500 Help Wanted General

RETAIL SALES MANAGER
DOWNTOWN BIRMINGHAM
Flexible Hours (810) 258-9574

RETAIL SALES
Salesperson with FLAIR for decorating. The Silk Worm, 400 Main in Rochester. (810) 651-1900

RETAIL
SWEET FACTORY, where candy is serious fun, is seeking enthusiastic, outgoing and sales aggressive Assistant Managers and Sales Associates for our newest store at SOMERSET COLLECTION. Retail experience preferred. Apply at 2800 West Big Beaver Rd. #V-348 or call 810-816-0073. EOE.

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 compensation package. Day time hours. Apply in person at: PAPER PLUS, 35655 Beattie, Sterling Hgts (810) 939-7770 or 21448 Bridge Street, Southfield. (810) 355-0310 EOE.

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

RETREADING POSITIONS available. 2 openings to fill. No experience necessary. Good pay & benefits. Apply in person: Trico Bandag, 12606 Inkster Rd., Redford

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

ROOFERS - People (men or women) willing to learn the specialized craft of wood roof installation and restoration. GOOD PAY! (810) 540-7465

ROOFERS
SIGN up bonus after first 2 jobs. Truck & tools. Call 810-545-3722

ROOFING LABORERS
Full time, hardworking, dependable only. $8/hour. Call 810-486-1755

ROUTE SALES
Expanding branch looking to double its staff. Our present sales staff averages over a $150 per day. Begin making $100 to $250 per day (cash). Must be energetic and money motivated with valid drivers license. Sales experience plus but Not necessary. Vehicle & training provided. All you need to do is provide a willingness to learn. Call Mr. Bingham 313-953-4072

SALES ADMINISTRATOR
Contract Interiors, the country's leading Steelcase furniture dealership, is seeking an organized, motivated individual to support our Sales staff. Excellent communication/phone skills a must. Computer and general office experience required for a variety of duties, including order entry and acknowledgment. Will train of product knowledge. Full time with excellent benefits. Please send resume with references and salary requirements to:
Contract Interiors
Attn: Human Resources Dept
10 Oak Hollow, Suite 200
Southfield, MI 48034
Equal Opportunity Employer

SALES ASSOCIATE
looking for a fun, energetic person to work approximately 30 hours/week. Must be able to work days and evening on occasion. Apply within Paula's Hallmark Shop. 6531 N. Wayne, in Westland

SALES
National health agency offers exciting sales/marketing position recruiting companies and organization for fund raising programs to support the association's services. Sales experience and some college preferred. Excellent benefits. Resume and salary history to:
P.O. Box 380132
Clinton Twp., MI 48038
EOE/M/F

SALES PERSON wanted to sell art & framing in Gallery at Oakland Mall. Evening & weekends, full & part time. For interview call: (810) 585-7470 between 10am-9pm.

SALES REPS needed. $3-$5K immediate weekly potential. Absolutely no phone interviews. Leave message at, (810) 799-8749

SALES
The administrative staffing division of Robert Half International Inc. has an opening for a Staffing Manager. The candidate will target & develop new accounts as well as service existing accounts. Inside & outside sales required, as well as recruiting & placement of temporary personnel. We offer excellent starting salary, bonus incentives paid quarterly, benefits including 401K and stock options. Fax or mail resume including salary history to:
OFFICETEAM
Specialized Administrative Staffing
28588 Northwestern Hwy
Suite 250, Southfield, MI 48034
Fax 810-358-0941
Attn: Kathleen

SCREEN PRINTER
Textile & familiar with manual press. Must have experience, current references & reliable transportation. Farmington Hills. (810) 477-8337

SCREW MACHINE SET-UP/OPERATOR
For Brown & Sharpe and Index Screw Machine. Days, good pay & benefits. Apply in person at Merchants Automatic, 8701 Sheldon, Canton.

SEASONAL STOCK CREW Night Shift positions available. Up to $8.00 per hour. Apply in person: 6370 Orchard Lake Rd., W. Bloomfield

SEBASTIANS GRILL of Somerset Collection and AMERICA in Royal Oak now hiring for the following positions:
- Line Cooks
- Dishwashers
- Host staff
- Bus Staff

Apply 2-5pm daily.

SECRETARY/RECEPTIONIST NEEDED FOR LIVONIA REAL ESTATE OFFICE, LIGHT TYPING AND ANSWERING PHONES, SOME EVENINGS AND SATURDAY, call (313) 522-8000

SECURITY
FULL-TIME positions with benefits available in the Plymouth area. Benefits include, family health, optical & dental insurance, vacation & sick days, life insurance, 401K plan, etc. (You pay no premiums for these benefits.) To apply, contact Emil at: 1-800-860-1789
An Equal Opportunity Employer

SECURITY GUARDS
for job site in NorthEast suburb. Full & part time positions available for weekday evening/ early morning & all day weekends. Applications are being accepted at:
Holiday Inn - Troy
2537 Rochester Court
(off Rochester Rd/S. of I-75)

SECURITY OFFICERS
GUARDSMARK INC.
The security company nationally recognized by NBC News, 20/20 & CBS seeks quality individuals for positions in Howell. All shifts available.
Minimum requirements include:
- High School diploma/GED
- NO criminal history
- Reliable transportation

Benefits include:
- Life/Medical Insurance
- College tuition assistance
- Paid vacations
- 401K plan
- Free uniforms
- Starting salary $300 + per week

Interested applicants please call Mon-Fri 8am-5pm
1-800-783-6780

SECURITY OFFICERS
DENSU, INC., wants you on its team! Excellent assignments at office and commercial locations in the Livonia and Farmington Hills area. Good pay, paid vacations, medical and optical. Full and part time position. Call now. (810) 478-5267

SECURITY POSITIONS
Growing Company has entry level, full and part-time positions available. You must be 21. No criminal history. Previous security or military experience desired. Call, (517)783-2225

