500 Help Wanted General

TEACHER, MUSIC, INTERIM SUBSTITUTE
Full time, private, independent Elementary School, Grades 1-8. Send resume to: Box #1102
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

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

TEACHER'S AIDE needed for Farmington Hills nursery school. Part time. Fast benefits. Call after 10am. 810-476-3111

TEACHER'S ASSISTANT & CO-TEACHER
Immediate opening for kindergarten at Montessori Academy. Full time, benefits. Good work environment. Call Leila or Elka at (810) 851-4160

★ TEACHERS & ASSISTANTS
Full time, Part time, Substitute, Full/Part time Benefits
Bloomfield 810-478-6600

TEACHER'S ASSISTANT
Full time for Livonia preschool. Mon-Wed-Fri, 12.15-3:30 possible AM hours available. Call 810-473-2027

TEACHERS
Full and part time Teachers needed at the Community House Early Childhood Center in Birmingham (810) 644-6184 EOE

TEACHERS
Kinder Care Learning Centers, Inc.
has immediate openings for full and part time Teachers and Teachers Assistants at our local centers. Enjoying babies in session, and our environments are up! We offer flexible hours, great benefits, child care tuition discounts and professional growth. Education and Experience preferred. If you are committed to quality, call! We are sent you on our team! Please call the center near you:
Farmington Hills 810-553-7350
or 810-651-5480
Northville 810-477-3233
EOE

TEACHERS-SUBSTITUTES
Private, Independent Elementary School, Pre-Kindergarden - Grade 8. Send resumes to Box #1102
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

TEACHERS & Teacher Assistants needed for school age & early child hood programs. Call Mary Beth at YMCA Call MaryBeth at 810-553-6294

TEACHER WANTED
COUNTRY CORNERS is a nations leader in early childhood computer education is seeking qualified Teachers. Degree preferred in teaching or early childhood education. 10-15 hrs per week, $7 plus per hr. (313) 464-1776

TEACHING/EDUCATION
Individual wanted for full time position in the Bloomfield area. Duties include student teacher, substitute teacher, college student education through evening hours. Duties include preparation of homework assignments, projects, teacher parent communication, transportation and dinner. Must be energetic, sports enthusiast, athletic and English speaking girl. Health insurance available. Start immediately.
Days (810) 642-1651
Evenings (810) 594-4221

TECHNICAL TRAINEE
for steel making operations, induction melting, molding, finishing, heat treating, non-metrology and quality control. Competitive wages and benefits. Contact, Thompson Foundry Corporation (810) 349-5230

TECHNICAL WRITER
Individual needed for a six month (+) position conducting an Automotive Electrical Documentation Project for a large Southfield corporation. Successful candidate will possess interpersonal skills, technical experience, and knowledge of Accounting System's Automotive Lease Experience a plus!
EOE
Fax resume today to Stephanie (810-358-0241

accountemps
A member of the Accountemps family of companies

TECHNICIAN
High school graduate, equipment. Electro mechanical background. Shift work, good benefits. Reply to
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

TECHNICIAN
Low voltage contractor seeking full time installer. Immediate opening. Benefits. No experience necessary, will train. 810-476-8022

TELECOMMUNICATIONS/ DATA CABLE INSTALLATION COMPANY
Looking for cable installers. Experienced in installation, termination, and troubleshooting required. Must have reliable vehicle with valid insurance, driver's licence (810) 288-6600

TELECOM TECHNICIANS, INC. is hiring Telecom Distribution and Central Office Technicians, Installers and Wiremen with a minimum of 3 years experience. Qualified applicants will have a solid understanding of premise distribution cabling, fiber optic cable and its installation. Fiber experience is a plus! We offer a competitive opportunity for motivated self-starters. Our employees receive:
• COMPETITIVE WAGES
• MAJOR MEDICAL, DENTAL PRESCRIPTION AND VISION
• 401K SAVINGS PLAN
• PERSONAL TRAINING
• PAID VACATIONS AND HOLIDAYS
• TUITION REIMBURSEMENT
• LIFE INSURANCE
• VEHICLE USE COMPENSATION
• ANNUAL TOOL ALLOWANCE
You must have dependable transportation, a high school diploma or equivalent, pass drug screening and want steady full time work. Please send resume to: TTI, Attn Operations Manager, 800 Tech Row, Madison Hts, MI 48071 TTI is an Equal Opportunity Employer

TELEMARKETERS-Experienced calling from home to meet clients to set appointments for Home Improvement business 313 865-7647

TELEMARKETERS - MORTGAGES
Part time and full time. Hours are $8.00 an hour plus bonus.
Mr. Smith 888-997-2274

