EMPLOYMENT

500 Help Wanted General

Retail

Managers
Assistant Managers
Sales Supervisors
Sales Associates

SERIOUS FUN

We are now hiring for our store in the TEL-TWELVE MALL, Southgate.

Our customers think of us as their toy box. You'll know us as one of the fastest-growing retail organizations in the country. The pace is fast, the challenge is rewarding, and the environment will keep you smiling!

Candidates for Manager should have 2 years' supervisory experience and a High School diploma

- MORNING & AFTERNOON SHIFTS AVAILABLE

Apply in person to the Tel-Twelve Mall. Manager candidates can also send resumes to: Spencer Gifts Office: Attn: J. Olszak, South Hills Mall, Shopping Center, Pittsburgh, PA 15241. EOE M/F/D/V

SPENCER GIFTS

retail

STORE MANAGERS

Looking for a promising future in retail management? Come talk to us at Arbor Drugs. We are looking for people with experience in retail or grocery management who want to get on the fast track to success at Arbor Drugs.

Right now we're seeking qualified Store Manager candidates to begin as an Assistant Store Manager. We offer competitive salary, paid medical, dental, life, 401K, vacation, LTD/STD

For immediate consideration, please fax your resume to: (810) 637-1669 or mail to:

ARBOR DRUGS
Attn: Wayne Melton
P.O. Box 1000
Troy, MI 48007-7034

Equal Opportunity Employer

ROUTE DRIVER
for vending company in Detroit area. Must have great driving record. Will train. Must be reliable. Able to work weekends. Some over-night travel required. Must be 21 years of age. Excellent pay plus mileage plus benefits. Call Will Stuff: (313) 326-0300

ROUTE DRIVER
to $23K
Personnel Dept.
810-524-1500; FAX: 524-2461

ROUTE SERVICE PERSON
For Tactile Rental Company. Needed to deliver a route in Detroit and surrounding areas. Competitive salary and benefits plus training. Call for an appointment. Mon-Fri. 8 00am-4:30pm: 1 (800) 848-1752

SALES - established builder looking for sales associates to market our new home sales. Westland Community. Fax resume or call resume to: 810-851-1577.

SALES PERSON
Full and Part Time
for fun cook shops in
Novi, Redford, W. Bloomfield
If you would like to be part of our team, call Anna at:
313-641-1244
KITCHEN GLAMOR

SALON AIDE
to assist in extremely busy hair salon Vital Work. Enthusiastic person please call 810-347-3740.

- SCHEDULER/ RECEPTIONIST
Home health agency is looking for scheduler and receptionist. Some experience preferable in scheduling. Call 810-646-2677 for an appointment.

SCHOOLCRAFT COLLEGE
Livonia, MI 48152

Assistant to the Director of Enrollment Management
Full-time position. Assist the Office of Enrollment Management in the development of enrollments, assist students in enrollment process and marketing of the College to our communities.

Minimum qualifications include: Bachelor's Degree or Student Personnel or related area, experience and training in marketing and production service, five years of college work experience, ability to successfully interact with diverse groups of students, high school and college faculty, and corporate and educational management in a manner which positively reflects upon the College.

Interested applicants please call (313) 462-4400 and leave a message including your complete name and address and an application will be mailed to you. Application must be received by 5:00 pm Wednesday, November 27, 1996.

AA/EEO

SCREEN PRINTERS/ T-SHIRT PRINTERS
Minimum experience okay. Also packing and assembly positions for warehouse. Oak Park location. Call Ed

SCREW MACHINE SET UP OPERATOR
For Davenport Screw Machines. Work good with the public. Apply in person at Mazco, 5701 Sheldon, Canton

SEAMSTRESS
Good pay for qualified individuals experienced in quality clothing. Full time. 810-355-4433

SEAMSTRESS - Private individual in need of seamstress to make more than 10 dresses for myself. (313) 299-0151

SECURITY OFFICERS
Must have car & phone.
$7 for 1st shift. Full / part time.
(810) 559-7180

SECURITY OFFICERS
Top rate for part time nights/ weekends. Take-home pay. Car phone need preferred Call Ricco Security, 313-882-4400

SECURITY PERSONNEL
Fulltime, Inc., a service agency, is seeking experienced security officers to fill full and part-time security positions in downtown financial district building. Duties include monitoring entrances, securing company property, and ensuring general overall safety throughout building. Candidates should have security or law enforcement background. Those qualified apply at or send resume to:
FULBELL, INC.,
1700 W. Fort St.
Detroit, MI 48216

SERVICE PERSON
Mature, trainable individual needed for a full-time position for Nautilus-Tuned housing dealership to do warranty repairs. Own tools a must. For appointment call (810) 349-2500

