500 Help Wanted General

-TEMPORARY LEAF PICK UP
The City of Westland is accepting applications for temporary positions for leaf pick-up jobs begin mid-October and last 6-8 weeks. Hours 7:30am - 4:00pm. Pay range $7.50 - $8.50 per hour. Pick up applications at Personnel Department, Westland City Hall, 36601 Ford Road, Westland (Between Wayne & Newburgh). Applications is October 18,1996. EOE

TEST ENGINEER
Contract position. Ohio company seeking test engineer for long term assignment. Test protocols and subassembly tests for a medical environment (environment, electrical or mechanical engineering degree preferred). Programming skills to include turbo pascal, visual basic, and C++ / Knowledge of Lotus. Fax resume ASAP to 419-623-7417

The Heatherwood Retirement Community is seeking employees for the following positions:
•Cooks • Prep Cooks
•Housekeeper and •Van Driver (must have valid work permit)
Experience preferred. Full & part time available. Letter or resume to: Box 41215
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

★ THE WALL STREET JOURNAL
has immediate openings for part time Carriers in the following fields: Farmington, Troy, Bloomfield, W. Bloomfield & Rochester areas.
SALARY $8.00 AN HOUR
Plus
21¢/mile auto allowance
Start Date 12-2-96
Not under 18 yrs. of age
Must have minimum automobile coverage.
Please Call
The Wall Street Journal
810-689-7446

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

An Equal Opportunity Employer

TIRED OF working like an elephant and getting only peanuts? If you're hungry, outgoing, and want to earn $40k+ or more taking credit card applications in area malls. Our bosses! a most lucrative season is fast approaching. Don't wait, call Craig or leave message 313-326-4553

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

TOOLING DESIGNER
H & H Tube & Manufacturing Co., the leading supplier of hydro/air/fuel lines spouts, is seeking a tool designer for our Wixom, MI, plant. The ideal candidate will possess an associate or better degree in tool design or closely related discipline plus a minimum of 2 years experience in tool forming, stamping or related process. This is the position in use of 3-D CAD; primarily Pro/E but other appropriate software tools for engineering. The position is responsible for tool design, documentation and PC requirements in conformance with QS-9000. Good writing skills and a team work attitude are a must. Prior commensurate with experience. EMPLOYEE BENEFITS: benefits package including fringe benefits. Send resumes to: H&H Tube Mfg., P.O. Box 294, Cheboygan, MI 49721. We are an equal opportunity employer. NO TELEPHONE CALLS PLEASE

TOOLMAKER
EXPERIENCE in tooling, body fixtures and hand tools.
Wages equal to ability. Steady work. Willing to travel. Apply in person.
OXBOW
MACHINE PRODUCTS
12777 Merriman
Livonia, MI., 48150
TOOLMAKER/MACHINIST
A research and development center for a worldwide leader in the design and development of ball and roller bearings has an opening for a Toolmaker/Machinist.
We are looking for an individual with a precision machinist background. The successful candidate will have completed a formal apprenticeship as a toolmaker/machinist and is a qualified journeyman with at least 3 years of experience. Experience in precision grinding, prototype building and jig/grind is required.
We offer a competitive salary and benefit package. Please send your resume and salary history to: Human Technical Center (USA-L), Inc., HR Dept., 3960 Research Park Drive, Ann Arbor, MI 48108
An Equal Opportunity Employer

TOOL ROOM help, 1-3 years, experience. Some CNC computer experience. Benefits. Milford Twp. 810-684-9555

TOW TRUCK DRIVERS
Now taking applications. Police cash and Auto Club Towing. Full or part time. Experience helpful. Will train. Good pay, benefits. Apply in person at: 6375 Ann Arbor, Westland

TRANSPORTATION COMPANY HELP NEEDED
Due to strong sales growth, The Nemo Group, a rapidly growing transportation company servicing the Detroit Metropolitan Area, has the following positions available:
•Motorcoach Operators (COLF)
•Customer Service Representatives
•Attendants •Porters
•Customer Service Representatives

At The Metro Group, we offer a competitive wage and benefit package, hard-working individuals interested in a challenging opportunity within a fast paced organization should apply at:
THE METRO GROUP
29900 Goddard Rd.
Romulus, MI., 48174
An Equal Opportunity Employer

- - - TRAVEL AGENT
Full-time. Experience required. Plymouth area - - - 313-458-8744

Travel

Travel Agent Wanted
Looking for enthusiastic career oriented individuals. LICENSING PROVIDED. Work for a respected leader in the travel industry. Travel/Sales background a plus but not required. Familiarity with a keyboard. Salary plus benefit package. Apply in person Mon. - Fri. 10am-5pm
TRAVEL TIME
29600 Northwestern Hwy.
Southfield, MI