TELEPHONE INSTALLER/ Technician
Entry-level & experienced career opportunity. Competitive salary plus 401K plan, profit sharing & full medical, dental, optical, life insurance. Apply 26430 Hallwood Road, Farmington Hills or call for an appointment. 810-489-0000, ext 202

TELEPHONE SERVICE REPRESENTATIVE
Our company is looking to add another individual to our team of professionals located in Southfield. You should possess good communication skills, be hardworking & dedicated, and have concern for detail & excellence. For the right person we offer $19,000 base salary plus great team bonuses that can adding another $8,000 to current team members this year. Also includes full health plan and 401(k). Send resume to:
Healthy Options, PO Box 2004, Farmington Hills, MI 48333-2904

500 Help Wanted General

TELESALES - Set appointments by phone, full time, smoke free, Farmington Hills office. $320/week plus bonuses & benefits.
Call (810) 553-3555, Ext 29

TELLER
Credit Union Family Service Centers, Waterford office has an immediate opening for a FULL-TIME TELLER. You must have excellent customer service skills, good mathematical aptitude, previous cash handling experience preferred. We offer a competitive salary, paid medical package, paid holidays, paid vacations, and tuition assistance. Job includes evenings and Saturdays. Part-time positions are also available.
If interested, please call (810) 569-4620, ext. 410 for an application. Or stop in at our branch at 5150 Highland Road (M-59 and Crescent Lake Road)

TELLER/ CUSTOMER SERVICE
FULL/PART-TIME
Immediate openings for experienced tellers with top three bank in North Woodward area. Located Rochester and Southfield. Candidates must have 6 months cash handling and customer service experience. To $4.25/hr to start + benefits and 401K.
Call Tonya today 646-7663
Advantage Staffing

TELLER
FULL time position for an experienced teller in a 200 million dollar plus credit union. Complete benefit package including medical & dental insurance, life insurance and paid vacation. Send resume to
WAYNE COUNTY COUNTY TEACHERS CREDIT UNION
9373 Middlebelt Rd
Livonia, MI 48150
Or call (313) 261-1050 Ext 810

Teller
Loan Member Service Rep
Operations Service Rep
Full time positions available at large Wayne County credit union. Excellent salary, full benefits, opportunities for personal & professional growth. No weekends.
FINANCIAL INSTITUTION EXPERIENCE REQUIRED
Sandy 313-522-3700 ext. 248 or fax resume 313-522-6298

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

TITLE INSURANCE
401K, benefits. Immediate opening. Experienced Processing Closers preferred. Salary commensurate. Please FAX resume with salary requirements to 810-614-0310

TOOL & DIE HELPER
Livonia Days, overtime. High school graduate with Drivers License (313) 464-3680

TOOL & DIE POSITIONS
Available for the following:
ID-OD Grinder, Wire EDM, Surface Grind, Shipping & Receiving Clerk (401k) & health insurance available. Apply at 4965 Bellevile Rd, Canton

TOOLING ASSISTANT
Immediate, full time position in our tooling environment department. Basic knowledge of welding, commercial electric, plumbing and good mechanical skills required. Prior manufacturing experience helpful. Shifts many vary. Good pay, benefits and overtime available. Send resume to
P.O. BOX 970783
Ypsilanti, MI 48197

TOOL MAKERS
Top rate 401K, benefits. Apex Broach & Machine Company
(313) 261-8500

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

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

TRAINEE FOR OPERATIONS DEPT
Full part time individual required for expanding, logistics firm. Organizational & computer skills helpful in this fast paced environment.
Send resume to Personnel
19300 Orchard Hill Place
Ste. 205, Novi, MI 48375

TRANSPORTATION DRIVERS
Part Time and Private Rehabilitation Agency Flexible hours. Clean driving record required. Send resume to: P.O. Box 530300, Livonia, MI 48153 or call (810) 474-2763
Equal Opportunity Employer

TRAVEL AGENT
Downtown Detroit travel agency has employment opportunity for talented individuals with excellent organization and communication skills. Applicants must have 2 years or more experience. Previous PARS experience a plus! Competitive salary package including benefits. Qualified applicants forward resume and salary requirements to
Travel Agent
P.O. Box 40
Detroit, MI 48231
An Equal Opportunity Employer

TRAVEL AGENT
part time. Minimum 2 yrs experience. Ideal for homemaker. Includes hourly rate plus bonus & incentive program. Call to set up interview.
Jennifer Manager, 261-8000

TRAVEL PERSON wanted outgoing and organized person to plan trips. Travel agency experience a real benefit. Part time hours. Contact the Walled Lake Travel Dept
810-960-9440

TRAVELSALES
Dynamic person with an interest in a travel career. Travel & business background preferable. Birmingham. Fax resume to 810-646-5809

Hostess
Fine China & Gifts is looking for a Truck Driver. Must have an excellent driving record. CDL is not required but preferred. $7.50 to start. Apply to Joyce 22790 Hesko Dr., off of 9 Mile, btwn. Novi & Meadowbrook Rds. No phone calls

TRUCK DRIVER
needed for Farmington area. Individual with good people skills. Must have CDL type III. 40 hours/week. Send resume to Attn Warehouse Manager, 24360 Indoplex Cir., Farmington Hills, MI 48335.

