500 Help Wanted General

★ THE WALL STREET JOURNAL
has immediate openings for part time CARRIERS in the South field, Livonia, Troy, Rochester & Bloomfield areas.
SALARY $6.00 AN HOUR PLUS
- 21¢/mile auto allowance
- Start time: 2:30AM
- Not under 18 yrs. of age
- Must have minimum automobile coverage.

Please Call
The Wall Street Journal
810-689-7446

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

TITLE
DOC PREP/ESCROW SEP UP/DISPERSING
Immediate openings. 1 plus year experience. Full time, Bloomfield area. $18-$22K. Call Jean Marie, Boyer Search Group 810-645-0900

TOOLMAKER/DIE REPAIR. Some experience necessary. Entry level position for good, steady work. Benefits. Milford Twp. (810)684-0555

TOOL MAKERS
Tool & Die Machinist
Tool & Die Maker
Tool & Die Maker Helper
ID/OD Grinder
Wire EDM Operator
ADAC Operator
Tool & Die Designer
CNC Lathe Programmer/Operator
We offer competitive wages and benefits. Call Jim Brown or send resume to:
ADVANCED STAMPING CO.
Dr. at LAW Engineering
12025 Dixie Ave.
Redford, MI. 48239

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

TOW TRUCK DRIVERS
Experienced only need apply. Send applications for low truck drivers. Experience with tow truck. Apply in person at: 6375 Hix, Westland.

TOW TRUCK OPERATOR NEEDED
Light and/or heavy duty for growing company in the Wixom area. Must be experienced and CDL preferred.
(810) 624-8077

TRAILER MECHANIC
local branch of a national trailer leasing company located in Plymouth is seeking a full time mechanic. Individual must be experienced in semi trailer repair and own his/her own tools. Good salary & benefits. Call Mike at (313) 326-1800 ext. 3 between 8am & 4pm for more information.

TRANSPORTATION DRIVERS
Part time for Private Rehabilitation Agency. Flexible hours. Clean driving record required. Send resume to: PO Box 530306, Livonia, MI 48153 or call
(313) 474-2753
Equal Opportunity Employer

TRAVEL AGENT
Great place to work with more business than we can handle looking for enthusiastic, knowledgeable leisure agent with some corporate experience, minimum 3 years experience. WorldSpan preferred but will not negotiate. Competitive pay/benefits. Fax resume to: (810) 655-3014

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

TRAVEL AGENT
Needed for busy travel agency. Farmington Hills. 1-2 yrs experience. Excellent salary & benefits based on experience. Ask for Judy Goldman. (810) 851-7760

TRAVEL AGENT
2 yrs experience. Good pay & benefits. Call
(810) 478-5642

TRAVEL
International company expanding in Metro area. Several ground floor openings available. Training provided. $3-$30/mo potential. (810) 559-0186

TRAVEL PROFESSIONALS
American Express Travel has immediate full time openings in Downtown. We are seeking experienced counselors and customer professionals to join our team, utilizing the Worldspan reservation system. Minimum of 1 yr. experience required. We offer competitive salaries as well as one of the most outstanding benefit packages in the industry. To apply, please forward your resume to:
AMERICAN EXPRESS BTC
Attn: Cindy Bernerth
4 Parklane Blvd
Suite 470
Dearborn, MI 48126

Travel

Looking for enthusiastic, career oriented telephone RESERVATIONISTS. Full training provided. Work for a respected leader in the Travel & Tour industry. Travel Sales background a plus but not required. Exceptional with a backbone and the ability to work package. Apply in person Mon. - Fri., 10am-4pm

29068 Northwestern Hwy.
Southfield, MI

Travel

TRAVEL AGENTS
Total Travel Management, one of the nation's leading travel management companies, is seeking experienced full time and part-time corporate emergency service specialists. Evening, weekend, and mid-night shifts available. Only experienced agents seeking a fast paced professional career position need apply. Agent applicants must have at least 2 yr. res. experience with an agency or airline and be committed to customer service. We offer a competitive salary with one of the best benefit packages in the industry including medical, dental, and 401k. Please mail a current resume to:
Colleen Lebaudin
11344 Chicago
Warren, MI 48089

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 & benefit package available.
Mountain Top Tree Service,
Call Mon. thru Fri. 9am-5pm
(810) 348-1870

TROPICAL FISH WAREHOUSE
has full time position open. Mon. - Fri., 8am to 4pm. General cleaning, bagging, fish & tank maintenance.
Call (313) 532-1913.