500 Help Wanted General

SERVICE DEPARTMENT COORDINATOR
Busy floor covering store seeking coordinator. Floor covering experience helpful. Service department experience helpful. Requires good telephone skills & ability to deal with builder & customer service related problems. Salary commensurate. Call for appt. Fax: 810-353-4050

SERVICE DRIVER to deliver, service & set-up bedsides & entertainment on various road construction projects. Requires valid license, home telephone, working automobile, valid Michigan drivers license, no criminal record & past work references. Apply in person: 9am-4pm, Michigan Barricading Equipment, Inc., 38200 W. 8 Mile, Farmington, MI. EOE

SERVICE TECHNICIAN
NLB, a leading manufacturer of high pressure pumps, is seeking a qualified mechanic. The person must have two years applicable experience, hydraulic and electrical's plus. NLB offers a competitive salary and benefit package, including profit sharing plan and 401K plan. Send resume to:
NLB Corporation
29830 Beck Road
Wixom, MI 48393-7624
Fax: (810) 624-4781
Attn: Service Manager

SERVICE TECHNICIAN FULL TIME
FILTERFRESH, America's leading office coffee service, is searching for a technician to assist customers in the northern Detroit area. As a service technician, you will be responsible for providing efficient preventative maintenance and diagnostic repair of our single-cup brewing technology system.

Requires 1-2 years general maintenance experience including plumbing/electrical knowledge. Must have an excellent driving record and outstanding customer relations skills. Proficiency in electronics troubleshooting and diagnostic repair is a must.

Filterfresh offers competitive salary, excellent benefits and great career! For consideration, send your resume to our corporate headquarters: Filterfresh Corporation, Dept. HRVSTM, 378 University Avenue, Westwood, MA 02090. FAX 617-461-6732 or call Meagan at 800-332-6771 to schedule an interview.

SERVICE TECHNICIAN
Full time. Up to 40 hour week seeking individual to repair cleaning equipment in the field. If you have good mechanical/electrical skills and a good driving record, we offer health care, vacations and training. Apply at: B & R Janitorial Supply, 5656 Newburgh, Westland MI 48185.

SEWING NEEDED. Commercial experience helpful, but not necessary. Will train part and/or full time. Flexible hours.
Call Kathryn: (313) 728-2222

SHIPPER - RECEIVER
Growing Robotics company seeks individual experienced in international shipping to work in Novi. Experience must include knowledge of procedures receiving function and the scheduling of domestic and international shipments. Must be detail-oriented, self-directed and able to operate a forklift. Excellent benefit package after 90 days. Apply in person, mail or Fax resume: 810-305-0342

Nachi Robotic Systems
22285 Roethel, Novi, MI. 48375

RECEIVING SUPERVISOR
Michigan's largest natural food store is willing to train the right individual for stock & receiving position. Great pay, benefits, vacation, holidays, etc. Call 313-981-6100

SHIPPING CLERKS
to 14 orders. Some data entry & mail processing. Top wages offered. Full time; weekdays. Call Jeanette Ext. 104 or Toni Ext. 147: 810-477-6050

SHIPPING
FAST growing, automotive, manufacturing company seeking an experienced person for a 2nd shift position in our shipping department. Excellent pay and benefits. Please send resume to:
Box #1347
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SHIPPING & RECEIVING
Full time, Mon - Fri, 10am to 6:30 pm, some weekends. Hub experience desired. Benefits & 401K. Apply at: 33510 Schoolcraft, Livonia

SHIPPING & RECEIVING
Opportunity in fast-paced, growth oriented automotive stamping firm. Requires highly motivated individual with reading, data entry & hi-lo skills. Career opportunity offers full time, 45 shifts, competitive salary & benefits package. Qualified Candidates should apply in person: E. A. Manufacturing, 300 Industrial Dr., Plymouth, (across from Mayflower)

SHIPPING & RECEIVING
Hi-low experience needed. Second shift positions available. Computer skills a plus. We offer competitive wages, full benefits including matching 401 (k). Outstanding work environment. Apply 8 - 5:00, or send resume: Spring Electric & Mfg., 35300 Glendale Avenue, Livonia, MI 48150. 313-525-0240. Located off Wayne Road, N of Stark, E of Levan.

SHIPPING/RECEIVING
$7.50-$8 per hr.
ARBOR TEMPS 459-1166

SHIPPING/RECEIVING TO work within dept to assist in stocking, processing orders, plus other duties, no experience required. Benefits.
ASSEMBLER - person needed to assemble propane conversion kits. Must be mechanically inclined. Benefits. North Centennial 313-595-7778

SHIPPING/RECEIVING TRAINEE
fast growing printer needs a person to handle shipping & receiving department from 12-9pm. Will train. Must be able to type. Good salary & benefits. Send resume, or apply Web Express Printing, 4303 Normandy Court, Troy Oak, MI 48073. Fax 810-549-1376.

