500 Help Wanted General

SIDING CONTRACTORS
Do you have what it takes to earn $2,000 - $4,000 a week? Can you work year round? Can you handle any size job, small, medium, large, extra large?
If this is a challenge you're up to and you have experience, truck, tools and insurance, call Doug at
1-800-468-0617

SIGN SHOP PRODUCTION
Aggressive, fast growing company seeks motivated individual to maintain a sign making production operation. Duties include: silkscreen, vinyl cutting, weeding and application using Allen Designer, Signlab, MasterPro Mac, Lazer Lettre Inkjet Plotter (Novajet 50) operations, proofing and color correction. Sits screening for short run production. Mac literate and computer literate. Send resume and salary history to:
1001 Ford Rd.
Dearborn, MI 48126
No phone calls please

SOCIAL WORKER
FAMILY LIFE CENTER DIRECTOR
Large Detroit Area Church is seeking an individual to interviewing candidates to implement a needs assessment and develop a benefit life education center, serving the needs of families, seniors, and teenagers. Skills required: strong Judeo background, experience in adult education, youth education, excellent interpersonal skills, experience working with volunteers, knowledge of M.S.W. is a plus. Send resume and names of references to: Bob Abood, Director, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SOCIAL WORKER
Peachwood Inn, recognized for its quality care, is looking for a Director of Resident Life. Exciting opportunity for the right person to expand activities and services for our Adult Holistic approach, professional atmosphere, beautiful surroundings. BSW required, management experience preferred. Apply in person:
PEACHWOOD INN
3500 W. SOUTH BLVD
ROCHESTER HILLS

SOCIAL WORK
Excellent opportunity. Occupational therapist & psychology students to gain experience in a psychiatric facility at in a community mental health setting. 56 25/hour. No experience required
810-477-8044

STERLING FINANCIAL NETWORK
Sterling Financial Network, Inc., is a rapidly growing company in Sterling Heights. We are looking for individuals to work in the administrative department. We are looking for individuals to work in the sales department, planning field. Professionals, as well as individuals with sales experience, are looking for more opportunities and continual & unlimited growth potential are encouraged to send a resume. A candidate must possess strong interpersonal skills and have good telephone manner. Building: An undergraduate degree and continuing education are 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. Barbas
Sterling Financial Network, Inc.
42635 Dodge Park Rd.
Clinton Township, MI 48038
(810) 226-6700
Fax (810) 226-6718

STOCK CLERK
And other duties for women's apparel Part-time, 3 days. No calls. Robert Mann Furs & More, Bloomfield Plaza, 2075 W. Maple

STOCK & DISPLAY
Help wanted, full/part time positions, produce experience preferred, full time benefits, paid holidays, vacation & vacation. Apply in person only
JOE'S PRODUCE
33132 W. Nine Mile

STOCK HELP
Good Food Company, Michigan's largest natural food supermarket. Full/part time. Top wages. Quick advancement. Full benefits. Ask about holidays.
Troy (810) 390-5673
Canton (313) 981-8100

STOCK & MAINTENANCE
For Newcastle Apartments, Westland area. Lifetime Sports Heavy lifting required. Part time, days. (313) 525-0030

STOCK PERSON
Full or part time for lighting showroom. Good benefits & pay. Apply in person:
Brose Electrical, 27400 W. 8 Mile
Farmington Hills

STUCCO STONE Installers. Earn up to $1,000 a week. Be your own boss. Year round work. Pay weekly or daily. (313)449-8334

SUPERVISOR - custom aluminum fabricating company in Livonia has a supervisory position available, with knowledge of aluminum welding, MIG/TIG carpentry skills a plus. Send resume to: Personnel Dept., P.O. Box 1836, Royal Oak, MI 48068-1836

SUPERVISOR POSITION
Livonia Lindery has 2 supervisory positions available, 2 shifts, full benefit package. Call Peter: 313-513-2212

SUPERVISOR
Small parts automotive manufacturer, located in Farmington, has openings for 1st & 2nd shift Production Supervisor positions. Responsibilities will include daily scheduling of production employees in Conforming Press Department & Secondary Machining Operation. Candidates must have a minimum of 3 years experience in supervision. Must be a team motivator, disciplinarian and a safety conscious individual. Company offers Dental & Health insurance, vacation, holidays, 401 (k) matching program. Send resume or apply within:
13628 Merriman, Livonia, MI 48150
An Equal Opportunity Employer

SURFACE GRINDER
Precision surface grinding. Top wages, full benefit package, continuing upgraders.
Farmington Hills, (810)471-0820