TRUCK DRIVER
Lightestream Trucks. Delivery of equipment around USA. CDL required. Wixom. (810) 668-2510

TRUCK DRIVER - Local
CDL Class A License and 5 years experience required. Willing to do other duties as well. $8.67/hour.
Call Jeff at Lakeville Farms 420 Lilley Rd (S of Ann Arbor Ave) in Canton
EOE/AD

500 Help Wanted General

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

TRUCK DRIVERS
Top wages and excellent benefits package being offered for experienced Truck Drivers. Must have at least a CDL Class BX with air brakes and a clean driving record.
Call Shelley for more details at:
(313) 849-2670
An Equal Opportunity Employer

TRUCK MECHANIC
experienced mechanic to repair & maintain a fleet of delivery trucks in a small construction equipment. Benefits. Send resume to P.O. Box 7584, Detroit, MI 48207.

TUFFY AUTO Service Center in Livonia is seeking experienced technicians. Must be state certified. ASE certified preferred. Position offer top earnings which includes guaranteed base plus bonuses, paid vacations, major medical with dental coverage, 401K savings plan, continuous automotive service training. Please call (810)629-4447 for more information or fax your resume to:
(810)629-4503

TYPESETTER/DTP
Steady part time position in a Quick Print Shop. Must know a Macintosh. Experience in Pagemaker & Illustrator desirable. Ideal for homemaker needing flexible hours.
Call (313) 837-1170.

VALET PARKERS
Experienced. Top pay. Call Metropolitan Valet Parking Company at (313) 259-7275.

VALET PARKERS
Full time. Start immediately. 18 yrs. & older. Experience helpful, but not necessary. Great hours & Great tips! Ask for Randy: (810) 832-5990

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) 828-1008 for appointment.

WAREHOUSE 2nd SHIFT
SHIPPING 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, per employment drug test. Send letter of interest to: Attn: Human Resources, 23333 Commerce Dr., Farmington Hills, MI., 48335-2784.

WAREHOUSE
ASSISTANT MANAGER
Familiar with shipping & handling. Military experience a plus, but not necessary. Resume only please, include salary requirements, to:
Box #1030
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

WAREHOUSE/
CUSTODIANS
LONG TERM/TEMP TO PERM.
Hospital, general cleaning. 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. 19-40 drivers a plus. Call Lorna
Farmington/Livonia Birmingham
473-2931 646-7861
Advantage Staffing

WAREHOUSE /
ENTRY LEVEL
40 hours - Motivated team player needed for shipping/receiving department. UPS Manifest experience a plus. Non-smoking. Benefits. $16,000
Please send resume/apply at:
King Alarm, 37735 Enterprise Ct.
Ct. 45000, Farmington Hills MI 48331

WAREHOUSE
Experienced Picker Packer, part-time. Dependable, accurate, attention to details, read-writing, good reading and writing skills. Send resume to: Warehouse, P.O. Box 2567, Southfield, MI 48037-2567

WAREHOUSE
Full time experienced in inventory control, receiving, and stocking. Working supervisory position. Send resume with salary history to: Personnel Dept. 12953 Farmington Rd., Livonia, MI. 48150 or Fax: 313-522-1222. (EOE)

WAREHOUSE
Full time shift, minor order selector position available. Must be able to lift 100lbs. Must have good math skills, and some fork lift experience. Union wages & benefits. Apply in person at: Philip Gender & Co. 9001 Vincent, Hamtramck.

