EMPLOYMENT

500 Help Wanted General

TRAINING PROFESSIONALS

Triad Performance Technologies, Inc., a custom training and consulting firm, has immediate full-time openings.

Performance Consultant - Identifies opportunities for improving our clients' organizational effectiveness through various performance interventions. Must consult with and advise client stakeholders. A solid business orientation and problem solving skills are critical. Instructional design experience is a plus! Will define, plan and manage the performance analysis and implement recommended interventions. Travel required.

Project Manager- Manages others who must design and develop various performance interventions. Must have experts (event interaction, HPT, instructional design and supervisory skills. Ability to balance clients' quality, schedule, and budget objectives is essential.

Performance Technologist (3 openings) - Designs and develops various performance interventions. Must have strong analytical and instructional design skills. Distance learning multimedia, or CBT project experience is needed for two of these openings.

Send your resume to Attn Recruiter, 30101 Northwestern Hwy, Ste 300, Farmington Hills, MI 48334 EOE

TREE SERVICE
Groundsmen - Climbers - Climber - Wet Man. Benefits. 810-356-3421 or 810-685-0638

TRUCK DRIVER - CDL
Class B driver for heating & cooling distributor. Loading/delivery duties. No experience necessary. Competitive salary/benefits package. 40+ hours. Apply: SWAK Distributors, 12650 Inkster, Redford, MI 48239.

TRUCK DRIVER
CDL Class A necessary. HAZMAT a plus. Send resume PO Box 510073, Livonia, MI 48151-0073

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 12000 Arnold, Redford, MI 313-535-2600

TRUCK DRIVER
Plymouth based metal stamping facility seeks experienced drivers, stake and pickup trucks locally. Excellent benefits and competitive wages. Afternoon shift available. Apply in person: E & E Manufacturing, 300 Industrial Dr., Plymouth (across from Unysa)

TRUCK DRIVER/SHIPPING & RECEIVING
CDL License + shipping & receiving experience preferred. Excellent benefits. Company moving to I-96 & Telegraph in Feb. Overtime opportunities are being accepted at 14300 Meyers, Detroit. EOE

TRUCK DRIVERS
Local-OTR
1 yr. HAZMAT experience
(313) 595-6717

TRUCK DRIVER/TOOL & DIE APPRENTICE
Needed, full-time, excellent benefits. 313-495-1200

TYPESETTER/WEB SITE DESIGNER
Digital pre-press Dept. of commercial print shop requiring the services of a designer. Background in Mac based Photoshop, Quark, Illustrator, Acrobat and Photoshop required. Web site design experience helpful. Competitive salary to learn a growing Competitive Salary with strong benefits package. Send resume & salary requirements to:
S. Beaudoy
PO Box 5049
Southfield, MI 48086-5049

VALET DRIVERS
wanted for Westland Shopping Mall Morning & afternoon shifts available. Contact Larry Wells: 313 571-0315

VIDEO TECHNICIAN SUPERVISOR & VIDEO TECHNICIAN
Responsibility for maintenance and operation of cable studio & mobile vans. Must have the ability to repair broadcasting production cameras, video tape decks (Betacam, Betacam SP) monitors & other video equipment. No phone calls please. Apply in person or send resume to:
TIME WARNER CABLE
15000 Mercantile
Dearborn, MI 48120
Attn. Human Resources
Time Warner Cable is an EEO/AA Employer & Supports a drug free workplace. M/F/D/V.

WALLPAPER INSTALLER/PAINTER
Wanted. Full-time or part-time installer. $22/hr. (313) 359-2885

WAREHOUSE 2ND SHIFT
SHIPPING DEPARTMENT
Left 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, after 90 days $9.00, employment drug test. Send letter of interest to: Attn: Human Resources, 23333 Commerce Drive, Farmington Hills, MI., 48335-2764.