Travel

TRAVEL AGENTS
Total Travel Management, one of the nation's fastest growing travel management companies, is seeking a supervisor and full and part-time corporate emergency travel agents for our Warren office. Evening, weekend, and midnight shifts available. Only experienced agents seeking a fast paced environment with career position need apply. Agent applicants must have at least 5 yrs. experience with an agency or airline and be computer literate and able to type 40wpm. We offer a competitive salary with one of the best benefit packages in the industry including medical, dental, 401k. Please mail a current resume to:
Colleen Lakey
6500 Mack Ave.
Warren, MI 48090
FAX: 810-878-0966

500 Help Wanted General

TOW TRUCK DRIVER
Heavy duty. Experience preferred. CDL A license & DOT physical required. Benefits. 313-326-5711

TRUCK DRIVER - GRAVEL TRAIN. CDL-A1.
Apply 12550 Farmington Rd., Livonia. (313) 427-7573

TRUCK DRIVER needed to haul structural steel on flat beds in MI, OH & IN. $12 per hour to start. Full Benefits & 401K Provided. Apply in person at 12600 Arnold, Redford, MI. 313-535-2600

TV REPAIR TECHNICIAN
Road or Bench. Full time, long term employment with quality conscious company. Benefits include: medical, dental, vision, 401 K, paid vacations, paid holidays, and top wages. Other tech positions available. Experienced preferred.
FAX to Jerry (810) 588-5444 or call: (810) 588-5663

UP TO $1000 SIGNING BONUS
Air Conditioning Engineers is looking for salespeople, helpers, installers and Service Technicians. Only responsible, honest, good workers need apply. Never a layoff in 28 years with guarantee up to $30,000/year with fully paid medical and dental, along with a 401k retirement plan. We specialize in residential and light commercial work.
If you quality and are looking toward a bright future and could use up to $1000 bonus, call and begin a very promising career. (810) 738-4942

VALET PARKERS
Permanent positions. Part time and full time. Day and evening shifts available. Galand Country area. Requires people skills and a clean driving record. (810) 626-1000

VENTURE MOLD & ENGINEERING
• Mold Designers / Surfacers (Layoffs)
• Mold Makers
• Experienced only!
• Long term w/good benefits.
Contact: Valerie Tarlecki or Garry Marusa at 313-541-6703
Call or send resume to:
12255 Dixie Avenue
Redford, MI. 48239

WAREHOUSE - GENERAL
Pickers order fillers. Forklift experience helpful. Good pay with benefits. Drug-free work place.
Call: (313) 491-6620
Ask for Shopping Dept.

WAREHOUSE 2ND. SHIFT
ADD HARDWARE
SHIPPING DEPARTMENT
Lift at least 50 lbs, work in variable temperatures (depending on season), good math and reading skills required. Starting time 4 PM. Starting pay $8.15 hour, 90 days $9.00, pre-employment drug test. Send letter of interest to: Attn: Human Resources, 23333 Commerce Dr., Farmington Hills, MI., 48335-2764.

warehouse
Heslops
A fine china & giftware distribution center, located in Novi, is now hiring for the following positions: Truck Driver $7.50 an hr. Shipping & Receiving $7 an hr. 401k plan, paid vacations, holidays & health insurance. Must apply in person at: 22790 Heslop Dr., Novi (off of 8, Town Hall & Meadowbrook Rds) 810-348-7050

WAREHOUSE
ALL SHIFTS
Load & unload trucks, some heavy lifting required.
In the Plymouth area.
$6.50-$8 per hr.
ARBOR TEMPS 453-1188

WAREHOUSE ASSISTANT
Full time for branch office in Livonia. Responsibilities include shipping & receiving, cutting & fabrication & general warehouse help. Previous warehouse experience a plus, computer experience helpful. Benefit package.
Contact Plastics, 12270 Belden Ct., Livonia, MI 48150
(313) 258-5284 EOE

WAREHOUSE
FULL time, 5/4 days per week. Good benefits and profit sharing. Must be able to do some lifting.
Call Mike at: (810) 476-1975

WAREHOUSE HELP
Able to move product, medium to heavy work. Must have valid driver license & transportation. Dependable & flexible. Call after 10am for appt. (313) 729-2295

WAREHOUSE HELP
- full time days, will train, apply in person at 30541 W. 8 Mile, Livonia between noon - 3pm

WAREHOUSE
HOUSE OF DENMARK has an immediate opening for a part-time Warehouse Position. Experience is not required, but a desire to provide quality customer service - A must! If you are interested in a position in retail we should talk. Apply at: 35555 Plymouth Rd, Livonia, MI or call George between 11am-3pm. 313-425-4040

Warehouse + Mgmt. Training
Hiring Today!
$350-$700/wk to start
Entry level in all areas. No experience. Kathy: 313-525-7817