WAREHOUSE HELP
for Construction Company in charge of Shipping & Receiving in yard. Wixom.
(810) 669-2510

WAREHOUSE
Immediate openings in Lumber, Kitchen & Bath Distribution Center. Duties include: stocking inventory, filling orders, loading and unloading (75 plus pounds). CDL a plus. Full time position, $6.50/hr. to start. Raise at per reviewed & full benefits received after 90 days probation. Up to 10 percent of Merman Rd., (just S. of I-96)

WAREHOUSE
Livonia distribution center. Please person to help unload & load trucks. Temporary & permanent positions. Full-time. Call Sean: 313-691-1717
Warehouse • Mgmt. Training

15 NEEDED
$350-$400/wk to start
Entry level in all areas. No experience. Will train. 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: Monday-Friday 8:00 a.m. and 11:30 a.m.
STAPLES
BUSINESS ADVANTAGE
41554 Ecorse Road
Canton, MI 48187

WAREHOUSE
SPECIALIST
AGA Gas, Inc., a leading manufacturer and marketer of industrial gases, has an excellent opportunity for an experienced Warehouse Specialist at our Canton, Mi. facility.
The qualified candidate will handle all areas of warehouse operations including pulling, packing, shipping, receiving and returned goods. Must be knowledgeable in UPS/Airport shipping systems and possess a commercial driver's license with a clean driving record. Starting pay $8-$15 per hour for qualified applicants. Excellent medical & benefit package available.
Call Mon. thru Fri. 9am-5pm
(810) 348-1870
AGA Gas, Inc.
P. O. Box 94737
Cleveland, OH
44101-4737
Attn: Human Resources Representative
Equal Opportunity Employer
Male/Female/Handicapped/Vet

500 Help Wanted General

WAREHOUSE STOCK HELPER
Due to our expanding business, we are in need of dependable, self-motivated individuals for full-time positions. Occasional Saturdays required. Clean, smoke-free working conditions We offer a competitive benefits program including major medical, a profit sharing pension plan and more. Hourly rate $7-$8. Some overtime required. Applications taken between 9-5.
La-Z-Boy Furniture Galleries
23350 Commerce Dr.
Farmington Hills
810-474-1341
(Off Middlebelt Rd. S. of 10 Mile, E. of I-275)

WAREHOUSE
$8/HR 40 hrs.
•First shift, 7-3:30pm
•Final shift, 8-4:30pm
ARBOR TEMPS: 459-1166

WEEKEND HOST person needed from noon to 8 p.m. Saturday and Sunday for a new construction site in W. Bloomfield. Excellent working conditions. Applicant have good people skills, enthusiasm, and enjoy meeting the public. Please call for more information. (810)669-1070

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

WELDERS
Industry Leader seeks self motivated, experienced production welders. Must be familiar with 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 8, Northville, MI 48167 or apply in person at: BELANGER, INC. 1001 Doheny Ct. off Northville Rd., North of 7 Mile

WELDERS WANTED with some Heliarc experience.
Call (313) 531-1253

WINDOW CLEANERS
We train. Year-round work. Females. Call 10am-6pm. 810-544-8247

WINDOW INSTALLERS
due to sales growth Thermal Sash in Livonia is looking for polished installers with their own equipment. Call Mike (313) 522-4500

WRITER
Full time entry level position with state magazine. Must have proven writing ability, desire to learn & enjoy devotion to writing career. Some editorial/writing experience preferred. Send resume & writing samples to:
P.O. Box 54W,
Brighton, MI 48116

★★12 Hour Shifts★★
Days and Midnights
Material Handlers For
Livonia Company
$6.50 an hour to start, plus
Production Bonuses
CALL TODAY !!
Corporate
Personnel
Services, Inc.
(313) 722-7990

502 Help Wanted Office Clerical

ACCOUNTANT/Bookkeeper. Full time, AR/General Ledger. Quickbook experience. Greater area. Call for date. 810-681-7230

ACCOUNTANT/CPA.
Motivated individual with 5-7 years experience in all phases of accounting & tax, for growing Farmington CPA firm. Send resume to: MB 32253 Northwestern Hwy., Suite #298, Farmington Hills, MI 48334.

