EMPLOYMENT

500 Help Wanted General

RECEIVING CLERK
Window and door distributor seeks receiving clerk for full shift. Must have hands-on experience and good organizational skills. Fax resume to (313) 462-3001 or mail to:
Midwest Door & Window
35339 Schoolcraft
Livonia, MI 48150

RECEPTIONIST FOR busy upscale spa. Birmingham/Southfield area. This is a full time position. Excellent opportunity. 1-800-321-8800

RECEPTIONIST full-time for Farmington Hills law firm. Various secretarial tasks & strong communication skills needed 810-855-5888

RECEPTIONIST - Immediate opening. 5 days, 40 hours, good communication skills, light paperwork. Contact Mary 810-568-3158

RECEPTIONIST
Sharp, business oriented person for weekends, some evenings for fast paced Livonia office. Position Scheduling and phone skills important. Health benefits available (810) 542-2562 or fax resume to 810-642-7667

RECYCLING
We are seeking individuals to fill Machine Operator Trainee and General Labor positions.
REQUIREMENTS
• Self-Motivated
• Mechanical Aptitude
• High School Diploma or GED
OFFERING:
• Excellent Benefit Package
• Good Starting Wage
• Clean Working Environment
APPLY IN PERSON MON-FRI (8AM-4PM) or MAIL RESUME TO
PLASTIPAK PACKAGING, INC.
9135 General Court
Plymouth, MI 48170
E.O.E.

RESIDENTIAL CLEANING
Full time. Life time jobs. Must be reliable & have own transportation Call (810) 366-9028

retail

CASHIERS DRUG CLERKS
Full-time/Part-time
Arbor Drugs has outstanding full and part time opportunities available for Cashiers and Drug Clerks. We offer paid training, weekly paychecks, employee discounts and flexible hours to all part time employees, as well as paid health, dental, life vacation, holidays and LTD to full time employees.

APPLY AT THESE LOCATIONS:
ROCHESTER/TROY
• 2045 South Blvd/Crooks
• 510 Rochester Rd/14 Mile
• 3044 Rochester Rd
• 295 S. Livernois/Walton
• 960 E. Maple/Crooks
FARMINGTON HILLS/W. BLOOMFIELD
• 4389 Orchard Lake Rd.
• 33230 14 Mile/Farmington
• 29350 Orchard Lake Rd
• 33391 Farmington Rd
• 37700 W. 12 Mile Rd/Halstead
ROYAL OAK/BIRMINGHAM
• 1058 W. 14 Mile/Mastaw
• 525 Fourth St. East/Howes
• 31030 John R/13 Mile
• 2121 E. 11 Mile/Rialto
• 444 S. Woodward/Frank

ARBOR DRUGS
Equal Opportunity Employer

RETAIL CLERK part time, 2 evenings, 4:15 to 9:30 - some Sat. Knowledge of arts & crafts preferred. Which-Craft (313) 425-0410

Retail
Heslop's
Fine china & gifts is seeking Store Management & Quality associates will possess 2 years management experience. Salary $23,532 + bonus & benefits including 401K, medical & life insurance. Mail to 22790 Heslip Dr., Novi, MI 48375 Attn: Personnel. No phone calls will be accepted.

RETAIL SALES ASSOCIATES
Part/Full-Time
If you like shopping at Pier 1 Imports, you'll love working here too! We seek associates people to sell our unique national home furnishings and fashions. If you are an energetic, self-motivated, responsible, with the ability to work a flexible schedule, you'd like to meet you. Some sales background is preferred but commitment to top-notch customer service is essential.
Along with competitive compensation and benefits, we offer a great store discount. Please apply in person at:
Pier 1 Imports
35640 Warren Rd.
Westland, MI
Equal Opportunity Employer

RETAIL SALES / CASHIER
Card, gift & bakery store needs reliable, full-time employee. School if qualified. Call TEE'S PLUS, in Livonia. Mail for interview: 810-478-2202

RETAIL SALES
$7 AN HR.
Heslop's
the leader in china & giftware, is looking for experienced sales associates.
Dearborn, 810-348-7050
W. Bloomfield, Sam Boulevard
810-737-8200

Retail
Store Managers/Assistants District Manager
Great openings + expanding stores!
Cashier wanted. Stacey Koepp 810-932-1170, fax 810-932-1314
Harper Associates 29870 Middlebelt Farmington Hills, MI 48334

RETAIL
SWEET FACTORY, others can't compete! Serious fun, is seeking enthusiastic, outgoing sales associates with excellent signs, and Sales Associates for our newest store at SOMERSET COLLECTION. Retail experience preferred. Apply at 2800 West Big Beaver Rd. 810-643-9669 or call 810-618-0073. E.O.E.

retail/wholesale
SALES CLERK
Full time. Individual needs to be energetic, self-motivated and possess excellent communication skills. Must be able to lift 50 lb cartons. Starting salary: $7.25/hour, plus comprehensive benefits package. Day time hours. Apply in person to: PAPER PLUS, 35860 Beattie, Livonia (near Wayne) 810-261-7700 or fax resume to: 810-261-7701. E.O.E.