WAREHOUSE
ORDER FILLERS
Now taking applications for office products order fillers. Experience is a warehouse order filling a plus. Should be used to working in a fast paced environment. Filler shifts are 2:00 p.m.-10:45pm and 11:00 p.m.-7:30 a.m. $7.50 an hour to start, complete benefits package. Apply in person between 8:00 a.m. and 11:30 a.m.
STAPLES
BUSINESS ADVANTAGE
41004 Moonlight
Canton, MI 48187

WAREHOUSE PERSON
Needed for Livonia distributor. Excellent wages and benefits. Reply to: Box #1233
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

WAREHOUSE PERSON
Lakeside Electric needs experienced hard working Warehouse Worker to load and unload trucks, stock and order parts. Call 313-425-6200.

WAREHOUSE PERSON - part-time for record storage warehouse. Approx. 20-30 hrs. per week (flexible). Applicant must be detail oriented, through & able to work with the public. Fill out an application 9am-4pm at: Corrigan Record Storage, 23623 Research Dr., Farmington Hills (10 & I-275). Ask for Bob or Chris.

WAREHOUSE PERSON/ TRUCK DRIVER
For building supply wholesaler. Experience helpful but not required. Organized person, customer oriented, energetic with a good driving record & CDL. Drug-free. Plymouth area. Call Nonndes between 9am-11am or 1pm-3pm. Ask for Manager. 1-800-762-0661. EOE

WAREHOUSE SELECTOR
Spartan Stores, Inc. is accepting applications for replacement warehouse work. Wages start at $10 per hour with progressive increases According to contract. The job requires an experienced to do repetitive heavy lifting and be available for all shifts including weekends and holidays.
Please apply in person, 9 AM. to 1 PM, or send resume to:
SPARTAN STORES, INC.
Human Resources
3075 Haggerty Road
Plymouth, MI. 48170
EOE/M/F/V/H

500 Help Wanted General

WAREHOUSE
stock person needed part & full time for expanding food distributor. Heavy lifting required. Competitive wages & benefits. Call for Interview
313-451-0087.

WAREHOUSE WORKER
Manufacturer of construction products needs individual to learn the mixing, manufacturing, & packaging of our products. Some heavy lifting required. Starting salary at $9 with full benefits. Looking for long term relationship. Please commenurate with productivity. (810) 477-8313

WAREHOUSE WORKERS
Needed immediately, seasonal help, was willing to work flexible hours & varied tasks. $7/hr. to start. Apply in person or send resume to:
BERGSTROM'S, INC.
30633 SCHOOLCRAFT
LIVONIA, MI. 48150
No Phone Calls Please

WE ARE EXPANDING
We recently purchased the property next to our showroom, and have added a clearance center to our store in Novi. We have entry level STOCK positions available. Benefits are available.
Art Van
Apply in person at:
Art Van Furniture,
27775, Novi Rd.,
Novi, MI. Across from 12 Oaks Mall.
Full & part time positions available

WEDDING PHOTOGRAPHERS
For 1997 season. Must be available on Saturdays and have own equipment. Top pay commensurate with ability. We can keep you as busy as you want. Call Gary after 6 afternoons. (810) 945-8500

WE HAVE A JOB FOR YOU!!!
Looking for wage! Individuals for temp or permanent positions. We have immediate openings in the following areas:
•CAD Operators
•Drafters
•Panel Wiring
•Entry-level engineering
•Programmers
•Electronics
•Experienced Warehouse
•Quality Inspectors
Call today!! Work Tomorrow
LIVONIA, 313-266-8000
SOUTHFIELD, 810-352-1300
TAYLOR, 313-294-0777
AUBURN HILLS, 810-373-7500

SNELLING.
PERSONNEL SERVICES

WELDER/FITTER
ARC, MIG, TIG welding. Custom steel fabricator, working with various materials. Must be able to work from prints, sketches or shop drawings. Call to schedule interview:
810-475-2430

WELDER/FITTER - Experienced structural steel & fabricating. Apply 3001 Rochester Drive, Canton. (Joy & Haggerty)

WELDER/FITTER
Structural & misc. steel shop seeks Welder/Fitter. Call (810) 348-5180

WELDERS
Full time MIG for resistance for automotive manufacturing plant. Kloney Heads Dr., Novi. (off of 8, Town Hall & Meadowbrook Rds) 810-348-7050

WELDERS-5 years MIG experience. Must be capable of building automobile tools in 4-5 and custom fabricators. $10.50-$13.00 to start plus 6 very liberal paid holidays, profit sharing, retirement. Apply in person: U.S. Fabricating, 1947 Haggerty Rd., Walled Lake, MI