SECURITY SUPERVISOR
Team oriented mature individual for swing shift road patrol. Telegraph Rd. car dealer. Night watch persons also wanted. 810-790-4400

SECURITY TECHNICIANS
Positions open in Howell for enthusiastic, mature, reliable individuals. Full-time available for career opportunity or part-time with fixed hours if looking for second job. Must be 21, drug free, with no criminal history. Call for more information: (517) 783-2225

SERIOUS MINDED ONLY
Experienced only
- Kitchen help
- Front desk help
- Housekeeping
- Shuttle Drivers w/chauffeurs license
- Restaurant & Bar Help
- General Maintenance

Applications being taken at:
CLARION INN
31200 Industrial Expressway, in Romulus

SERVICE TECHNICIAN
For large Farmington Hills apartment community. Must be conscientous 40 hrs a week. Apply in person
MUIRWOOD
Management Office
35055 Muirwood Dr
Farmington Hills, MI
N.W. corner of Grand River & Drake. Ask for Gary

SEWING POWER MACHINE OPERATOR
Experience necessary
Call (810) 548-8633

SHEET METAL WORKER
Precision shop needs person experienced in NC turrets, press brake & all facets. Blue Care, dental, optical, vacation & holidays. 45-55 hrs week. Westland area (313) 595-7600

SHERATON OAKS HOTEL
In Novi is now accepting applications for
- Room Attendants (must be reliable)
- Front Desk Clerks
- Bell Staff
- Banquet Bartenders & Servers (part-time)
- Maintenance Person (with heat pump experience)

Apply in person at
27000 Sheraton Dr.

BUSY FARMINGTON HILLS office is looking for a college student to a senior citizen to make deliveries in company van. Job will also entail some Shipping & Receiving. Call Christine, Mon-Fri., 9am-3pm (810) 471-5400

SHIPPING CLERK
Immediate position available at a Redford area printing company. Individual must have shipping experience and computer knowledge. Top pay and full benefit package. Call for interview (810) 477-0574
ARCADIA STAFF RESOURCES

SHIPPING & RECEIVING CLERK
NLB Corporation a leading manufacturer in high pressure pumping equipment is seeking an individual with a high school diploma or GED with light typing or computer skills and one year related experience. A willingness to learn and a positive attitude a must. We offer a competitive salary and benefit package including profit sharing plan and 401K plan. Send resume to:
NLB Corporation
29830 Beck Rd
Wixom, MI 48393-2824
FAX (810)624-4761
Attn: Parts Manager

SHIPPING / RECEIVING
Hi-lo experience required. Computer literacy helpful. Trio Tool, 34401 Schoolcraft, Livonia. 313-525-1717

SHIPPING/RECEIVING
Fastener distributor needs self-motivated individual for shipping/receiving. Mechanical/machine ability necessary. Excellent benefits and profit sharing. Computer detail required. Call (313) 525-2920

SHOP LABORER
Light industrial shop laborer needed. Use of hand tools and lifting required. Full time, days, excellent benefits, competitive pay. Wixom area. (810)305-7700

SHOP MAINTENANCE
NIGHT SHIFT 11pm - 7:30am
Responsible, self-motivated individual required to perform numerous duties at our manufacturing plant in Redford. Electrical, hydraulic experience a plus. Some welding.
Call (313) 535-1786

SIDING - Sub-Contractors,
Truck, tools, references
Top Pay. (810) 350-3550

SOCIAL WORKER
Excellent opportunity working with developmentally disabled population. Qualifications: excellent interpersonal & problem solving skills, dependable, and self-directed. Salary & excellent benefits package. Please Fax resume to: Fax# 810-474-7384

SOCIAL WORKER
Peachwood Inn, recognized for its quality care, is looking for a Director of Resident Services. Exciting opportunity for the right person to expand services within our 186 bed facility. 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 working with mentally ill in a community mental health setting. $6.25/hour. No experience required. 810-477-6044

STAINER NEEDED for wood/fiberglass/steel doors. Full time. Experienced only need apply. Excellent pay & benefits. Call 800-999-5651, Ext. 18, for info/ mention the ad

START YOUR own business for as little as $100. Get involved in a 5 billion dollar industry. Ground floor opportunity giving ordinary people extra ordinary possibilities, let us show you how to create a fabulous income in a few short months. Free to the public, come as you are - no pressure or obligation. Schedule meeting times for Wed. Aug. 21, 11am - 1,3,5 & 7 pm. Walk ins welcome, open to anyone 18 & over. Excellent for sr. citizens as well. Farina's Banquet Center, 2465 Coolidge, Berkley, between 11-12 Mi.

STATION ATTENDANT NEEDED, afternoon shift, full or part time. No experience necessary, will train. Apply at, Mobil, 14 & Woodward.

STOCK & DISPLAY
Help wanted, full/part time positions, produce experience preferred, full time benefits include medical, w/dental & vacation. Apply in person only
JOE'S PRODUCE
33152 W. 7 Mile, Livonia

STOCK HELP
Good Food Company, Michigan's largest natural food supermarket. Full/part-time. Top wages. Quick advancement. Full benefits, paid vacation & holidays. Troy (810) 362-0886 Canton (313) 981-8100

STOCK & MAINTENANCE
For Newton Furniture on Middlebelt, Livonia. Some 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, 37400 W. 7 Mile and Newburgh, Livonia

STUCCO STONE installers. Earn up to $1,000 a week. Be your own boss. Year round work. We pay every week. (313)449-8334

SUPERVISOR OF Valet Service at country clubs & functions in private homes. Must have excellent people skills & clean driving record. Supervisory &/or valet experience a plus, but will train. (810) 626-1050

SUPERVISOR POSITION
Livonia bindery has 2 supervisory positions available. $8 to start plus health. Call Peter: 313-513-2212

SURVEYING
Experienced field personnel needed for land survey crew. Full time with benefits (313) 538-1222

TAILOR FOR leading mens clothing store looking for master tailor, full or part-time. Good benefits. Excellent opportunity. Call Ira. 810-569-5405

TAMAROFF BUICK
NOW HIRING
AUTO PARTS DRIVER & WAREHOUSE CLERK
1. Are you looking for a stepping stone to a long term career?
2. Are you an ambitious self starter?
3. Do you have a clean driving record?