TRUCK DRIVER
Shipping & receiving clerk. Type B License required. Competitive wages and benefits. Apply in person
M & H INDUSTRIES
32500 Capitol, Livonia, MI.

TRUCK MECHANIC needed full time. Front ends, brakes & suspension. Contact Russ at
(810) 349-7550

TRUCK MECHANICS. State or ASE Certified, medium & heavy duty trucks. CDL a plus. Pay based on experience, full benefits. 2 shifts
(810) 349-9736

TRUCK MECHANICS state or ASE certified mechanics & heavy duty trucks. CDL a plus. Pay based on experience, full benefits. 2 shifts.
(810) 349 9396

UNITED PARCEL SERVICE
Permanent & temporary part time positions. $8-$9.00/hr. Flexible schedules. Monday thru Friday
• Loaders/Unloaders
• Driver's Assistants
• Some Clerical
If interested, hours will be held Monday, Sept. 23rd at 8:00am and Monday, Sept. 30th at 8:00am.
United Parcel Service, 1056 Oakland, Pontiac, MI

500 Help Wanted General

UPLAND HILLS Farm needs part-time workers for our school tours on week-days and / or our pumpkin festival on week-ends. Must like working with children. Call a female. Call for interview Mon thru Fri, 9-5
(810) 628-1811

VALET PARKERS
Permanent positions. Part time and full time. Day and evening shifts available. Oakland County area. Requires people skills and a clean driving record (810) 626-1050

VEHICLE TECHNICIAN
Mechanic with instrumentation fabrication, setting vehicles to specifications, diagnose and repair vehicles. Minimum five years required. ASE Certification and experience working in a Dealership and/or an Engineering Prototype Facility. Job strongly desired. Call Debbie at 810-624-2574 and send your resume to Sycron Corporation 8300 Kelly Rd., Grand Blanc, MI 48439 or fax to 810-695-1477

VENDING TECHNICIAN
Experienced Competitive pay. Benefits. Good working conditions. Call between 9 & 4:30 (313) 207-8363

VETERINARY ASSISTANT INSTRUCTOR
Mon - Wed - Fri 8:00am-11:30am $26 Bethe Garden City Adult Education (313) 422-7196

Volunteer Coordinator
Existing volunteer program in place. Responsible for the recruitment, interviewing, orientation and training of volunteers

QUALIFICATIONS
• Minimum 2 years experience working with volunteers
• High school graduate 2 years college preferred
• Must be dependable, display empathy for the elderly
• High energy level and cheerful attitude a must
• Competitive salary and excellent benefits package

Interested candidates apply in person to
Botsford Continuing Health Center
21450 Archwood Center
Farmington Hills, MI 48336
(near 9 Mile & Orchard Lake Rds)
810-477-7400

WANTED MOTIVATED creative people to shop mechanical ads & experience Call Sue
(810) 486-4922

WAREHOUSE - GENERAL
Pick-up order filters. Forklift experience helpful. Good pay with benefits. Drug free work place
Call (313) 491-8620
Ask for Shipping Dept.

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, permanent employment. Drug test. Send letter of interest to Art Human Resources, 23333 Commerce Dr., Farmington Hills, MI. 48335-2764

Warehouse Associates

Why Just Work When You Can GROW
You can work anywhere, but not many companies offer the growth potential that you'll find at Office Depot. As part of our team, you'll have opportunities to learn new skills and develop your talents to the fullest. It's all up to you! Join us in one of the following FULL or PART-TIME opportunities:
• Detail Receiving/ Put-Away
First Shift (6am-3pm) Mon-Fri.
• Production/ Equipment Operators
Second Shift (3pm-12am) Sun-Thurs.
• Sorters/Loaders
Third Shift (10pm-7am) Sun-Thurs.
To qualify, you must be a High School graduate (or GED equivalent) with good math skills and the ability to work independently and as a team member. Previous warehouse/ distribution experience would be helpful. Must be able to work overtime as necessary.
We offer full benefits including medical, dental, vision, 401K, tuition reimbursement, and profit sharing. Opportunities to GROW with the company! To apply for these positions, please apply in person or forward resume to:
Office DEPOT
Business Services Division
909 N. Sheldon Rd., Plymouth, MI 48170, Attn: Human Resources Fax (313) 207-5875 For directions, call (313) 207-1440
EOE M/F/D/V
A smoke/drug free environment.