WORK AT HOME
Part time or Full time
$1000 - $5000/MO
313-640-6500

WORK TODAY - PAID TODAY!!
LABOR READY
TEMPORARY LABOR ON DEMAND
IS LOOKING FOR WORKERS WITH OR WITHOUT CARS IN THE FOLLOWING JOBS
• Carpenters (Rough/Framer) with tools
• Machine Shop/CNC
• Welders
• Plastic Injection Mold
MUST HAVE RELIABLE TRANSPORTATION.
APPLY IN PERSON AT ANY OF OUR DETROIT AREA OFFICES:
INKSTER: (810) 563-8111
PLYMOUTH: (810) 541-7272
LIVONIA: (810) 471-9191
FLINT: (810) 239-0100
EASTPOINTE: (810) 773-9877
OPENINGS NOW!!! CALL OR COME SEE US TODAY!!!

WRECKER DRIVER
Experience preferred. Full time, good pay. Westland area. 313 454-6655

WRITER / RESEARCHER
Entry level, Sports marketing research firm looking for writer / researcher evaluation of corporate sponsorship during television events. Sports marketing and sales background helpful. Salary $18,000 plus paid benefits. Please send cover letter and resume to: 3785 Varsity Dr., Ann Arbor, MI 48108, Attn: Managing Editor

YARD PERSON
For construction company. Full time. Must have valid driver's license. Good pay, benefits after 90 days.
(810) 478-9400

YOUR SKILLS ARE IN DEMAND
CDL-Class A DRIVERS
needed for temporary warehouse jobs in Plymouth
LATHE HAND
experienced required for assignment in Livonia
CALL TODAY
Immediate openings
PEOPLEMARK, INC.
33523 W. 8 Mile Rd., Ste. A-5
(810) 476-1200
PEOPLEMARK

$400 PER WEEK
42 full time openings
Local Farmington Hills firm of large Cleveland Manufacturer has full time openings available. Complete training program. No experience necessary. Begin at $400 per week with increased earning opportunity quickly. Advance into management without college degree. Interview Call (810) 539-7001

502 Help Wanted Office Clerical

ACCEPTING PART-TIME applications. 20 hours per week. No nights or weekends. Flexible hours. General office duties in Farmington Hills. For interview call Gail: 810-478-9620

ACCOUNTING
Are you a self-starter with good communication and organization skills? Do you have strong receivable skills and understand the basic accounting functions? Then this Livonia based company is looking for you.
Send Resume to:
Mobile Communications Services
34411 Industrial Rd.
Livonia, MI 48150
Fax: (313) 427-6464
An Equal Opportunity Employer

502 Help Wanted Office Clerical

OUR CLASSIFIEDS WORK...

"We had a very good response, at least 30 or more reponses 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 SUPERSTORE

ACCOUNTING - CLERK. General accounting experience with computerized accounting and spreadsheets. Team player. Great benefits!! 810-313-1000 Fax: 810-313-1001 Snelling Personnel Services

ACCOUNTING CLERK
Accounts Receivable person with computer skills to work in a 6 person Billing Department. Nice office with pleasant people to teach you our business. Hours are Monday-Friday 8 a.m. - 4 p.m. 810-471-4000
Corrigan Movers Systems
23623 Research Drive
Farmington Hills (10 Mile / I-275 area)

Accounting Clerk
Source One Mortgage Services is seeking an individual to fill an entry level position in our Customer Accounting Dept. Candidate must be a quick learner & possess technical accounting skills. Responsibilities will include balancing and reconciling bank accounts using an on-line system, knowledge of PC, Lotus (123) and word processing software required.
Working hours are Mon-Fri 8:15am to 4:45pm and Starting Salary is $9-$10/hr. We offer a very liberal benefit package, including 401K plan. Please apply Monday-Friday 9am-4pm at sendtax resume to:
Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Rd.
Farmington Hills, MI. 48334
FAX 810-488-7121
Or for other available positions call our Job Opportunity Line at...810-488-7 JOB
EOE M/F/D/V

ACCOUNTING SUPERVISOR
Full time. Computer experience a must. Accounting degree or equivalent of profit and loss statements. Apply in person:
Hilton Metro Airport Suites Hotel
5600 Wickham Rd. in Romulus.

