500 Help Wanted General

SALES/FINANCIAL
REVOLUTIONARY TRAINING CONCEPT
John Hancock is seeking candidates for an innovative new training program. We will provide 3 months of full time salaried training. No cold calling or sales. Upon completion of the training program. You must possess a college degree. If you qualify and are interested in a rewarding career in the Financial Services Industry please call (810) 827-1300 Ext. 135. E.O.E.

SALES/TRAVEL
Dynamic person with an interest in a travel career. Travel & business background a preference. Fax resume to: 810-646-5808

SALVAGE YARD
Needs experienced yard dismantler. Must have references. Call: (313) 397-9200

SCHEDULER
Must be detail-oriented with good follow-thru skills for floor covering store.
Apply in person:
Innovative Floor Covering
13250 Newburgh
(1 block S of I-96)

SCHEDULING-STATUS CLERK
Well rounded individual who seeks full time, high priority position in a home improvement company. Good people skills, scheduling/establishment. (313) 462-2500, ext. 161

SCHOOLCRAFT COLLEGE
Livonia, MI 48152

Clerk II - Continuing Education Services
Full-time position. Under limited supervision concerning procedures to be followed, review independent judgment, performs clerical duties for appropriate area. Minimum qualifications include: high school graduate, one year of clerical experience, accurate typing and keyboarding skills, and ability to understand and operate office equipment including personal computers (Microsoft software).
Interested applicants please call (313) 462-4406 and leave a message including your complete name, address and phone number. An application will be mailed to you. Applications must be received by no later than 5:00 pm on Friday, September 13, 1996.
AA/EOE

SCHOOLCRAFT COLLEGE
Livonia, MI 48152

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Full-time position. Under limited supervision concerning procedures to be followed, review independent judgment, performs clerical duties for appropriate area. Minimum qualifications include: high school graduate, one year of clerical experience, accurate typing and keyboarding skills, and ability to understand and operate office equipment including personal computers (Microsoft software).
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AA/EOE

SCHOOL EDUCATIONAL PERFORMER
Our company presents science educational and historic assembly style performances throughout the US. These programs are presented primarily in Elementary & Middle Schools. If you fit the profile, then you may be a candidate to do one our programs:
• Musician/vocalist or team tours
• Self-motivated and directed.
• Able to travel 50% of the time (each tour area extensively for the entire 1996-1997 school year.
• A desire to work with youth!
Our performers will earn as much as $100/week. Please call Mon-Fri. 313-533-4455

SEAMSTRESS
Experienced sewing machine position. Equipment provided, excellent pay and benefits. For more information please call: (810) 348-5025

SECRETARY
InterFirst, a division of Standard Federal Bank, is seeking a Secretary for its Information Systems Department in Ann Arbor.
Responsibilities include: Operating telephone system, typing business memos and maintaining work order systems, reconciling invoices; and maintaining files.
The selected individual must possess well-developed written and oral communication skills, demonstrated ability of correct grammar, punctuation, spelling and format, and a high school diploma is mandatory. The ability to type at least 40wpm and operate a word processing system is required.
We are looking for self-starters seeking a challenging opportunity. Please send resume to:
InterFirst
A Division of Standard Federal Bank
Human Resources Dept.
777 E. Eisenhower Pkwy.
Suite 700
Ann Arbor, MI 48108
InterFirst is an Equal Opportunity Employer. M/F/D/V

SECURITY
FULL-TIME positions with benefits available in the Plymouth area. Security friendly, family friendly, outgoing, dependable, with a work ethic like mine. Medical, 401K plan, etc. (734) 459-1700 ext. 3 Ask for Security Security. Or apply at: contact Emil at: 14661 Beech Daly
An Equal Opportunity Employer

SECURITY GUARD
Full time for Farmington Hills complex. Benefits including weekends & holidays. Apply at Security Systems Unlimited, 28000 Grand River, Farmington Hills. Ask for Ken. Farmington Hills between 8:30 & 4PM.