WAREHOUSE/DELIVERY
Dependable person with mechanical aptitude needed for suburban distribution. Shipping/Receiving & hi-lo experience required. Excellent driving record and CDL B qualified, a must. Excellent pay & company paid benefits. Send resume to Personnel Manager, 32615 Park Lane, Garden City, MI 48135.

WAREHOUSE DELIVERY
Dependable person with mechanical aptitude needed for suburban distribution. Shipping/receiving & hi-lo experience required. Excellent driving record and CDL B qualified, a must. Excellent pay & company paid benefits. Send resume to Personnel Manager, 32615 Park Lane, Garden City, MI 48135.

WAREHOUSE HELP
Full time. Benefits. Advancement opportunities. $7/hr. Westland area
(313) 722-6995

WAREHOUSE PACKAGER
Part time/full time. Apply in person 47982 W. Road, Wixom
(810) 669-5340

WAREHOUSE PERSON
with computer experience
Orders & receiving. Please call
(810) 668-3723

WAREHOUSE
Redford distributor has immediate opening in our warehouse for dependable Shipping & Receiving Person. Experience helpful but not necessary. Call (313) 538-1200

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

WAREHOUSE to $8/hr.
NOVI area. 3pm-11:45pm, 5 days
Full time Permanent, Benefits
Employer Pays Fee
EMPLOYMENT CENTER
(810) 399-1826

WAREHOUSE WORKER 30 plus hours. Mon-Fri, days. Some shifts flexible. Hi-low experience helpful. $7.50/hr. Novi. (810) 349-7677

WAREHOUSE
$8 & 50HR. 40-50 hrs /wk.
•First shift, 7-3:30pm
•Second shift, 3:45-11:40 pm
ARBOR TEMPS 478-1180

WINDOW WASHER
Salary based on experience. Full & part-time. Oakland County
810-661-5022

500 Help Wanted General

WILLIAM D. Ford Career/Technical Center needs TEACHER ASSISTANT for Business Technologies. Posting closes Sept. 26, 1996. For information on applying call 313-595-2025
Wayne Westland Community Schools
Employee Services Division
36745 Marquette
Westland, MI 48185
EOE

WOOD SHOP POSITION
Wood cutting & processing, packaging & handling. Light office work. Job training + benefits. McCoy Sawmill & Steam, Novi area. Call Gary Moody for appointment. (810) 437-6610

WORD PROCESSING / COMPUTERS
NO COST Training Opportunities for Women Ages 18-24. Includes: Paychecks, Living Expenses, Earn your GED/HS Diploma, Skill-paced Classes, Driver's License, Transportation, Supportive Services
Call JOB CORPS Today
1-800 821-7866

WORK SHARE PARTNER
with USPS Wages are 35 hours/weekly, 11:30-4:30pm. Apply MON. 13101 Eckes Rd., Plymouth.

2ND SHIFT ASSEMBLERS NEEDED
Work for us at a leading company who is a WORLD CLASS automotive supplier of quality parts. The assignment in the Brighton area offers a great working environment where you are appreciated and respected for your talents, plus
• $7.00/hour start
• Merit raises
• Shifts premiums
• Possibility of direct hire after 6 months
• Possibility of overtime (2-12 hr shifts)
Apply at
The Transtar Group
Call us today for an interview!
MANPOWER
Temporary Services
(517) 548-7050

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. Pleasant 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 reponses on a 2 day ad. All quality applicants were replied. Now comes trying to sort it all out as to who we should hire!"
JR, Southfield
Our classified sales people are waiting to hear from you.
Call today for more information call...
313-591-0900 OAKLAND
810-644-1070 ROCHESTER
810-852-3222 CLARKSTON/LAKE ORION/OXFORD
810-475-4596 Observer & Eccentric CLASSIFIED ADVERTISING

ACCEPTING APPLICATIONS
Full or part time. Will train
Apply Sat. Sept. 21, 10am-1pm
O'CONNOR CHIROPRACTIC
16771 MIDDLEBELT
S. of 8 Mile
(313) 422-7755

ACCOUNTANT
Bachelors in Accounting required. Livonia location. General ledger experience preferred. Send resume with salary requirements to
5044 Cherry Blossom Circle
West Bloomfield, MI 48324

ACCOUNTANT/BOOKKEEPER
wanted by CPA firm. Send resume with salary requirements to: 28211 Northwestern, Suite 233, Farmington Hills, MI 48334, Attn: Jim