ACCOUNTING
TEMP TO PERM:
• Accounts Receivable specialist for Troy law firm. Experience seeks, with high volume billing automotive, high volume billing experience preferred. To $9/ 20e
TEMPORARY:
• Accounts Receivable OCM, automotive experience, Troy, Detroit
• General Accounting Clerk, Walled Lake
If you are interested in making a change, send us your resume, indicating what you seek in a new position, the type of work you prefer, range and a daytime phone number where we may call you discreetly.
ACCOUNTANTS ONE
24901 Northwestern Hwy
Suite 315
Southfield, MI 48075
(810) 354-2410

NORTHWEST BASED insurance agency has an immediate opening for a qualified individual with automotive insurance experience. Duties include accounts receivable & accounts payable. Excellent salary & benefits. Please send your confidential resumes to:
Box #1226
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTS PAYABLE CLERK
Growing Southfield manufacturer has a opening for a full time accounts payable assistant. Potential candidate should possess good math skills, the ability to work accurately, be computer literate, have excellent customer service skills. Experience required but will train the right party. Excellent benefits program includes a 401(k) and a bonus plan. Send resume and salary requirements to: Healthy Options, P. O. Box 2064, Farmington Hills, MI 48333-2064

ACCOUNTS PAYABLE. 2 years computerized experience & must. Excel or Lotus for windows. Data Entry and calculator proficiency. $22,000-$25,000. 810-447-9090. Snelling Personnel Services

ACCOUNTS PAYABLE/ Accounts Receivable needed for growing company in Redford. Must have minimum 1½ year AP or A/R experience and be knowledgeable in Microsoft Office. MAS90 experience a plus. Competitive pay & benefits. Mail resume with salary history to: P.O. Box 401577, Redford, MI 48240

ACCOUNTS PAYABLE
Livonia wholesale distributor needs an experienced person. 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 to: 313-425-7865, Attn: Bob

ACCOUNTS PAYABLE
Full time position available in fast-paced Southfield property management company. Previous experience preferred. Send resume to: Attn: One Towne Square, Suite 1913, Southfield, MI., 48076. Attn: DS. Fax 810-827-4278

502 Help Wanted Office Clerical

ACCOUNTS PAYABLE CLERK
Due to recent acquisitions, Farmington Hills organization, seeks a detail-oriented person with 1-3 years experience. Is seeking accounts payable and accounts receivable. Both require high volume data entry skills. Team-oriented, an individual with proven problem solving abilities, Lotus & WordPerfect experience desirable. Friendly, professional environment. Non-smoking office. Send resume with salary requirements to: Controller, Box 1000
Farmington Hills, MI 48333-1000

ACCOUNTS PAYABLE
Multi-location company seeking upbeat work oriented self-starter for full time accounts payable clerk. Good phone presence, computer experience & organizational skills necessary. Accounting experience non-profit and payroll helpful. Customer commenurate with experience. Benefits available. Send resume with wage requirements to: Yale Material Handling Corporation, 28470 Bept. 3163, 26990 South Wixom Rd., Wixom, MI 48393
Fax (810) 624-9700

ACCOUNTS RECEIVABLE
Full time. Experience required preferably with data entry background. Customer contact experience a must. Fax resume to 810-449-6561 or mail to Dominion Tool, 1463 West Big Beaver, Troy, MI 48084

ACCOUNTS RECEIVABLE/ SALES
Challenging position for hard working individual in a busy office. Must be fast learner and computer experienced, MicroTech Office experience, typing a must. Starting at plus $8.50/hr.
810-398-7000

ACCOUNTS RECEIVABLE
Redford Distributor has immediate clerical opening in Accounts Receivable Department. 313-538-1200

ACCOUNTS RECEIVABLE/ INSIDE SALES
A growing national manufacturer of household products based in Southfield Michigan, with 6 manufacturing plants nationwide, has great opportunities for an experienced person to do cash posting, be detailed oriented with excellent math skills, be comfortable posting to multi divisions on computer and system of balance sheets & profit & loss. We offer an attractive compensation package including 401K. Send resume and salary history (required) to: Linda Tidwell, Arden Companies, 26809 Northwestern Hwy., Ste. 201, Southfield, MI 48034

ACCOUNTS RECEIVABLE/ ASSISTANT CREDIT ANALYST
A growing national manufacturer of household products based in South-field Michigan, with 6 manufacturing plants nationwide, has great opportunities for an experienced person to be able posting to multi divisions on computer and system of balance sheets & profit & loss. We offer an attractive compensation package including 401K. Send resume and salary history (required) to: Linda Tidwell, Arden Companies, 26809 Northwestern Hwy., Ste. 201, Southfield, MI 48034.