retail

STORE MANAGERS
Looking for a promising future in retail management? Come talk to us at Arbor Drugs. We're looking for people with experience in retail or grocery management who want to get on the fast track to success at Arbor Drugs.
Right now, we're seeking qualified Store Manager candidates to begin as an Assistant Store Manager. We offer excellent salaries, paid medical, dental, life, 401K, vacation, LTD/STD
For immediate consideration, please fax your resume to: (810) 837-1669 or mail to
ARBOR DRUGS
Human Resources
P.O. Box 7034
Troy, MI 48007-7034
Equal Opportunity Employer

RETIRED? Age Problem
Factory maintenance person must knows electrical, welding, pipe threading, good mechanical knowledge and, has chauffeur's license. Non-smoker, can pass drug test. 20-25 hours/wk. 313-525-3503

RETIREES - HOMEMAKERS!
FREE GOLF with full time or part time employment at Birmingham's 2 golf courses for remainder of season. Clerical positions available. Call (810) 335-4420 for more information

ROOFERS
Commercial & residential roofing contractor is accepting applications. Please apply in person at:
2163 Maple, Westland, MI
S of Ford Rd/W of Hix

ROOFERS & LABORERS
Needed for busy roofing co. Room for advancement $6-12 per hr. to start. Call (810) 344-4337

ROOFERS - People (men and women) willing to learn the specialized craft of wood roof installation and restoration. GOOD PAY!
(810) 540-7463

ROOFERS/ SHINGLE/LABORERS
Must have transportation. Truck preferred but not necessary. Call Steve & leave message. (313) 793-7657

ROOFERS WANTED
Experience preferred, but not necessary. Room for advancement $6-$12/hour. (313) 532-6495

ROOFING HELPERS
Part or full time. No experience necessary. Must be willing to learn trade and be 18 or older with valid driver's license. College students welcome $7.75 to start. (810) 231-3600

ROUSH INDUSTRIES is a full service, automotive prototype supplier to the major auto & truck manufacturers. We have openings in our downtown Rochester Hills and Livonia area shops
Material Control
Rochester Hills, Livonia and downtown offices
Entry level positions
Excellent driving record required
Computer experience a plus
Local delivery driver
Livonia area
Excellent driving record required
Entry level position
Part time long haul driver
Based in Livonia. Monday through Wednesday each week. CDL with air brakes required
Send resume or apply
Roush Industries
11911 Market St.
Livonia, MI 48150
313-591-1010
810-299-1500
fax 313-591-4333
EOE

ROUTE SALESPERSON
An international leader in the industrial uniform rental industry is seeking a highly motivated and responsible person to join our service team. This position offers an attractive salary and an excellent fringe benefit package. This is a career opportunity for a person with the desire and determination to succeed. For a confidential interview call Irene. 8am-5pm Mon-Fri.
(313) 513-5440
UNIFIRST CORPORATION
An Equal Opportunity Employer

ROUTE SERVICE PERSON
For textile rental company. Delivering to accounts in the greater Detroit area surrounding area. Competitive salary/401(K)/health insurance. Call Mon-Fri., 8-4pm. 1-800-648-1752

sales

INSIDE SALES MANAGER
The fastest growing leader in the office products industry is looking to fill the position of Inside Sales Manager for its telephone sales department. The right person should have strong communication skills including excellent telephone skills, be a leader that can motivate others to obtain sales goals and have a demonstrated ability to develop successful marketing programs that resulted in increased sales and profits. Responsibilities will include expanding sales territories, developing telephone sales skills of sales associates and building a winning team.
Our compensation package is most attractive and rewarding.
Mail or fax your resume to:
STAPLES, INC.
41554 Koppernick
Canton, MI 48187
Attn: Alan Elias
FAX: 313-416-6487

SALES MERCHANDISER
Sales organization, representing national brand items, seeking energetic, self-motivated individual with reliable transportation for part time entry-level sales/merchandising (24-32 hours/week). Above average wage, flexible daytime hours, mileage. Please send resume to:
Retail Department, PO Box 1600
Farmington Hills, MI 48333
or fax to: 810-626-6993

SALES PERSON for downtown Plymouth antique & gift shop. Great floor traffic, excellent pay plan. Benefits.
TYME AUTO 313-455-5066

SALES/STOCK POSITIONS
Retail sales plus stocked. Full or Part-time. Up to $7/hr. Must apply within at: Crazy Benjy's Tools, 29845 Plymouth Rd., Livonia. Ask for John: (313) 261-5370

SEAMSTRESS & COUNTER HELP
Full or part time for busy tailoring shop in Novi. (810) 478-0442

SECURITY GUARDS
Part time positions available, 1-3 years college education preferred. Apply: Plymouth-Canton Community Schools, 454 S. Harvey
Plymouth, MI
Job Hotline: (313) 416-2744

SECURITY OFFICER positions available, full and part-time in Howell. $8.00 per hour to start. Experience required. (810)355-2800.