SECURITY
Offices needed. Excellent opportunity for businessman/woman, retired police officer, military, college career security professional. Full or part time. $7.30+ to start. Call today! TOS Security, 313-417-4822

48 SECURITY POSITIONS
At Ford World Headquarters & Dearborn facilities. No experience necessary. Ideal for students, retirees, or those looking for a part-time job. Work as little as 1 day a week. Starting wage $7.30 per hour. Call Pinkerton Security Services Northland Mall

SECURITY OFFICERS - Immediate openings, full & part time. All shifts available in Livonia, Plymouth, Farmington, Southfield, Detroit, Troy, Sterling Heights & Ann Arbor. Security experience helpful but not required. Call 810-557-9010 EOE

SECURITY OFFICERS GUARDSMARK INC.
The security company that has recognized the NBC Network, the CBS media quality individuals for position in Novesta. All shifts available.
Minimum requirements include:
• High School diploma/GED
• NO criminal history
• Reliable transportation
Benefits include:
• Life/Medical insurance
• 401K plan with assistance
• Paid vacations
• 401K plan
• Free uniforms
• Bar-Code systems $300+ per week
Interested applicants please call Mon-Fri 9am-5pm:
1-800-783-6780

SECURITY POSITIONS
The Westland Mall Corporation has been awarded a new contract in the Downtown area of an upscale Fashion, Department & Security Officers Positions are available. Minimum starting wage for Security Officers is $7.75 plus benefits. Supervisors are higher. Call 810-477-6714 or 313-964-1272 to see if you qualify and for additional information. E.O.E.

SERVICE DEPARTMENT COORDINATOR
Take charge individual needed for service department. Growth position with benefits. Small company in Livonia. Leland 1880 S. Woodward, Birmingham, MI 48009 EOE

SERVICE MANAGER
We are seeking a service manager with experience in west suburban machine tools. Must have a SPC experience & a strong background in machine tools. PID & Process Planning knowledge is helpful. Good communications skills a must.
We offer a competitive benefit package including fully paid major medical, dental, life & short term insurance, tuition reimbursement, 401K, 12 paid holidays & profit sharing.
If you are a self motivated individual & have the above qualifications, send resume to:
H. R. Krueger
Machine Tool, Inc.
P.O. Box 310
Farmington, MI 48332-0310

SERVICE REP
Full time for builder of custom homes. Benefits.
Send resume:
Box 1084
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150

Service Representatives
$8 Extra Income$$
FLEXIBLE daytime hours. No Selling. We are a nationwide national teamers company seeking a Representative to work car to inventory and stock our products in local area stores part time. Experience helpful, but not necessary. Call 810-477-7260 or 800-388-4438 before 9am, 4pm. Affirmative Action Employer.

SERVICE TECHNICIAN
For large Farmington Hills apartment community. Must be conscientious, self motivated. Apply in person:
MUIRWOOD
Management Office
36055 Muirwood Dr.
Farmington Hills, MI
N.W. corner of Grand River & Drake. Ask for Gary.

SERVICE TECHNICIAN
Diagnosis and repair of exercise equipment. Will train but must have mechanical ability. Friendly outgoing personality a must. 810-442-7777

SERVICE TECHNICIAN
J.H. BENNETT AND COMPANY
A growing leader in fluid power distribution has an immediate opening for the following position:
AN ENTRY LEVEL position with assembly responsibilities include general assembly, fabrication, and service of product.
Candidate should possess good mechanical ability and shop skills. Send Resume To:
J.H. Bennett & Co., Inc.
41398 Vinyard Ct.
Novi, MI 48376
Attn: ENGINEERING MANAGER

SERVICE TECHNICIAN
Leading industrial equipment rental company has an immediate opening for a Customer Service Engineer to repair & service equipment in our Detroit Area. Excellent compensation package including company vehicle. Send resume to:
LeTourneau
466 Enterprise Ct.
Bloomfield Hills, MI 48302

SERVICE TECHNICIAN
Hotel mechanic/equipment rigging for a general scaffolding distributor. Good safety awareness and a mechanical/electrical aptitude. Some heavy lifting required. Full benefit package. Excellent opportunity. Send resume/work history to:
Spider Staging Corp.
32995 Industrial Road
Livonia, MI 48150
or Fax: (313) 522-0340
E.O.E.

SHIFT SUPERVISORS
Afternoons/Midnights
Quality automotive supplier seeks highly motivated after noon & midnight shift supervisors. Strong manufacturing background is required. Responsibilities include: overall plant operations, quality control, general personnel supervision & much more. Must have strong interpersonal skills in leadership, problem solving, administration, implementation of procedures/controls. Excellent communication skills required. Comprehensive wage & benefits package. Apply at Great Dane Trailers, 15001 Hamilton Road, Detroit, MI 48203