ACCOUNTS RECEIVABLE CLERK
The responsibilities for this position will include research, recording, posting and reconciling. Also, preparing manual statements, mailings and customer contact.
We require experience in MSWord and Excel or WordPerfect and 10 key, plus excellent customer relation skills.
Qualified candidates interested in applying for the ascertent opportunity should fax resume to:
Attn: ICI - ARC
Continental Cablevision
10100 W. Ryan
Oak Park, MI 48237
We offer an excellent salary and benefits package as well as the opportunity for advancement.
EEO - M/F/D/V

ADMINISTRATIVE ASSISTANT
32 Hours per wk. Career oriented. Non-smoking. Excellent clerical, bookkeeping & computer skills required. Resume to: Office Manager, North American Foreign Trade Zone, Ltd., 26211 Central Park Blvd., Ste. 301, Southfield, MI 48076

ADMINISTRATIVE ASSISTANT
Troy Real Estate firm is looking for an energetic Administrative Assistant with a positive attitude, proficient in Microsoft Word and Lotus Notes. Send a confidential resume to:
Administrative Assistant,
Box 1000
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
Michigan's largest independently owned retirement plan provider seeks a detail oriented Administrative Assistant. Experience with spreadsheet, word processing, and typing 60/wpm is required. Competitive salary & benefits package.
Must state salary requirements.
Fax resume to Human Resources at (810) 258-0690 Attn: HR

ADMINISTRATIVE ASSISTANT
Design/build construction firm seeking an administrative assistant. Qualified candidates should possess strong typing and dataphone skills, the ability to work without supervision, be detail oriented, and have the ability to work under pressure. Must be experienced with MS Word. Construction knowledge a plus. Send resume and salary requirements to:
Human Resources - DS
45501 Helm Street
Plymouth, MI 48170

Administrative Assistant
Property Management company seeking well versed administrative assistant. MUST have experience in management, advertising, and employee supervision. MUST be computer literate.
RESUME and COVER LETTER WITH SALARY REQUIREMENTS TO:
Personnel, P.O. Box 3045
Birmingham, MI. 48009
or FAX: 810-433-1207

ADMINISTRATIVE ASSISTANT
Life Insurance
Would you like to apply your bachelor's degree (i.e. office administration, liberal arts, or equivalent) to a career in a challenging position involving insurance administration and policyowner service?
Mutual of Detroit Insurance Company seeks an individual with 3-5 years office experience. Ideal candidate will possess solid organizational and problem-solving skills, be detail oriented, and verbal communication skills are a must. PC word processing and telephone/customer experience is also required.
Please direct your resume with career goals, salary history and salary requirements to:
Catherine E. Muzzin
Mutual of Detroit Insurance Co.
P.O. Box 500
Plymouth, MI 48170

ADMINISTRATIVE ASSISTANT
Typing of contracts, word processing, 35 hours per week.
Hilton Metro Airport Suites Hotel
5600 Wickham Rd. in Romulus.

ADMINISTRATIVE ASSISTANT
Full time position for fast paced Bloomfield Executive office. Word processing, typing, and 10 key required. Good customer service and organizational skills a must. Lots of variety. Call any time, 313-482-1313

Administrative Assistant
Executive Residence
828-832-2 Fax number
Fax Resume Gloria Dobrowski:
810-932-1170 Fax: 810-932-1214
Hector Associates, 26211 Northwestern Farmington Hills, MI 48334

502 Help Wanted Office Clerical

ADMINISTRATIVE ASSISTANT
Excellent communication skills, WordPerfect and Lotus Windows based skills, Freelance knowledge plus, Bell Standard able to work with automotive. Temporary to hire position.
TEMPORARY RESOURCES

ADMINISTRATIVE ASSISTANT
810-812 an hr. Highly organized with excellent communication & telephone skills, proficient in Microsoft Word, & other office duties.
Knowledge of Excel helpful.
Bloomfield Hills. (810) 683-3232

ADMINISTRATIVE ASSISTANT
Established 80 yr. old industrial sales company seeks aggressive, highly motivated, Administrative Assistant. Some office responsibilities including data entry, purchasing & phones. Send resume to: Cech Corp., 11875 Belden Ct., Livonia, MI. 48150

ADMINISTRATIVE ASSISTANT
Professional skills needed. Must have knowledge of Excel and Word. Other software packages helpful. Part and full time positions available. Pay $10-12/hr. Call Kathy at 313-425-4900. Please call for an appointment.
313-525-4900

ADMINISTRATIVE ASSISTANT
Accounts Payable, Accounts Receivable, and Billing.
Mail resume to: Box 1000
20101 Fenkell, Detroit, MI 48223
Interviews by appointment only:
(313) 535-6400

ADMINISTRATIVE ASSISTANTS
Part & Full-Time
Administrative Assistants needed to take with high energy, high volume phones. PC experience a plus. Flexible daytime hours. Fax or mail resume to: Human Resources, Marketing Services Inc., 2617 Walden View Dr., Rochester Hills, MI 48309, or Fax: 810-852-9607

ADMINISTRATIVE ASSISTANT/ SECRETARY
Bloomfield Hills real estate company has an opening for a detail oriented individual who must be able to prioritize multiple tasks. Qualified candidate only. Must have experience in WordPerfect with Windows or Lotus a plus. Send resume to: R.R.D., P.O. Box 892, Bloomfield Hills, MI 48303-0892