500 Help Wanted General

SECURITY
GUARDSMARK has immediate full/part time positions available in Brighton, Howell and Plymouth.
BENEFITS INCLUDED
•401K
•Medical Insurance
•Life Insurance
•Paid Uniforms
•Paid Vacations
•Tuition Assistance
Must have High School Diploma/GED and no criminal history. We are a 100% Drug Tested Company.
Apply Mon.-Fri., 9am-3pm, 34405 12 Mile Rd., Suite 155 Farmington Hills, MI
(810)553-9900

SECURITY GUARD TRAINEE
This is an entry level trainee position for our headquarters security staff. Responsibilities include directing the flow of customer traffic, answering telephone calls, providing information to all customers and visitors, and acting as back up for the Assistant Security Officer. Familiarity with all security equipment is required and the ability to perform other related duties as assigned. Working hours are 8am-4PM Mon-Fri. Some overtime may be required. This position includes benefits. Qualified candidates should send a resume or apply Mon-Fri 8am-4pm
Security Department
Hudson's
1206 Woodward
Detroit, MI 48226
For other available positions, please call our Job Opening Hotline
810-488-7 JOB
Equal Opportunity Employer M/F/D/V

SECURITY
Officer & Alarm Response Personnel to respond to "live" alarms in our company vehicles. Requires clear criminal & driving records. Drug free & dependable work ethic. Must be able to obtain CCW. Call Mon-Fri. 9am-4pm
1-800-745-3876
An Equal Opportunity Employer
Male/Female

SERVICE CENTER MANAGER
Seeking professional to manage small service center staff. Qualifications to include
• Strong leadership & training skills
• Proven client relations experience
• Excellent communication & writing skills
• Computer experience
• Knowledge of quality programs a plus
Qualified applicants send resume with salary requirements to:
Box #2967
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SERVICE COORDINATOR
Take charge individual needed for service department. Growth position with benefits & future. Dave Lakland, 1560 S. Woodward, Birmingham, MI 48009 EOE

SERVICE REPRESENTATIVE
Currently looking to add another service individual to our top notch team of professionals located in Southfield. You should have great communication skills, hard working, dedicated, and have concern for detail & excellence. For the right person we offer $18,000 base salary plus great benefits and an unlimited upside bonus. Also includes full health plan and 401k.
Send resume
Healthy Options, P O Box 2004, Farmington Hills, MI 48333-2004

SERVICE TECHNICIAN
Work on pressure washers, pumps, etc. Will train. Must be mechanically inclined. (810) 615-4400

SERVICE TRAINEE
For commercial laundry. Training provided. Hand tools required.
Nor-West Door, (313) 538-7844

SEWERS NEEDED
Full time, part time. $6 per hour. Open 8:30am-5pm. Mon-Fri. Call (313) 261-3980

Shampoo Person - For Southfield salon. Thurs., Fri. & Sat. Closed Mondays. Call Lynn, 8am-3pm, Tues-Sat (810-559-0123

SHEET METAL SHOP has the following positions available:
• SHIPPING/RECEIVING
• FABRICATION
• PRODUCTION
Salary based on experience. Accepting applications at 21000 W. 8 Mile Rd. Southfield

SHIPPER
UTILITY PERSON
Screw machine shop, full time with benefits. Livonia: (313) 591-1800

SHIPPING/RECEIVING CLERK
UPS experience preferred. Starting pay based on experience.
Apply at:
US INDUSTRIAL TOOL
15101 Cloverleaf
Plymouth, MI 48170

SHIPPING/RECEIVING CLERK
Entry level position. Will train right individual. Some driving also required. Please apply at Ventura Industries, 46301 Port St., Plymouth (313-459-3900

SHIPPING/RECEIVING
Northwest suburban distributor is looking for a full-time shipping clerk. Hours are 10:00 AM to 6:30 PM Monday thru Friday. Accuracy, neatness and dependability are a must. Good working conditions and benefits. Send resume to
Shipping/Receiving
Roger Zatkoff Company
P O Box 488
Farmington Hills, MI
48332-0488
We promote a drug-free environment. Substance abuse testing is part of the pre-employment process. E.O.E.