ACCOUNTANT, BOOKKEEPER
Immediate position available for a part time Construction Accountant/Bookkeeper. Will train the right candidate. Resume, hours, 15-30 hours/week. Salary DOE. Fax resume to Controller, Fax 313-464-1068

ACCOUNTANT
Entry level. Immediate opening $20-$22K to start, benefits. Transportation company. Bachelor degree preferred. Fax resume for interview. Fax resume to 313-455-9437.

accounting
Administration/ Payroll
Immediate entry level positions available in our administrative/accounting department. Responsible for detail oriented individuals with outgoing personalities. Candidates must possess good math aptitude, good typing skills & a strong desire to provide customer service. 1st year salary potential 18-20k. Excellent benefit package available. Please forward your resume to
Paychex Inc.
Attn: HR
6960 Orchard Lake Rd.
Suite 110
W. Bloomfield, MI 48322

ACCOUNTING Assistant
Accounts receivable & invoice processing. Pleasant Northville/Plymouth location. Full-time, flexible hours.
(313) 455-8120

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

ACCOUNTING POSITION - for private rehabilitation agency. Payroll, A/P/A/R, collection experience required. Must have computer knowledge as well as good communication & typing skills. 1½ yrs. experience preferred. Qualified candidates should submit their resume to P.O. Box 2020, Livonia, MI 48151-0306

502 Help Wanted Office Clerical

ACCOUNTING CLERK
The person we are looking for will
• Enjoy a fast paced environment
• Be detail oriented
• Want to learn and grow
• be conscientious, hard working and dependable
Prior Accounts Payable/Receivable and Lotus experience a plus
We offer a full benefits package including 8(a) membership and tuition reimbursement
Join an experienced 40 year old company and grow and learn
Send resume to
Bob Hewlett
Fitness Management Corp
7091 Orchard Lake Road #200
West Bloomfield, MI 48322
Fax: (810) 932-3300
For telephone interview, call between 3:30-5:30 (810) 737-4890

Accounting Clerks
Full & Part-Time
Hours 12:30 pm. to 9 p.m., Mon-Sat (2 days/Sat.) Part-time requires 3 days a week. Qualified applicants will have at least 1 year basic accounting experience, work well under pressure, have good organizational skills and some basic computer experience. Excellent compensation, benefits for full time position. Send resume or apply in person, Mon-Fri 9-4:30 p.m., Mon-Fri
Melody Farms
31111 Industrial Rd
Livonia, MI 48150
EOE

ACCOUNTING DEPARTMENT OPENINGS
Suburban advertising agency is currently seeking an accounts payable coordinator and production payables coordinator.
Accounts Payable Coordinator. Entry level position. No prior work experience required. Should have experience on a calculator and keyboard would be a plus
Production Payables Coordinator. Previous work experience required as well as accounting courses and/or accounting work experience. Computer experience desirable but not required
Both positions require a good deal of common sense, a strong sense ethic and time management skills. These full-time positions would include attractive benefit package and the opportunity to become part of our accounting department. Send resumes to
W.D. Doner & Company
Attn. Accounting
300 Galleria, Suite 401
Southfield, MI 48034
EOE

ACCOUNTING
PERMANENT
Accounting firm, Southfield service firm. 3-5 yrs experience, G.L. posting, cost accounting. Bachelors degree. Salary $30-35K
• Accountant, Farmington CPA firm, potential to grow into Manager. To $30K
• Jr. Accountant, Warren engineering firm. Job costing, account analysis, strong people skills, ability handle multiple assignments, bachelors degree. Salary $25-30K
• Bookkeeper - Trial Balance Accompanied. Bookkeeping for small Walled Lake wholesale metal firm. Excellent benefits. Salary $23-26K
TEMPORARY
• Accounts Receivable Clerk, Southfield sales firm, long term assignment
• Accounts Payable Clerks for maternity leaves. 3-6 month commitment. Southfield.
• Account Receivable collection. Troy, Southfield
• Jr. Accountant, Downtown retail firm bank reconciliation, analysis, journal entries. Potential for permanent employment
• Payroll Clerk, Southfield, short term assignment
If you are interested in making a change, send us your resume, indicating what you seek in a new position, your salary range and range and a daytime phone number where we may call you discreetly
ACCOUNTANTS ONE
24901 Northwestern Hwy
Suite 818
Southfield, MI 48075
(810) 354-2410

ACCOUNTING POSITION
BRIGHTON
Accounts payable and general ledger experience required. Full time. Pleasant atmosphere. Fax resume to 810-229-8992 or mail to PMDM, P.O. Box 810, Brighton, MI 48116

ACCOUNTING/RECEPTIONIST
Detail oriented person with knowledge of Quickbooks for 2 person office. Fax resume. (810)338-0344