WAREHOUSE
Concrete Supplier has immediate opening for Warehouse Personnel. Complete health care benefits. $7.50 an hour to start. Inquire at: FTCF, 48578 Downing, Wixom.
(810) 344-8260

WAREHOUSE/DELIVERY
Growing distributor has immediate part-time opening. Job duties include packing, printing, putting away stock, deliveries & maintaining a clean work environment. Some heavy lifting required. The ideal candidate will possess a good driving record, High School diploma & excellent communication skills. Work hours can be flexible for the right candidate. No weekends! Please forward work history with salary requirements to: 3129 Walton Blvd, Box 222, Rochester Hills, MI 48309

WAREHOUSE/DRIVER
18 or older, excellent driving record, good math skills, duties include packaging, shipping/receiving, local delivery in company vehicle, some light maintenance work. Apply in person at 12380 Beech Daly, Redford, between 8:00 a.m. and 4:00 p.m.

WAREHOUSE - HELP required for Livonia based electronic distributor. Dependable, detail oriented, mechanical ability. Competitive pay and benefits. Prime business hours. (313) 425-6800 EOE

WAREHOUSE SUPERVISOR
Must be responsible with good people skills. Excellent pay & benefits, apply at:
- #1 23215 Glendale
- #2 Redford, MI. 48239
- #3 Ann Arbor Technical Park
- #4 W. of Telegraph

WAREHOUSE
$9.50 to $9.50 per hr.
- Temp to Hire
- Lunch/Short term.
- Raises/advancement.

Great opportunity for the Plymouth/Livonia area. Must be hardworking, dependable & capable of heavy lifting.
WINDSOR TEMPS: 459-1166

WEB DESIGNERS
The Internet Factory in Birmingham seeks 10 New Media Designers for immediate career opportunity. Pay/bonus to 40K+. Send DRILL Apprentice resume@interfactory.com or FAX 810-642-0594

500 Help Wanted General

WAREHOUSE/DRIVER
LIBBEY-OWENS-FORD CO., a leader in the auto glass replacement industry, has openings for warehouse/driver positions at the Royal Oak Service Center.

The selected candidates will be reliable customer oriented, and must have an excellent driving record. Material handling experience preferred, but not required.

In addition to competitive wages LOF offers a comprehensive benefits package, including life, health, and dental insurance and a 401(k) retirement plan.

Please apply in person between 7:30a.m & 5:00pm at:

LOF Service Center
1316 Rue Ed-Char
Royal Oak, MI 48067

or

12754 Richfield Ct.,
Livonia, MI 48150
313-422-9348

Equal Opportunity Employer
Male/Female/Handicapped/Vet

WELDERS
Experienced Mig-Welders needed for trailer hitch manufacturer in Canton area. Competitive wages and benefits. Apply at BRAW-TITE, INC., 40500 Van Born Rd., Canton, MI

WINDOW INSTALLER
Installer for 1400 Aluminum Windows with painters in Detroit High Rise Exp. (810) 559-1650

WORK DETAIL SUPERVISOR
(Part-time / $10 hr.)
35th District Court, Plymouth, is expanding its work program. Seeking mature, responsible person to oversee court ordered weekend weekends mandatory, must have valid driver's license. Preferred candidates will possess previous supervisory / grounds keeping experience. Send resume by December 13th to: Susan Ewing, Director of Probation, 650 Plymouth Road, Plymouth, MI 48170

XXXX

YOUTH WORKER - afternoon hours. Apply at the Farmington YMCA 28100 Farmington Rd at 12 Mile (Indicate job preference on application) or call Alana (810 553-1936

$1000's POSSIBLE
READING JOBS
Part time, at home. For listings, call toll free 1-800-218-9000 Ext R-3673

502 Help Wanted-Office Clerical

ABILITY? Opportunity? Office Phones, Receptionist, Microsoft Windows. Troy & Ann Arbor. 313-226-1852

ACCOUNT ADMINISTRATOR
For Tweezerman Dept. Good communication, organization and research skills. Must be computer literate. Birmingham (810) 583-3232 or Fax (810) 583-6052

Accounting
Accounts Payable
$8 & up per hr.
- Locations throughout Oakland/Macomb/Wayne counties. Some experience needed.
- college degree not necessary.