SURFACE GRINDERS
Must be able to hold close tolerances. Have some experience. Days. (313) 420-Joy Rd., Plymouth. (313) 455-3080

SURVEYING
Experienced field personnel needed for land survey crew. Full time, full benefits. (313) 536-1222

SWEEPER - utility person, hi-lo driver, must have mechanic shop experience. Apply at Gauley Lumber, 12600 Hubbell, Redford. (N 196, S. of I96)

SWITCHBOARD OPERATOR
Apply in person:
DON MASSEY CADILLAC
40475 Ann Arbor Road, Plymouth

TAILOR FOR leading mens clothing store, for alterations, full time, full or part-time. Good benefits. Excellent opportunity. Call Ira, 810-398-5420

TAMAROFF BUICK
NOW HIRING
AUTO PARTS DRIVER
& WAREHOUSE CLERK
1. Are you looking for a sleeping store to a long term career?
2. Are you an ambitious self starter?
3. Do you have a clean driving license?
IF SO, PLEASE CALL
MR. MOROPOUS
810/625-1300 EXT. 322

500 Help Wanted General

TAX ACCOUNTANT
CPA with specialty in the tax area needed for full service accounting firm. Excellent work atmosphere in a highly motivated individual oriented environment. Immediate hands-on experience. Must have 3-5 years tax experience and familiarity with automated accounting software. MST designate a plus. Send resume to:
P.O. Box 250125
West Bloomfield, MI 48324

TEACHER ASSISTANTS
needed for day school with locations in Oakland County, Mon-Fri., 11-6pm. Experience a must. (810)661-3630

TEACHER, (CERTIFIED) part-time, for Learning Center in W. Bloomfield. After school hours: 2-6:30
(810) 737-2980

TEACHER/DIRECTOR WANTED for pre-school/day care. Early Childhood Education Degree preferred, 13 hrs & Greenfield area. (810) 435-0027

TEACHER, PART time needed. Enthusiastic and caring. Position open Mon & Tue. Great place to work! At least 2yrs. early childhood experience. Oak Park area. Call for more info: 810-661-7604

TEACHER - PART-TIME.
Elementary or Secondary certified teacher for grades 6-8th. (810) 344-1474
Ask for Pamela Klahn

TEACHER'S AIDE needed for Farmington Hills nursery school, full & part time. Paid benefits. Call after 10am.
810-476-3111

TEACHERS & ASSISTANTS for childcare centers. Full & part time. Benefits available.
810-478-6500

TEACHERS & Assistant Teachers for nursery & toddlers. Immediate openings. Full & part time.
(810) 656-8790

TEACHERS & ASSISTANTS
Full time, Days, Evenings & Weekends. Experienced, full & part-time, for Livonia child care center. Small groups. Call (810) 474-0001

TEACHERS
Come join our winning team. Fall positions for teachers & teacher aides. Please call Mon-Fri., 9-4.
313-453-7744

TEACHERS
needed Oakland County Adult Education. Secondary certification required - Art, IBM Computer, Math, Drama, Elementary Certification - Art & Phys. Ed. Vocational Certification required - Computer Repair, Computer Tech, Medical Assistant, Medical Billing, Nurses Aide/Patient Therapy Assistant, Patient Care Assistant, Veterinary Assistant. Part time only. Day & Evening hours, $28.86/hour. Send resume to: D. Herschel, 1335 Radcliff, Garden City, MI 48135 or Fax: 313-425-7835

TEACHERS - Now hiring dependable people for infants & toddlers. Full & part-time. Benefits offered. Downtown Royal Oak. (810) 548-0290

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

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

TEACHERS
Redford Union Schools, Elementary & Secondary. Part-time positions available. Pearson Education Center - Music, Art, French. Send resume to: 1999 Beech Daly Rd., Redford, MI 48240. Attention: K. Moran

TEACHERS
1996-97 Schoolyear
Early Childhood Services
Assists needed for day school with locations in Oakland County. Full and part time positions available. Send resume:
4150 Woodward Ave.
West Bloomfield, MI 48323
(810) 661-3630

TEACHER WANTED
COMPUTERTOTS, the nations leader in early childhood computer education is seeking qualified Teachers. Degree preferred in education or related field. Available 10-15 hrs per wk, $11 plus per hr.
(313) 464-1778

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

TECHNICAL REPRESENTATIVE
$12+/HR
Growing company, Farmington Hills area. Seeking a CNC Bus former service representative, who know MS Word-Windows, possess a excellent communication skills, must be familiar with CNC equipment. High School Degree or minimum 2 yrs. of college preferred. Temp-to-Hire.
CALL TODAY!
810-615-0660
Western Staff Services