SIDEWALK SHOVELER ROUTES
Must have own truck, 4 wheel drive and needed. Top wages, guaranteed income. (313) 422-3232

SIDING HELPER
Experience preferred, but not necessary. Good pay. 313-563-5020

SIGN MAKERS
wanted, part time, will train. 313-835-8700
810-585-7090

SKIERS
Mt. Holly and Pine Knob Ski Schools are looking for good skiers to train for ski instructing positions. No teaching experience necessary. Call.....
(810) 674-0811

SKILLED TRADES TRAINEES
Machine assembly, electrical and fluid power in machine tool business. Shop math, background, mechanical ability, and good transportation required. 313-544-4196

SNOW PLOW DRIVERS
SNOW SHOVELERS
SUBCONTRACTORS
$45 an hour. (313) 837-2411

500 Help Wanted General

SNOWPLOWERS
Drivers needed, good wages, guaranteed income. Call: (313) 422-3232

SNOWPLOWERS, SALT & SIDEWALK HELP
Must be experienced for established company. Call: (313) 522-0644

SNOW REMOVAL
Experienced persons (1-2 yrs) with or without truck. Good pay. Call Tony: (810) 478-3052

SNOW REMOVAL
Plow drivers, shovelers, subcontractors needed. Premium wages, please call 810-363-1620

SOCIAL WORKER
Put your clinical skills to work for you. Do you have a Bachelor of Social Work degree. We will train you in the growing field of care for the elderly. Rewarding work plus career development. For more information, call Kana Meema at Venoy Nursing Center, 313-326-6000, ext. 229 in person: 2092 Venoy Rd., Wayne.

SPORTS COORDINATOR & AEROBICS INSTRUCTOR
Apply at: Wayne/Westland YMCA
(313) 721-7044

STEEL FABRICATORS WANTED
Fitter, Welder positions available. Health insurance, top pay.
(313) 255-5700

STERLING SERVICES
is hiring for the following positions:
- Vending Technician
- Part-time Receptionist Mon., Wed., & Fri., 8-5
- Route Driver
- General Maintenance, (Must have valid driver's license)

Good working environment, competitive pay. Call 9-4:30, 313-207-8363

STOCK & DISPLAY
help wanted. Full time positions, refined, full & part time positions, flexible schedule, must be available weekends, full time benefits include medical with dental & vacation, apply in person at:
JOES PRODUCE
3315 W. 7 Mile - Livonia

STUDIO MANAGER
We are looking for a friendly helpful, and sales oriented person who wants to be part of our management team. This person must be a team player with leadership, organization and communication skills. Prior experience in a photography studio is helpful, but not required. Please call Lucy at: (810) 546-3314.

SUPERINTENDENT/ HELPER
Milford, Residential remodeler and builder seeks responsible and motivated individual to pick up and return material, run errands, do construction related punch-out and assist super in expediting jobs. Full time. $10/hour and work vehicle supplied.
1-800-398-0961

SUPERVISORY POSITION
East side manufacturing company seeking a motivated person for a Supervisor Position in the assembly department. Candidate must have manufacturing and supervisory experience. Excellent benefits. Send resume and salary requirement to: P.O. Box 4115, Centerline, MI. 48015-4115

TAX TEACHER position available immediately. Send resume to: 1924-A Woodward, Box 136, Bloomfield Hills, MI 48304.

IMMEDIATE OPENINGS
Spanish Teacher, elementary certified with Spanish minor preferred. 17 hrs. a week. $26.64 an hr. Veterinary Assistant, Teacher, certified or experience in the field, 15 hrs/wk. $28.88 an hr. Call Cambridge Center. 313-422-7198 or fax resume to: 313-422-7536

TEACHER CERTIFIED. Part time for preschool learning center servicing ages 5-adult. Call 800-862-4444.

TEACHER/DIRECTOR
FOR new Rochester daycare. Help develop new daycare program.
(810) 651-6404

TEACHER
HIGH SCHOOL ENGLISH
Attention Journalists
Fax resumes to: (810) 544-4662

TEACHER - Language Arts
Needed immediately for Elementary classroom.
(810) 375-1701

TEACHER OF THE DEAF AND LANGUAGE IMPAIRED
Two day per week contracted position at the elementary level. Applicants must possess SB endorsement with Master Degree. Qualified applicants should contact Garden City public Schools, 1333 Radcliff, Garden City, MI 48135-1196. (313) 425-4900 or FAX resume to: (313) 425-7835. "An equal opportunity employer"

TEACHERS NEEDED for academic preschool and Early Childhood Degree required. Farmington/West Bloomfield area. Call Certification or Fax 810-557-3626

TEACHERS
Part-time after school early evening hours, Mon-Fri. Pleasant work environment. On-line job training. Michigan certification required. Call 810-643-7323 or send resume to: Sylvan Learning Center, 30400 Telegraph, Bayer, Suite 101, Troy MI. 48084