SHIPPING/WAREHOUSE SPECIALIST
For well established Farmington Hills co. The experienced applicant should be self motivated, have a working knowledge of PC based shipping system, be familiar with UPS & USPS. This is a full-time position with competitive wage & advancement opportunities. Benefits include health insurance, disability insurance, pension plan, paid vacations, & more. Submit resume to: Ed Hanes, Vice Corp., 23006 Industrial Park Dr., Farmington Hills, MI. 48335-1877

SHOP HAND
Full or part time for sheet metal shop. Dry shop. Apply 8 to 10 hours a week. Westland area. 313-595-7000

SIDING & TRIM HELP Needed. Experienced & Laborers non-experienced. Call Jeff: (810) 473-1570

500 Help Wanted General

SIDING CONTRACTORS
Do you have what it takes to earn $2,000 a week? Do you like to work year round? Can you handle your own job - small, medium or large, extra large?
If this is a company you're up to and you have experience, truck, tools and insurance, call Doug at
1-800-460-6617

SIGN SHOP PRODUCTION
Aggressive, young company seeks qualified individual to maintain a sign making prototype operation. Duties include: computer, vinyl cutting, weeding and application using Alien Datagraph Plotter, MacPC Illustrator. Large format Inkjet Plotter (Novajet 80) operation, proofing and color correction. Sub screening for qualified candidate. Call and ICF. Full benefits package. Send resume and salary history to:
1301 Fort Rd.
Dearborn, MI 48128
No phone calls please

SOCIAL WORKER
FAMILY LIFE CENTER DIRECTOR
Large Detroit Reform Jewish Congregation is interviewing candidates to implement a needs assessment (PRE-SCHOOL to SENIORS) Center, serving the needs of families, children, adults, singles, Quality Options strong Judaic background, experience in Jewish community and education, excellent interpersonal skills, experience working with volunteers, knowledge of MS Word plus. Send resume and names of references to: Ed Jaffe, Chair, Observer & Eccentric Newspapers 36251 Schoolcraft Rd
Livonia, MI 48150

STERLING FINANCIAL NETWORK
Sterling Financial Network, Inc. is a rapidly growing financial services firm. We are looking for individuals to work in the retail, business, and personnel planning field. Professionals, as well as individuals with sales experience, looking for more opportunities and continual growth potential are encouraged to send a resume. A candidate must possess strong interpersonal skills and have an interest in client building. An undergraduate degree and previous education is desirable. Potential associates may not be actively looking for a change but may want to hear about the opportunity. Send resume to or call
Lawrence G. Rancilio
Sterling Financial Network, Inc.
42825 Garfield, Suite 117
Clinton Township, MI 48036
(810) 226-8700
Fax (810) 226-8718

STOCK CLERK
And other duties for women's apparel. Part-time 2-6pm. No calls please. Apply in person: Bloomfield Plaza, Telegraph & Maple

STOCK & DISPLAY
Help wanted, full/part time positions, region, and provide the highest level of customer service.
The selected individual will possess a working knowledge of the wholesale lending process. The ability to guide and supervise others, monitor work flow, meet production requirements and adapt to a changing business environment is necessary. A background of at least 1-5 years wholesale lending experience preferred
We are looking for self-starters seeking a challenging position. Flex time, paid overtime and a competitive benefit package are included. Please send resume, indicating salary requirements to:
InterFirst
A Division of
Standard Federal Bank
Human Resources Dept.
777 E. Eisenhower Pkwy.
Box 70
Ann Arbor, MI 48106
Equal Opportunity Employer
M/F/D/V

TECHNICIAN
Low voltage contractor seeking full time installer. Immediate opening available. No experience necessary, will train. 810-661-0484

TELECOMMUNICATIONS/ INSTALLATION COMPANY
Looking for cable installers. Experience preferred, but willing to train. Knowledge of troubleshooting required. Must have reliable vehicle with valid insurance/ driver's license. (810) 288-8600

TELECOMMUNICATIONS TRAINER
Executive Business Systems, a telecommunications provider in Troy, has an opening with flexible hours for someone possessing experience in instructional techniques/public relations to train our customers in the use of their communications systems. Excellent opportunity available for those experienced in telecommunications with professional attitude and effective communication. Call (810) 649-9100, Ext 8009 EOE

TELECOM TECH
Our dynamic company is searching for a quality minded, hard working phone, voice mail, fiber, and data lines. 2-3 yrs. experience required. Fax resume to: Mr. Bob Hall
Mail resume to:
P.O. Box 250130
Franklin, MI. 48025
Fax to 810-626-2652
EOE Drug testing employer

TELEMARKETERS
Livonia based company seeks Telemarketer. Full & part time. $6.00 hr. + Must have good phone skills, will train. (313) 522-0043

TELEMARKETERS
Part-time
Flexible hours
Park West Gallery, an international fine art gallery and auction house is seeking energetic, professional individuals for our Customer Care Department. No selling/training provided.
Must have strong telephone, communication and organizational skills. Basic computer and typing skills are required. Pleasant work environment.
Contact Lisa Hershberger
(810) 351-2543 ext. 217

TELEPHONE INSTALLER/ Technician
Entry-level & experienced career opportunity. Competitive salary plus 401K plan, profit sharing & full medical, dental, optical insurance. Apply: 26400 Lahser, Suite 400, Farmington Hills or call for an appointment, 810-489-0000, ext 202