TECHNICIAN
Communications firm seeking technician. Must have 2+ years experience with necessary equipment. Call 810-698-0287 or Fax resume to 810-649-1888

SUPERVISOR
TELECOM TECH
Our dynamic company is searching for a quality Telecom Tech to handle phones, voice mail, faxes, and data lines 2-3 yrs. experience required. Excellent salary and benefits.
Mail resume to:
P.O. Box 250190
Franklin, MI 48025
Fax to 810-559-5532
EOE Drug testing employer

TELEMARKETERS
Part-time
Flexible Hours
Park West Gallery, an international fine art gallery and auction house is seeking merry, professional people to call 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) 354-2343 ext. 217

TELEMARKETERS
Rapidly growing overnight shipping company seeks 5 experienced telephone sales reps with excellent phone skills to join our winning team. Part & full time. Great starting, advancement opportunities
(810) 855-7900

TELEMARKETERS
4 part-time telemarketers needed. Base pay plus bonus. Call Sherry at
810-244-2106

TELEMARKETING
For Home Improvement company. Full time & part time 401K available. Call (313) 482-2500, ext. 123

TELEPHONE INSTALLER/ Technician
Entry-level & experienced career opportunity. Competitive salary plus 401K plan, profit sharing & full medical, dental, optical insurance. Apply: 27725 Stansbury Road, Farmington Hills or call for an appointment. 810-489-5300, ext. 202

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

500 Help Wanted General

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

TELLER POSITIONS
1 yr. experience. Must be banking or cashiering. Send resume to:
OmniBank, 10474 W. Jefferson
Ave., River Rouge, MI 48218
or FAX to: 313-843-5433 No phone calls will be accepted. EOE

TELLERS
Accepting applications for full & part-time Teller positions at our Plymouth office and a part-time Teller position at our Northville office. Looking for enthusiastic, professional customer oriented people. Candidate should possess good math and organizational skills. Cash handling & computer experience a plus. Previous bank experience preferred but will train right candidate. Apply: Community Federal Credit Union, 500 S. Main, PO Box 8050, Plymouth, MI. 48170

TEMPORARY HELP: Aug. 26th thru Sept. 12th. Full time hours. Apply in person at:
Lodge Lanes
2 Lodge Drive
Ann Arbor

THERAPIST - Contract position for our Bloomfield Hills & Clinton Twp. offices. Adult & children experience necessary. Fax resume to: Sand resumes to: VDH-Bloomfield Hills, 10 West Square Lake Rd, Ste. 300, Bloomfield Hills, MI. 48302.

TILE PERSON. Install & repair ceramic tile. Have full time work, full time. Have desire to learn the many operations of a growing tile & stone curtain. P. O. Box 51341, Livonia 48151

TOOLMAKER/DIE REPAIR. Some experience necessary. Entry level position, 40 + hrs. per week, 2 years tile. Midland Twp. (810) 684-0535

TOP HARDWARE & BATH SALES
Full or part time. Ideal for Retirees. Matthews Hardware, 6130 Canton Center Road, Canton

TOW TRUCK DRIVER
Mechanics & attendants. Pay commensurate with experience. Must have chauffeur license.
810-646-2045

TOW TRUCK DRIVER
Now hiring, knowledge preferred, all shifts. Apply in person: 24701 Halfaway, Farmington Hills.
810-478-3200

TOW TRUCK DRIVERS
Westland car care towing is accepting applications for tow truck drivers. Experience helpful, will train. Apply in person at: 6375 Hix, Westland.

TRANSMISSION
R & R BUILDER
Experienced. 810-689-2304

TRANSPORTATION CLERK
Immediate full time opening in a corporate atmosphere of a growing medical company located in Southfield. Required skills include typing, transportation knowledge, basic computer skills and good telephone manner. Salary 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.
27825 Franklin Rd.,
Southfield, MI 48034
FAX (810) 354-9840
An Equal Opportunity Employer

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

TRAVEL AGENT - full time, travel & agency experience helpful. Call (313) 425-8810

TRAVEL AGENT
Full time agent position with Rochester agency. 1 year experience in Worldspan. 810 656-8113 or fax resume to 810 656-1832

TRAVEL AGENT
With at least 2yrs. experience in Worldspan. PARS Travel. (313) 443-1100