TEACHERS
The Royal Oak continuing Education Department is seeking applications for the following part-time positions: Employee Soccer Skills and GED instructors (Secondary Certification required); CAD Drafting & Drafting (Certification preferred).
Call: (810) 435-8300

TECH EDITORS
Mechanic background preferred. Great opportunity. Good written and computer skills a must.
810-487-9690
Snelling Personnel Services

TECHNICIANS & TRAINEES
Needed for expanding automotive and heating and cooling. Must have good driving record and hand tools. Holidays, vacations paid by company. Hospital insurance paid by company. Call Maintenance One Inc., 1-800-367-7199

TECHNICIAN
Temp-to-perm assignment in Plymouth area. Responsible for receiving and analyzing returned goods. Associate degree in Electronic Engineering Technology required. Call or fax resume with salary requirement today!

PEOPLEMARK, INC.
810-476-1000
FAX 810-476-5388

TELEMARKETERS & CANVASSERS
Experienced. Now hiring. Great pay.
810-623-6566

TELEMARKETERS - Early evenings. Pleasant working environment. High school & college students welcome. $7 plus bonuses. Terry, 313-422-6222

TELEMARKETERS
Work from your home. Telemarketers wanted for Mortgage Company.
Ask for Deborah: (313) 425-1560

TELEMARKETING FOR heating & cooling company. Hourly plus bonuses. Days or evenings.
(313) 266-9258

500 Help Wanted General

Telecommunications

PROFESSIONAL OPPORTUNITIES
InterFirst, a Division of Standard Federal Bank, has immediate openings for both entry-level and experienced Correspondent Service Representatives, and for a Regional Team Leader in Ann Arbor.

Correspondent Service Representatives
The positions consist of responding to inquiries from correspondents and borrowers concerning status of loans in underwriting and closing. Well-developed written and verbal communications skills, CRT experience, and mortgage processing experience desirable. Mortgage banking experience is required for the Regional Team position. Telephone experience preferred. We offer paid overtime.

Regional Team Leader
Responsibilities include: monitoring the daily workflow of the region; maintaining compliance with investor guidelines; maintaining staff morale within assigned region; assisting with counseling and performing evaluations for all Correspondent Service Representatives in the region; and providing the highest level of customer service. A background of at least 1-5 years' wholesale lending experience is preferred. The leader will guide and supervise others, monitor work flow, meet production deadlines and adapt to a changing business environment, if necessary. A working knowledge of the wholesale lending process is a must.

We are looking for self-starters seeking a challenging opportunity. Flex-time and a complete flexible benefit package are included. Please send resume, indicating salary requirements, to:

InterFirst
A Division of
Standard Federal Bank
Human Resources Dept.
777 E. Eisenhower Pkwy.
P.O. Box 1991
Ann Arbor, MI 48106-3258

Equal Opportunity Employer
M/F/D/V

TELEPHONE INSTALLER/ Technician
Entry-level & experienced career opportunity. Competitive salary plus a 401K plan, profit sharing & full medical, dental, optical insurance. Apply: 29540 Hagerty Road, Farmington Hills or call for an appointment, 810-489-0000, ext 202

TELEPHONE OPERATORS
Requirements: type 35 words minute, knowledgeable of Metro area, good speller and customer service skills. Some college preferred, dependability a must. Day, swing, grave shifts available. Qualified candidates call 313-432-1955

TELLER
FULL time position for an experienced teller in a 7,000 million dollar plus credit union. Complete benefit package including medical, life, dental insurance, life insurance and paid vacation. Apply at:
WAYNE OUT COUNTY
TEACHERS FCU UNION
9373 Middlebelt Rd
Livonia, MI 48150
Or call: (313) 261-1050/Ext. 810

TELLERS
SEEKING enthusiastic, professional customer service oriented individuals for both Saturday and Sunday hours. Candidates should possess good mathematical and communication skills. Computer and calculator experience a plus! We train right candidate. Send resume to: Attn: Jim Lewis, Community Federal Credit Union, 500 S. Harvey, P.O. Box 8050, Plymouth, Mi., 48170

TELEMARKETERS
No selling, appointment setting only. 9:30 to 1:30. Troy.
(810) 585-4561

THERAPY TECHNICIAN
REHAB WORKS has an immediate opening for a full time Therapy Technician in a fast paced industrial rehab patient clinic in Dearborn. Experience necessary, competitive salary and benefits. Call for an interview.
313-581-2600, Ext. 224

TOOL & DIE POSITIONS
Available for experienced Tooling/ ID/OD Grinder, Wire EDM, Surface Grinder (Blanchard) & health insurance available. Apply at: 4965 Belleville Rd., Canton

TOOL & DIE
Tool & Die Repair person, we have a challenging position for a Tool & Die individual willing to work in production atmosphere. Apply in person, 44700 Grand River, Novi, MI. (N of a mile W. of Novi Rd.)