Collections
$9 & up per hr.
- $2 positions open. Farmington location. Collection experience needed. Temp-To-Hire.

Call Today!!!
ACCOUNTANTS USA®
A Division of Western Staff Services
(810) 650-5600
Fax (810) 650-9256
Not an Agency - Never a Fee

ACCOUNTING ASSISTANT
with Quickbooks and computer experience preferred. Fax to (313) 981-3265 or write to Chand, 45487 Augusta Dr., Canton, MI 48188

ACCOUNTING/CLERICAL
PART TIME
General clerical duties in the Accounting area. Ability to operate a 10 key adding machine and do some light typing. Must have good aptitude for numbers. Accounting knowledge helpful. Basic computer skills helpful. Send resume to: Attn: Human Resources/Accounting, ACO Hardware, 2333 Commerce, Farmington Hills, MI., 48335-2764. EOE

Accounting Clerk (Cashier)
Full time, entry level position in our accounting department. Hours from 12:30 p.m. to 9:00 p.m., must be flexible and able to work 2 Saturdays per month, with a day off during the week. Basic cashier experience necessary to balance drivers as they check in, knowledge of calculator, some accounting experience plus Company paid health/benefits package. Qualified applicants may apply between 8:30 a.m. and 5:00 p.m., Mon.-Fri. or send resume to:
MELODY FARMS
31111 Industrial Road
Livonia, MI 48150
EOE - M/F

ACCOUNTING DEPT. has several positions available. Accounts Payable, Accounts Receivable. Experience plus. Send resumes & salary requirements to: Attn H.R. Manager, 183 Oakland Ave., #100, Birmingham MI 48009 3433

Accounting
Fast growing, large company based in Livonia needs both experienced and entry level accounting people. Accounts receivable and accounts payable.
Excellent benefits package
for advancement
Excellent salary paid
benefit package
If interested, please send resume to:
Accounting
P. O. Box 1055
Westland, MI 48185
EOE.

ACCOUNTS PAYABLE, full time. Some bookkeeping experience desirable. Payroll a must. Apply within: 24527 Plymouth Rd., Redford. (313) 533-4255

ACCOUNTS PAYABLE CLERK
Needed for Livonia firm. 2 years experience required. Send resume to: HR Department, 31778 Enterprise, Livonia, MI 48150

502 Help Wanted-Office Clerical

ACCOUNTING
PERMANENT:
- Sr. A/R Coordinator, Auburn Hills manufacturing firm. OEM/Automotive experience preferred. Strong month-end and general ledger skills. Good communicator, handle fast-paced environment. To 29K
- Assistant Bookkeeper, Harper Woods leasing firm. Good general bookkeeping skills, some phone relief. To 27K
- A/P Associate, To mid 20's
  - Auburn Hills manufacturer
  - Allen Park Distributor

TEMP TO PERM:
- Auditor, Rochester Hills CPA firm. 2-4 yrs experience. Perm to 36K
- A/P Clerk, Bingham property management firm. Perm to 22K

TEMPORARY:
- Accountants, Rochester Hills, Auburn Hills manufacturing firms
- Accountant, Detroit for Fixed assets project
- Accounting Clerks, Troy, Novi

ACCOUNTANTS ONE
24901 Northwestern Hwy
Suite 318
Southfield, MI 48075
(810) 354-2410

ACCOUNTS PAYABLE
PERMANENT POSITIONS
$22-$24,000
Depending on experience.
All service charges paid by companies. We have immediate positions located in the northern suburbs. Large international companies are in need of poised professionals. Minimum 3 years experience in manufacturing environment. Good computer aptitude. Call 810-399-3400 or FAX your resume to 810-399-3537
Sneling Personnel Services