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

TRAVEL POSITIONS
Established travel co. looking for upbeat, enthusiastic person to assist with Tour Programming. No experience required. Will train right individual. Team work skills a must. Computer & organizational skills required. Full & part time openings. Also available:
• CRUISE AGENT - Full-time.
- Experience in cruises & individuals.
• RETAIL AGENT - Full-time.
- Experience with corporate, leisure & Worldspan.
Fax Resumes to: 313-565-3621

TRAVEL THE country, be your own boss. International company looking for highly motivated people to clean especial openings and rapid promotions possible. Call Dan
810-589-2982

TREE CARE
Immediate openings for experienced Climbers, Grounds Person & Sprayer. TOP PAY! 810-542-9750

TREE SERVICE - Tree trimmer and Groundsman (helper) positions available with tree. Full time, year round work. Must have drivers license. 810-356-3421

TREE TRIMMING, SPRAYING & GROUND PERSONNEL
Applicants should have a minimum of 1 year experience in the green industry; possess a valid driver's license with a good driving record. Starting pay $8-$15, per hour for qualified applicants. Excellent medical & benefits package available.
Mariani Tree Service,
Call Mon. thru Fri., 3pm-5pm:
(810) 349-1870

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

TRUCK DRIVER
Low-bay, dump truck leader. Must have CDL-A.
(810) 476-0848

TRUCK DRIVER/ MECHANIC
Gravel haul, 5 years mechanical experience. Drive or help in shop. Benefits. Apply at: 29600 W. 8 Mile Rd., Farmington Hills

TRUCK DRIVER
OTR, Late night, Local, Experimental. Pay open. Required CDL-A and dooms to work. (313) 467-8412

TRUCK DRIVER
Plymouth area stamping company facility seeks an associate to drive sweep and pickup blades. Excellent benefits and competitive wage. Afternoon shift available. Apply in person: J. C. Engineering, 300 Industrial Dr., Plymouth (across from University)

TRUCK DRIVER
Wanted dependable, energetic Truck Driver / Yard Person for metro area lumber yard. Full-time. Must have good driving record and CDL or be able to obtain one. Call Bert-Richards, Mon-Fri.
810-588-4040

Drivers
OWNER OPERATORS
A Livonia based trucking company is looking for Owner/Operators or Best owners to pull our company trailers thru-out the Midwestern US and Ontario. We offer steady work, flexible hours and weekly settlements. Loaded pay per mile is .85 cents. To become part of our growing company, call Mr. Gibson at 800-795-7928 for further details.
An Equal Opportunity Employer

TRUCK MECHANICS, Class A good benefits. Full benefits. 810-349-5388

TRUCK & TRAILER Mechanic needed for gravel farm. Experience a must. Trailer brake and suspension experience preferred. Must have tools. Good wages & benefits. Work year round. Call after 3 pm.
(810)634-0607

UPHOLSTERER. Full time, experienced. Mon. thru Fri. 9 to 5.
(810) 348-1080

VALET PARKERS
Experienced for Detroit Westland facility. Call 9-5 M-F, 313-745-8044

500 Help Wanted General

UPHOLSTERER/ SEAMSTRESS
Michigan's leading Steelcase furniture dealership is seeking an Upholsterer/ Seamstress to be part of a fast growing, well run, established industry at our Detroit location. Experienced is preferred. Strong mechanical background and high school diploma/GED a must. Candidate must be willing to work independently and work in a fast paced environment. Full time with benefits. Please send resume and salary expectations to:
Contract Interiors
Attn: Kathleen Mitchell, Dept. 10
Oak Hollow, Suite 200
Southfield, MI 48034
Equal Opportunity Employer

VALET ATTENDANTS for country club in Bloomfield Hills, 87 hr & up. Contact Country Club of Detroit, Attn: Valet Department, 1000 Lakesides Drive, Bloomfield Hills. Please call
(810) 916-5184

VALET ATTENDANTS needed to service parking lots in Oakland County in the Metro Detroit area. Earn $7/hour plus. Call Adam at:
(313) 886-8400

VALET PARKING ATTENDANT
Part-time. Excellent pay & benefits. Ask for Todd
810-435-5318

VETERINARY HOSPITAL has openings for a kind, caring, honest tech. Have desire to learn the many aspects of a busy, fast paced practice. P. O. Box 51341, Livonia 48151

VETERINARY TECHNICIAN
Small animal clinic in Garden City seeking part time position for dedicated individual to perform multiple clinic duties. Some experience required.
(313) 425-4422

VIDEO RENTAL/ INDUSTRIAL
Leading Detroit area Video Communications company is looking for an energetic, self-motivated person for their rental division. College degree is a plus, however, will consider experience in industrial and professional video a must. Contact Lisa at (810) 478-3290 to set up interview. Must have resume and references.