TOOLMAKER
EXPERIENCE in tooling, body features and hand tools.
Wages equal to ability. Steady work. Walking to Downtown Plymouth.

OXBOW
MACHINE PRODUCTS
12777 Merriman
Livonia, MI. 48150

TOW TRUCK DRIVER
Will train. Must have good driving record. Full or part-time available.
(810) 477-5313

TOW TRUCK OPERATOR
Light and/or heavy duty for company Wayne area. Experience preferred but preferred
(810) 624-8077

TRAINING PROGRAM prepares you for Management positions in Consumer Finance with strong National firm. Related experience preferred, but not necessary. Salaries commensurate, excellent benefits. Send resume to: P.O. Box 326, Novi, MI 48376

TRAVEL/ADVENTURE?
COMPUTER INVENTORY TRAINEE
EXPIRE Survey, stores all across the coast to coast travel. Personnel Data Report. 810-524-1500; FAX: 810-524-2461

TRAVEL AGENT
Experienced Sabre Corp and Leisure. Full time. Minimum 2-3 years experience. APOLLO preferred. Call Cindy at:
(810) 544-2120

TRAVEL AGENT
Join our travel team. Established Birmingham agency looking for experienced full time Agent. Sabre preferred. Call or fax resume with salary requirement to:
Box 1244
Observer & Eccentric Newspapers
29566 Northwestern Hwy.
Southfield, MI

TREE SERVICE
Groundsman & Tree Trimmer/ Climber - Will train. Benefits.
810-356-3421 or 810-685-0636

500 Help Wanted General

TRAVEL COUNSELOR
A world of opportunity awaits you at American Express. We work over 1500 locations in 120 countries worldwide, we have the technology to deliver the best service in the business. Now we are looking for a Travel Counselor with a minimum of 1-2 years experience to cover a corporate on-site location in Troy, MI. Ideal candidate will be a customer-oriented, Apollo proficient, and have domestic reservation experience, international experience a plus in return for your expertise, we offer salary commensurate, paid medical benefits, and great advancement potential.

Forward you confidential resume to American Express Tho, Pittsburgh, PAG 15222, Attention: Dee Bellasmo. Resume received after 11/27/96 will not be considered.

No Phone Calls Please.
An Equal Opportunity Employer

Travel Counselors
Come join the leader of the Travel Industry.
AMERICAN EXPRESS TRAVEL

Our 24 hour Emergency Travel Center is looking their first Travel Counselor. Counselors must have superior customer service and problem solving skills, be proficient on one or more CRS' systems, and have 1-2 years travel industry experience

We offer flexible work schedules, shift differentials, competitive salary, and a comprehensive benefit package that includes medical, dental, life insurance, long term disability, 401k with matched savings, child care assistance, and much more.

Qualified candidates should forward resume to American Express Travel, Attn: Personnel Services, P.O. Box 1614E, Dearborn, MI 48126, or fax 313-322-2817.

An Equal Opportunity Employer

TRUCK DRIVER
corrugated manufacturer is looking for a self-motivated, experienced, dependable Truck Driver with a valid Class "A" license. The successful candidate will have an excellent driving record, a general knowledge of the Metro Detroit area, and at least over 21 years of age. Please call for interview:
(313) 397-1300

TRUCK DRIVER NEEDED
local delivery. Full time. Good benefits. Please call for interview
810-928-1144, Ext. 226

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

TRUCK DRIVERS/SHIPPING & RECEIVING
CDL License & shipping & receiving experience required. Excellent benefits. Commuting to I-96 & Telegraph Rd. area. Applications are being accepted at: 14300 Meyers, Detroit. EOE

TRUCK DRIVER/WAREHOUSE - full time, downtown Plymouth
313-453-8000

Truck Driver/Warehouse person: Construction Co needs person to deliver/install products. Must have to medium truck, deliveries, CDL required. Health insurance. Union scale. (810) 669-9656

TRUCK DRIVER with CDL needed for westside building yard. Some light duty work also required. Excellent benefits and pay negotiable. Call: (313) 981-5800

TRUCK DRIVER
14 ft. cube van. Detroit Metro Area $6/hr. (313) 273-1001

UNITED PARCEL Service Seasonal, part-time, physically demanding positions. $8.50 per hour. 1-888-562-7877

UPHOLSTER
ACOUSTICAL Panel Upholster needed, no experience needed. Call (810) 542-9220

VISITING HAIRSTYLISTS
Must be licensed, experienced & have dependable transportation 810-258-0853 or 1-800-690-2311