ACCOUNTANT
TROY CPA firm has immediate opening for an Accountant with 1½ years experience in public accounting. Please fax resume to: (810) 689-3054, Attn: Karen.

Accounting Assistant
Detail oriented individual to fast paced company in northern suburb. Responsibilities include, but not limited to, data input, filing & light typing. Must have previous experience in Excel, WordPerfect/Microsoft Word helpful. Send resume to:
Attn: Accountant, Box #1034
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTING
ASSISTANT
Seeking individual with some background in Accounts Payable/Receivable, Billing and Payroll. Hours are good, benefits, salary & interface with three divisions. Lotus experience preferred.
Please Send Resume to:
810-344-6700 Fax 810-344-6704

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,
24275 Haggerty Road
Farmington Hills (10 Mile / I-275 area)

ACCOUNTING CLERK
4+ yrs experience, organized, accurate, good typing skills, computer literate. Background in Peachtree & property management a definite plus. Send resume: Fax resume: 810-559-8070 or mail to: Accounting Clerk, 29300 Southfield, #33, Southfield, MI 48076

ACCOUNTING CLERK for restaurant franchise chain in professional Southfield office. Candidate must possess excellent, organizational skills, be able to take initiative and work with flexibility. Two years work experience required as well as extensive experience with Microsoft Excel. Prior experience with integrated accounting systems helpful. Good benefit package including 401K. Send resume and salary history to:
SRSC ACCTG Clerk
P. O. Box 267
Southfield, MI 48037

ACCOUNTING
DEPARTMENT
Positions available in Farmington Hills corporate office for professional, self-motivated individuals. Must have bookkeeping experience. Excellent benefit package includes full medical, dental, and 401(k).
Call Donna Berlin-Ryan at 810-661-8000
An Equal Opportunity Employer

ACCOUNTING - Growth career company, seeks individual for payables and receivables. Experienced only. Send resume and salary history to: P. O. Box 7112, Bloomfield Hills, MI 48302

ACCOUNTING POSITION - for private rehabilitation agency. Payroll, A/P/AR, collection experience required. Must have computer knowledge as well as good communication skills and detail oriented. Salary commensurate with experience. Qualified candidates forward their resume to P.O. Box 530306, Livonia, MI 48153-0306.

ACCOUNTING
SECRETARY
$25-$32,000
Fee paid by company
CPA firm needs professional individual with a steady work history. Bonus incentives, but less than retail hours. Great location and benefits. Call 810-644-8020 for an interview.
SNELLING PERSONNEL
SERVICES

ACCOUNTING - some experience helpful. Livonia area.
Contact Carrier: (810) 477-6660

ACCOUNTING - with tax preparation preferred. Full/part-time. Resume: Tax Talent, 30487 Grand River, Farmington, MI 48336 or FAX: 313-961-3086

ACCOUNTS PAYABLE CLERK, part time for property management firm. 1+ yrs. accounts payable and computer experience preferred. Lotus 1-2-3 helpful. Pleasant working environment. Send resume to: P. O. Box 5075, Southfield, MI 48086-5075

502 Help Wanted Office Clerical

ACCOUNTING
TEMP TO PERM:
• Accounting/Office Manager, manufacturing firm in Fraser, small staff, will train. Knowledge of manufacturing accounting. Excel and Great Plains a plus. Salary to 35K.
• Accounts Receivable Collection Clerks, Warren real estate firm. Troy automotive firm. Perm to Troy.
• Accounting Assistants, Downtown Advertising agency. Lotus or Excel a plus. Salary to 23K.
TEMP:
• Accounts Receivable Clerk, Southfield insurance agency.
• Accounts Payable Clerks, Southfield bookkeeping firm. Starting Hips automotive firm.
• Assistant Bookkeepers, Southfield advertising agency, Redford Twp manufacturing 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, including salary, and you seek in a new position. Let us know if you are looking for a daytime phone number where we can call you discreetly.
ACCOUNTANTS 2000
24901 Northwestern Hwy
Suite 519
Southfield, MI 48075
(810) 354-2410