WAITSTAFF/ BARTENDER. Full or part time, flexible hours, evenings & weekends. Bearkat Lanes is a fun working environment (810) 479-1550

WAREHOUSE 2ND, SHIFT
WAREHOUSE
SHIPPING DEPARTMENT
Lift or lease truck operators. Available shifts and hours vary (depending on season), good math and reading skills required. Starting wages are $6 per hour plus $8.15 hour, 90 days $9.00 per hour. Salaries and bonuses based on interest to: Attn: Human Resources, 23233 Commerce Dr., Farmington Hills, MI., 48335-2764.

WAREHOUSE DRIVER needed for wholesale company for new facility, need CDL, Class B, air brakes, full time benefits included. Call 1(800)722-4409 or 313-397-4400

WAREHOUSE/DRIVER
DRIVING position requires driving experience. Warehouse duties required: picking up, putting away stock, shipping & receiving. Job is in Livonia and is a permanent position. Call for appointment. 313-261-7878

WAREHOUSE
Expanding building wholesaler has full time positions for Warehouse Assistants/Driver. Candidate should be punctual, mature & have valid driving record. Good benefits & 1 year hour to start.
(313) 422-7861

WAREHOUSE
Hard-working, motivated individuals wanting to work for a company with a bright future, good benefits and great atmosphere.
Experience in:
Receiving/HiLo
Scale Operator
Pallets/Skids/Boxes
Please apply in person at:
Sovereign Sales, Inc.
36200 Amrhein Rd.
West of Newburgh
Between Plymouth & Schoolcraft
A SMOKE FREE, DRUG FREE WORKPLACE
AN EQUAL OPPORTUNITY EMPLOYER

WAREHOUSE HELP
Able to work overtime, medium to heavy work, must have valid drivers license & transportation. Dearborn area. Call Bernie, after 10am for appt.
(313) 729-2296

WAREHOUSE
Immediate openings for Lawn, Kitchen & Bath Distribution Center. Duties include: stocking inventory, filling orders, loading trucks, unloading (70 plus pounds), LOL a plus. Full time position, $6.50/hr to start. Must be interviewed & full benefits received after 90 days. Apply in person at: 12500 Merriman Rd., (just S. of I-96).

WAREHOUSE
Livonia based company seeks individuals to fill part time and full time positions. Good driving record a plus. Call for interview at
(313) 261-8801, ext. 24

WAREHOUSE PERSON
Full/part time. Filing cabinets, being sets to $8.50 plus, occasionally, Sat/hr. Starting pay, based on experience. Call Paul Tocco, Call 810-398-2400, ask for Mr. Wallace.

WAREHOUSE POSITION available. Must be good with numbers. Full time position. $6.50/hr. some benefits.
(810) 588-0240

WAREHOUSE
RAPIDLY growing company has long term and temp to perm openings. If you have drivers & forklift exp. call. Warehouse atmosphere are are comfortable with paper work, call today. Excellent pay
Call Lorie
Livonia 473-2925
Advantage Staffing

WAREHOUSE WORKERS
2 full time positions. Starting pay $7.25 with 90 day increase. Heavy lifting, order picking, general cleanup. Apply 8:30am to 4pm at: Hollman & Sarstedtage, 1084 S. Dorne Rd., Auburn Hills.

WEEKEND MANAGER
needed for childrens party facility. Hours 9am-7pm. Weekend area.
(810) 352-6437

WELDER
must have experience at Mig and Tig (preferred) welding on light metal. Heavy metal. Great benefits and incentive. Apply 8:30am to 4pm at: Hollman & Sarstedtage, 23400 Haggerty Rd., Farmington Hills

WELDER - Must be well versed in Mig welding application, Tig welding and conveyor experience. $8.00 to $11.00/hr, plus bonus and benefit package, including retirement. Apply in person: E. S. Tarantino, Inc., 1947 Haggerty Rd. Walled Lake.

WELDERS NEEDED (TIG) for company in Livonia. Light industrial manufacturer. Starting at $9 to $10 hr., depending on experience. Some overtime available. Full and medical benefits. Good benefits & overtime available. (810) 476-5320

WHITMORE LAKE Company needs material handlers & machine operators, day shift. Call 810-486-2600

X-RAYS NEEDED. ASAP. Production assemblers for large Plymouth manufacturer. Work 32-42 hours a week. OT available. Temp positions eligible for full benefits. Work your own hours. Call Alison: (810) 227-4888 today!