WAREHOUSE 2ND SHIFT
ACE HARDWARE
SHIPPING DEPARTMENT
Lift at least 50 lbs. work in variable temperatures (depending on season, good math and reading skills required. Working time 4:30pm-1:30am, 32 hrs. a week, 90 days $9.00, pre-employment drug test. Send letter of interest to: Attn: Human Resources, 8800 Lyndon, Detroit, Farmington Hills, MI., 48335-2764.

warehouse

Heslop's

A fine china & giftware distribution center has openings for: Warehousing for Shipping & Receiving $7 an hr. 401k plan, paid vacations, life & health insurance. Must apply in person at 27790 Novi Rd., Novi (off of 9, btwn Nov & Meadowbrook Rds).
(810) 348-7050

WAREHOUSE/DOCK
POSITIONS in a food grocery distribution company seen for department workers, experience preferred. All shifts, full and part time positions available with good pay. Apply in person: Gerrity Food Distributors, 12001 Sears Drive, Building 5, Livonia (North off Plymouth between Middlebelt and Merriman).

WAREHOUSE/DRIVER
FULL or part time, paid vacation, health ins. Blue Shield, excellent, apply: 8:30-noon at Advanced Novelty Co. 29199 Sri Mile, Livonia

WAREHOUSE/HI-LO
Santa Maria Foods, located in Canton, Recruiting for Toys R Us. General Mills with lots of Xmas $$$. Licensed Hi-Lo Drivers with experience on electric machines. 12hr 1st & 2nd shifts. Now until Christmas with lots of OT.
SANTA MARIA SERVICES
313-467-5450 FAX: 313-467-1638

WAREHOUSE INVENTORY
Distribution Manager
Fax resume to: 810-348-9277

WAREHOUSE POSITION
Small manufacturing company needs to fill a warehouse position. Full time, Monday thru Friday only. Light knowledge a plus. Will train. Call Between Noon - 5pm, Monday thru Friday only.
(313) 542 2200

WAREHOUSE
RECEIVING/PICKING/ PACKING
Now taking applications for full shift receiving, 2nd shift order filling & 3rd shift sorting/loading in our warehouse. Should have experience and similar fast paced, warehouse environment. Shifts are 6:30 am-3:00 p.m., 2:00 p.m.-10:45 p.m. and 11:00 p.m.-7:30 a.m. Starting at $6.00 an hour, company paid benefits available. Apply in person between 8:00 a.m. and 11:30 a.m. and 1:00 p.m. and 4:00 p.m. and 11:30 a.m.

STAPLES
BUSINESS ADVANTAGE
41554 Koppernick
Canton, MI 48187
An Affirmative Action/
Equal Opportunity Employer

WAREHOUSE SUPERVISOR
Must be responsible with good people skills. Excellent pay & benefits. Apply at:
25215 Glendale
Redford, MI., 48239

500 Help Wanted General

Warehouse

2nd Shift
Production Associates
3rd Shift
Production Loaders
Must be dependable, have a high school graduate (or GED) with the ability to lift at least 100 lbs. Previous warehouse experience would be a plus. We offer excellent compensation, including medical/dental/vision insurance. For immediate consideration, apply in person or send resume to: Office Depot Business Services Division, Human Resources, 6600 Sheldon Rd., Plymouth, MI 48170
Fax: (313) 207-5475
For directions, call (313) 207-1440
A smoke/drug free environment.

Office DEPOT
Business Services Division

WAREHOUSE
$6.50 to $8.50 per hr.
Temp to Hire
Long/short term
Raises/advancement
Great opportunities in the Plymouth/Livonia area. Must be dependable, dependable & capable of heavy lifting
ARBOR TEMPS 459-1166

WEB DESIGNERS
The Internet Factory in Birmingham seeks 10 New Media Designers for permanent positions. Starting pay bonus to 40K+. Send URLs. Apprentice positions also available. recruit@internetfactory.com or FAX 810-642-0594

WELDERS
Experienced Mig Welders needed for trailer hitch manufacturer in Canton. Great working environment. Benefits
Apply at: BRAW-TITE, INC.,
40500 Van Born Rd., Canton, MI.

WELDERS
Fenkel Welding is now hiring welders with 5 or more years experience and a clean driving record. If that sounds like you call:
(313) 532-4676

WINDOW CONTRACTORS
Do you have what it takes to earn $2000 - $4000 a week? Can you work year round? Can you handle any race, job site, weather, large, extra-large? If this is a challenge you're up to and you have experience, truck, tools and insurance, call Doug at:
1-800-458-6517

502 Help Wanted Office Clerical

ABILITY? Opportunity? Office Phones, Computers, Typing, Windows Trey & Ann Arbor
313-396-1882

ACCOUNTANT
CPA firm desires Accountant with some experience in taxes. This would be a full time position during tax season & part time during the balance of the year. Opportunity for future full time work. Send resume to:
PO Box 2803, Southfield MI 48034

ACCOUNTANT
FOR Wayne-Westland area CPA firm. 3-5 years experience preferable. Fax resume to: (810) 425-9405
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

Accounting
Current Openings

Staff Accountant
Birmingham location, general accounting thru financial statements. 2 years experience in plus. Flexible full time schedule.
Temp To Hire
$10-$14 per hr.