ACCOUNT RECEIVABLE/
ACCOUNTING CLERK
Excellent growth opportunity individual with some accounts receivable experience. Must be detailed oriented and organized. Excellent benefits and starting salary commensurate with experience. No smoking office. Full time. Please send your resume, including salary requirements to:
PAPAN CHEVROLET/GEO
28111 Telegraph, Southfield.

★ ACCOUNTS
PAYABLE
Established Property Management Company seeking experienced individual to handle payables, bank reconciliation & general ledger. Computer experience necessary and Lotus a plus. Send resume to:
100 Galleria Officentre
Suite 400
Southfield, MI 48034
Or fax (810) 358-3779

ACCOUNTS PAYABLE
Opportunity available for an aggressive educated individual. Position in accounting department of a well established western suburb manufacturing company. Must be high-energy, self-starter, detail oriented, with strong analytical skills. Applicants should have an Associate Degree in Accounting or equivalent experience, be computer literate with Windows 3.11 and Lotus 1-2-3. Full benefits including 401(k) package. Send resume and salary requirements to:
Controller
Box #1002
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTS RECEIVABLE &
AUTOMOTIVE CASHIER
Must be detail oriented. Apply in person. Massey Cadillac, 24800 Grand River Ave. Detroit.
(313) 531-2600

ACCOUNTS
RECEIVABLE CLERK
Our client, a Livonia based Floor Covering Company is seeking a Receivables Clerk for their fast paced business. If you enjoy working in a revolving door environment with a group of people, this is for you. We need a competent person to do the large volume of receivables, aged reports, etc. So some experience is required. Please send us your resume in confidence to:
ATTN: IFCR
Follmer, Rudzewicz & Co.
Suite 500
Sterling Heights, MI 48313

ACCOUNTS RECEIVABLE/Payable clerk for property management firm. Must have strong experience in computerized accounting. Send resume to: Accounts Receivable/Payable, 12 Mile & Orchard Lake, Suite 290, Farmington Hills, MI 48334

ACCOUNTS
RECEIVABLE
Growing Southfield company needs mature, dependable person with experience in accounts receivables and billing. Great benefits package in a light word processing environment. Insurance or other party work background helpful. Call not necessarily, if right position with excellent benefits. Send resume with salary history and fax if desired to: Accounting Clerk, P.O. Box 577, Southfield, MI. 48075

ACT NOW
Best Temporary Office will host an open house for temporary assignments from 9 AM. until 2 PM. for 89 over 50 Clerical, Word Processing and Data Entry positions. Qualified candidates must bring tablet on the phone and have at least 25 wpm. on a computer. $7 plus benefits.
BARTECH
50 W. Big Beaver, Suite 100
Northville
Behind of Big Beaver/Livonia

ADMINISTRATIVE
ASSISTANT
Needed for president of multi-state dental management group. Must be professional, highly motivated and strong interpersonal skills to be successful in this position. Prior office experience with benefit program and salaries are based upon experience (2+ years management). Fax resume and send resume to:
Human Resource Director
PO Box 721063
Berkley, MI 48072

ADMINISTRATIVE
ASSISTANT
We are looking for a motivated individual to answer phones and perform other office duties. Ideal candidate is energetic & enjoys working with people. Salary commensurate with prestige wage and benefits. Please Fax resume to: 810-642-8670
Attn: Rebecca

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

ADMINISTRATIVE ASSISTANT
Southfield based company seeking achiever/self-starter with experience using Microsoft Word, Excel & Powerpoint. Excellent benefits. Call Denise at TODAYS
810-356-0001

ADMINISTRATIVE
ASSISTANT
Large company in Plymouth needs professional individual with Word & Excel. Pay between $10-$13 an hour, depending on experience. Call today for appointment. 313-525-4828