SHIFT SUPERVISOR
The nations leader in direct mail marketing services, Advertmark seeks a sharp, innovative, high energy professional to help manage our new Vandyke Michigan facility, assembly operations. Responsibility over 1.5 million pieces of mail annually.
Supervising a team of 30-50 employees, your prime objective will be to insure timely and cost effective machine inserting, labeling and delivery of advertising pieces for our clients. Ideal candidate will possess approximately 2-4 years experience in production management and scheduling, possess strong interpersonal skills, non-union environment; and the ability to work in a competitive deadline environment.
Excellent benefits and service orientated salary commensurate with experience. If required, degree preferred, stay work alternative shift and weekends. I'd like to be considered for this challenging position with the Fortune 500 Company in a rapidly growing market, resume with SALARY INFORMATION to:
Adve, Inc.
18625 Merriman Rd.
Livonia, MI 48150
E.O.E/M/F/D
Drug Free Environment

SHIPPING AND RECEIVING
Clerk needed for packing shipments, light shop work & other duties. Apply in person: Ide Trenton, 23270 Commerce Dr., Farmington Hills 810 478-6300

500 Help Wanted General

SHIPPING / MAIL DEPT.
Will hire ambitious person on a variety of jobs in modern Shipping Dept. No experience required. Pack packages. Complete benefits package. 8am-4:30pm. Call: (810) 478-5000

SHIPPING & RECEIVING
Shipping / Receiving Clerk to work in small shop (Farmington Hills) to handle shipping, receiving, and warehousing. Must have a valid Drivers License for UPS experience helpful. Must have high school diploma and a good driving record. Full-time, benefits. Call for an interview appointment - ask for Sandy: 810-478-0100

SHIPPING/RECEIVING CLERK
UPS experience preferred. Starting pay based on experience.
Apply at:
US INDUSTRIAL TOOL
18101 Oleo
Plymouth, MI 48170

SHIPPING/RECEIVING CLERK
Entry level position. Will train right individual. Some driving also required. Benefits package available. Mention starting wage for Security Officers is $7.75 plus benefits. Supervisors are higher. Call 810-477-6714 or 313-964-1272 to see if you qualify and for additional information. E.O.E.

SHIPPING & RECEIVING, Accounts Payable and General Office. Full-time position. Small office. Detail oriented, computer experience necessary. 810-947-8555

SHIPPING/ RECEIVING CLERK
Urgently needed in Farmington area. Must have 1-2 years driving experience, able to lift 55 lbs., computer literate a plus.
Call Today:
(810) 476-1000
MANPOWER

SHIPPING & RECEIVING PERSONNEL
FULL & PART TIME
Want to be an important member of a dynamic team? Working with a fun group of people and be recognized for your hard work? You could be just the piece you're looking for!
Calico Corners is looking for reliable individuals who take pride in their work. You will be in charge of shipping and receiving where you will maintain our stock room and assist sales personnel.
Full-time associates enjoy a complete benefits package including health insurance, retirement savings, and a continuing ed. program. Flexible hours available for Part-time.
Apply in person or call the Store Manager at:
CALICO CORNERS
1833 S. Telegraph Road
Bloomfield Hills, MI 48302
(810) 332-8835
EOE M/F

SHIPPING & RECEIVING
Part-time position in our Novi warehouse. Good pay. Flexible hours, 20 hours per week. Must be responsible and able to handle 60-70 lb. packages. Ideal for students.
(810) 478-0010

SHIPPING & RECEIVING
Busy Farmington Hills office has an immediate full-time opening in their shipping & receiving department. Computer knowledge is must. Salary to commensurate with experience. Benefits including 401(k). Call Christine, Mon-Fri, 8am-3pm.
810-553-0300

SHIPPING / STOCK CLERK
D.O.C Optics Main Distribution facility has immediate openings for Shipping / Receiving and Lens stock clerks. Full time positions with excellent wage and benefit package. Must be able to work some evenings, weekends and holidays. Must be stable job history. Call Maureen for more info. 810-354-7100, ext. 303 personality a must. 810-442-7777

SHOP FORMAN/DISPACHER
JAGUARY OF TROY is seeking a hard working person who enjoys working in a fast paced environment. ADP experience preferred. Excellent pay & benefits. Contact:
Bob Glemore. (810) 643-8900

SIDING / ROOFING & GUTTERING HELPER
Experienced or will train. Steady work. $8 + hour (810) 471-4165

SMEDE-SON STEEL
Competitive salary, company paid single medical insurance, profit sharing plan.
UTICA LOCATION
• Yard Labor
• Counter Sales
Apply at: 46410 VanDyke
Utica, MI 48317
REDFORD LOCATION
• Yard Helper/Truck Mechanic
• Sales Driver with CDL
Apply: 12264 Inkster Rd.
Redford, MI 48239
ANN ARBOR LOCATION
• Counter Sales
Apply at: 2240 Bishop Rd.
Ann Arbor, MI 48103