ADMINISTRATIVE ASSISTANT
ADVERTISING AGENCY
Work with creative professionals in the client service department of international agency. Temp to perm. Powerfont or Macintosh a plus.
Call Susan today
Advantage Staffing Farmington/Livonia
248-7661 473-2931

ADMINISTRATIVE ASSISTANT
Dynamic Southfield experienced professional to support top executives. Your top-notch word processing & administrative skills will be utilized in the variety position. Full benefit package! Fax resume & salary requirements to location nearest you:
Farmington Hills: (810) 737-5878
Troy: (810) 585-7725

ADMINISTRATIVE ASSISTANT/ RECEPTIONIST
Come join our growing Troy based company. If you have experience with Microsoft Office and possess good communication skills, assertiveness, and leadership we would like to make you part of our team. Ideal candidate will possess 2 years experience. Excellent benefit package includes: Medical, Dental, 401k, Life Insurance. Fax your resume to: Human Resources, P.O. 74, Troy, MI 48099

ADMINISTRATIVE ASSISTANT
Full time receptionist/administrative assistant for Ann Arbor office of growing Fortune 500 company. Telephone answering & word processing skills with experience in Windows desirable. Ability to prioritize multiple tasks, must be a team player in a fast paced environment. May be required to work some evening hours. Send resume to: Corporate Human Resources Manager, 900 Victors Way, Suite 350, Ann Arbor, MI 48108

ADMINISTRATIVE ASSISTANTS
CLERKS
RECEPTIONISTS
SECRETARIES
Perm and temp to hire. $6-$13 PER HOUR - Depending on experience. Immediate openings throughout the metro area. Some positions are entry level, others require experienced individuals. WordPerfect/Lotus or MS Word, & Excel our needed for most. Call today: 313-261-9700
Staffing Personnel Services
OR FAX: 313-309-3539

ADMINISTRATIVE ASSISTANT / RECEPTIONIST
Assertive, professional minded individual for growth oriented business. Duties include appointment scheduling, cashiering & client relations. Strength in communication, telephone skills, marketing or sales experience helpful. Approximately 30 hrs. per week, Phase One Hairdressers everyone welcome. Full and Part Saturdays & some Sundays possible. Growth potential! Health benefits available, salary negotiable, immediate start. 810-642-2552 or Fax resume to: 810-642-2553. Interviews available evenings & Sundays!

ADMINISTRATIVE ASSISTANT/ STENOGRAPHER
3rd party administrator of employee benefits seeks a highly qualified individual with Grego Shorthand 120 wpm or Court Reporting 180+ wpm. Must be computer literate & familiar with Windows. Must have excellent written communication skills, interpersonal skills, and telephone etiquette skills required. Send resume to:
HR Manager
PO Box 3036
Birmingham, MI 48012-3036

ADMINISTRATIVE ASSISTANT
Marketing services company has opportunity for an individual to provide administrative and secretarial support. Candidates must possess:
• Strong grammar/communication skills
• Problem solving ability
• Ability to multi-task
• Proficient in Microsoft Word and Excel
• Ability to handle fast-paced environment
• Good discretion/judgment
• Professional appearance/ demeanor
• Previous senior secretarial experience
Position includes excellent benefits package, 401(K) and tuition reimbursement. Adecco is a non-smoking environment. Fax resume, including salary history to (313) 416-2683 or mail to:
ADECCO CORPORATION
Attn: AdmAst
101 Ford Road
Plymouth, MI 48170
EOE

ADMINISTRATIVE
Entry level - $10/hour. Must have good use of proper grammar & punctuation. PC literate. Opportunity for advancement. Rochester Hills. 810-373-6118 Fax: 810-373-2548

ADMINISTRATIVE/ OFFICE ASSISTANT
Growth oriented, motivated self-starter, with 1-3 years administrative experience, for full time position at our corporate headquarters in Livonia. Full range of administrative duties from phones, file to project responsibility. Must have ability to set priorities, handle multiple projects, and complete tasks effectively, both verbally and in writing. Must have office experience with software, MSWord, Excel, PowerPoint experience preferred. Competitive salary and benefits. Send resume and salary history to:
Box #1232
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

A GROWING Novi based company is hiring an additional receptionist. If you are a self organized individual, possess some typing ability and have strong verbal skills, this opportunity could be yours. Full benefits are provided. Team players can fit on our mission. Call Linda (810) 305-2211