500 Help Wanted General

TELLER
for a Birmingham area Credit Union. Experience preferred. Please send resume or application to 576 E. Lincoln, Birmingham, MI. 48009

TELLER - Full time for progressive Credit Union. Experience preferred. Salary commensurate with experience + benefits. Send resumes to: Accounting Dept., 1785 Rochester Rd., Troy, MI 48083

TELLERS
Accepting applications for full & part-time Teller positions. Must be a cash Teller position at our Northville and Livonia branches and a part-time Teller position at our Northville and Livonia branches. Outstanding customer service, professional, customer oriented people. Candidate should possess good math and organizational skills. Cash handling & computer experience a plus. Previous teller experience preferred but will train right candidate. Apply: Community First Credit Union, 500 S. Harvey, P O Box 8050, Plymouth, MI. 48170

TEMPORARY HELP: Aug. 26th thru Sept. 12th. Full time days. Must be located in a University setting.
Call Tom at 313-432-5819

THERAPIST - CONTRACTUAL
for our Bloomfield Hills & Clinton Twp offices. Adult & Children extensive experience, 2 Yrs. experience. Send resumes to: VISH Equine Lake, 10 West Square Lake Rd, Suite 1500, Bloomfield Hills, MI 48302

TILE PERSON Install & repair ceramic & vinyl for large property management company. Benefits. Call Mon-Fri. 8-5pm, 810-354-1030
An Equal Opportunity Employer

TIRED OF BEING UNDERPAID?
Join the exciting sales of HVAC Technology. Sales and Service. Determine your own income limit. Training opportunity. Call now. Ask for Tom or Dan (313) 313-8404

TOOLMAKER/DIE REPAIR Some experience necessary. Entry level shifts. Apply in person: 24701 Halsey Midord Twp. (810) 684-0555

TOW TRUCK DRIVER
Monday-Friday & afternoons. Pay commensurate with experience. Must have chauffeur license.
810-540-2045

TOW TRUCK DRIVER
Now hiring experience preferred, 48 shifts. Apply in person: 24701 Halsey, Farmington Hills
810-478-3395

TOW TRUCK DRIVERS
Westland car care has immediate opening applications for tow truck drivers. Experience preferred. Apply in person at: 5375 Hix, Westland.

TRANSMISSION
R & R & BUILDER
Experienced. 810-669-2304

TRANSPORTATION MANAGER
A Plymouth based car company is seeking Transportation Manager. Must have experience in dispatching, routing, back office. Send resume to:
Lochinvar Corporation
45900 Port Street
Plymouth, MI 48170

TRAVEL AGENT - full time, travel & sales experience important. Travel agency experience helpful. Call 313-455-5810

TRAVEL AGENT
Full time agent needed for Rochester area. Part time, weekends on Workstream 810 656-8113 or fax resume: 810 656-1832

TRAVEL AGENT
Hudson's Travel Service seeking full time agent. Minimum 1 year experience. Excellent benefits & competitive pay.
Fax resume to: (313) 458-5606

TRAVEL AGENT - 1 year experience. Full or part time, Bloomfield location. Gulliver's Travel, Inc.
(810) 645-0555

TREE CARE
Immediate openings for experienced climbers, Groundmen, Tree Spray, TOP PAY! 810-342-9750

TREE SERVICE - Tree trimmer and Groundsman (1yr) experience, will train. Full time, benefits. Must have drivers license. 810-356-3421

TREE TRIMMING, SPRAYING & GROUND PERSONNEL
Applicants should have a minimum of 1 year experience in the tree industry, possess a valid driver's license with a clean driving record. Starting pay $8-$15 per hour for qualified applicants. Excellent medical & benefits package available.
Mountain Top Tree Service,
Call Mike, Mon-Fri, 9am-5pm.
(810) 349-1870

TRUCK DRIVER
Commercial lumber yard requires reliable people to drive and work in yard. Must have lumber experience. Benefits.
(313) 513-5777

TRUCK DRIVER
Low-boy, dump truck, loader. Must have CDL.
(810) 476-0648

TRUCK DRIVER/ MECHANIC
Gravel train. 5 years with mechanical experience. Full time. Good benefits. Apply at: 29830 W. 8 Mile Rd., Farmington Hills.

TRUCK DRIVER
OTR. Late model conventional. Pay open. Required CDL, and desire to work hard. 347-8412

TRUCK DRIVER
Plymouth based metal stamping facility seeks an associate to drive sales and production vehicles. Excellent benefits and competitive wages. Alternator and Starter Inc. Apply in person: E & E Manufacturing, 300 Industrial Dr., Plymouth (across from Unisys)

TRUCK & TRAILER Mechanic needed for gravel trains. Experience in air brake systems and suspension experience preferred. Will train right hand. Call after 3 pm. (810)624-5607