ACCOUNTS PAYABLE CLERK
PART TIME JOB OPENING
FLEXIBLE TIME AVAILABLE
Work around Parents schedules & school vacations. Ideal for Homemakers going back to work. Senior Citizens, and Students
CTS-UNITED, Inc., a growth oriented telecommunications firm, seeks self-motivated individual to work as an Accounts Payable Clerk. Ideal candidate will possess an analytical aptitude and possess
- Strong computer aptitude with proficiency in MS Office software
- Strong organizational skills with the ability to meet deadlines
- $4.00 per hour to start

CTS-UNITED, Inc.
ATTENTION: Business Manager
2663 Franklin Road
Bloomfield Hills, MI 48302
FAX (810) 334-5020
PHONE (810) 334-5600 Ext. 475

502 Help Wanted-Office Clerical

ACCOUNTS RECEIVABLE
- Property management company in Southfield seeking experienced individual for complete accounting & resident relations.
- Previous property management and company experience needed. Great salary & benefits. Send resume to: DG Bartnik Officentre #400 Southfield, MI 48034 Fax 810-358-3779

ACCOUNTS RECEIVABLE clerk - DAC EASY, part time, flexible hrs 810-540-5930

ACCOUNTS RECEIVABLE CLERK
The Hockey Town Farmington Hills is looking for a full time Accounts Receivable Clerk. All other departments hiring experienced personnel. Fax resume 810-476-4570 or apply person at: 38123 W. 10 Mile Rd., Farmington Hills.

ADMINISTRATIVE ASSISTANT
Full time position available. Must have 2-3 yrs. experience. Word-Perfect 5.1, Windows, Lotus, Quickbooks. Excellent office administration, retail experience helpful. Competitive salary and benefits. Send or fax resume to: Sweet Treats 555 W Big Beaver, Ste 1000, Troy, MI 48084 Fax 810-244-9305

ADMINISTRATIVE ASSISTANT
Chemical company seeks computer oriented assistant with good communication skills for administrative sales work. Salary in low $20's plus perks. Send resume to
Box #1296
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
Farmington Hills manufacturer seeks articulate detail oriented support person with excellent math and writing skills for full time position. Duties include answering phones and helping run front office. Experience with Windows and Word Perfect desired. Ability to speak Spanish a plus. Please fax 24 hours a day: 810-788-6231

ADMINISTRATIVE ASSIST
Immediate opening. Duties include accounting, bookkeeping, data entry. Clerical Support to member, provider and client services. Candidate must be proficient in Microsoft Office. Must also be a self-starter. Send resume to: P.O. Box 7928, Bloomfield Hills, MI 48302, Attn: M. Brochu

ADMINISTRATIVE ASSISTANT/RECEPTIONIST
Immediate opening in small office of a national company located in Southern Oakland County. Requires fast, accurate skills in MS Windows, MS Word, Excel, WP, administrative back ground, telephone system operations and a pleasant personality/demeanor. We offer a competitive hourly wage and benefit package. Please send salary requirements & resume to: Box #1273
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
We are looking for an Administrative Assistant with a pleasant personality & high energy level who can adapt to changing working conditions. Other qualifications include typing 65 wpm, computer experience with Windows environment, Word and Excel and good organizational skills. If you are qualified and interested, please send resume with salary requirements to: Drake-Tate, Inc., P.O. Box 905, Wayne, MI 48184-0905, attn: Human Resources

Administrative Assistant/
Assistant to the
General Manager
Prestigious Private Country Club seeks experienced professional to assume the describe position. Duties include assistance with bookkeeping & payroll, Desk Top Publishing, liaison to membership & general secretarial. Prior hospitality experience would be a plus. Full-time position, Mon-Fri, competitive salary, benefits & meals. Apply in person Mon-Fri. 350 W. Dixie Lake Rd. Bloomfield Hills, MI 48304. Phone call inquiries: (810) 644-6262

ADMINISTRATIVE ASSISTANT
Full time. Strong organizational skills. Computer experience preferred. Fax resume to: (810) 626-0302, Ann Janet.