SOCIAL WORKER
BSW, 1 year experience in nursing home. Knowledge of OBRA & MDS assessments. Contact Gloria Drotar: (810) 391-0900

SOCIAL WORK
Excellent opportunity. Occupational training is required. Opportunities to gain experience working within mentally ill in a community mental health setting. $8.25/hour, no experience required. 810-477-6044

SOFTWARE TECHNICAL SUPPORT
A high-tech Farmington Hills based software development firm requires PC programmer to provide technical support for our custom software & hardware. DOS & Windows knowledge required. Salary commensurate with experience.
PLATFORM SPECIALIST
Experienced network specialist to provide telephone support for our custom software installed on Novell & Windows platforms. Knowledge of Novell Netware, Novell & Windows NT certifications a plus.
Send resume & salary requirements to:
Tele Tronics, Inc.
23270 Commerce Drive
Farmington Hills, MI 48336

SPORTS CARD SHOP HELP
Salary negotiable. Flexible hours. No experience necessary. Advancement opportunity. (810) 473-5571

STAINER NEEDED
Full time. Experienced only $10-12 per hr. plus benefits. Call 800-686-9461, Ext. 18, for information this ad

START IMMEDIATELY
Earn $300+ weekly correcting displays in retail businesses. Call friendly telecommunications company. Mon-Thru Friday 4-8pm (810) 398-3642

STOCK & DISPLAY
Help wanted, full/part time positions, produce experience preferred, full time benefits include medical, sickness & vacation. Apply in person only
JOE'S PRODUCE
33132 W. 7 Mile Livonia

STOCK PERSON
For pet supply store. Full time days, family friendly. Call (810) 380-0037

STORE MANAGER
Goodyear Tire Center, March Tire Company. Store manager position available. Busy location. Excellent compensation package. Call and leave a message. (313) 938-7032.

STUCCO STONE INSTALLERS.
Earn up to $1,000 a wk. Big your own business. Training. Work this pay every week. (313) 449-6334

500 Help Wanted General

SUBCONTRACTORS NEEDED for boarding up properties with a well established firm. Must have truck and tools. Be dependable. Must have carpentry experience. 24 hrs. per week. Good money. 313-255-2500.

SUPERVISOR/ASSISTANT PROJECT MANAGER
Experienced for General Contractor/Construction. Start now! Call Sam: Fd., 8:30-5 at (810) 351-0050

SUPERVISOR
Northwest Detroit auto supplier has an immediate need for a production Supervisor with extensive tooling experience. Must demonstrate strong supervisory skills.
Send resumes to:
David Tool & Engineering
Attn: Human Resources
19250 Plymouth Rd.
Detroit, MI 48228
(313) 370-0840
An Equal Opportunity Employer

SURVEYOR
Immediate openings for crew chief, instrument man, and rodman. Must CAD operator. Send resume to Appel/Donnelly Associates, 1000 Maplelawn, MI 48180 (313) 953-3335

SURVEYOR'S ASSISTANT
Civil Engineering land surveying firm located in Farmington Hills looking for experienced instrument operator or rodman. Must be detail oriented, personal experience necessary. (810) 478-9484

SYSTEM SUPPORT SPECIALIST
Automotive company seeks person to help us run our systems department to provide support and training to our corporate & plant users.
Successful candidate will have a data processing background in IBM AS/400 & PC networks. Must be knowledgeable in IBM compatible PC hardware and software, including Windows applications, AS/400 communications, Client Access/400 & AS/400 operations for support & training. Knowledge helpful. One year experience in RPG/400 programming required.
If your background and skills meet the criteria, please submit resume with salary requirement to: Human Resources, Valeo International, 900 Wilshire Dr., Suite 110, Troy, MI 48084

ASSISTANT TEACHER for after care child care center. (810) 557-7781

TEACHER AIDES
needed for pre-school. Full & part time positions.
Call (810) 624-2311

TEACHER
Certified Teacher needed. Must have K-12 or 7-12 mentally impaired endorsement. Call Kathy about Yourself While Representing A Leader in the Fitness Industry for 38 years.
NO SALES, NO COLD CALLS NO CLOSING. You will be contacting members of the results of a contest drawing and arranging for them to redeem their free membership.
If you are able to work a 12 noon to 9:00 pm or 2:00 pm to midnight shift, call for an immediate telephone interview:
Fitness USA
(810) 737-7800
Ms. Gossett

TELLER / PART-TIME - Experience preferred. Must be flexible for hours and weekends. Apply: Sam Sahar's resume to: WY-South Federal CU, 209 Oak, Wyandotte, MI 48192