ACCOUNTING
Some experience in collections preferred. Livonia office. Contact Carrie
(810) 477-6650

ACCOUNTING - with tax preparation experience. Small firm. Resume to Chandi, 43467 Augusta Drive, Canton, MI 48188 or FAX 313-981-3265

502 Help Wanted Office Clerical

ACCOUNTS PAYABLE
general office person for small manufacturing company. Busy office with a variety of duties. Full time, days. Minimum two years college & computer savvy. Send resumes to: Office Manager, 12968 Richfield Court, Livonia, MI 48150 EOE

ACCOUNTS PAYABLE/ GENERAL OFFICE
Experienced, customer friendly individual for residential construction payables & general office work. Competitive wages/benefits, excellent opportunity for candidate in suburban location. Great opportunity for right individual. Please send resume to: Box #1113
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150
An Equal Opportunity Employer

ACCOUNTS PAYABLE CLERK
Progressive Metal Stamping company is accepting resumes for a part-time accounts payable clerk (4 hours per week). Flexible hours. The candidate will be computer literate & have previous experience in accounts payable. Job based on experience. Send resume to Chris & Clarion Industries, 30600 Telegraph Street, Plymouth, MI 48170 Attn. H/R Manager
EOE

ACCOUNTS PAYABLE CLERK
D O C Optics is seeking a self motivated, intelligent person to work with our computerized A/P system. Account analysis and Lotus spreadsheet preferred. Full time, excellent benefits package. To apply, please send resume and wage requirements to: D O C Optics, 18900 W. 8 Mile Rd., Southfield, MI 48075. Attention A/P Manager

ACCOUNTS PAYABLE CLERK
Plymouth based direct marketer of home decorating products is seeking a full-time, entry level Accounts Payable Clerk. Responsibilities to include verification of invoices, preparation of invoices. Please call (313) 207-5855 to schedule an appointment.
American Band & Wallpaper Factory
909 N. Sheldon
Plymouth, MI 48170

★ ACCOUNTS PAYABLE
Established Property Management company in Farmington is seeking experienced individual for vendor 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
Livonia wholesale distributor needs an experienced accounts payable clerk. Candidate will have over 5 years experience in a multi-company environment. Must be computer literate. Strong accounting background a plus. We offer competitive salary & benefits. Fax resume (313) 425-7863, Attn: Bob

ACCOUNTS PAYABLE
Builder seeking individual with computerized payables experience. Knowledge of Lotus & Excel helpful, part time position - 20+ hrs per wk. Please send resume & salary requirements to Builders Office,1533 N Woodward, Ave #240 Bloomfield Hills, 48304

ACCOUNTS PAYBLE & RECEIVABLE
for busy Livonia heating company. 5 yr experience required. Please send resumes to
Ann Controls,
BERGSTROMS, INC.
30633 Schoolcraft
Livonia, MI 48150
No phone calls accepted

ACCOUNTS RECEIVABLE
Redford distributor has immediate opening for clerical in our Accounts Receivable Dept 313-538-1200

ACCOUNTS RECEIVABLE/ GENERAL OFFICE
Birmingham HVAC company seeks individual for customer service/general office. Computer experience preferred. Excellent benefits package. Send resume to 2333 Cole, Birmingham, MI 48009 or fax to (810) 646-9842

ADMINISTRATION
Fast paced & growing office seeking professional, reliable individual for phone answering/shipping/receiving. Solid computer & general office duties are required by company staff. Send or fax resume to Office Manager, 36345 W. 10 Mile Rd., Ste. 330, Farmington Hills, MI 48335
FAX 810-442-9125

ADMINISTRATIVE ASSISTANT
Great opportunity with Commercial Real Estate Company. Must be proficient in WordPerfect and databases. Excellent benefits and salary. Benefits including 401K. Send resume to: Administrator, 2000 Town Center, FOURN/DABLE Group, 32600 W. 12 Mile, #300, Farmington Hills, MI 48334. Fax 810-932-3300
No phone calls please

ADMINISTRATIVE ASSISTANT/PART-TIME
To work 20 hrs./week in Arts and Sciences, Oakland Community College. Knowledge of word processing and spreadsheets a plus, good written and oral communication skills, good organizational skills and attention to detail. Send resume by Sept. 27 to:
Send or Fax resume to Mrs. Susan Penner, College of Arts and Sciences, Lawrence Technological University, 21000 West Ten Mile Road, Southfield, MI 48075
Fax: (810) 204-3500, fax 810-204-3518
Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Data entry, phone skills, computer literate. Will train motivated, reliable necessary, small business office.
Call Renee, (313) 534-6500