ADMINISTRATIVE ASSISTANT
Team player with 5 years office experience. Word Excel or WordPerfect 5.1/Lotus. Send resume to: Potter-Artz Susan, 24300 Indoplex, Farmington Hills, MI 48335.

502 Help Wanted-Office Clerical

ADMINISTRATIVE ASSISTANT
Real Estate development team seeks highly motivated, self-starter with excellent organizational and communication skills. Proficiency in Windows, MS Word, Lotus required. Resumes to Office Manager, P.O. Box 5188, Southfield, MI 48086-5188 EOE

ADMINISTRATIVE ASSISTANTS
Several positions available utilizing strong word processing, spreadsheet & graphic skills. Work in operations, engineering, sales, HR or health related areas. Must possess excellent talents & travel arrangements. Salaries from the $20's to $30's plus. Permanent positions with benefits.
PERMANENT STAFF
Farmington Hills 810-737-5750
Troy 810-585-2720

ADMINISTRATIVE ASSISTANT
Farmington Hills accounting firm seeking administrative assistant. Must be flexible, dependable and able to accommodate changing job demands. Must have experience in Windows, WordPerfect and Lotus. Please send resume to:
P.O. Box 2025
West Bloomfield, MI 48324

ADMINISTRATIVE ASSISTANT
Corporate Vice President of Sales seeks creative individual to assist in putting together brochures, marketing materials, handle meeting seminar planning and executive's itinerary. MicroSoft Office skills a plus

Diversified Recruiters
810-344-6700 Fax 810-344-6704

ADMINISTRATIVE ASSISTANT
OFFICE ADMINISTRATION
Career opportunities for well established companies for experienced secretaries who wish flexibility and a personal atmosphere. Opportunities both long and short term. Suburbs and Detroit. Salary $9.00 - $14.00/hr.
Call Sophie
Farmington/Livonia Birmingham
473-2531 646-7661
Advantage Staffing

ADMINISTRATIVE ASSISTANT/PERMANENT POSITIONS
$22-$28,000
Depending on experience
All service charges paid by company. Large international companies are going to be in need of Professionals with stable work experience. Automotive preferred. Lots of client contact. Must Dont wait or these positions will be gone.
Call 810-399-3450 or FAX your resume to 810-399-3539
Sneling Personnel Services

ADMINISTRATIVE ASSISTANT
Non profit organization seeks organized, independent individual with good telephone skills, some computer knowledge - familiarity with Microsoft Word, Access, and Quickbooks a plus. Bookkeeping experience desirable, as is experience with fund raising. Non smoking environment. Position offers health benefits, retirement plan, paid vacations, personal days, competitive salary. Send resume to
Miriam Hartman,
Executive Director
Yaldah Teen Center,
21711 W. 10 Mile Rd., #200,
Southfield, MI 48075

ADMINISTRATIVE ASSISTANT
Fast paced commercial construction company is looking for an energetic person to support our Vice President. The primary role will be in support of our Human Resources staff. Participating recruiting efforts will include advertising support, pre-screening of candidates, interview scheduling, resume formatting, offer letters & new hire packets. Candidate will have excellent phone & PC skills, & a minimum of 3 years office experience. We offer an excellent salary & benefit package. Please send resume & salary requirements to:
Box #1333
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

Administrative Secretaries
Highly visible positions in corporate headquarters! Requires Micro Soft, Word Access, Shorthand a plus. $25-$35,000. Call/fax resume: Gina Bodnowski, 810-932-1170; Fax 810-932-1174. Accountemps, 29870 Northwestern Hwy., Farmington Hills, MI 48334

ADMINISTRATIVE
SECRETARY
JUNIOR SECRETARY
Outstanding opportunity to develop your career and leave sales drive for this major service company with offices in both Southfield and Troy. Good phone skills and office experience required. Call Rose
Farmington/Livonia Birmingham
473-2531 646-7662
Advantage Staffing