IF SO, PLEASE CALL MR. McGREGOR
(810)353-1300 EXT. 322

TAX PROFESSIONAL
Seeking intelligent/ambitious individual with some tax preparation skill, long term growth opportunity for individual interested in developing tax & financial planning skills. Will pay a premium for the right person. Fax resume to Pat at 810-642-4054; 30100 Telegraph, Suite 450, Bingham Farms, MI 48025

MUSIC TEACHER
Needed for preschool thru lower elementary program with locations in Oakland County. ORFF music helpful (810) 661-3630

TEACHER / AIDE needed - 4th grade, St. Paul Lutheran, Royal Oak. Hands-on teaching a plus. $10.00 per hour. Call (810) 644-8192

Teacher Assistant
Part time, (Mon-Fri) for Montessori program in Birmingham area private school. Degree (or working toward) & experience preferred. Fax resume (810) 647-4239

TEACHER ASSISTANTS needed for Southfield preschool. Mon-Fri., 10am-6pm. Begin immediately. Experience a must. (810)357-1740

TEACHER (CERTIFIED) part time, for Learning Center in W. Bloomfield. After school hours. Call (810) 737-2860

TEACHER
High school english. Afternoon position. Fax resume 810-544-4662 or Call 810-544-9070

TEACHER PART time needed. Enthusiastic and caring. Position open for the fall. Great place to work! At least 2yrs. early childhood degree. Oak Park area. Call for more info 810-661-7604

TEACHER - PART-TIME.
Elementary or Secondary certified. For more info call: (810) 344-1474 Ask for Pamela Klemm

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 810-478-6560

TEACHER'S ASSISTANT
Mornings. Experienced. Livonia child care center. (810) 474-0001

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

TEACHERS
Elementary and Middle School. Part-time. Private School in Southfield. (810) 380-0968 or (810) 948-1080

TEACHERS
needed Garden City Adult Education. Secondary certification required - Art, IBM Computer, Math, Science. Elementary Certification - Art & Phys Ed. Vocational Certification required - Computer Repair, Computer Tech, Medical Assistant, Medical Billing, Nurses Aide/Physical Therapy Assistant, Patient Care Assistant, Veterinary Assistant. Part-time only; Day & Evening hours. $28.88/hour. Send resume to D. Hanchett, 1333 Radcliff, Garden City, MI, 48135 or Fax: 313-425-7835

TEACHERS - Now hiring dependable persons for infants & toddlers. Full & part-time. Benefits offered. Downtown Royal Oak. (810) 546-0290

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 Hetrick

TEACHER - SPANISH
9am-2pm daily. Private middle school. 810-373-5371

TEACHERS
PRE-SCHOOL/PRE-K
Needed full-time in Troy area daycare. Immediate positions. (810) 689-8009

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 Specialists needed for Southfield preschool. Certification and experience essential. Begin immediately. (810)357-1740

TEACHER
1996-97 SCHOOLYEAR
Teacher needed for full day Kindergarten program at private dayschool in Southfield. Experience necessary. Begin immediately. (810) 357-1740

TELECOMMUNICATIONS TECHNICIAN
Fast paced marketing support company located in Plymouth seeking qualified individual to perform PBX telephone moves, adds, changes. Must possess basic datacommunications skills. Experience with Rolm CBX systems and PC's desirable. PC support knowledge a plus.
A complete benefits package is offered including medical, dental, 401(k) and tuition reimbursement. Qualified candidates should submit resume and salary expectations by FAX (313) 416-2683 or mail to:
ADISTRA CORPORATION
Attn: HR-TELETECH
101 Union Street
Plymouth, MI 48170
EOE

TELEMARKETERS
rapidly growing overnight shipping co. seeks 5 experienced telephone sales reps with excellent phone skills to join our winning team. Part & full time, paid training, advancement opportunities. (810) 853-7900

TELEMARKETERS
4 part-time telemarketers needed. Base pay plus bonus. Call Sherry at: 810-244-2105

TELEMARKETING
Bloomfield Hills data research firm seeking telemarketers. Immediate openings. No experience needed. $7/hr. Call HRMS. 810-988-0287

TELEMARKETING
For Home Improvement Company. Full time & part time. 401K available. Call: (313) 462-2500, ext. 123

TELEPHONE INSTALLER/ Technician
Entry-level & experienced career opportunity. Competitive salary plus a 401K plan, profit sharing & full medical, dental, optical insurance. Apply: 26450 Haggerty Road, Farmington Hills or call for an appointment, 810-489-0000, ext 202

TELEPHONE OPERATOR
Mature & reliable. Computer experience preferred but will train. Full & part-time, afternoon & midnite shifts available. Call (313) 595-8569

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

TELLER PART TIME - Farmington Credit Union has an opening for a Part Time Teller. Applicant must possess exceptional customer service and math skills. Previous experience a plus. Excellent benefits. Send resume to Member Service Manager, 22981 Farmington Rd., Farmington, MI 48336.

TELLER POSITIONS
1 yr. experience. Must be banking or credit union. Mail resume to OmniBank, 10474 W. Jefferson Ave., River Rouge, MI 48218 or FAX to: 313-843-5833 No phone calls will be accepted. EOE.

