 810-932-1214
Henry Associates 29870 Middlebelt
Farmington Hills, MI 48334

Retail - Gourmet Food
8 Day Week - Daytime Hours. Unique opportunity for Assistant Manager, $19.5-$21K, great benefits! Call Cindy Kraemer, 810-932-1170
Henry Associates, 29870 Middlebelt
Farmington Hills, MI 48334

500 Help Wanted General

SERVICE TECHNICIAN
For large Farmington Hills apartment community. Must be conscientious, 40 hrs. a week. Apply in person:
MUIRWOOD
Management Office
34005 Grand River
Farmington Hills, MI
N.W. corner of Grand River & Drake. Ask for Gary.

Set a course for Pier 1 Imports, where this adventure of working with the nation's leading specialty retailer of imported home furnishings and related goods will surely be an adventure for you.
Sales Associates
We seek people with a can do attitude to sell our extraordinary home furnishings. If you are learning you are enthusiastic, hard working and a team player, with the ability to work a flexible schedule, we'd like to meet you. A commitment to top-notch customer service and selling skills are essential.
In addition we are looking for special individuals who can work as late as 2am and as early as 6am.
An adventure awaits you. Apply in person at: Pier 1 Imports, 800 N. Main Rochester Hills.
Pier 1 Imports

SET-UP PERSON
Plastic thermoformer seeking ambitious, hard working & reliable machine set-up person for the evening shift. Already a production position? Ready for upgrade. Farmington Hills location. Mayo Gage Co. (810)471-0620

SURFACE GRINDER
Precision job shop seeking experienced full benefits. Great work environment, stable employment, overtime, room for upgrader. Farmington Hills location. Mayo Gage Co. (810)471-0620

TAILOR
Men's clothing store needs part time tailor. Flexible hours. See the manager at Recz Bag & Tab, 300 Ea. Liberty St. (Liberty at Main) in the Ann Arbor Campus Corner Shopping Center, or call
(810) 531-1174

TEACHER ASSISTANTS needed for day school with openings in Novi & Oakland County, Mon-Fri., 1-6pm. Experience a must. (810)661-3630

TEACHER ASSISTANTS/ DIRECTORS NEEDED FOR BEFORE & AFTER SCHOOL PROGRAM. Positions to start end of August.
Call
313-722-7203

TEACHER/ASSISTANT for accredited child care home in W. Bloomfield. Full or part time. Experience preferred.
Call 855-4953

TEACHER, (CHILDCARE)
For Livonia day care. Small group sites. Experience required. Full & part-time positions.
Call. (810) 474-0001

TEACHER/COMPUTER NETWORK COORDINATOR
Oakland County independent elementary seeks a creative, motivated individual to teach computer classes & help students and staff in linking a 20 station PC lab & 23 stand-alone classroom PC's, as IBM compatible. Reply to:
Box #2681
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
An Equal Opportunity Employer

TEACHER
for Birmingham area child care center. Early Childhood background and/or experience necessary.
Call 810-645-0618

HEAD PRE-SCHOOL TEACHER needed for a half-day, 30 week, Developmental Pre-School program. Applicants must have a minimum of 2 college credit hours with 12 hours in Early Childhood education. $12.00/hr.

TEACHER needed for a half-day, 30 week, Developmental Pre-School program. Applicants must have previous experience working with children. 12 hours in Early Childhood education or CDA credential. $10.50/hr.

Call Mon. - Fri. 9-5 to schedule an appointment:
Bloomfield Hills Montessori Academy, half-day program. Applicants must be Montessori Certified with a minimum of 60 college credit hours. $10.00/hr.

TEACHER ASSISTANT for Dearborn Montessori Academy, half-day program. Applicants must have high school diploma and Montessori training. $12.00/hr.

Qualified applicants should apply in person at the Dearborn Public Schools, 18700 Audette, Dearborn, MI 48124 EOE/AAE.

★ TEACHERS & ASSISTANTS for children's centers. Full & part time. Benefits. Call Kelly Services, 810-478-6350

TEACHERS
Elementary and Middle School. Part-time. Private School in Southfield. (810) 948-1080 or (810) 380-0966

TEACHERS: FULL TIME positions in 1996 & beyond. Bloomfield Hills Montessori School. Certification required. Send resume & references to:
Box #2752
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

TEACHERS
Lower & Upper Elementary. Afternoons & evenings. Fax resume to: 810-544-4662 or call 810-544-8070

TEACHERS NEEDED. Private school seeking certified Teachers for elementary education. Ability to teach a foreign language a plus. Interested person please fax resume and references to 313-636-8677.