ADMINISTRATIVE Assistant, Farmington Hills, Word processing, 60 wpm, windows, able to format, create & save forms, good excel & written skills, to $23,000. Fee paid

SECRETARY - assist administrative & executive assistants, 2 yrs experience, good typing skills, knowledge of Lotus & Lotus Windows. To $24,000. Temp to hire

RECEPTIONIST - Bloomfield Hills, good personality, 3 phone lines, Microsoft word, will train on Excess & Excel, $10/hr. Temp to perm

LOIS RAY
PERSONNEL
(810) 646-5580

502 Help Wanted Office Clerical

ADMINISTRATIVE
ASSISTANT
Rochester Hills
Confidential assistant to V.P. of manufacturing firm. Duties include personnel and accounting. Computer literate, good communication skills required. Growth opportunity with excellent working conditions and full benefits. Pay $22-26K. Resume to: Marie, 1825 S. Lapeer Rd. #121, Lake Orion, MI 48360 or fax to: (810) 693-3234

Administrative Assistant
American Bird and Wallpaper, located in Plymouth, is looking for a sleeping companion for an outgoing administrative assistant with excellent people skills to greet applicants. Candidate must be organized, detail oriented, and with multiple task and possess a knowledge of Windows and Microsoft Specialized applications. Experience in a fast-paced office environment preferred. Please fax resume to:
HR Recruiter
at (313-207-0947
or call 313-207-5855

ADMINISTRATIVE
ASSISTANT
We have excellent career paths with mid-sized companies for experienced secretaries who wish flexibility and a personal atmosphere. Opportunities for both long and short term assignments. Full benefits after 1 month. Salary $9.00-$14 dollars. Paid holidays and vacations. Call Sheila Greene
Farmington/Livonia Birmingham
473-2931 646-7861
Advantage Staffing

ADMINISTRATIVE
ASSISTANT
Southfield Engineering management firm is seeking a professional administrative support person for our small office. Ideal candidate will be personable, possess advanced WordPerfect & Excel skills. Must have great organizational skills. Duties include word processing, data entry, and a high level expertise of proposals/projects, phone support and general administrative. One year of experience is required. Please send resume and salary requirements to Ms. Adams, P.O. Box 091, Southfield, MI 48037.
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
For "Regional Office" of large real estate firm. Strong organizational and organizational skills. Lots of telephone work requiring pleasant phone voice and good typing skills. Must possess advanced WordPerfect & Excel skills. Must have great organizational skills. Duties include word processing, data entry, and a high level expertise of proposals/projects, phone support and general administrative. One year of experience is required. Please send resume and salary requirements to Ms. Adams, P.O. Box 091, Southfield, MI 48037.
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
with strong bookkeeping background & proficient with Windows, Word, Excel & Solomon. (810) 646-6050

ADMINISTRATIVE ASSISTANT
for non-smoking Southfield insurance office. Computer & life insurance background required. Salary based on experience. Send resume fax to: 2000 Town Center, Suite 1820, Southfield, MI 48075, Attn: Sharon

ADMINISTRATIVE
ASSISTANT/
RECEPTIONIST
Full-time, Full Benefits. Wordprocessing required. Mail or fax your resume to: 30 Oak Hollow, Suite 320, Southfield, MI. 48034. FAX: 810-356-2533

ADMINISTRATIVE
ASSISTANT
Need for busy Detroit Building Management Office. The ideal candidate must possess organizational skills and be able to work independently. Duties include but are not limited to include: MicroSoft Office and WP for Windows, Excel, Lotus and Quicken MRI a plus. We offer a comprehensive benefits/salary package commensurate with experience. Please send resume with salary requirements to:
Administrative Assistant
660 Woodward, Ste. 1600
Detroit, MI 48226