TELLER WANTED
For friendly credit union in Farmington. Full time. Experience preferred but not necessary. Will train. Apply in person: 31716 Grand River

THE WALL STREET JOURNAL
has immediate openings for part time CARRIERS in the Southfield, Livonia, Troy, Rochester & Bloomfield areas
SALARY $6.00 AN HOUR PLUS
21c/mile auto allowance
Start time, 2:30AM
Not under 18 yrs. of age
Must have minimum automobile coverage
Please Call
The Wall Street Journal
810-689-7448

TILE PERSON install & repair ceramic & vinyl for large property management company. Benefits. Call Mon-Fri 9am-5pm. 810-356-1030
An Equal Opportunity Employer

TIRE CO. IN BELLEVILLE AREA
Balance & Prep Tires
$7/hr., Day Shift. Apply: 34771 Ford
E. of Wayne
9am-11am & 1-3pm
INTERIM PERSONNEL

TIRE PERSON
Capable of handling all shapes & sizes, working in-house, Mon. thru Fri., Days. Call Jack or Jake 313-722-3800

TOOLMAKER/DIE REPAIR Some experience necessary. Entry level position. 40 + hrs. per week & benefits. Milford Twp. (810) 684-0555

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

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

TRAILER SERVICE MANAGER
TLC is seeking an experienced Service Manager to oversee our Wayne, MI repair facility in support of large fleet of dry vans & flatbed trailers. Must be a self starter & have strong supervisory, administrative & estimating skills. Salary plus benefits. Apply at: Trailer Leasing Co., 5055 Hannan, Wayne, MI, 48184.

TRANSPORTATION CLERK
Immediate full time opening in a corporate office of a growing national company located in Southfield. Requires repetitive typing, transportation knowledge, basic 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) 351-9556.
An Equal Opportunity Employer

TRAVEL AGENT
- If you are thinking of starting your own agency, call me first 313-455-5610

TRAVEL AGENT
With at least 2yrs. experience on PARS. Call Barb (313) 453-4100

Travel
Reservations Agents
Looking for enthusiastic career oriented telephone RESERVATIONISTS. TRAINING PROVIDED. Work for a respected leader in the Travel & Tour industry. Travel/Sales background a plus but not required. Familiarity with a keyboard. Salary plus benefit package. Apply in person Mon. - Fri., 10am-4pm
29500 Northwestern Hwy.
Southfield, MI

Travel
TRAVEL AGENTS
Total Travel Management, one of the nation's leading travel management companies, is seeking full-time corporate domestic group agent associates for our Troy Group Dept. Only experienced agents seeking a fast paced and professional career position need apply. Agent applicants must have 2 years reservation experience with an agency and be committed to excellent customer service. We offer a competitive salary with one of the best benefit packages in the industry including medical, dental, and 401k. Please mail or fax a current resume to:
Cherie Henry
Total Travel Management
1441 East Maple-3rd Floor
Troy, MI 48083
Fax: 810-528-8029

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

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.
Mountain Top Tree Service,
Call Mon. thru Fri., 3pm-5pm:
(810) 349-1870

TRUCK DRIVER
CDL license required. Over-the-road & local. Good benefits & overtime. Reply to: P.O. Box 27129, Detroit, Michigan, 48227

TRUCK DRIVER
Commercial lumber yard requires reliable people to drive and work in yard. Must have lumber experience. Benefits. (313) 513-6777

TRUCK DRIVER, local deliveries. Chauffeurs/CDL required. Good starting pay. Apply: 37818 Ford Rd., Westland. (313) 728-5302

TRUCK DRIVER
Low-boy, dump truck, loader. Must have CDL-A. (810) 476-0646

TRUCK DRIVER/ MECHANIC
Gravel train, 6 years with mechanical experience. Drive or help in shop. Benefits. Apply at: 29600 W. 8 Mile Rd., Farmington Hills.

TRUCK DRIVER
Plymouth based metal stamping facility seeks an associate to drive stake and pickup trucks locally. Excellent benefits and competitive wages. Afternoon shift available. Apply in person: E & E Manufacturing, 300 Industrial Dr., Plymouth (across from Unisys)

TRUCK DRIVERS
Local & over-the-road. CDL-AH. Benefits. 313-595-8717

drivers
OWNER OPERATORS
A Livonia based trucking company is looking for Owner/Operators or fleet 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 Jim Gibson at 800-388-7926 for further details.
An Equal Opportunity Employer

TRUCK & TRAILER Mechanic needed for gravel trains. Experience a must. Trailer brake and suspension experience preferred. Must have tools. Good pay and benefits. Work year round. Call after 3 pm. (810)624-5807

TYPESETTER/DTP
Steady part time position in a Quick Print Shop. We use a McIntosh. Experience in Pagemaker & Illustrator desirable. Ideal for homemaker needing flexible hours.
Call (313) 937-1170.

UPHOLSTERER - full time, experienced. Mon. thru Fri., 6 to 4. (810) 348-1080

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

VALET PARKERS needed for country clubs & private functions in Tri-county area. Day & evening shifts available. Must have excellent people skills & clean driving record. (810) 626-1050 for appointment.

VALET PARKING ATTENDANT
Must have own transportation, knowledge of stick shifts, $8/hr. to start. Call & leave name & phone number at 810-308-1892

VETERINARY TECHNICIAN
Small animal clinic in Garden City seeking part time people oriented technician to perform multiple clinic duties. Some experience required. (313) 425-4422

VINYL SIDING HELPER NEEDED! No experience necessary. Good pay. Weekends off. (810) 442-9976

WAITING FOR fax

WAREHOUSE 2ND. SHIFT
ACO HARDWARE
SHIPPING DEPARTMENT
Lift at least 50 lbs, work in variable temperatures (depending on season), 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: Att: Human Resources, 23333 Commerce Dr., Farmington Hills, MI., 48335-2764.