TEACHER SOUGHT for Infant Toddler Program for Farmington Area YMCA. Full benefit package. Contact Gail Michaels at 810-615-3060. Resumes may be sent to: Gail Michaels, YMCA, 28100 Farmington Rd., Farmington Hills, MI 48334. Attn: Mary Beth Hartner.

TEACHER - SPANISH
Oakland County independent elementary seeks a native speaker to substitute Spanish teacher 4 days per week, Sept. through Dec.
Box #2681
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

TEACHERS
Permanent part-time (AM OR PM) needed at the Community House Early Childhood Center, Birmingham.
(810) 644-6154

TEACHERS WANTED
St. Mary's College of Orchard Lake is now accepting resumes and applications for the following adjunct faculty teaching positions for the Fall 1996 term: advertising; writing for TV, film, media; introductory COBOL programming; English literature and composition; Western civilization; microbiology; Spanish; and French
Send application to:
Academic Dean,
St. Mary's College,
3535 Indian Trail,
Orchard Lake, MI 48324

TEACHERS
1996-97 Schoolyear
Early Childhood Specialists needed for day school with locations in Oakland County. Certification and experience preferred. Send resume:
4180 Middlebelt Rd.
West Bloomfield, MI 48323
(810) 851-2630

TEACHER
1996-97 SCHOOLYEAR
Lower Elem. teacher needed for Southfield day school. Experience in implementing an individualized curriculum essential.
(810) 357-1740

TECHNICIANS & licensed body person, ASE certified preferred. Benefits. Full time. Apply in person. Inquire Kelvin: 313-481-6363

500 Help Wanted General

TEACHING POSITIONS
PART TIME positions available for certified Teachers in the following areas: English, Math, Science, Social Studies, Physics in the 90's, Mainlist Office, Medical Insurance Billing, Medical Terminology, Medical Coding, Sketching, Computer Graphics, Intro to X-Ray/EKG Careers, Small Business Management, Intro to Business, HVIW, Auto Body HVIV3, Heating & Air, HVIV/R Repair, Home Energy Management, Medical Assisting, Clinical Procedures, Phlebotomy, Bookkeeping, Medical Terminology, Anatomy and Physiology, Dental Assisting, Dental Radiography, Pharmacy Technician-Clerical/Clerical, Word Processing, Typing/Keyboarding I, Intro to DOS, Excel, Windows 95.
Qualified candidates should submit a letter of interest, a resume, and copies of both side of a valid Michigan teaching certificate to: Plymouth-Canton Adult & Community Ed., ATTN: Carol G. Saunders, 550 N. Holbrook, Plymouth, MI., 48170-1403.

TECHNICIANS (Electronic)
• Must be Certified
• Interview and Start ASAP
• Entry Level Position
• Clean Atmosphere
• Ann Arbor area
Call or fax resume to
Attn: Amy
THE EMPLOYMENT CONNECTION
391 Airport Industrial Dr.
Ypsilanti, MI 48197
313-485-3600 1-800-995-7810
Fax 313-485-4218

TELECOM TECHS
Seeking individuals with experience in installation and service of telephone equipment. Experience in PBX, Key, (Voice Data, T1, Voice Mail, Robin experience a plus. 3 years minimum experience.
ATOM CORP. 810-476-9455

TELEMARKETING
Evening hours.
Immediate temporary to direct Telemarketing positions available in the Farmington Hills area. Mon-Fri. 5-11pm, Sat. 9:30-2:30pm. Sun. 1-6pm. Flexibility to schedule a 40-hour week. Ideal for individuals with Typing of 40 wpm and an excellent attitude. Interviews are held today for an interview: Starting Tuesday, July 23rd. Must have reliable transportation.
ENTECH PERSONNEL
810-354-1600

TELEMARKETING
Research firm seeks help for selling or appointment setting. Very easy work. Hours 5pm.-9pm., Mon. thru Fri. Salary + bonuses. Near Northville Mortgage
(810) 737-4600

TELEPHONE INSTALLER/ Technician
Entry-level technical career opportunity. Competitive salary plus a 401K plan, medical, life, AFLAC, dental, disability, optional insurance. Apply: 20450 Haggerty Road, Farmington Hills or call for an appointment, 810-489-0000, ext 202