502 Help Wanted Office Clerical

ADMINISTRATIVE ASSISTANT OFFICE
ADMINISTRATION
Career openings with medical related companies for experienced secretaries and administrative assistants in a pleasant atmosphere. Opportunities for light long and short term. Suburbs & Detroit. Salary $9.00 $14.00/hr. Call Sophie Farmington/Livonia Birmingham 473-2653
Advantage Staffing

ADMINISTRATIVE ASSISTANTS
NEEDED IMMEDIATELY FOR PERMANENT PLACEMENTS IN Troy, Auburn Hills, Southfield, Livonia
SALARIES RANGING BETWEEN $24,000 - $32,000
Our customers are looking for someone they can count on to be dependable, "right on time", that can remember 1,000 details, and be the target the "big picture"! This all-around, flexible assistant enjoys phone work and can keep paperwork flowing too! Excellent communication and computer skills a must!
CALL THE OFFICE CLOSEST TO YOU TODAY!!
SNELLING PERSONNEL SERVICES
Auburn Hills:810-373-7500
Southfield: 810-352-1300
Livonia: 313-266-8600

ADMINISTRATIVE ASSISTANT
Proficient in WordPerfect 6.0 for Windows Database, Desktop Publishing, & Spreadsheet experience a+. Fax resume to Box #1123
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

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

ADMINISTRATIVE ASSISTANT/ SECRETARY
Bloomfield Hills real estate company seeks an experienced, organized individual who must be able to prioritize multiple tasks. Strong telephone skills a must. Must have experience in WordPerfect with Windows or Lotus 1-2-3 a plus. Send resume to P.O. Box 692, Bloomfield Hills, MI 48303-0692

ADMINISTRATIVE ASSISTANT
Full time position for fast paced Bloomfield Hills office. Word processing experience required. Good customer service & organizational skills a must. Lots of variety. Call any time 313-462-1313

ADMINISTRATIVE ASSISTANT/RECEPTIONIST
wanted for busy Farmington Hills Real Estate Company. Must be computer literate, knowledge of Word, Excel, Lotus, WordPerfect and Lotus a plus! Great team atmosphere and benefits! Send resume to Vice President, DAMD Properties, 1120 E. Long Lake, Ste. 200 Troy, MI 48098 or FAX to 810-740-3500

ADMINISTRATIVE ASSISTANT
Get your foot in the door with an international firm in Rochester Hills! working the systems & documentation department. Must have excellent typing skills & Microsoft Word skills. Assignment thru January 97. HRMS (810) 989-0287

ADMINISTRATIVE ASSISTANT
Needed for growing, innovative company working in dental service industry segment. Experience with MS Word 6.0/7.0, phones, filing, travel arrangements, typing, and general office work needed. Flexibility is a must! Full time position w/benefits. Submit resumes with salary history to: P. O. Box 257, Southfield, MI 48307

ADMINISTRATIVE ASSISTANTS
$9-$12/HR
Excellent opportunities available for temp-to-perm & temp assignments. Qualified candidates will possess good communication skills, be able to handle multiple tasks and work processing experience. We offer competitive wages, benefits, long/short term and Temp-To-Hire assignments
West (810) 615-0660
E. Oakland (810) 540-5530
N. Oakland (810) 650-5690
Western STAFF SERVICES.

ADMINISTRATIVE ASSISTANT
Troy office. Custom exhibit and display company seeking an Administrative Assistant for Sales. Seven years secretarial experience with minimum 3-5 years supporting 2 or more. Microsoft Word, Lotus and Access Excellent benefit package. Mail resume to 10600 Ford Road, Dearborn, MI 48126. Attn: Personnel Department

ADMINISTRATIVE MANAGER
Nahone leading Office and Home furnishings company with revenues over $22mm seeks an career opportunity in its Novi, MI district office for an Administrative Manager. Our rapid growth requires a self-motivated, energetic individual to manage and develop a staff.
Qualified candidates will have 2-5 years of supervisory experience. Experience in the areas of accounts receivable, bookkeeping, payroll, accounts payable, and asset management are required. Computer experience is required and an undergraduate degree in Accounting is preferred. Organizational skills, attention to detail, team player and leadership skills, team player and leadership is a must
As a national company we offer an excellent opportunity for growth, a competitive starting salary plus a bonus plan and comprehensive benefits including a 401(k) plan. For immediate consideration please send your confidential resume and salary history to the following address
Cort Furniture Rental
42350 Grand River Ave
Novi, MI 48375
Attn Janet

ADMINISTRATIVE SUPPORT
Rewarding opportunities - professionals with expertise in any of the following software packages: Microsoft Word, Excel, Word, Lotus, Powerpoint, Graphics
Staffing Resources 810-737-1711

ANIMAL HOSPITAL in Farmington Hills needs full time receptionist. Receptionist experience necessary. Calls taken at. (810) 437-8671