ADMINISTRATIVE
ASSISTANT
EDP Contract Services, a Southfield based manufacturing service firm for management, full time opportunity for an individual to join its Administration Department. Duties include: Receiving incoming calls, routing to appropriate staff, and assisting in special duties will include: word processing, using Word Perfect 6.1, knowledge of MS Word a plus. Professional appearance, excellent people skills are a must. We offer competitive wages and full benefits, along with a chance for advancement in our growth industry. Southfield location. No calls. Please send resume to:
Area Manager
EDP Contract Services
26777 Central Park Blvd.
Suite 195
Southfield, MI 48076
FAX to: 810-353-3341
An Equal Opportunity Employer

ADMINISTRATIVE
OPENINGS
Appletone, the largest independent temporary service in Detroit, is currently searching for qualified candidates to fill a variety of opportunities in both temporary and permanent positions in the following areas:
• Administrative Assistants
• Word Processing Specialists
• Receptionists
• Data Entry Clerks
• Clerks
• Customer Service
Applicants should possess a strong work ethic, some computer or prior office experience and be an effective communicator. Work in Office offers a competitive salary and benefits package. For immediate consideration, please mail or fax your resume to:
Appletone Employment Services
36111 W. 8 Mile, Suite 163
Livonia, MI 48152
Fax (313) 432-3148

ADMINISTRATIVE
for mfg. co. in Redford with strong computer/office skills, organized, multi-task oriented. Good pay plus benefits, call 800-968-0551, ext. 16, for later mention this ad

ADMINISTRATIVE
SALES SUPPORT
Join Innovation Technologies, formerly a premier Information Technology Consulting Firm, and discover what it can do for you. Become with an organization that encourages the entrepreneurial spirit and rewards achievement.
We are seeking a highly proactive individual with strong professional skills, excellent written and oral communication skills. A marketing background and knowledge of MS Office products a plus.
We offer career advancement opportunities along with an excellent compensation package.
Mail or fax resume to:
Innovation Technologies, Inc.
39555 Orchard Hill Place
Suite 100
Novi, MI 48375
FAX (810) 449-7094

APARTMENT SEARCH
is looking for a full-time marketing associate/receptionist for busy sales office. Besides having typing, telephone & organizational skills, sale person need a big smile & outgoing personality. Please call 810-626-5870. EOE

ASSISTANT ACCOUNTANT/Clerical for Livonia firm full or part-time. Call Cindy (313) 427-7100 Or fax resume to: (313) 427-8660

502 Help Wanted Office Clerical

APARTMENT SEARCH
Tired of traditional sales? Burned out on selling to people who don't want to talk to you? Want to be paid commissions on your ability to HELP people? Our top Rental consultants earn over $40,000/year. Royal Oak call: 810-625-0473

ART VAN
FURNITURE
In Southfield is looking for DEPENDABLE & RELIABLE people to fill our IMMEDIATE position for:
Clerical
We have full or part-time positions available. If you are looking for a rewarding career with a good company, we want to speak with you. For an interview, please inquire at:
22555 Greenfield @ 9 Mile

ASSISTANT OFFICE
MANAGER
For Troy law firm. Bookkeeping and Secretarial experience required. Salary commensurate with experience. Call: (810) 649-7800

ASSOCIATES
DO feel you should be working for Insurance? Here you get paid for performance not appearance. We will train you in a growth industry sponsored, group health insurance and benefits and a chance to increase your income. Call Insurance, technical, and office support placement, and also temporary help.
810-737-1711

ATTENTION!!
Fortune 500 company is looking for an outstanding RECEPTIONIST with basic computer skills. Perfect opportunity for an immediate interview
Corporate
Personnel
Services, Inc.
(810) 362-9696
NO FEE E.O.E

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.
Rainbow Services
100 Galleria Officentre
Suite 400
Southfield, MI 48034
(810) 358-3779

AUTO DEALERSHIP
needs hardworking, conscientious service cashier/clerk. Full time, Mon. - Sat. Apply in person at Bob Saks Dodge: 35200 Grand River, Farmington Hills. Ask for Diane Hardy.