UPHOLSTERER/ SEAMSTRESS
Michigan's leading Steel-case furniture dealer is seeking an Upholsterer/ Seamstress to be part of a fast growing team at our well established industry at our Detroit location. Experience is preferred. Strong mechanical background, high school diploma/GED a must. Candidate must be self-motivated, work independently and in a fast paced environment. Full time with benefits. Please send resume and salary requirements to:
Contract Interiors
Attn: Human Resources Dept.
10 Oak Hollow, Suite 200
Southfield, MI 48034
Equal Opportunity Employer

VACANT LAND SPECIALIST
Our land development dept. specializing in residential, commercial & mobile home sites. For consideration, please send salary requirements & resume to:
Grand/Sakwa Properties, Inc.
P.O. Box 2838
Farmington Hills MI 48331

VALET ATTENDANTS for country club in Bloomfield Hills. $7 hr & up. Other positions available in metro Detroit. Must have good driving record & reliable transportation. Please call (810) 816-6184

VALET ATTENDANTS needed to service upscale locations in Oakland County, in the Metro Detroit area. Earn $7-$10/hour. Call Adam at, (313) 886-8400

500 Help Wanted General

VALET PARKING ATTENDANT
Part-time. Excellent pay. Great for college student. Auburn Hills area. Ask for Todd 810-435-5315

VETERINARY HOSPITAL has opening for full time & part time. Will train. Have desire to learn the many aspects of animal care & office procedures. P.O. Box 51341, Livonia 48150

VIDEO
Panorama Video now hiring for all positions. 31814 Grand River, Farmington. For information call. (810) 661-4287

VIDEO RENTAL/ INDUSTRIAL
Leading Detroit area Video Communications company is looking for an energetic, ambitious person for their rental division. College degree a plus, knowledge and experience in industrial and professional video a must. Excellent salary. Full benefits package. Fax resume and salary requirements to: Cindy, 810-542-2562

WAREHOUSE 2ND. SHIFT
ACME HARDWARE
SHIPPING DEPARTMENT
Lift at least 50 lbs. work in reliable fast paced environment. Good attitude, good math and reading skills required. Starting time 4 PM. Starting pay $8.15. hour, 90 days $9.00, pre-employment drug test. Send letter of interest to: Attn. Human Resources, 23333 Commerce Dr., Farmington Hills, MI 48335

WAREHOUSE ASSISTANT
Full time position, to work closely with growing retail store. Duties include: Send resume to: David Lakland, 1560 S. Woodward, Birmingham, MI 48009.
An Equal Opportunity Employer

WAREHOUSE DRIVER needed for wholesale company for new builders. Need CDL license Class B, air brakes. Full time benefits included. Call 1(800)722-4405 or Fax resume 810-347-6284.

WAREHOUSE
Expanding building wholesaler has full time openings for Warehouse Assistant/Driver. Candidate should be punctual, mature & have good driving record. Good benefits. $7 hour to start. (313) 422-7681

WAREHOUSE
Hard-working, motivated individuals wanting to work for a company with a great future, good benefits and great atmosphere.
Experience in:
Receiving/Ship
Scale Operator
Inventory Control
Please apply in person at:
Sovereign Sales, Inc.
38200 Amrhein Rd
West of Newburgh
Between Plymouth & Schoolcraft
A SMOKE FREE, DRUG FREE WORKPLACE
AN EQUAL OPPORTUNITY EMPLOYER

WAREHOUSE HELP
Heavy lifting. Full benefit. Hi-low experience helpful. Apply in person. Mon - Fri., 8:30-4:30 PM.
Wayne Oakland Supply Company, 25018 Plymouth Rd., (313) 538-9300

WAREHOUSE
Immediate opening in Livonia. Kitchen & Bath Distribution Center. Duties include: stocking inventory, filing orders, loading & unloading trucks, plus pounds). CDL a plus. Full time position. $6.50/hr. to start. Raise after review and full benefits received after 90 days. Apply in person at: 12500 Inkster Rd. (just S. of I-96).

WAREHOUSE
Livonia based company seeks responsible individuals to full part time and full time positions. Good driving record a plus. Call Doug at (313) 261-8800 ext. 24

WAREHOUSE MANAGER & Dispatch for floor covering store. Position open immediately. Innovative Floor Coverings, 30350 Plymouth Rd., Livonia 1 block S of I-96. 313-953-4040

WAREHOUSE / NIGHTS
Immediate, full time position for order filler. Experience with warehousing equipment helpful. Starting pay. Must have basic math skills. Excellent pay & benefit package. Pre-employment physical & drug test are conditions of employment.
EOE/M/F/V/D
Send resume to: Human Resources
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

WAREHOUSE PERSON
Full/part-time. Filing orders, being able to lift 60 lbs. occasionally. $5/hr starting pay, benefits available. Oak Park location. Call 810-398-2400, ask for Mr. Wallace.