502 Help Wanted-Office Clerical

ACCOUNTANT/ BOOKKEEPER
GENERAL ledger & computer experience required. Property management and payroll experience helpful. Send resume, salary requirements to: Cindy, Sandpiper Apts., Rd., Ste. 340E, Bingham Farms, MI 48025
or FAX to: (810) 642-9594

502 Help Wanted-Office Clerical

ACCOUNTANT/BOOKKEEPER
Some experience required. Knowledge of Peachtree helpful. Send resume to: PO Box 190, Northville, MI 48167

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

ACCOUNTING ASSISTANT
$2,000 Bonus
Birmingham Real Estate Development firm has openings for motivated self-starter to assist with computerized A/R and bookkeeping functions. Must have prior A/P experience. Knowledge of MS Excel, Word & computerized accounting systems a plus. Must be organized & detailed. Salary starting at $22K plus bonus. Medical/Dental benefits an retirement plan available. Qualified candidates fax resume with cover letter, salary requirements, date of availability and current salary to: Mr. Brown, 200 E. Brown Street, Suite 101, Birmingham, MI 48008.

ACCOUNTING CLERK
Large residential builder seeks sharp detailed individual to work individual with computer skills. Send resume to:
P.O. Box 309
New Hudson, MI 48165
Attn: Pat

ACCOUNTING CLERK: Entry level position available. Experience in Accounts Payable and Accounts Receivable, Position requires attention to detail, good organizational skills and a team player to handle multiple tasks. Send or fax resume to:
Personnel Dept.
Sovereign Sales, Inc.
36200 Amrhein Rd.
Livonia, MI 48150
Fax: 313-464-3334
An Equal Opportunity Employer
A SMOKE FREE, DRUG FREE WORKPLACE

ACCOUNTING CLERK &
ADMINISTRATIVE ASSISTANT
Full time. Good communication and computer skills required. Minimum 3 years experience. Submit resume to: Box 2988,
Observer & Eccentric Newspapers
36251 Schoolcraft, Livonia, MI 48150

ACCOUNTING CLERK
Accounts Receivable person with computer skills needed for Accounts Billing Department. Nice office with pleasant people to work for a growing business. Call for appointment after 8:30 a.m. at 313-397-4000
Compact Moving Systems,
23923 Research Drive, Farmington Hills (N Mile 10 Mile / Halsted)

ACCOUNTING/CUSTOMER SERVICE REPRESENTATIVE needed for entry level position with Manufacturer of Tribute. Duties include handling of merchandise returns, heavy customer contact and letter writing. Excellent math and organizational skills a must. Ability to be a team player. Good written and oral communication skills required. Detailed candidates please fax or mail resume with salary requirements to:
Personnel Dept.
Sovereign Sales, Inc.
36200 Amrhein Rd.
Livonia, MI 48150
Fax: 313-464-3334
An Equal Opportunity Employer
A SMOKE FREE, DRUG FREE WORKPLACE

ACCOUNTING DEPARTMENT
Growing company seeks individual with prior accounts payable and payroll exposure. Data entry and clerical functions. Will train. Send or fax resume to:
Full time position in fast-paced office. Includes payroll. Send resume with salary requirements to Controller, 30351 Schoolcraft, Livonia, MI 48150

ACCOUNTING/GENERAL OFFICE
Troy, non-smoking firm seeks senior Bookkeeper with strong accounting skills to work directly with Comptroller as personal assistant. Must have P.C. skills, and type 50-wpm. Position provides excellent growth opportunity. Send resume with salary requirements to:
1400 Rankin
Troy, MI 48083

ACCOUNTING POSITION - for private rehabilitation agency. Payroll, A/P, A/R, G/L experience preferred required. Must have computer literacy, as well as good communication & typing skills. 1 yrs. experience preferred. Qualified candidates should submit their resume to P.O. Box 530305, Livonia, MI 48153-0305

ACCOUNTING - with tax preparation preferred. Full/part time. Resume to 30 Kercheval, Grosse Pointe Farms, MI 48236 or FAX: 313-881-3295

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

ACCOUNTS PAYABLE CLERK for builder/developer. Computer experience required, job cost experience a plus. Send resume to: Box 2988, P.O. Box 3045, Birmingham, MI 48009. Attn: Joanne

ACCOUNTS PAYABLE COORDINATOR
A west suburban automotive supplier seeks an accounts payable coordinator. Candidate should have experience with computerized accounting system and have exposure to manufacturing and job costing. Excellent benefits package. Qualified candidates should submit resume to:
INTERLOCK SYSTEMS
1770 Maire Street
Westland, MI 48185
Attn: Human Resources
FAX: 313-728-0230