Warehouse Assistant
Entry level. Metro area Industrial Products Distributor looking for a general warehouse assistant for shipping, receiving and assembly. Warehouse experience and high school education required. Send resume or application to:
Dale Prentice Company
26511 Harding Avenue
Oak Park, MI 48237
(810) 399-5500

WAREHOUSE ASSISTANT
Flexible hours between 9am-4pm. 5 days per week, approximately 20-25 hours per week. Southfield area. Ask for Greg Campagna. 810-353-1811

WAREHOUSE/ CUSTODIANS
LONG TERM/TEMP TO PERM
Rapidly growing company in Farmington and Detroit. If you have worked in a warehouse atmosphere and are comfortable with paper work, call today. Your dependability will earn excellent pay. Hi-lo drivers a plus. Call Lorne
Farmington/Livonia 473-2935 Birmingham 646-7661
Advantage Staffing

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)347-6264.

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

WAREHOUSE
Experienced Picker Packer, part-time. Dependable, accurate, attention to details, hard-working, good reading and writing skills. Send resume to: Warehouse, P.O. Box 2587, Southfield, MI 48037-2587

WAREHOUSE
Hard-working, motivated individuals wanting to work for a company with a bright future, good benefits and great atmosphere.
Experience in:
Receiving/Hi-Lo
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
Able to work overtime, medium to heavy work. Must have valid drivers license & transportation. Dependable & flexible. Call after 10am for appt: (313) 729-2296

WAREHOUSE
Livonia distribution center seeks persons to help unload & load trucks. Temporary & permanent positions. Full-time. Call Sean: 313-591-1717

WAREHOUSE/ OFFICE
We are looking for someone to be involved with various duties in our office/warehouse in the Livonia area. This person will be involved in various office duties such as billing and customer service as well as warehouse duties such as inventory, customer vehicle loading & occasional truck driving duties.
The ideal candidate will be a logical thinker with a strong sense of urgency as well as the ability to prioritize. We are looking for someone with a strong technical background and the willingness to do whatever it takes to get the job done. Please apply in person to interview on: Tuesday, August 20, 7:00am-6:00pm.
Jasper Engines & Transmissions
31617 Glendale St. Livonia MI
E.O.E. M/F

WAREHOUSE POSITION available. Must be good with numbers. Full time position. $6.50/hr. some benefits. (810) 669-0240

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. Filler shifts are 3:00 p.m.-11:45 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 PERSON
A rapidly growing Novi communications firm is looking for a person with receiving, shipping and inventory experience. Duties include unloading trucks, picking and filing orders for field operations. Hi-lo license preferred. Must be computer literate. Please send resume and salary history to:
Clover Communications, Inc.
P.O. Box 40
Novi, MI 48376
ATTENTION: Warehouse
EEO

WAREHOUSE WORKERS
2 full time positions. Starting pay $7.25 with hi-lo experience. Heavy lifting, order picking, general clean-up. Great benefits. Hours 8-4:30pm, some overtime. Apply at: Nielsen & Bainbridge, 1064 D Doris Rd., Auburn Hills.

W. BLOOMFIELD builder seeks reliable hard-working individual for part-time general labor. 810-932-3220

WELDER/FABRICATOR
Motivated, able to read prints. Excellent benefits. 40+ hours per week. (810) 588-8800, Ext 30

WELDER/FITTER
ARC, MIG, TIG, welding. Custom steel fabricator, working with various materials. Must be able to work from prints, sketches or shop drawings. Call to schedule interview: 810-476-2430

WELDER
HELI-ARC welder preferred. Full time, days, excellent benefits, competitive pay. Wixom area. Call (810)305-7700.

WELDER
Must be capable of TIG and MIG on precise critical parts in S.S. and Exotics. Certification highly desirable. Send resume to:
Box #2999
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

WELDER
must have experience at Mig and Tig (Heliarc) welding on light weight metal. Great benefits and incentive. Apply 9:30am to 4pm at Diamond Automation, 23400 Haggerty Rd., Farmington Hills.

WELDERS
Industry Leader seeks self motivated, experienced production welders. Must be familiar in all aspects of welding, Mig, Tig Aluminum, Steel, Stainless, & Robot experience a plus. Profit Sharing 401(k), Medical, Dental & Life Insurance. Send Resume to Human Resources, P.O. Box A, Northville, MI 48167 or apply in person at: DELANGER, INC. 1001 Doheny Ct. off Northville Rd., North of 7 Mile

WINTER WORK
Pool company seeking both experienced & non-experienced personnel for construction & service work. Ask for Dennis or Eric (810) 669-9070

WOODBINE TOOL CORP.
NEEDS
Die Setters, Production Operators, Die Setter Assistants & Production Assistants. If you have manufacturing experience or are willing to learn a valuable trade
See Us Today
6577 Beverly Plaza
Romulus, MI 48174
(313) 326-3610
An Equal Opportunity Employer

XXX

XXXXX

XXXXX

★★12 Hour Shifts★★
Motivated Night Owls Needed!
Livonia Company Seeks Material Handlers
$6.50 an hour to start, Production Bonuses
Don't Miss Your Chance!
Corporate Personnel Services, Inc.
(313) 722-7990

502 Help Wanted- Office Clerical

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

ACCOUNTANT
Large manufacturing company in Ann Arbor looking for 3 years of accounting experience. Must be able to handle any accounting functions and have great computer skills. Temp to perm opportunity. Up to $12/hr.

For these and many other accounting opportunities please call or fax:
accountemps
Financial Staffing
313-995-8367 phone
313-995-5292 fax
777 E. Eisenhower Pkwy.
Ann Arbor, MI 48018 E.O.E.

ACCOUNTANT
TROY CPA firm has immediate opening for an Accountant with 1-2 years experience in public accounting. Please fax resume to: (810) 689-3054, Attn: Karen.