WAREHOUSE POSITION available. Must be good with numbers. Full time position. $8.50/hr. Some benefits.
(810) 669-0240

WAREHOUSE
RAPIDLY growing company has long term and temp to perm openings. If you have drivers lic. and have worked in a warehouse atmosphere we are comfortable with your resume. Excellent pay
Call Lorene at Livonia 473-2935
Advantage Staffing

WAREHOUSE
ROUTE DRIVERS & FILLERS
Now taking applications for office products route drivers and order fillers. Experience in route delivery or warehouse order filling a plus. Should be used to working in a fast paced environment. Full time shifts are 7:00 pm-11:30 and 10:00 p.m.-6:30 a.m. $7.50 an hour to start for order fillers. Apply in person between 8:00 a.m. and 11:30 a.m.
STAPLES
BUSINESS ADVANTAGE
41554 Koppernick
Canton, MI 48187

WAREHOUSE/ SHIPPING RECEIVING
Position open in new warehouse in Westland.
Call Chris: (313) 641-1244
KITCHEN GLAMOR

WEEKEND MANAGER
needed for Oakland County facility. Hours 9am-7pm, Southfield area. (810) 352-5437

WELDERS - Must be well versed in Mig welding application, Tig welding and conveyor experience. $8.00 to $11.00/hr. U.S. Bankcard, liberal fringe package, including retirement. Apply in person: U. S. Fabricating, 1947 Haggerty Rd. Walled Lake.

WELDERS NEEDED (TIG) for commercial stainless kitchen equipment manufacturer. Starting at $8 to $10/hr., depending on experience. Some lay-out skills helpful but not necessary. Good benefits & overtime available. (810) 476-0422

WHITMORE LAKE Company needs material handlers & machine operators, day shift. (517) 546-0545

WRITER
Full time entry level position with trade magazine. Must have proven writing ability, desire to learn & sincere devotion to writing career. Some editorial/writing experience preferred. Send resume & writing samples to: D & F, PO Box 6646, Brighton, MI 48116

500 Help Wanted General

WILLIAM D. Ford Career/Technical Center needs INSTRUCTORS, Part-Time Evenings for Media Production / Computer Aided Drafting (CAD). TEACHING ASSISTANT, Part-Time Business Technology. TEACHER/TECHNICAL ASSISTANT, Part-Time Evenings for Culinary Arts/Food Prep. QUALIFICATIONS: Instructors must possess Vocational certification and 3 yrs. related work experience within the past 5 yrs. For information on applying call 313-982-2025
Wayne Westland Community Schools
Employee Services Division
36745 Marquette
Westland, MI 48185
EOE

25 WORKERS NEEDED. ASAP! Production assembers (male) for Plymouth manufacturer. Second shift. Flexible hours, 32-40 hours a week. OT available. Temp positions eligible for regular hire after 90 days employed. Call Action: (810) 227-4868 today!

502 Help Wanted Office Clerical

ACCOUNTANT/ BOOKKEEPER
GENERAL ledger & computer experience required. Property management and payroll experience helpful. Send resume and salary requirements to: Cindy, 30700 Telegraph Rd., Suite 3452, Bingham Farms, MI 48025 or FAX to: (810) 642-9694

ACCOUNTANT / CLERICAL
Entry level with experience in accounting. Call after 10 AM for part time. Call: (313) 427-7100
Or fax resume to: (313) 427-9960

ACCOUNTING ASSISTANT
Mature, experienced individual will be responsible for: Accounts payable/receivable, payroll and general office duties for manufacturing company located in Farmington Hills.
Send resume to:
Jerry Kaplan
Attn: Accounting Assistant
24492 Indoplex Cir.
Farmington Hills, MI 48335

ACCOUNTING ASSISTANT
$2,000 Bonus
Birmingham Real Estate Management firm has opening for motivated self-starter to assist with computerized A/P and bookkeeping duties. Candidate must have prior A/P experience. Knowledge of MS Excel, Word & computerized accounting software a must. Need to be organized & detailed. Salary starting at $22K plus bonus. Medical/Dental benefits an retirement plan available. Growth potential. Fax resume with cover letter stating available compensation, salary and career goals to: Ms. Woods, 200 E. Brown Street, Suite 101, Birmingham, MI 48009.

ACCOUNTING/CLERICAL
Selective Ricoh, a wholly owned subsidiary of Ricoh Corporation, has a position in our Corporate Accounting Department. A minimum of two years experience is desired. Position if full time and includes a complete benefit package.
If interested, please send resume to:
Selective Ricoh, Inc.
2996 Industrial Row
Troy, MI 48084

ACCOUNTING CLERK
Wholesale distributor located in Farmington Hills seeks a highly motivated experienced individual to join our Accounts Payable Department. Excellent benefits & relaxed atmosphere. Requirements include: minimum 3 yrs. related experience on computerized system, strong interpersonal skills & telephone etiquette, accuracy & the ability to follow through with detail. Please respond with your resume & salary history to: Attn. MSVP, PO Box 5125, Farmington Hills, MI 48333-5125 or Fax to: 810-471-4963