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

H.R. SECRETARY/ COORDINATOR
Textron Automotive Company, located in Troy, has an immediate need for a Human Resources Secretary/Coordinator. Qualified candidates will have a minimum of three years experience in Human Resources, proficiency in Microsoft Word, Excel and Powerfont, and the ability to handle multiple tasks.
Please send your resume to: Textron Automotive Company, Ref. #96-1JC, 750 Stephenson Hwy., Troy, MI 48083. We are an Equal Opportunity Employer.
TEXTRON Automotive Company

502 Help Wanted-Office Clerical

ACCOUNTING
PERMANENT:
• Full Charge Bookkeepers/ Controllers - growing Tier One Troy & Detroit manufacturers. All software skills, plus manufacturing/ related accounting, in small office atmosphere, self-motivated, strong computer skills, $35-45K.
• Sr. Billing Clerk - Livonia national, growing service firm for detailed, fast paced individual with high visibility, spreadsheet skills. Excellent benefits & perks. To $25K
• Payroll Bookkeeper/Sr. Ex. Clerk - Southfield service company. Handle full function, high volume Canadian payroll. Excellent paid benefits. Sally to $30K
TEMP TO PERM:
• Accounts Receivable Collection Clerks, Livonia and Canton, Tier and Royal Oak automotive firm. Temp to $22K
• Assistant Bookkeeper, strong work ethic, variety of tasks for Livonia manufacturing supplier. To $25K
TEMP:
• Accounts Payable Clerks, Warren Construction firm & Bingham Hgts. automotive firm.
We offer Permanent placement, Temp to Perm, Temporary assignments in a broad variety of accounting fields. If you are interested in making a change, please send your resume or fax resume to: you seem to be a new person. Let us know your salary range and a convenient time and where we may call you discreetly.
ACCOUNTANTS OAS
24901 Northwestern Hwy
Suite 510
Southfield, MI 48075
(810) 354-2410

ACCOUNTS RECEIVABLE SUPERVISOR
Multi-location company seeking high speed, detailed individual with strong background in Accounts Receivable, Collections, Credit & Customer service position. Good phone presence. Credit & Collections experience preferred. Accounting a plus. Benefits package available. No phone calls. Send resume with salary requirements to: Yale Materials Handling-Michigan, Inc., Attn: Dept. 3188, 29899 Wixom Rd., Wixom, MI 48393, fax 810-449-8701.

THE KPM GROUP
Don't play the employment game like an amateur... Call the professionals!
We are in the business of locating and placing the best office/ administrative professionals. Our clients consist of companies in southeastern MI who refuse to settle for less than the best. Let us know your career call. Make it!
810-355-2440 Fax: 810-355-0490

Administrative Assistant
Growing suburban beverage company has immediate need for a well organized, self motivated individual with strong office and administration. This is a full time, entry level opening.
You will need:
• Excellent communication skills
• Conscientious clerical skills
Bonus points:
• Medical, dental and life insurance
• 401K & Profit sharing
• and more
Send resume with history to:
Administrative Assistant
P.O. Box 700713
Plymouth, MI 48170
EOE

ADMINISTRATIVE ASSISTANT / RECEPTIONIST
Local CPA Firm looking for a person with the ability to handle multiple tasks. Answering the phone, greeting people from the public, filing (Excel is a some bookkeeping). Send resume to: B Hamam, 23600 W. 10 Mile Rd., Suite 220, Southfield, MI 48034

ADMINISTRATIVE ASSISTANT
Position for prestigious private high school. Responsibilities include data gathering, masings, data entry, typing, etc. Knowledge of WordPerfect & Excel preferred. Excellent communication skills needed. Send resume to:
Box 42975
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
Prestigious executive offices of supplier firm in the Detroit area. Detroit area is adding to staff. We need experienced Computer Temp to Perm or Call Sharon today
Birmingham 473-2931
Advantage Staffing

ADMINISTRATIVE ASSISTANT
Temporary to hire position. Seeking qualified candidate with Medical Office experience. Excellent pay. Call Denise to interview. (810) 350-9777

ADMINISTRATIVE ASSISTANT
Retail furniture store in Bloomfield Hills is looking for a dependable, responsible, individual.
Responsibilities will include data entry, filing, customer service, completing paperwork and delegating.
30-40 hours per week including Saturday and Sunday. Weekdays can be arranged to accommodate your schedule.
Please call Christy at
(810) 334-4745, ext. 0
HILLSIDE FURNITURE