TELLERS
Credit Union Family Service Center has immediate openings for part-time tellers. You must have excellent customer service skills, good mathematical aptitude, previous cash handling experience preferred. We offer a competitive salary, paid holidays, paid vacation, and tuition assistance. Job includes evenings and Saturdays. Applicant must be available 25-30 hours of paid, full-time training. Positions available at the following locations:
• Livonia
• Grand Rapids
• Waterford
• Detroit-Northwest
• Taylor
• Madison Heights
• Lansing
• Novi
• Kalamazoo
• Rochester Hills
If interested, please call
(810) 569-4820, ext. 400

TOOLMAKER/DIE REPAIR. Some experience necessary. Entry level position. Apply in person: Fast Fixture, 5775 Mitchell Drive, Walled Lake.

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.
12777 MERRIAN
LIVONIA, MI. 48150
TEL 313-425-7750
FAX 313-422-7750

TDW TRUCK DRIVER
23 years or older. CDL-A or B w/ Health card. Good driving & safety record. Rose Towing, 21340 Telegraph, Southfield. 810-356-6011

TRANSPORTATION CLERK
Immediate full time position for corporate office of a growing, national company located in Southfield. Requires repetitive typing, transcription keyboarding skills, computer skills and good customer service ability. Automotive dealership or motor carrier experience a plus. We offer a competitive hourly rate and an excellent benefit package. Please fax or send resume to:
CT Services, Inc.
27650 Franklin Rd.
Southfield, MI 48034
FAX (810) 351-8550.
An Equal Opportunity Employer

TRANSPORTATION MANAGER
A Plymouth water heater company is seeking a transportation manager. Must have experience in dispatching, routing, and full truck load shipments.
Lochinvar Corporation
45900 Port Street
Plymouth, MI 48170

TRANSPORTATION - OPERATIONS & DISPATCH
Responsible for scheduling shipments, domestic & international; coordinate pick-up, drop-off, trucks, paper work, load vehicles, customer service. 1-9pm, Romulus area. Drive company car. (313) 946-3900

TRAVEL AGENT
Busy travel department of growing automotive supplier has an immediate opening for a Travel Assistant to coordinate all travel arrangements for headquarters and branch offices. The best candidate will possess a High School Diploma, completion of an accredited Travel School program, 1 year of travel agency experience, knowledge of Worldspan Reservation System, outstanding organizational skills, and an excellent customer service attitude. Please send resume, letter, resume, and salary history to:
CPD/TRAVEL ASSISTANT
AMERICAN YAZAKI CORPORATION
6700 HAGGERTY ROAD
CANTON, MI 48187

TRAVEL AGENT
Expanding Rochester Hills agency needs full time Corporate Agent. 3 years experience required. Call Julie or Donna, (810) 852-9300

Sunshine Travel
(810) 852-9300

TRAVEL AGENT
Full service Sabre/ADS agency. 2 yrs. minimum experience required. N. Woodward area. 810-380-1220

TRAVEL AGENT/RECEPTIONIST
Birmingham travel agency has full time. Opportunity to learn. Gulliver's Travel, Inc. (810) 645-0585

TRUCK DRIVER - Experienced.
(810) 478-6240

TRUCK DRIVER. Full time for Ann Arbor Plumbing Supply Company. Must have valid CDL-B license, good driving record & safety record.
(313)668-8200

500 Help Wanted General

TRAVEL AGENTS
with at least two years Leisure experience are needed for our Troy location. Full-time, benefits and growth potential. Send resume to:
Total Travel Mgt., Inc.
Human Resources Manager,
PO Box 930, Troy, MI. 48099 or
Fax to: 810-528-3342

TRUCK DRIVER
Grand Haulier.
Apply 12550 Farmington Rd.
Livonia. (313) 427-7443

TRUCK DRIVER/LABORER
for asphalt company. Must have CDL. Good pay & benefits.
810-752-9081

TRUCK DRIVER needed, must have CDL Class B driver's license. We have long, weekend truck, 401(k), benefits. Local driving only, 4 day, 40 hour week plus overtime. Apply in person to: Jim, Wilshire Distributing, 46845 W. Twelve Mile, Novi.