GENERAL ACCOUNTING CLERK
Mercy Health Plans, a subsidiary of Mercy Health Services, seeks a detail-oriented individual for a Clerk position at our Farmington Hills corporate headquarters.
The selected individual will be responsible for making checks and performing clerical tasks as requested. To qualify, you must possess a high school diploma and excellent telephone communication skills. A demonstrated attention to detail, plus the ability to prioritize multiple assignments and meet deadlines are essential. At least 6 months of accounting experience is preferred. Computer skills (including DW4 word processing) are desirable.
We offer a competitive salary and an excellent benefit package. Please submit resume to MERCY HEALTH SERVICES, HR Operations-AS, 34605 TWELVE MILE ROAD, FARMINGTON HILLS, MI. 48331. To inquire about additional opportunities within Mercy Health Services and our subsidiaries, please call our JOBLINE at 810-489-5000. Mercy Health Services values diversity in the workplace.

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:
Welduction Corp.
Attn: Accounting Assistant
24492 Indoplex Cr.
Farmington Hills, MI 48335

ACCOUNTING CLERK & ADMINISTRATIVE ASSISTANT
Full time. Good communication and computer skills required. Minimum 3 years experience. Submit resumes to: Box 2966,
Observer & Eccentric Newspapers
36251 Schoolcraft, Livonia, MI 48150

ACCOUNTING CLERK
Accounts Receivable person with computer skills to work in a 5 person Billing Department. Nice office with pleasant people to teach you our business. Call for appointment after 8:30 a.m. at: 810-471-4000
Corrigan Moving Systems,
23923 Research Drive, Farmington Hills (10 Mile / I-275 area)

ACCOUNTING CLERK
A Farmington Hills manufacturing company has an immediate opening for a General Accounting Clerk. Responsibilities will include a variety of general accounting tasks. 3-5 years general accounting experience with an associate's degree desired. Computer experience with Lotus and Excel worksheet applications preferred. Compensation will be dependent upon experience.
Please send resume to:
Diamond Automation, Inc.
23400 Haggerty Rd.
Farmington Hills, MI 48335
ATTN: Personnel
An Equal Opportunity Employer

ACCOUNTING/ DATA ENTRY CLERK
Fast paced Accounting Department seeks full-time candidates with strong data entry, 10-key and basic math abilities for ENTRY LEVEL position. IBM AS-400 and Macintosh computer experience desired. Accounts receivable and/or cash reconciliation experience a plus. Please fax resume to (810) 488-0361 or send to: DEC/HR, P.O. Box 9072, Farmington Hills, MI 48333-9072. EOE

ACCOUNTING DEPARTMENT
Livonia based company seeks individual with prior accounts payable and payroll exposure. Data entry and clerical bookkeeping skills required. Full time position in fast-paced office includes benefits. Send resume & salary requirements to: Controller, 38881 Schoolcraft, Livonia, MI 48150
An Equal Opportunity Employer

ACCOUNTING
FULL time position for Southfield construction company. Experience required with general ledger, accounts payable, inputting into a computerized accounting program and quattropro. Minimum 5 years experience. Please send resume and salary requirement to Office Manager, P. O. Box 250543, Franklin, MI., 48025-0543.

ACCOUNTING MANAGER
All financial functions. Accounts Payable/receivable, payroll, statements, collection. College degree in accounting or related field or 3-5 yrs experience. Excellent communication, computer experience helpful. Call 810-477-5900 or fax resume to 810-477-8440

ACCOUNTING
PERMANENT.
- Full Charge Bookkeepers/ Controllers - growing Tier One Troy & Detroit manufacturers. All phases of hands on manufacturing-related accounting, in small office atmospheres, self-motivated, strong computer skills $35-45K
- Sr. Billing Clerks Livonia national, growing service firm for detailed, self-motivated individuals with high visibility, spreadsheet skills. Excellent benefits & perks. To $25K
- Payroll Bookkeeper for St. Clair Shores service company. Handle full function, high volume Ceridian payroll. Excellent paid benefits. Salary to $30K

TEMP TO PERM.
- Accounting Office Manager, manufacturing firm in Fraser, small office, all phases of manufacturing accounting. Excel and Great Planes a plus. Salary to $35K
- Accounts Receivable Collection Clerks, Warren real estate firm, Livonia service firm and Royal Oak automotive firm. Perm to $25K
- Billing Clerks, Accounting Assistants, Southfield architectural firm, Downtown Advertising agency. Lotus or excel a plus. Salaries to $23K

TEMP.
- Accounts Receivable Clerk, Southfield insurance agency
- 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, indicating what you seek in a new position. Let us know your salary range and a daytime phone number where we may call you discreetly.
ACCOUNTANTS ONE
24901 Northwestern Hwy
Suite 516
Southfield, MI 48075
(810) 354-2410

ACCOUNTING POSITION - for private rehabilitation agency. Payroll, AP/AR, collection experience required. Must have computer knowledge as well as good communication & typing skills. 5 yrs. experience preferred. Qualified candidates should submit their resume to P.O. Box 530308, Livonia, MI 48153-0308.

ACCOUNTING - with tax preparation preferred. Full/part-time. Resume to: Chand, 45467 Augusta Drive, Canton, MI 48188 or FAX: 313-981-3265

ACCOUNT RECEIVABLE/ ACCOUNTING CLERK
Excellent opportunity for individual with some accounts receivable experience. Need to be detailed oriented and organized. Excellent benefits and working conditions. Non smoking office, full time. Please apply to Joel, 810-355-1000.
JOE PANIAN CHEVROLET/GEO
28111 Telegraph, Southfield.