ADMINISTRATIVE ASSISTANT for commercial real estate with Northwestern Hwy/Lahser area. Full time, Call Michelle
810-486-3610

502 Help Wanted-Office Clerical

ADMINISTRATIVE ASSISTANT
Expanding major supplier has new long term suburban openings. Auburn Hills and Farmington. This unique opportunity offers top pay for superior talent. Temp to perm opportunity. Call Sally at 313-292-2921
Birmingham Farmington/Livonia
810-7062
Advantage Staffing

ADMINISTRATIVE ASSISTANT
We are looking for a motivated individual to answer phones and perform clerical duties. Candidate must know Wordperfect, typing and have good organizational skills. Great salary and benefits, send confidential resume to:
P.O. Box 721044
Berkley, MI 48072-0044

Administrative Assistant
for fast-paced real estate office. Strong organizational skills & Windows knowledge required. Minimum 3 yrs. experience in real estate. Send resume to: P.O. Box 186, Southfield, MI 48037.

ADMINISTRATIVE ASSISTANT
Sales and marketing department position. Full time, some travel. Duties include screening phones, order entry, Microsoft Word and Excel applications. Ability to juggle multi-tasks. Send or fax resume to: New Hudson Corp., 37077 Pontiac Trail, New Hudson, MI 48165.
Attn: Susan. (810) 437-0420.

ADMINISTRATIVE ASSISTANT
Medium size, non-smoking, professional service firm seeks Administrative Assistant with 3-5 years experience. Must be proficient in MS Office & Pagemaker, be organized & able to answer multi-line telephone. Send resume to: Mr. Quinn Evans/ Architects, 2189 N. Main St., Ann Arbor, MI 48104 or Fax (313) 663-5044. Resumes without salary requirements will not be considered.
EOE

Administrative Assistant
Excel or Lotus 123 and Word Perfect Microsoft Word
ARBOR TEMPS 459-1166

ADMINISTRATIVE ASSISTANT
Looking for top notch assistant to keep Executive Director of this fast paced, premiere long term facility, on track and organized. Exciting opportunity for the right person. Reside in Oakland or W.Pt., knowledge of Quattro Pro/Lotus a plus. Resume to
P.O. Box 2000
Auburn Hills, MI 48321

ADMINISTRATIVE ASSISTANT
Expanding, property management company seeks a motivated administrative assistant to be a TEAM MEMBER assisting the leasing managers in our corporate office in West Bloomfield. MUST have 3 yr. exp. experience in leasing, property management, advertising and clerical supervision. MUST be computer literate.
Send resume and cover letter with salary requirements to:
Personnel, 6735 Telegraph Rd.
Birmingham, MI 48012

ADMINISTRATIVE ASSISTANTS
Microsoft Office Applications, Word 6.0 or Excel or Powerpoint Word for Windows 6.0 experience a must. Excellent telephone and communication skills required.
FULL & PART TIME POSITIONS
Troy Locations/Excellent benefits
Submit resume with salary to:
Time Engineering Service
215 E. Big Beaver
Troy, MI 48083
810-740-0530, Fax 810/740-0533

ADMINISTRATIVE Assistant
Vorhemeyer of America, Inc., has an opportunity available for an Administrative Assistant with Excel and Word for our Auburn Hills, MI, location.
The selected candidate will provide administrative support to the Process Team Leaders and will need to have experience with respective factories, control administrative expenditures, prepare written correspondence, including reports and presentations, and interface with the Corporate Office as well as the Remanufacturing Operation.
We require at least 5 years' executive administrative experience, excellent written/verbal communication and short hand skills, Microsoft Excel, WinWord/Word, Powerpoint, MS Mail and SAP computer software. You must possess a strong financial understanding and budgeting knowledge, be highly organized and detail oriented. Be able to interact well in a team environment.
W offer an excellent compensation package. To apply, for the position, please send your resume to: VOLKSWAGEN OF AMERICA, INC., Human Resources, Dept., MH-OE, 3800 Hamlin Rd., Auburn Hills, MI 48326
An Equal Opportunity Employer
Audi

ADMINISTRATIVE ASSISTANT
for national real estate firm. Full time, immediate opening. Excellent benefits. Flexible hours. MS Word & Excel experience preferred. Fax resume to: (810) 644-4888 or mail to: 290 Merrill St., Suite 200, Birmingham, MI 48009

ADMINISTRATIVE ASSISTANT
Full-time for CPA firm. Candidate must be organized,