TRUCK DRIVER & YARD WORKER
Building Materials Distributor seeks motivated individual for challenging position. Responsibilities include yard material, Must have or be able to obtain Class A license. Offering excellent benefits and opportunity for promotion. Please apply in person at:
Winnett Building Materials
30340 Van Born, Wayne

TRUCKING COMPANY CLERK
Trucking experience preferred. 3 shifts available. Romulus area.
313-441-1233, fax 313-441-3183

TWO POSITIONS
SALES - SHIPPING & RECEIVING
For light industrial company. Selling sales established accounts, salary, commission, expenses. Redford.
Call (313) 534-4449

Visual Merchandiser Wanted
Part-Time Work
Monthly Display Cases and Assistance to Merchants
Wonderland Mall
Marketing Department
Livonia
313-522-4100

WAREHOUSE - GENERAL
Forklift experience helpful. Hourly with benefits. Drug-free work place. Call (313) 491-8620
Ask for Sheldon Dack.

WAREHOUSE 2ND. SHIFT
ACO HARDWARE
SHIPPING DEPARTMENT
Lift at least 50 lbs. work in variable temperatures. Dependable, cooperative, good math and reading skills required. Starting time is PM. Starting pay $6.00 hr. Paid holidays. $8.00 hr. employment drug test. Send letter of interest to: Ed. Mahan, Human Resources, 23333 Commerce Dr., Farmington Hills, MI., 48335-2758

WAREHOUSE
Driving required - van & state truck. Must possess excellent driving record. General warehousing & light heavy lifting. Forklift experience helpful. Starting wage $8.00 per hour. Excellent benefits package. Entry level position. Call Denise 10am-2pm.
(313) 937-3970 ext 20

WAREHOUSE
Growing carton company seeking Shipping/Receiving Personnel. Experience helpful. Full time. Must possess good organizational skills. Automated PC's, full time, Mon-Fri., 8-5pm. Good income potential. Call Rob at:
(313)416-8201 ext 306

WAREHOUSE HELP
Part-time, $7 per hr. Mornings, Mon. thru Fri. Please stop in person at: 5950 Lesure Dr., Westland.

WAREHOUSE, HOVINGA Business Systems has an immediate opening for a Warehouse Associate. This associate will be involved with shipping and receiving and deliveries. Prior experience helpful. Position offers competitive salary, plus a comprehensive health plan, profit sharing through 401k and a company sponsored pension plan. If you believe to work in a positive environment with an emphasis on customer service and teamwork, please send your resume to: Hovinga Business Systems Co., 24444 Indoplex Circle, Farmington Hills, MI 48335.

WAREHOUSE
IMMEDIATE opportunities for dependable, energetic individuals within large suburban distributor, Farmington, Romulus and Plymouth locations. Starting at $7.00/hr to $8.00/hr. Hi-lo license a plus. Vacations and holidays. Suitable for women or men.
Call Lynne - Livonia 473-2935
Advantage Staffing

Warehouse Manager
Fortune 500 automotive after market company is seeking an experienced Warehouse Manager for the Detroit metropolitan area. Duties include scheduling drivers, ordering products, directing warehouse personnel and communicating with sales force. Excellent compensation plan plus benefits. Please include salary history and send to: 30600 Hoover Avenue, Waterford, MI 48327

WAREHOUSE PERSON:
Small parts packing experience. Shipping, receiving, order picking. $7.00 and up to start. Full benefits. Apply at:
US Industrial Tool
15101 Levan Rd
Plymouth, MI

WAREHOUSE STAFF POSITIONS AVAILABLE
For Southfield based company. Seeks a dealer to work in a high energy environment with excellent customer service. Full benefit package. Apply in person at: Vudak Marketing Co., 24404 Indoplex Circle, Farmington Hills.

WAREHOUSE/YARD HELP - Ann Arbor area construction company needs help. Good pay, benefits available. Call 313-662-1817

WAREHOUSE PERSON/DRIVER
Small parts packing experience. Good working conditions. Salary with excellent benefits package.
Box #2943
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

500 Help Wanted General

WAREHOUSE SUPERVISOR
We are looking for an individual to direct the activities of our lesure house accessories. Oversee the daily operation of assigned areas, train and monitor performance and insure the cleanliness and safe conditions of the warehouse and equipment.
A minimum of three years experience in warehouse distribution in a front line supervisor a plus. Experience working with blue collar associates and team building skills are required. Strong communication and safety, and basic PC knowledge are needed. College degree preferred.
We offer a competitive compensation and benefit package. To be considered submit your resume in confidence to:
SPARTAN STORES, INC.
Human Resources
9075 Haggerty Rd.
Plymouth, MI. 48170
EOE/M/F/V/H/22

WELDER/FITTER - Experienced. Bluegreen heavy welding required. Must be 18. Benefits. Aurora Manufacturing. 13301 Northwestern Highway (between 8 & 9 Mile, E of Coolidge).