ACCOUNTS PAYABLE CLERK for builder/developer. Computer experience required, job cost experience a plus. Send resume to: Personnel, 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. Good pay and fringe benefits. Qualified candidates should submit resume to:
INTERLOCK CORPORATION
1770 Mane Street
Westland, MI 48185
Attn: Human Resources
FAX: 313-728-0230

ACCOUNTS PAYABLE clerk position full-time with benefits in Wixom area. Experience preferred. Send details of education, experience and earning requirements to: PO Box 1004, Wixom, MI, 48393-1004.

ACCOUNTS PAYABLE, Lotus, secretarial, computer experience, various duties. Full time. Submit resume & salary required. OM 24545 Hathaway, Farmington Hills, 48335 or fax 810-478-6967

ACCOUNTS RECEIVABLE Manager
Full time for a very busy Livonia office. $9/hour to start. Experience a plus. 313-425-9533

ACCOUNTS RECEIVABLE & AUTOMOTIVE CASHIER
Must be experienced. Apply in person: Massey Cadillac, 24600 Grand River Ave., Detroit, (313) 531-2600

ACCOUNTS RECEIVABLE To $25,000
PC literate. 2-5 years experience. Type 40wpm. Keego Harbor
Phone: ....(810)473-7210
Fax Resume ....(810)473-4546
Greene & Associates Personnel

ADMINISTRATIVE ASSISTANT
Dynamic Bloomfield Hills company looking for well organized individual. Ideal candidate should be proficient in WordPerfect and Lotus. Benefits and competitive salary.
Call today!!
810-355-7440
Fax 810-355-5899

Administrative Assistant
Excel or Lotus 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. Needs to be proficient in W.P., knowledge of Quatro Pro/Lotus a plus. Resume to: P. O. Box 214557 Auburn Hills, MI 48321

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: 250 Martin St., Suite 200, Birmingham, MI 48009

ADMINISTRATIVE ASSISTANT
Full-time for CPA firm. Candidate must be organized, detail oriented, deal with multiple tasks, possess Lotus & WordPerfect skills. Duties include word processing, bookkeeping & filing. Excellent salary & fringe benefit package. Send resume to: CPA, 21751 W 11 Mile Rd, Suite 100, Southfield, MI 48076

ADMINISTRATIVE ASSISTANT
Needed immediately. We are an investigative agency looking for a career-minded, hard-working, motivated individual who would like to take advantage of an excellent ground floor opportunity as a full-time Administrative Assistant in our professional office. Must have strong organizational skills, be proficient in WP/Windows, with accurate typing, spelling and grammar skills. Must have 3 yrs. office experience and type minimum 65 wpm. Accounting skills a plus. Starting salary $10.50-$12.50 hourly, based on experience, with 3 month raise and opportunity for advancement. Medical and vacation benefits. We are currently located directly off I-96 in Detroit and will soon be relocating to Southfield. Please send resume and salary history to: 14390 Wyoming, Detroit, MI. 48238. Attention: Administrator.

Administrative Assistant Recruiter
Unique opportunity for healthcare/ physician search firm. Desire healthcare knowledge & computer expertise. Mail or fax resume to:
Fax 810-932-1214
Ben Schwartz, President,
Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT - Southfield office seeks professional with MS Office package & pleasant phone voice. Must be detail oriented. Call Denise at TODAYS. (810) 350-9777

ADMINISTRATIVE - Assistant. Farmington Hills, Lotus, Wordperfect 6.0 w/Windows, good typing, oral/ written skills, temp to perm, $24,000. Fee paid

INVENTORY CLERK - automotive supplier, N.E. suburbs, good communication, analytical skills, data entry experience, benefits, to $9/hr. Temp to hire

GENERAL OFFICE - Southfield, phones, fax, shipping, Wordperfect & Excel, $9/hr., Temp to perm.
LOIS RAY PERSONNEL
(810) 646-5580

Administrative Assistants
Word Processors Needed
Dynamic Companies Seek Dynamic People Like You'll
$8.50-$13.50 an hour.
Temp to Hire
Corporate Personnel Services, Inc.
Fax 722-8132
Phone 722-7990

ADMINISTRATIVE ASSISTANT
Fortune 100 company is looking for an outstanding individual with knowledge of WP Windows or MS Windows.
CALL TODAY!!
Corporate Personnel Services, Inc.
(810) 362-9696

ADMINISTRATIVE ASSISTANT
Expanding major supplier has new long term suburban openings. Auburn Hills and Farmington. This unique opportunity offers top pay for experience. Temp to perm opportunity. Call Sally - 473-2931
Birmingham 646-7662 Farmington/Livonia 473-2932
Advantage Staffing

ADMINISTRATIVE ASSISTANT
We have career openings with mid-sized companies for experienced secretaries who wish flexibility and a personal atmosphere. Opportunities for both long and short term assignments. Temp to perm available. Salary $9.00-$14.00/hr. Paid holidays and vacations. Call Sheila
Farmington/Livonia 473-2931 Birmingham 646-7661
Advantage Staffing

ADMINISTRATIVE ASSISTANT
Needed for president of multi-state dental management group. Must be professional, highly motivated with strong interpersonal skills to be successful in this position. We offer an excellent benefit program and salaries are based upon experience (2+ years experience required). Please send resume to:
Human Resource Director
PO Box 721085
Berkley, MI 48072

ADMINISTRATIVE ASSISTANT
Immediate position available for enthusiastic individual. Must have MS office, Word & Excel, PowerPoint required. Good organization and communication skills a plus. Please mail or fax resume with salary requirements to: 26913 Northwestern Hwy., Ste. 140, Southfield, MI 48034
Fax 810-351-4299 EOE

administrative assistant
Warehouse Secretary/ Clerk
Afternoons Full-Time
PFS, the PepsiCo distribution division servicing Pizza Hut, Taco Bell and KFC restaurants is seeking a highly motivated, detail-oriented individual to join our Novi team. This is a full-time position with hours of 2pm to 10:30pm Monday-Friday. Must have the ability to meet deadlines with minimal supervision and handle multiple tasks. Basic computer skills are necessary, familiarity with Word Perfect and Lotus a plus. Customer service background is preferred.
Join a company that offers a professional atmosphere, competitive salary and benefits including medical insurance, stock options, 401K and more. For confidential consideration, please send your resume to: PFS, PepsiCo Food Systems, 43600 Gen-Mar, Novi, MI 48375; (810) 347-4210. PFS is proud to support a drug free work environment. A division of PepsiCo Inc. EOE. M/F/D/V.