TELLERS
Credit Union Family Service Centers has immediate openings for part-time tellers. You must have excellent customer service and good mathematical aptitude; preferred candidate has cash experience preferred. We offer a competitive salary, paid holidays, paid vacations, and tuition assistance. Job hours are evenings and Saturdays. Applicants must be available for 3 weeks of paid, full-time training. Positions available at the following locations:
• Livonia
• Waterford
• Rochester Hills
• Garden City
• Detroit Northwest
• Redford
Interested, please call (810) 569-4620, ext. 400 for an application

TELLER / SENIOR
Full-time. Strong supervisory skills required. Cash handling experience. Must be organized, good interpersonal skills. Some college.
Send cover letter/resume/salary to: WY-South Federal CU, Personnel 269 Oak, Wyandotte, MI 48192

The Southfield Hilton Garden Inn is looking for a experienced
EXECUTIVE HOUSEKEEPER
Experience to include Room maintenance, floor care, training of bank employees, disciplinary issues and maintaining budgets and P/L. If you are interested in joining our team, please FAX your resume to 810-357-1100 or send to 26000 American Dr., Southfield, MI 48034 EOE

TILE PERSON Install & repair ceramic & marble floors for large property management company. Benefits. Call Mon.-Fri. 8am-5pm. 810-335-1020
An Equal Opportunity Employer

TIRE ASSEMBLERS
Belleville warehouse, day shift.
$7.75/hr. to start
34771 Ford
Belleville, MI 48111
9-11am & 1-3pm
INTERIM PERSONNEL

TITLE EXAMINER
Experienced needed for large expanding Livonia title company. Please contact Carol or Patty at (313) 462-0002

TOOL & DIE positions available for well established 150/Q grinder, wire EDM, surface grind, inventory control, 401K & health insurance available. Apply at 4965 Belleville Rd., Canton

PROTOTYPE MODEL
Plastic prototype co. in search of Prototype Tooling Technicians with experience in model making. Would consider motivated high school grads. Must be a team player, detail-oriented & able to lift up to 75 lbs. Full time benefits. Mail letter or resume to: Auburn Engineering, 2917 Waterlevel Dr., Rochester Hills, 48309 or FAX: 810-652-4139

TOW TRUCK DRIVER
No experience necessary. Good driving record. Apply at Grand River & Power Rd. Amoco

TRAFFIC MANAGER
Warehouse & distribution company seeking an experienced late-charge traffic manager. The candidate must be an innovative self-starter. Excellent attitude, communication & problem solving skills a must. Individual will oversee daily operations of the traffic department, including dispatch, communicating with common carriers, negotiating rates, short ship & customers. Complete benefit package including medical, dental, life, 401K, 401(k). Please send resume & salary history Box #1034
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

TRAVEL AGENCY
Cruise Agent needed immediately. 2 years experience for high volume Royal Oak office. Good benefits. Call. (810) 258-9000

TRAVEL AGENT
Full and part time. Minimum 3 years experience. Worldwide. Call Kelly (810) 263-4500

TRAVEL AGENTS. Hudson Travel Service, Northville. Full and part time positions available. Full benefits. Worldwide preferred. (810) 443-4588

TRAVEL AGENT - 1 year experience. Full or part time. Birmingham location.
(810) 645-0555

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

TREE CARE
Immediate openings for experienced Climbers, Grounds Persons & Sprayer. TOP PAY! 810-543-9750

500 Help Wanted General

Travel

Looking for enthusiastic career minded telephone RESERVATIONISTS. TRAINING PROVIDED. Interesting & renowned leader in the Travel & Tour industry. Travel/Sales background a plus but not required. Ideal opportunity 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 a supervisor and full and part-time corporate emergency service corporate agents for our Warren office. Evening, weekend, and midnight shifts available. Only experienced agents seeking a fast paced and professional career position need apply. Agent applicants must have at least 2 years experience with an agency or airline 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, life, 401K, and 401(k) and a current resume to:
Colleen Lebanon
11348 Chicago
Warren, MI 48093

TRIM CARPENTERS & DRYWALL FINISHERS
Needed for multi-dwelling project. 5 years experience. Top wages paid (313) 207-6900

TRI OF MICHIGAN - Service Representative for growing hear care firm. 30hrs./wk. start $7.50/hr. company van, insurance after 90 days, excellent growth potential MUST BE A GO-GETTER - 313-981-5975

TRUCK DRIVER
CDL class B. Deliver east-side of state for Grand Rapids based company. No weekends, no overnight. Full time with benefits. Call Jim McDonough, (810) 698-7700 to set up interview.