WELDER LABORER. Full time for Production Progress Management Company. Benefits. Call Mon.-Fri., 9am-5pm. 810-398-1030
An Equal Opportunity Employer

WELDERS
Mig & Tig. Experience with light gauge stainless steel welding. We offer full time employment, over time, good starting wages, insurance, dental & 401K. Apply at: Lockwood Manufacturing, 31251 Industrial Rd., Livonia, E. of Merriman, S. of I-96.

WELDERS - MIG
With production experience. All shifts. Good pay & benefits. Apply at 1770 Mapleleaf (16 Mile/Crooks). Troy
(810) 643-7300

WELDER TRAINEES NEEDED!
PAID WHILE YOU LEARN!
Tier one automotive supplier of material handling racks is looking for reliable people to train for positions in welding. Must be at least 18yrs. old. Need steel toed boots and a desire to learn a new skill, as well as flexibility of job assignments while in training process. Fully paid benefits after 90 days. Call the Human Resources Dept. of Hyrluke Inc., Inc. today to schedule an appointment! 313-953-9933

WINDOW INSTALLATION HELP NEEDED
Call (313) 292-6214

WINDOW MEASURE PERSON
Immediate opportunity. Installation or measure experience required. Accuracy is a must. Good pay & benefits.
810-589-5084

502 Help Wanted Office Clerical

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

JUNIOR ACCOUNTANT
Accounting opportunities available for candidate with bachelor degree and 1 year experience. Strong Lotus and/or Excel skills required. Please send resume with salary requirements to: Box #2943
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTING CLERK
Accounts payable in builders Farmington Hills office. Data input experience required. Typing skills a plus.
810-661-0900

502 Help Wanted Office Clerical

ACCOUNTING CLERK
Excellent opportunity at large distribution company for college minded person with experience in A/P, 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. Send resume in confidence with background and salary history to:
Personnel Manager
P.O. Box 9000
Novi, MI 48376
or FAX 810-960-0634

ACCOUNTING CLERK
Accounting clerk for medical lab in Southfield is seeking an experienced individual to perform accounting functions for a full time, well-maintained leases, recording rental payments, preparing invoices & computer knowledge. 810-358-0670

ACCOUNTING CLERK
Fast paced Farmington Hills Accounting Department seeks full-time candidate for Accounts Payable position. Responsibilities include credit card processing, AR collection and preparing invoices & computer knowledge. 810-358-0670

ACCOUNTING CLERK
Fast paced Farmington Hills Accounting Department seeks full-time candidate for Accounts Payable position. Responsibilities include credit card processing, AR collection and preparing invoices & computer knowledge. 810-358-0670

ACCOUNTS PAYABLE/ GENERAL OFFICE
Progressive Pontiac headquarter office of manufacturing company is looking for a full time, self-motivated person, 3-5 years accounts payable/general office experience. Knowledge of Lotus and Word helpful.
Must have driver's license. Salary commensurate with experience. Full benefits. Send resume to Controller, 18 W. Huron, Pontiac, MI., 48342 or FAX 810-338-3747.

ACCOUNTS RECEIVABLE
Entry level position in growing manufacturing company in Novi area. Must have 2 years accounting and have knowledge of QuickBooks or Quicken. Fax resumes to
810-348-4428 Ann Arbor
Or Mail to: Box #2683
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ACCOUNTS RECEIVABLE
Expanding Michigan based company seeking a person to do full charge accounting through financial statements, reporting directly to company president. Must have strong bank balance and tax preparation includes A/R, bank reconciliation, payroll using ADP and all state and federal tax and employment tax reports. Requires very good oral and written communication skills, organization, computer knowledge, PC and MAC. Experience a must. Business degree preferred. Salary commensurate with experience. Benefits. Fax resume and salary: Add-A-Tech... (313) 722-2722