ADMINISTRATOR/BOOKKEEPER
Growing architectural design firm seeks experienced mature, responsible person with strong bookkeeping & computer skills for administration, receivables, payables, payroll.
Fax resume to: 810-258-0967

ADMINISTRATORS/
WORD PROCESSORS NEEDED
Great opportunities with unlimited possibilities. Numerous positions available, possibly one for you. Whether you are currently working or unemployed we can help in your employment search. Benefits available. Any of the following skills are a plus
Word Perfect Microsoft Word
Lotus
Powerpoint QuatroPro
Legal Secretary Receptionist
Harvard Graphics Amipro
Call today for an appointment!!
SNELLING PERSONNEL SERVICE
LIVONIA, 313-266-6000
SOUTHFIELD, 810-357-3300
TAYLOR 313-374-0777
AUBURN HILLS 810-373-7500
SNELLING.
PERSONNEL SERVICES

ADP/ PAYROLL
Looking for an ADP experienced Payroll person. Must have strong references. (313) 427-5084 and we will phone you for an interview date & time.

AIR CONDITIONING ENGINEERING INC. is looking for responsible, honest, hard working individuals to work in accounts receivable, accounts payable and secretarial positions. Apply in person: 5230 Auburn Rd, Utica.

ARCHITECTURAL FIRM - in Troy seeking full time Receptionist/Accounting Clerk. Knowledge of Windows. Benefits included. Fax resume to:
L&A Architects, Inc.
810-524-9746

ART VAN FURNITURE
Due to expansion we have several office positions available. Part/full time, flexible hours, excellent benefits package available. Interviews are being within: 27775 Novi Rd., Novi

ACCOUNTS PAYABLE
23 openings in rapidly expanding Livonia firm. All graduates held Experience needed. Work or school on manual or computerized system plus data entry skills. $9/hr.-hr.
EXECUTESS SERVICES
313-487-6450, Fax: 313-487-1638

502 Help Wanted-Office Clerical

ATTENTION
Word Processors
Data Entry Operators
Needed
Long Term Positions
Available in Lincoln Park, Belleville, Livonia & Detroit
Up To $8.50/hour to start
Corporate Personnel Services, Inc.
(313) 722-7990
FAX: (313) 722-8132

Auto Dealer now accepting applications for part-time clerical position (Non-smoking office). Please apply in person: Troy Honda, 1835 Maplelawn, Troy, MI. (Troy Motor Mall)

BILINGUAL SECRETARY (German) TO $35,000. Excellent opportunity with this international firm. Good skills needed. Great location. Full benefits. Call 810-772-6760
Sneling Personnel Services

BLOOMFIELD HILLS professional office 15 hrs week. Flex time. Must have computer experience. Call 810-540 in Mr. Send resume to: Office Manager, 1471 S Woodward, Ste 250, Bloomfield Hills, MI 48302

BOOKKEEPER
Farmington Hills Real Estate Development and Property Management Firm has immediate opening for an experienced Bookkeeper to handle all phases of multi-property portfolio including accounts receivable and payable, payroll, and financial statements. We operate with Windows 95 and use WordPerfect, Lotus 1-2-3, Microsoft Office, LIBORA, and Great Plains Dynamic. An outstanding working environment with full benefit package awaits the successful candidate. For immediate consideration, please fax your resume and salary history to: Certified Realty, Inc at (810) 851-8010 or mail to 38345 West Ten Mile Road
Suite 300
Farmington Hills, MI 48335

BOOKKEEPER
for accounting service in Troy. Minimum 5 years experience in Payroll. Knowledge of Quickbooks and Quickbooks Pay $29-24K, depending on experience. Resumes to 1520 S. Lapeer Rd. Lake Orion, MI 48362 or fax to (810) 693-3234