TRUCK DRIVER
For wholesale distributor. Deliveries to lunch counters. Must have clean license, 2 overtime, starts per week. No weekends. Class A-CDL License required. Applications accepted at Eastern Refreshing Services. 1000 Decker Rd., Walled Lake. (810) 669-3233

TRUCK DRIVER & YARD WORKER
Full-time delivery positions available for hard-working individuals. Excellent starting wages. CDL A or B + $10.50 hr.
• No CDL? that's okay - we'll train you!
• Health & Dental Benefits
• Overtime available during busy seasons
• Challenging physical work
• Opportunity for advancement
Accepting Applications at:
Wyman Building Materials
36345 Van Born
Wayne, MI.

TRUCKING
Experienced General Manager to handle the day to day activities for a trucking company operating in the Michigan Lower Peninsula.
Box #1103
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

UTILITY PRESSER
Full or part time. Experienced or will train. $8 to start.
810-349-0110

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

VALET PARKERS
For country club & private functions in Bloomfield area. Full & part time shifts available. Must have excellent people skills & clean driving record. For appointment (810) 626-1050

VENDING MACHINE ATTENDANT
Part time employment only. Willing to work from 6 a.m. to 2 p.m. Vending machines. Hours approx. 7am-12pm. Position located in Farmington Hills area. If interested call 810-737-8829

WANTED
Auto body repairperson
(517) 545-9090 (517) 348-1992

WANTED PROFESSIONAL Exterior Siding/Soffit installers with experience. ONLY! Must have your own equipment, work year round and prompt payment. Looking for 2 crews in the Canton area and 2 crews in the Fort area. For more information call 810-335-1116 between 7:30am and 4pm.

"We had a very good response, at least 30 or more responses on a 2 day ad. All quality & qualified people replied. Now comes trying to sort it all out as to who we should hire"
IR Southfield
Our classified sales people are waiting to hear from you!
RECEPTIONIST/ SALES Assistant - Part-time. Fun, fast, paced radio advertising office seeking help Mon., Wed., Thurs., 8:30am to 5:30pm. Excellent phone voice and people skills. Will train. Perfect for college student or mom with teenagers.

500 Help Wanted General

Warehouse Help
Earn extra holiday cash!
Seasonal part time, day shift, $7 per hour. Drug testing required.
Apply in person:
Toys R Us
7900 Haggerty Rd., Canton
(N. of Ford, S. of Joy)

WAREHOUSE HELP
Full time. Benefits. Advancement opportunities. $7+/hr. Westland area. (313) 722-8665

WAREHOUSE
Livonia distribution center seeks persons to fill warehouse positions. Temporary & permanent positions. Full-time. Call Beam: 313-591-1717

WAREHOUSE MANAGER
Growing company. Fasteners & industrial supplies. Good salary, with excellent benefit package. Send resume to: P.O. Box 2025
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

Warehouse • Mgmt. Training
15 NEEDED
$350-$400/wk to start
Entry level in all areas. No experience. Vail 313-523-7800

WAREHOUSE
National industrial plastics distributor has immediate positions for Warehouse/Delivery position. Opportunity for advancement. Benefits. (810)348-8021
Fax# (810)348-8623

WAREHOUSE PACKAGER
Part time/full time. Apply in person 47962 W. Road, Wixom.
(810) 669-5340

WAREHOUSE WORKER, 30 plus hours. Mon-Fri, days. Somewhat flexible. Hi-lo experience helpful. $7.50 an hour. Novi.
(810) 349-7877

WAREHOUSE WORKERS
Local distributor of beauty products seeks motivated workers for pick-up and packing positions. Both full and part time positions available on our 2nd shift. Hours/full time 3-11:45pm. Part time 5-8:30pm. Some overtime & Saturdays required. Starting salary including shift premium of $6.50/hour. Experience helpful but not necessary, should apply in person Tues thru Fri from 10am to 5pm to: NaCo, 23200 Haggerty Rd., Farmington Hills

WAREHOUSE
work in a clean wholesale distributor-ship. Light work. Benefits. Full or part time. Apply in person 32983 Schoolcraft, Livonia.

WAREHOUSE
$8/HR. 40-50 hrs/wk.
•First shift, 7-3:30pm
•First shift, 8-5pm.
ARBOR TEMPS 458-1166

WARRANTY SUPERVISOR/ENDS
Qualified candidates will possess 1-2 years experience in the residential home building industry. Degree preferred or equivalent work experience is required. Please send your resume to: "Crosswinds Community, 41050 Vincenti Ct., Novi, 48375
Fax 810-615-4129

WELDER/FITTER - Experienced. Blueprint reading necessary. Must be a team player. Good benefits. 13301 Northland, Oak Park (between 8 & 9 Mile, E. of Coolidge).