ACCOUNTING
TEMP TO PERM
• Accounting Supervisor, Downtown service firm. Oversee all activity of department, analyze, take charge, act as liaison to outside sources, policy and procedure recommendations. To $30K
• Bookkeepers, Farmington construction firm, Royal Oak service firm. High volume full charge accounts payable, bank reconciliation, able to assume more responsibility and grow. To $25K
We also offer Permanent placement and Temporary assignments in a broad variety of accounting areas. If you are interested in making a change, please send your resume, indicating what area seek in a position. The more we know your salary range and a daytime phone number where we can call you discreetly.
ACCOUNTANTS ONE
24901 Northwestern Hwy
Suite 600
Southfield, MI 48075
(810) 354-2410

ACCOUNTS PAYABLE CLERK
Assistant, entry level, very detailed deadlines, multiple invoicing, calculator & balances. Livonia area.
(313) 462-2500, ext 103

ACCOUNTS PAYABLE
Full time, Farmington Hills area. Must be experienced with data entry.
Call (810) 349-2500

ACCOUNTS PAYABLE CLERK
Well established manufacturing company, seeks full time Accounts Payable Clerk to grow into a supervisory position. Manufacturing experience necessary. Ideal candidate will be familiar with accounting software, general ledger and P.O. driven system required. Applicant must be organized, detail-oriented person with well rounded capabilities. Competitive salary & benefits package offered. Submit cover letter & references to:
Greenfield Die & Mfg. Corp
8301 Ronda Dr.
Canton, MI 48187
Attn: HR/DS

SERVICE SPECIALIST
Residential HVAC trouble-shooter needed. Any experience will be considered. Top salary, maximum benefits. Recent HVAC graduates welcome, we will train. Call Sandy 810-478-5026

ACCOUNTS PAYABLE CLERK
Full time position for Novi area. Must be experienced with data entry.
Call (810) 348-7500

ADMINISTRATIVE ASSISTANT/ SALES
Quick, Learning, Flexible. Accurate self-starter for Friendly Birmingham office.
Call (810) 647-6750
Fax (810) 647-6751

ADMINISTRATIVE ASSISTANT/ SECRETARY position in Birmingham. Attractive salary & benefits package. Must be adept in Microsoft Word and Excel. College degree preferred $25,000 + benefits & incentives. Great opportunity for a travel agent. Send resume to: Secretary, 1010 Bowers, Ste B, Birmingham, MI 48009

ADMINISTRATIVE ASSISTANT for Irrigation Distributor. Entry level Computer, telephone, organization skills a plus. Send resume
LAN FLAY Hazel Ave. PO Box 71025, Madison Heights, MI 48071

ADMINISTRATIVE ASSISTANT
Farmington Hills real estate office seeks a part-time, 20 hrs/wk, through Sept. Computer skills required
(810) 932-5750

ADMINISTRATIVE ASSISTANT
needed to assist insurance agent, 25-30 hrs. week, with possibility of full-time hours. Duties to include general office & appointment setting. Computer & word processing background preferred. Salary based on 3 years or tax resume to: (810) 932-8506

ADMINISTRATIVE ASSISTANT
TO $32,000. Mon. Sat office. Good secretarial skills. Major financial firm. Call Sandy Sell 810-772-6750
Sterling Personnel Services

Administrative Assistant
Excel or Lotus and Word Perfect Microsoft Word
ARBOR TEMPS 459-1155

DATA CLERK
FULL TIME PART TIME PART TIME PART TIME PART TIME
Fisher-Price, Inc., a world leader in the toy and children's product industry has an immediate full time or part-time Data Clerk, in Bloomfield Hills. This position offers a flexible schedule of 16-20 hours per week.
Qualified candidates must have strong computer skills (Microsoft Windows Word, Excel and Power Point) with the ability to manipulate data to a logical format and report findings to sales management. Other office responsibilities will also be assigned. Candidates must have 2 to 3 years data/clerical or similar experience.
Please send resume and salary requirements to:
Fisher-Price
Employment - Department DC
636 Girard Avenue • East Aurora, NY 14052
or Fax resumes to (716) 687-3238
An EOE m/f/d/v

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ADMINISTRATIVE ASSISTANT
3-5 years secretarial experience utilizing WordPerfect and/or Windows applications.
Strong commitment to quality and detail
Exceptional organizational and communication skills including grammar/proofreading
We offer an attractive starting salary along with an excellent benefits package. To find out more about becoming an associate with one of the *100 Best Companies To Work For In America*, send your résumé to Sue Vargo, Hewitt Associates LLC, 100 West Big Beaver Road, Suite 600, Troy, MI 48084 or fax to: (810) 740-8981. Equal Opportunity Employer.
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