RECEPTIONIST
for Bloomfield Hills day spa & salon. Applicant must have phone & appointment making experience, some computer knowledge. Good salary & benefits. Call
810-332-3434

BIG 3 AUTOMAKER
NEEDS HELP!
Immediate positions available in auto industry for candidates with knowledge in:
• WORD PROCESSING
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810-559-4230

BOOKKEEPER/CLERICAL
LIVONIA BASED manufacturing company seeks person with at least 5 years prior bookkeeping experience. Payables/receivables. Must answer some phones, have data entry skills and experience with computers. Call Solomon N. Bend resume and salary requirements to:
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Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

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Excellent benefits, experience, references, payroll, sales taxes & computer. Call Southfield area. 810-557-0400

BOOKKEEPER
Experienced, knowledge in payroll, billing, payables, receivables, accounts. Blue Cross & pension. Resume: P.O. Box 531117, Livonia, MI 48153.

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2040 Easy St.
Wallled Lake, MI 48390
(810) 624-9861

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4033 W. Maple Road
Bloomfield Hills, MI 48301
(810) 646-8287

BOOKKEEPER
NEEDED
very flexible hours, approximately 15 hrs. per week, work at home. Please fax resume to
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502 Help Wanted Office Clerical

BOOKKEEPER- Local general contractor seeking Bookkeeper and accounts payable for AIA billings, payroll, full benefits. EOE. Send resume & salary requirements to:
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For small CPA firm. Full-charge thru trial balance. Financial statements and ratios. Knowledgeable in Computer literate. Oversee office administration. Competitive salary & benefits package. Send resume to:
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BOOKKEEPER
Property Management Company has an immediate opening for a full time Bookkeeper. Send resume with salary requirements to: CMI, 18777 W. 10 Mile Road, Southfield, MI 48075. Attn: Office Manager

BOOKKEEPER/SECRETARY
FULL time position open for a Farmington Hills insurance firm. Must be proficient in the areas of computers and accounting. Good communication skills and accuracy required. Fax resume:
(810)476-7290

BOOKKEEPER/SECRETARY
full charge, residential builder, Wordperfect, Excel experience required. Full/part time. Flexible office in Birmingham. Fax 810-645-2647.

BOOKKEEPER/SECRETARY
Part time, flexible hours, 15 to 25 per week. Computer knowledge a must. Wordperfect 6.1 preferred. Call Lynne. *Small CPA firm. Send resume to:*
Mr. Lee
30500 Northwestern, Suite 201
Farmington Hills, MI 48334

BOOKKEEPER
5 store retail chain needs full time Bookkeeper. Send resume to:
Rainbow
36534 Plymouth Rd.
Livonia, MI 48150
Attn: R. D. Sledgehund

BRIGHT, MATURE enthusiastic person needed for growing Chiropractic office in Livonia. Permanent position with growth potential. Call Marsha or Fay 8am-12Noon 810-473-9080

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Livonia, Michigan 48152
313-953-9222 • Fax: 313-953-9686

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SUBCONTRACTOR, Construction, located at Farmington Hills seeking a person with 3 years of clerical experience. Miscellaneous clerical duties. Must be able to work independently and possess clerical test. Please call
Shirley Abreo/Review/Works
Phone: (810) 488-2744
FAX: (810) 488-1199
EOE/M/F/H/V

CLERICAL ASSISTANT
Growing automotive supplier has immediate openings for Clerical Assistants in Accounting & Purchasing. The positions involve a lot of computer data entry, maintaining manual filing systems, and a variety of office duties.
The ideal candidates will possess a High School Diploma, one year of clerical experience in an office environment, good communication skills, excellent PC skills (preferred), and strong communication skills.
We offer a competitive salary & benefit package including TUITION REIMBURSEMENT.
Please submit completed application to:
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American Yazaki
Corporation
6700 Haggerty Road
Canton, MI 48187

CLERICAL
Established manufacturing company has an opening for a clerical position. Responsibilities include: sales order drawings, order entry, scheduling & shipping of shipments, inventory control, etc. Requires 1 year high school drafting required