$1000's POSSIBLE
READING BOOKS
Part time, at home. For listings, call toll free: 1-800-898-9776, Ext. R-3704

25 ASSEMBLERS Needed ASAP! Large Plymouth manufacturer seeking light assembly workers. Third shift with OT, if day work week option. Starting pay of $8.00/hr, with opportunity for raise after 30 working days at $9.50/hr. Call Brighton Action Associates at 810-227-4888
An Equal Opportunity Employer

502 Help Wanted Office Clerical

OUR CLASSIFIEDS WORK...

RECEPTIONIST/ SALES Assistant - Part-time. Fun, fast, paced radio advertising office seeking help Mon., Wed., Thurs., 8:30am to 5:30pm. Excellent phone voice and people skills. Will train. Perfect for college student or mom with teenagers.

"We had a very good response, at least 30 or more responses on a 2 day ad. All quality & qualified people replied. Now comes trying to sort it all out as to who we should hire"
IR Southfield

Our classified sales people are waiting to hear from you!
For more information call:
WAYNE
313-591-0900
OAKLAND
810-644-1070
ROCHESTER/ ROCHESTER HILLS
810-852-3222
CLARKSTON/LAKE ORION/ OXFORD
810-475-4596
Observer & Eccentric
CLASSIFIED NEWSPAPERS

ACCOUNTANT. Full time entry level for Southfield Property Management Co. Experienced general ledger and payroll. Beneficial Benefits. Call Mon. Fri. 8am-4pm. 810-352-2015
An Equal Opportunity Employer

ACCOUNTANT - Office Manager, for small CPA firm in Farmington Hills. Must client accounting, including payroll, corporate and individual tax preparation experience, overseas office administration, excellent salary & benefit package. Send resume to Box #1068
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTING
Accounting position with Farmington Hills sales organization. Requires extensive data entry, account reconciliement and detail-orientation. Proficiency in Lotus & WordPerfect helpful. Friendly, non-smoking environment. Send resume with salary requirements/history in confidence to: Controller, PO Box 1800, Farmington Hills, MI 48333

ACCOUNTING/CLERICAL
A/R and computer with Word and Peachtree helpful. Full-time Redford. (313) 255-0054

ACCOUNTING CLERK
4+ yrs experience, organized, accurate, good typing skills, computer literate. Background in Peachtree & property management accounting preferred. Fax resume: 810-559-8370 or mail to: Accounting Clerk, 29350 Southfield, #13, Southfield, MI 48076

502 Help Wanted Office Clerical

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 register polling systems helpful. Good benefit package including 401K. Send resume and salary history to:
SRSC ACCTG Clerk
P. O. Box 287
Southfield, MI 48037

ACCOUNTING CLERK: Entry level position available. Experience in Accounts Payable and/or Billing necessary. 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.
38200 Amrhein Rd.
Livonia, MI 48150
Fax: 313-464-3334
An Equal Opportunity Employer
A SMOKE FREE, DRUG FREE WORKPLACE

ACCOUNTING CLERK
Fast paced international company in Plymouth seeks experienced accounting Clerks. Ideal candidate possess 3 yrs. + experience with processing payroll, billing, and Accounts Payable. Proficiency with MS, Excel. These are long term positions with excellent growth potential. Please call today for an interview.
PERFORMANCE PERSONNEL
313-513-5823

ACCOUNTING CLERK
and mid level clerical (entry level) position for Livonia based firm. Must have knowledge in MS Word & Excel. Dealership and/or automotive experience, preferred. Benefits, 401k. Call Amanda at (810) 205-2530 or resume to: (810) 205-2631

ACCOUNTING CLERK
Executone has an immediate opening for an Accounting Clerk to handle a variety of duties in both our Accounting and Personnel Departments. Applicants must be detail oriented with some previous experience in accounts receivable functions and computerized billing processes. The ability to handle multiple priorities and deadlines is also necessary. We offer a competitive compensation structure and excellent company-paid benefits. For an interview, call (810) 478-8100. Ext. 6005 EOE