ADMINISTRATIVE ASSISTANT
Full time to assist with data entry, reception. Typing 40wpm. Opportunity for advancement. Fax resume to 810-478-1918

ADMINISTRATIVE ASSISTANT
Full time for Real Estate Appraisal company in Farmington Hills. Computer experience necessary. Familiar with Total 2000 software a plus.
Call: (810) 553-5980
or fax resume to: (810) 553-3570

ADMINISTRATIVE ASSISTANT
Prestigious downtown Detroit private club requires Administrative Assistant for the Membership Director and Manager. Part-time or full-time, flexible hours, benefits. Must have professional communication skills, WordPerfect, Microsoft, and Omni Pro skills; enjoy people, and be service oriented. Send resume & wage requirements to:
Box #1013
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
$8 - $11/hr.
Seeking individuals to work as full-time temporaries. Talent Tree Staffing Services is looking for people who enjoy the variety and challenge of temporary work but need the stability of a permanent job. Ideal candidates will possess the following skills:
- Knowledge of 2 software packages
- Type 40wpm
- Excellent communication
- Strong work ethics

Interested applicants please call 810-355-1155 for an appointment or fax a resume to: 810-355-3065

ADMINISTRATIVE ASSISTANT
If you're a bright, cheerful OFFICE GUMBY(someone who is VERY flexible), have we got the position for you! Small office in downtown Detroit needs detail-oriented Administrative Assistant with WordPerfect experience and great people skills. Experience preferred; good attitude a must. Immediate opening; paid parking; medical benefits. Send resume and salary requirements to:
Box #2995
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ADMINISTRATIVE SECRETARY
The Center For Health Outcomes and Evaluation of the Michigan Peer Review Organization seeks qualified individual for an Administrative Secretary position located in the Plymouth Office. Full-time position available immediately to candidate with the following qualifications:
- Proficiency in Word 6.0 for Windows
- Knowledgeable of Excel, Power Point, Goldmine and ABC Flowcharter preferred
- Minimum of 5yrs. experience in corporate secretarial setting
- Excellent written & verbal skills
- Mature, organized, detail-oriented with self-discipline and a high level of motivation
- Ability to work successfully on multiple and changing tasks concurrently

Please send cover letter w/resume to:
Michigan Peer Review Organization Center for Health Outcomes & Evaluation
40600 Ann Arbor Rd., Ste. 200
Plymouth, MI 48170
E.O.E. M/F/D/V

ADMINISTRATIVE SECRETARY
for mfg. co. in Redford with strong computer/ office skills/organizational & multiple task oriented. Good pay plus benefits call 800-999-5651, ext. 16, for info/ mention this ad

ADMINISTRATIVE SALES SUPPORT
Join Innovision Technologies, Inc., a premier Information Technology Consulting Firm, and discover what you can become with an organization that encourages the entrepreneurial spirit and rewards achievement.
We are seeking a highly productive, organized, reliable professional with excellent written and oral communication skills. A marketing background and knowledge of MS Office software a plus.
We offer career advancement opportunities along with an excellent compensation package.
Mail or fax resume to:
Innovision Technologies, Inc.
39555 Orchard Hill Place
Suite 100
Novi, MI 48375
FAX (810) 449-7694

ADVERTISING SECRETARY
Seeking professional assistant with ability to manage multiple and changing priorities. Excellent verbal and written communications to coordinate and implement community activities and employee appreciation functions. Company uses Microsoft Office Suite.
Diversified Recruiters
810-344-6700 810-344-6704

AMBITIOUS PERSON needed for clerical/ customer service position for Farmington Hills distributor. Must have excellent phone skills. Minimum 3 yrs. experience. Call for details, ask for Linda: (810) 553-9250

ARE YOU LOOKING for part-time or full-time opportunities? Call Wolverine & inquire about Receptionist (temp-perm), Purchasing Clerk (part-time), Underwriter (permanent), Secretaries + General Office (varies). Computer knowledge necessary. (810) 358-4270 Ext. 3 or Fax resume: (810) 358-3021
WOLVERINE STAFFING

ASSISTANT
Needed for warehouse manager to help with clerical and inventory control duties. Must have proficient computer skills, above average problem solving skills and strong attention to details. Apply in person with resume:
RS ELECTRONICS
34443 Schoolcraft
Livonia, MI 48150

ATTENTION
EXECUTIVE SECRETARY/ ADMINISTRATOR
Recent college grad/or 5 yrs. experience. Ami-Pro system a plus. Must have word processing. Temp to perm, Brighton area.
STAFFING SPECIALISTS, INC.
810-473-3220

AUTHORIZATION OPERATORS
Seeking motivated individuals to work for a national company as an authorization operator. We have openings for all shifts. Must have a pleasant phone voice and good typing skills. Call Victoria. 810-799-8600.

AUTO DEALERSHIP
Office Manager/ Secretary Treasurer
wanted for large westside dealership. GM experience a must, E.R.A. experience a plus. Great pay plan & benefits. Call Bob Jeannotte or John Jeannotte at:
Bob Jeannotte Pontiac-GMC Truck 14949 Sheldon Road, Plymouth.
(313) 453-2500

Bookkeeper
Experienced, knowledge in payroll, billing, accounts receivable/ payable. Blue Cross & pension. Resume: P.O. Box 531117, Livonia, MI 48153.