Personal Lines Trainee
2 positions, Southfield location. College degree desired, PC experience needed, company will train. Commission to sales possible!
$9-$10 per hr.

Accounts Receivable & Accounts Payable
Several positions. Starting Hrs & Very locations. Part or Full time, Temporary and Temp-To-Hire positions.
$8-$10 per hr.

ACCOUNTANTS USA®
A Division of Western Staff Services

Call or Fax TODAY!
(810) 650-5690
Fax (810) 650-9260

ACCOUNTING/CLERICAL
$6 - $7 hr.
General clerical duties in the Accounting area. Ability to operate a 10 key calculator. Pleasant and detail oriented. Must have good aptitude for numbers. Accounting knowledge a plus. Basic computer skills helpful. Benefits available. Send resume to: Attn: Human Resources/Accounting, ACO Hardware, 2333 Commerce Dr., Farmington Hills, MI., 48335-2764 EOE

ACCOUNTING CLERK
Entry level position in accounts payable & payroll department. Must have knowledge of personal computers. Previous data entry experience a plus. Send resume to: Human Resources, P.O. Box 510570, Livonia, MI 48150 or Fax to: 313-422-1451

ACCOUNTING CLERK - permanent position. 2 days a week. Assistant to the Controller of a pension administration and financial services firm. The position entails data entry, filing, A/R, A/P, mail, general accounting and reporting. Accounting background preferred & will train on accounting software. Ideal candidate will have a working environment of MS software, Access Database knowledge a plus, & organizational and problem-solving skills necessary. Please send a resume & salary requirements to: Retirement Systems, 300 Maple Park Blvd., Suite 370, Bingham Farms, MI 48025. Fax (810) 540-5318, Attention: K. Delaney

ACCOUNTING CLERKS.
Detroit area supermarket chain is hiring for full time positions in the Accounting Department. Ideal candidates will have strong data entry skills. Accounting Clerk I Competitive pay scale with full benefit package. Applicant must be proficient in the use of standard calculators and have basic accounting skills. Send resume including salary requirements to:
Accounts Payable Manager
P.O. Box 2443
Detroit, MI 48232-5445

ACCOUNTING FIRM in Hartland looking for individual with a minimum of 4 years accounting experience. Full time Corporate Tax preparation and payroll taxes necessary. Salary commensurate with ability. Send resume with salary requirements to: P.O. Box 243, Hartland, MI 48353

ACCOUNTING - Payroll Auditor Degree preferred. $20K minimum. No fee. Betty Hand Personnel. 810-424-8470 or fax 810-424-8535

502 Help Wanted Office Clerical

ACCOUNTING CLERK
Source One Mortgage is seeking an individual for an entry level position within our Treasury Dept. Candidates must have experience with a mainframe computer, 10 key calculator and various software packages. Lotus 123 preferred. Individual should be detail oriented and able to work under pressure and tight time constraints. Responsibilities include disbursing corporate funds, funding and balancing branch checking accounts, journalizing the related transactions and check disbursements. A background in Accounting is a plus.

We offer a competitive benefit package, including a 401k and pension plan. Qualified candidates should send/fax or apply in person Mon-Fri 8-5:

Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Rd.
Farmington Hills, MI. 48334
FAX 810-488-7121

Or for other available positions please call our Job Opening Hotline at...810-488-7 JOB

EOE M/F/D/V

ACCOUNTING
PERMANENT:
- Accountants, Farmington automotive & Southfield service firms
- Jr. Accountant, good spreadsheet skills, strong Lotus, oversee one staff. To to $30k
- Executive accounting/ Administrative assistant, Southfield. To low $30k
- Accounts Payable Associates: Need to type 35wpm
  - Allen Park distributor
  - Farmington manufacturer
- Accounts Receivable Associate, Southfield OEM supplier

TEMP TO PERM.
- Accounting Manager/CPA, Taylor. To $42K
- Accountant, downtown architectural firm. To $35K
- Job cost Assistant, Sterling Heights manufacturing firm. To $28K

TEMPORARY:
- Accountant, Mt. Clemens
- Auditors, downtown CPA firm
- Accounts Receivable Clerks, Redford, Troy
- General Accounting Clerks, Southfield, Utica

In the past 6 weeks we have placed 6 of our Temps in permanent jobs! If you would like to be an accountants One Temporary Employee and be considered for permanent placement, 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 OF OHIO
24901 Northwestern Hwy
Suite 516
Southfield, MI 48075
(810) 354-2410

NORTHWEST BASED insurance agency has an immediate opening for a qualified individual with Automobile Dealership accounts payable or accounts receivable experience full time. Excellent working conditions and benefits. Please send your confidential resume to:
Box #1229
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ACCOUNTS PAYABLE CLERK
1 to 2 years experience. Responsibility include processing vendor invoices, maintaining vendor files. Must have computer accounting & spreadsheet experience. Data Type Ta. Submit resume to: Dynia Logic Engineering, 3265 Marsh, Suite 106, Walled Lake, MI. 48390 or Fax 810-669-1150. Attn. Recruiter.