BOOKKEEPER - Full time. Experience necessary. 20411 W. 12 Mile #201, Southfield. Call Kaufman Accounting. 810-352-5520

BOOKKEEPER / GENERAL OFFICE
Full charge Bookkeeper with 1-person office background. Quickbooks Software and MS Office experience preferred. Must be a "People Person". Full time, Troy.
ASI 810-589-3830

BOOKKEEPER/SECRETARY
Full charge. Experienced in public accounting for PA's office in Farmington Hills. Send resume and salary requirements to:
P.O. Box 1627
Royal Oak, MI 48068

BOOKKEEPER/SECRETARY
Very busy interior design co. needs a full time bookkeeper/secretary. Must be mature person. Must have Peg Board & Quickbooks experience. Call 10-4, 810-772-1196

BOOKKEEPER / SECRETARY
Requirements: bookkeeping experience, Lotus, WordProcessing, accounting program; must have strong telephone skills, be well organized & able to handle multiple tasks. Small manufacturing company in Redford. Competitive salary, benefits. Non smoker. Send resume to:
#124, 39500 14 Mile Rd.
Walled Lake, MI. 48390

BOOKKEEPER
We, one of Michigan's largest independent CPA firms, are seeking a full charge bookkeeper for our Southfield office. Qualified candidates must possess experience through financial statements, knowledge of various computer applications, enjoy working with a diverse client base, and be willing to travel for client based clients. Interested candidates please send resume with salary requirements to:
ATTN: BKDN
FOLLMER RUDZEWICZ & CO.
PO Box 5004
Southfield, MI 48086-5004

CAREER OPPORTUNITIES
Excellent opportunities are available in the Livonia area. We are looking for people with computer experience, and a desire for change. Immediate, full-time openings available in:
- Administrative
- General Office
- Reception
- Secretarial
- Human Resources

Call for an immediate interview!
PERFORMANCE PERSONNEL
"Where People Make The Difference"
313-513-5823

CHIROPRACTIC
ASSISTANT
Part time/afternoons. 20 hrs/week: M-W-F, 2:45-7:30pm, Saturday 11-4:30pm. Livonia area. Individual seeking long-term employment. Salary $7.50-$8.00/hr. Call Mary, 27527 Joy Rd., ½ block W. of Inkster Rd., Westland (313) 522-8501

CLERICAL - energetic, detail oriented individual to perform with shipping preparation, receiving, and inventory preferred. Send resume to: 31251 Industrial Rd., Livonia, MI 48150

CLERICAL - engineering dept. Bloomfield Hills, high school diploma, WP 5.0, Lotus windows, experience helpful, $19,000 with potential of $20,000. Temp to perm

RECEPTIONIST - secretary. Bachelorette party store. Part time positions, flexible hours, benefits. $10/hr. Inkster area. Call 313-729-7000

ACCOUNTING Dept. - Customer invoicing, filing, light reconciliations, receivables, collections. $10/hr. Temp to perm.
LOIS RAY
PERSONNEL
(810) 646-5580

CLERICAL, FRONT DESK
Experienced, full time. Farmington Hills area. Call (810) 471-0420 or fax resume to: (810) 471-6270

CLERICAL
Now hiring for experienced Clerical/Office with Window knowledge & Administrative Assistant with engineering background. Earn up to $8/hr. Farmington Hills/Novi.
HUMAN RESOURCES:
(810) 553-7710

502 Help Wanted-Office Clerical

Clerical Immediate Openings
Source One Mortgage has immediate clerical openings for individuals looking for a challenging opportunity.
Qualified candidates should possess the following skills
- Data Entry
  - Strong Ten Key Ability
  - Typing 35 wpm
  - Previous Banking Experience a plus