ACCOUNTING/CUSTOMER SERVICE REPRESENTATIVE needed for entry level position with large Livonia Distributor. Duties include handling of telephone inquiries, very customer contact and letter writing. Excellent math and organizational skills a must. Must be a team player. Good written and oral communication skills required. Qualified candidates please fax or mail resume with salary requirements to:
Personnel Dept.
Sovereign Sales, Inc
38200 Amrhein Rd.
Livonia, MI 48150
Fax: 313-464-3334
An Equal Opportunity Employer
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ACCOUNTING OPPORTUNITIES
WHSATT BUILDING MATERIALS is a full-line distributor of building products throughout Michigan. We currently have the following full-time accounting positions available:
Accounts Receivable/Invoicing Clerk
Both positions require excellent computer and math skills. Degree in business or minimum 3 years office experience preferred. We offer competitive salary, 401K, Blue Cross Blue Shield health care benefits, and a 401k retirement plan. Please send resume and salary requirements to:
P. O. Box 609
Wayne, MI 48184-0609

ACCOUNTING
PERMANENT:
• Accounts/Analyst for Southfield service firm. 3-5 yrs. experience; G/L, financial statements, analysis, balance sheet Excel. Pivot tables. Bachelors degree. Salary range $30-40K
• Accountants, Walled Lake manufacturing firm & Warren engineering firm. Job costing, account analysis, strong accounts payable/rec. Bachelors degree. Salary $25-30K
• Bookkeeper - Tax Bacon. Hands on, variety of day to day computerized bookkeeping for small Walled Lake wholesaler/retail firm. Excellent benefit package. Salary range $23-28K
• Bookkeeper/Accounts Receivable Collector, for young fast growing manufacturing firm in Fraser. Good general bookkeeping skills with emphasis in accounts receivable and collections. Potential for fast growth to Assistant Controller. Salary range $21-25K
If you are interested in making a change, send us your resume, indicating what you seek in a new position, your desired salary range and a daytime phone number where we may call you discreetly.
ACCOUNTANTS ONE
24901 Northwestern Hwy
Suite 318
Southfield, MI 48075
(810) 354-2410

ACCOUNTING POSITION BRIGHTON
Accounts payable and general ledger experience required with data entry. Fax resume to: 810-229-8992 or mail to: PAGIM, P.O. Box 810, Brighton, MI. 48116

ACCOUNT RECEIVABLE
Account receivable clerk needed for busy account office. Experience required. Good working condition, full benefits package, including 401K. Send resume to: McDonald Ford, P.O. Box 305, Northville, MI 48167

ACCOUNTS PAYABLE CLERK
Rapidly growing builder/developer is seeking an experienced payable clerk for busy office. REQUIRED: accounting and computer experience, job costing experience a PLUS. Send resume to cover letter to: ACCOUNTING, P.O. Box 3000, Novi, MI 48013.

ACCOUNTS PAYABLE
Full time, 8:30-5pm. Novi Area. Must be experienced with entry. Call (810) 349-2500

Accounts Payable Clerk
Plymouth based direct marketer of home decor items, products is seeking a full time, entry level Accounts Payable Clerk. Ideal candidate will possess verification and data entry of vendor invoices.
(313) 207-5655
to schedule an appointment
American Blind & Wallpaper Factory
800 W. Sheldon
Plymouth, MI 48170

ACCOUNTS PAYABLE CLERK
Progressive Metal Stamping Company is accepting applications for a part time accounts payable clerk (4 hours per day, flexible hours). Ideal candidate will be computer literate & have some previous experience in accounting. Wages will be based on experience. Mail resumes to: Clerk & Clamps Industries, 15050 Keel Street, Plymouth, MI 48170 Attn: Human Resources Department
E.O.E.

ACCOUNTS PAYABLE CLERK
Growing Interior firm seeks level Accounts Payable Clerk. Responsibilities include: invoice processing, making checks, filing, & answering phones. Must have knowledge of basic office machinery & basic math skills. $7.50/hour with medical benefits after 30 days.
Please call: (810) 348-5511 or send resume to:
Natural Aggregate Division
P.O. Box 2
New Hudson, MI 48165
E O E/AA

Clerk PART-TIME Typist
We are looking for an individual to work 18 hours per week. Monday and Thursday 1:00pm to 5:00pm; Tuesday and Friday 2:00pm to 6:00pm in our Livonia office. General knowledge of business practices and office procedure is required. Must be able to type 45 wpm accurately. Good communication skills and telephone manners. Basic computer data entry skills. Duties include entering ads into the computer system and assisting staff members & advertisers. High school diploma or equivalent.
We are a smoke and drug-free workplace.
To apply, call Kris at (313)953-2277

You are: Looking for Challenges
We are: *Offering Opportunities*
You are: Team Oriented
We are: *A Winning Team*
We are: *Hewitt Associates*

Hewitt Associates LLC is a global consulting firm. Our services focus on the design, financing, communication, and administration of human resources, benefit, and compensation programs. We seek a professional individual committed to meeting and exceeding expectations of clients and associates.

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