ACCOUNTS PAYABLE CLERK
Manufacturing firm seeks individual with 1-2 yrs. experience. High School diploma or GED equivalent required. Responsibilities include data processing, typing, filing, payment processing. Computer experience required. Windows & Excel preferred.
Send resume to:
First Technology
Safety Systems, Inc.
P.O. Box 318
Plymouth, MI 48170
Attn: Human Resources
EOE/AAE

ACCOUNTS PAYABLE ANALYST
Excellent career position available for detail orientated Accounts Payable analyst. Our fast paced office needs someone to process accounts payable in a timely manner and distribute to the proper account reconciliations for all related expenses. Good phone and salary requirements to:
Attn: HR-AP
Box #2983
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
Drug Screening

ACCOUNTS RECEIVABLE / ACCOUNTS PAYABLE
Experienced person needed for busy computer accessory company located in Farmington Hills area. Send resume & salary requirements to: Sally, 38643 Hamilton, Novi, MI 48374

ACCOUNTS RECEIVABLE SUPERVISOR
Multi-location company seeking high energy, upbeat, dedicated self-starter with good organizational skills & work ethic for full time Accounts Receivable/Accounts Payable position. Credit & Collection experience preferred. Accounting a plus. Benefits package with salary. Phone calls. Send resume with wage requirements to: Human Resources Manager, Inc., Attn: Dept. 3188, 28800 Orchard Lake Rd., Farmington, MI 48334, Fax 810-489-6701.

Secretary
Well established property management company has a secretarial position available immediately for west side suburban shopping mall. Requires WordPerfect and Lotus experience, good organization and communication skills. Ability to delegate and follow up is essential. Benefits include a 401(k) plan, vacation, medical, dental and disability insurance. Please send resume with cover letter and salary requirements to:
Mr Tom Leland
P.O. Box 267
Southfield, MI 48037

502 Help Wanted Office Clerical

ACCOUNTING
PERMANENT:
• Full Charge Bookkeepers/ Controllers - growing Tier One Troy & Detroit manufacturers. Full phases of hand on manufacturing-related accounting, in small office atmosphere, self-motivated, strong computer skills. $35-45K
• Sr. Billing Clerks Livonia national, growing service firm for detailed, individuated individuals with high visibility, spread-sheet skills plus. Excellent benefits & perks. To $25K
• Payroll Bookkeeper for St. Clair Shores service company. Handle full function, high volume Certified payroll. Excellent paid benefits Salty to $30K
TEMP TO PERM:
• Accounts Receivable Collection for regional service firm and Royal Oak automotive firm. Perm to $25K
• Assistant Bookkeeper, strong work ethic, variety of tasks, Livonia manufacturing supplier. To $25K
TEMP:
• Accounts Payable Clerks, Warren Construction firm & Sterling Hgts. automotive firm.
We offer Permanent placement Temp to Perm and Temporary assignments in a broad variety of accounting tasks. If you are interested in making a change, please send your resume or call today if you seek in a new position. Let us know your salary and a daytime phone number where we can call you back.
ACCOUNTANTS ONE
24901 Northwestern Hwy
Suite 818
Southfield, MI 48075
(810) 354-2410

ACCOUNTING POSITIONS!!
TEMP TO PERM
A/R Clerk to $10/hr
A/P Clerk to $10/hr
Staff Accountant to $20/hr.
TEMP
Collectors $8/hr.
Jr. Accountant to $11/hr.
Also call our 24 hour Job Source Hotline at 810-788-5844 for a listing of Metro Detroit's most up-to-date accounting jobs available.
Accountant Source Temps
2000 Town Center - #820
Southfield, MI 48075
FAX 810-352-22335

ACCOUNTS PAYABLE Person needed immediately for fast paced Livonia shop. Innovative Floor Coverings, 13232 Newburgh Rd., Livonia, 48150. 1 block S of I-96, 313-953-4040

ACCOUNTS payable, bank reconciliations, computer experience, various duties. Full time. Submit resume with salary requirements: CM 24545 Hathaway, Farmington Hills, Michigan or fax 810-476-8967

ACCOUNTS PAYABLE CLERK, part time for property management firm, 1-3 years accounts payable and computer experience required. Send resume to: Box 2, P.O. Box 5075, Southfield, MI 48086-5078

ACCOUNTS PAYABLE
Must be experienced in computerized accounting systems. Good organizational skills. Call Jeff at
(810) 353-1155, ext. 108

ACCOUNTS PAYABLE CLERK for builder/developer. Computer experience required, job code experience a plus. Send resume to: Personnel, P.O. Box 3045, Birmingham, MI. 48009 Attn: Joanne

ACCOUNTS PAYABLE SUPERVISOR
Wholesale distributor based in Farmington Hills is seeking a highly motivated experienced individual to join our Accounts Payable Department. Excellent benefits & relaxed atmosphere. Requirements include: minimum 3 yrs. related experience on computerized system, strong interpersonal skills & telephone etiquette