502 Help Wanted Office Clerical

administrative assistant

Transportation Secretary/Clerk
Part-Time
PFS, the PepsiCo Distribution Division servicing Pizza Hut, Taco Bell and KFC restaurants, is seeking a highly motivated, detail-oriented individual to join our Novi team. This is a part-time position with the hours of 8 a.m. to 5:00 p.m., Monday thru Friday. Must have the ability to meet deadlines with minimal supervision and handle multiple tasks. Basic computer skills are necessary, familiarity with WordPerfect and Lotus 1-2-3 a plus. Customer service background is preferred.
Join a company that offers a professional atmosphere, competitive salary, paid holidays, including medical insurance, stock options, 401K and more. If you are interested in this position, please send your resume to: PFS, 43600 Grand River, Novi, MI 48375; 810-347-4210. PFS is proud to support a drug free work environment. A Division of PepsiCo Inc.
PFS
EOE, M/F/D/V

ADMINISTRATIVE MANAGER
Nations leading Office and Home furniture rental company, with revenues of $225m has an excellent 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 2-6 years of supervisory experience. Experience in the areas of accounts receivable, payroll, bookkeeping, payroll, accounts payable, or sales support with QuickBooks are necessary. Computer experience is required and an undergraduate degree in Accounting is preferred. Organizational skills, attention to detail, excellent communication 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 SECRETARY
Your skills will be rewarded in this warm atmosphere of a Southfield, Detroit and suburban locations. Temp to perm. Also short term, Call Sandra
Farmington/Livonia 473-2931 Birmingham 646-7661
Advantage Staffing

ARE YOU AN EXPERIENCED
GREAT COMPANIES
need your skills. Both long term career builders and short term holiday assignments. Sales & Mid Level Administrative Support positions available in Plymouth and Livonia areas.
Corporate Personnel Services, Inc.
(313) 722-7990

ASSISTANT
for busy real estate agent. Real estate experience preferred. Typing & office organization a must. Call Kate at 810-851-4400

ASSISTANT MANAGER. 3-5 years finance experience. Good people skills. Establish sources of new business. Knowledge of Lotus 123.
Snelling Personnel Services

ASSISTANT SYSTEMS MANAGER
Strong background in accounts payable with computer knowledge. Will be trained for mobile home dealership computer program. Send resume to:
Assistant System Manager
21700 Middlebelt Suite 120
Farmington Hills, MI 48334

ATTENTION!!
Rapidly growing downtown Detroit Production facility seeks a flexible, creative, organized and hard working individual with computer experience. If you are interested and enjoy challenges our Information Services Department is looking for you.
Please Fax Resume to:
313-841-1514 or
Mail to:
Personnel
P.O. Box 32624
Detroit, MI 48232

ATTENTION!! TYPISTS NEEDED!!
Fortune 100 company in Pontiac seeking a Typist with 45 WPM. SHIFTS AVAILABLE!!
Corporate Personnel Services, Inc.
(810) 382-9690

AUBURN HILLS company seeks organized, detail oriented, non-smoker with computer and accounting experience. Full time position. Responsibilities also include answering phones, filing and general office work. Call 810-299-5020

A UNIQUE POSITION
with busy Limousine Service to answer phones, dispatch, type, computer input and minor secretarial tasks. Send resume to: 4772 Tara Ct. W. Bloomfield, MI 48324

AUTHORIZATION OPERATORS
We are looking for responsible individuals to work within our Authorizations Dept. We have openings for afternoon (3 to 11pm) and midnights (11pm to 7am). Applicants have a pleasant phone voice and good typing skills. Southfield location.
Call Victoria 810-793-8600
or Mr. Kummer 810-799-9553

AUTOMOTIVE TECHNICIAN
Service department, night shift, night person. Must be certified. Ask for Herb at: (313) 255-8700

BANKRUPCY CLERK
Full time position in Birmingham law firm for an individual with good typing and telephone skills. Must be computer literate and customer service oriented. Contact Bankruptcy office, Call Renee. Mon-Fri. (810) 540-7701

BIG 3 AUTOMAKER NEEDS HELP!
Immediate positions available in auto industry for candidates with knowledge in:
• MS WORD
• EXCEL
• POWERPOINT
For consideration FAX resumes to:
BARTECH
FAX 313-271-8774 Attention OSD
or call 313-271-8454
An Equal Opportunity Employer

BILLER - full time, experienced for family owned business in Wayne.
Call (313) 458-4499

BILLING CLERK
Needed part time for Troy law firm. Typing and some WordPerfect experience necessary. Will train. Send resume to: 1721 Crooks, Suite 101, Troy, MI 48084

BOOKKEEPER/LEASING
Full time, experienced, but willing to train. Full benefits, salary plus commission. Call Linda (810) 355-2211

502 Help Wanted Office Clerical

BIRMINGHAM/BLOOMFIELD AREA builder & real estate development firm seeking responsible & motivated individual. Construction &/or real estate background, computer literate, spreadsheet & word processing knowledge desirable. Send