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

ACCOUNTS PAYABLE
Livonia based company seeking a accounts payable clerk meeting the following requirements:
Minimum 2 years experience
Computer proficiency &
Accounting software knowledge
Flexible hours, full benefits. Mail resumes to: Human Resources, 11911 Globe Lake Rd., Ste. 315, W. Bloomfield, MI 48322, EOE

ACCOUNTS RECEIVABLES/ PAYABLES collections for Southfield area. Computer experience helpful. Fax resume and salary history:
810-646-8667

ACCOUNTS RECEIVABLE
Southfield based company in Southfield seeking experienced individual for computer accounting & receivable clerk position. Previous property management and computer experience helpful. Send or fax resumes to: 29777 Telegraph, Suite 1913, Southfield, MI., 48076, Attn: DS Fax 810-827-4278

ACCOUNTS PAYABLE
Livonia based company seeking a accounts payable clerk meeting the following requirements:
Minimum 2 years experience
Computer proficiency &
Accounting software knowledge
Flexible hours, full benefits. Mail resumes to: Human Resources, 11911 Globe Lake Rd., Ste. 315, W. Bloomfield, MI 48322, EOE

ACCOUNTS RECEIVABLE
Farmington Hills property management company seeking highly motivated individual for accounts receivable and customer service position. Ideal candidate will have ability to handle multiple tasks in a fast paced environment. Lotus & WordPerfect experience a plus. For consideration send resume to:
Property Manager
P.O. Box 2480
Farmington, MI 48333
Must include salary history or requirements.

OPPORTUNITY
International firm seeks 3 administrative assistants. We are looking for level executives. Experience working with Lotus and windows necessary. Starting wage $11-12/hr. Please fax resumes to 810-649-1868 or mail to BRIAN, 1800 W. Big Beaver, Ste. 220, Troy, MI 48084

TEMP. ADMINISTRATIVE ASSOC.
January - mid - March at a consulting firm. General office support, book keeping skills beneficial. Must type 60-80 wpm and be familiar with Word and Excel. Reliability essential. Send resume and wage requirements: The Hyman Group, 41740 Grand Mile Rd., #103, Northville, MI 48167 or FAX to: 810-347-0600

ADMINISTRATIVE ASSISTANT
Birmingham insurance agency in need of an Administrative Assistant, 10-20 hours per week. Professional phone etiquette, basic computer skills and typing experience necessary. Pleasant work environment. Hours flexible, pay commensurate with experience.
FAX resume to: 810-647-7806

502 Help Wanted Office Clerical

OAKLAND COMMUNITY COLLEGE

FINANCIAL AID ASSISTANT
Oakland Community College is currently seeking applications for the position of Financial Aid Assistant at the Royal Oak/Southfield Campuses.

Minimum Qualifications: Successful completion of Clerical Skills Battery testing. Type 50 WPM. Successful completion of coursework in CIS 101, ENG 151, MAT 101, PSY 263, SPE 161. Two years full time, paid, documented clerical experience required.

Competitive salary and excellent benefits

Applicants must complete an application form. Requests for applications will be accepted through 4:30 p.m. on Monday, November 25, 1996. Contact the Personnel Office at (810) 6540-1579 and refer to Position No. 96C54.

OCC is an Affirmative Action/ Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Strong background in accounts payable and receivable required. Will be trained for mobile home dealership computer program. Send resume to:
Administrative Assistant
31700 Middlebelt South Rd.
Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT
Fast paced Livonia based company seeks an energetic individual to assist the Operations Department. Must possess excellent organizational & computer skills. Opportunity for career growth. Excellent benefits. Please Fax resume with salary requirements to: 313-458-4114

ADMINISTRATIVE ASSISTANT
SOUTHFIELD based commercial real estate company seeks an experienced individual. Qualified candidate should have experience in Word Perfect 6.1 or higher, Excel 5.0 or higher, excellent telephone demeanor and strong interpersonal skills. Shorthand experience a plus. Send resume in confidence to Andrew Max, 27777 Franklin Road, Suite 950, Southfield, MI 48034 or fax (810)352-6788

ADMINISTRATIVE ASSISTANT
with growth orientated computer technology company and software development company. Strong oral and written communication skills. Knowledge of Windows, MicroSoft office experience helpful. Associ