APPOINTMENT SETTER
Needed for Southfield accounting firm. Send resume to:
Duffy & Associates, PO Box 2020, Southfield, MI 48076

502 Help Wanted Office Clerical

Apply Today Work Tomorrow
Manpower/ EDS Exclusive Partnership
Manpower, Inc. the world's largest supplier of contract personnel is rewarded by an exclusive partnership with EDS, a large automotive supplier, to provide the following administrative support to various locations within the Tri-County area. Immediate opportunities are available
• Secretaries
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• Customer Service Reps
For more information please call Manpower at Automotive Division at 1-800-686-9525 or forward your resume and cover letter to
Manpower
Automotive Division
320 E. Big Beaver, #140
Troy, MI 48083
ATTN DEPT. 10M

ARE YOU INTERESTED?
We are looking for an experienced assistant to help with the bookkeeping for several companies. Some computer experience is desired and we are willing to train the right person. Hours are varied & include payroll & accounts payable. Attention to detail is important. Fax resume & salary expectations to Accountant, 18181 W 13 Mile, Ste A-2, Southfield, 48076

ASSISTANT
for busy real estate agent. Real estate experience, computer literate, able to organization a must. Call Kelie at (810) 851-4400

ASSISTANT
Full time for Farmington Hills company. Candidate must possess good communication skills, be self-motivated, have general office skills with WordPerfect 5.0 experience to help Operations Manager handle a large variety of daily functions. $7/hr. Call 810-478-7600, ext. 100

AT HOME TYPISTS needed. Earn up $50/hr. Work at home. Have computer with WordPerfect 5.1. Call 810 661-8090

AUTO DEALERSHIP - Jack Cauley Chevrolet, Americas Corvette dealer is now accepting applications for full time office/clerical position. Applicant must be customer oriented. Excellent benefits available. Apply in person Mon thru Fri. 9-5 at Jack Cauley Chevrolet, 7020 Orchard Lake Rd W. Bloomfield

AUTOMOTIVE/CLERICAL
FULL TIME - BODY SHOP CASHIER RECEIVABLE
BILL COOK COLLISION GROUP
BILL COOK Automotive Group
37911 Grand River Ave
Farmington Hills
810-477-0600
APPLY IN PERSON. ASK FOR Jim Kaplan

AUTO/MOTORCYCLE DEALERSHIP
Mega Size Dealer with five locations is currently accepting applications for
• Auto Body Estimator
• Assistant Office Manager
• Parts Counter Person
• Switchboard Cashier
• Accounts Payable Receivable
Excellent pay and benefits.
Experienced only need apply.
Call Jerry at (810) 478-5000
A good place to work.
A good place to be.
Please call Sandy or Kathy
(810) 478-5000
or FAX resume
(810) 858 6538

RECEPTIONIST
for Bloomfield Hills day spa & salon. Candidate must have sales, phone & appointment making experience. Knowledge of skin care helpful. Salary & benefits.
Call 810-332-3434

BLOOMFIELD HILLS law firm seeks full time receptionist with strong telephone & communications skills. Strong typing ability required. Salary commensurate with experience. Send resume to 810-645-1430 or Fax resume to 810 645-2311

BLOOMFIELD HILLS law firm seeks experienced legal secretary with excellent spelling, grammar & organizational skills. Fax resume to 810 645-2311

BOOKKEEPER / ACCOUNTANT
For Plymouth CPA firm. Should be experienced with accounting through trial balance. Send resume to
40400 Ann Arbor Rd., Suite 102A
Plymouth, MI 48170

BOOKKEEPER/ ADMINISTRATIVE ASSISTANT
For Furniture showroom in design center. (810) 549-4960

BOOKKEEPER
Bookkeeper needed for Downriver accounting firm. Computer literate. Apply in person: Guffey & Associates, 19855 Allen Rd., Trenton, MI 48183 or call 313 366-6800 for an appt.

BOOKKEEPER - TRENTON - LIVINGSTON COUNTY
CENTURY-TV-VIDEO AUDIO
Has immediate opening for needs a full time business office Bookkeeper. Must possess:
• Knowledge of all aspects - computer, payroll, balance sheets, general ledger, A/P/A/R, etc.
• Strong work ethic, self starter, leadership skills required. Paid vacation, Blue Cross, holidays & bonus participation. $28-$32K. Call Jon Sunday at (810)227-9600 or fax resume to (810)227-6713

BOOKKEEPER - Experienced Cashier/Bookkeeper and administrative assistant for medical-related residential facility in Canton. FAX resume to Della Dwentinger 313-460-0214

BOOKKEEPER
Experienced person to handle accounts pay