Our fast-paced environment offers excellent opportunities to those interested in learning the mortgage banking industry. We also offer a very competitive benefit package.
Qualified candidates should submit resume or apply Mon-Fri 9am-4pm
Human Resources
SOURCE ONE
MORTGAGE
SERVICES
CORPORATION
27555 Farmington Rd.
Farmington Hills, MI. 48334
FAX 248-478-7121
Or for other available positions please call our Job Opportunity Line at...810-488-7 JOB
EOE M/F/D/V

CLERICAL OPENING
For corporate office. Hours: Mon-Fri., 9am-3pm. Various duties: computer/communication skills.
810-473-1100

CLERICAL
Part-time clerical assistant needed for busy counseling practice located in Farmington Hills. Must have experience & knowledge of Windows Programs preferred. Call The Counseling Network
(810) 932-2312

CLERICAL - Part time
The Office Solution
Send resumes & letters to:
The Office Solution, Ste 523-3
District Court, 135 Barclay Circle,
Rochester Hills, MI 48307

CLERICAL POSITION
Available
Duties include: data, photocopying, and data entry. Please send resume:
Human Resources/ADMASS, PO Box 5016, Rochester Hills, MI 48308.

CLERICAL POSITION
Looking for a aggressive and energetic individual to assist management. Ability to handle scheduling some computer work and must like phone work. Call for an appointment
(810) 477-2820

CLERICAL
RECEPTIONIST
positions open. Computer, phone & people skills needed $7/hour to start. Call Tina, SSI (810) 473-1112 or Fax (810) 442-1113

CLERICAL SUPPORT
Olde Discount stockbrokers has immediately opening in Troy office. Candidates should have good phone manner, typing, computer skills, and general clerical/knowledge. Position offers benefits package, competitive wage, full benefits and bonus plan. Send resume to: Human Resource Manager/CSS, PO Box 18169 Lansing, MI 48901-8169

COLLECTION CLERK
Part-time (Tuesday, Wednesday, Thurs, Fri) Perpetual for full time. Duties include: Data entry, client service, research accounts, preparing detailed reports, processing paperwork for collection phones, must be accurate, motivated. Flexible & pleasant. Desired work proficiency: Word, Excel, Contact Director of Human Resources, 28124 Orchard Lake Rd., Suite 110, Farmington Hills, MI 48334-3760

CLERICAL
Clerical work for small office, in Farmington Hills. Must have strong typing skills, experience in medical malpractice helpful. Send resume to:
Marion McCarthy & Van Dusen, 2301 W. Big Beaver #100, Troy, MI 48084.
Or call: (810) 649-1330

Legal Secretary
One lawyer office in Northwestern Hwy. Full time. Corporate and Estate planning a plus. Call 810-355-4460 or Fax resume with salary requirements to 810-355-4468

502 Help Wanted-Office Clerical

CUSTOMER SERVICE
CAREER OPPORTUNITY
Days or evenings. Some weekends. Part or Full Time
Temp to hire
Earn extra money
Fastest growing career opportunity in America. Free training while you gain experience. Troy, Southfield and Auburn Hills locations
- No sales
- Positive atmosphere
- Excellent pay plan
- Excellent communication skills
- Typing 35 wpm
- Flexibility & willingness to learn

Call Today
Birmingham Farmington/Livonia
646-7661 473-2931
Advantage Staffing

DATA ENTRY & CUSTOMER SERVICE
Full & part time positions available at Livonia office: accuracy and attention to detail required. Call Beth for appointment: (313) 432-1400

DATA ENTRY
Growing companies in Plymouth & Livonia in search of data entry operators.
$8-$9 per hr.
ARBOR TEMPS: 459-1166

SATURN
DELIVERY/ PREPARATION
Saturn facility seeking a dedicated, outgoing individual with commitment to customer satisfaction for full time Delivery/Preparation position. We offer excellent working conditions, health and dental insurance, paid holidays and vacations, 401K program. Apply in person at:
SATURN OF FARMINGTON HILLS
24730 Haggerty Rd.
Farmington Hills, MI 48335
(Haggerty Rd. just north of Grand River)

DENTAL CLAIMS PROCESSOR
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