500 Help Wanted General

RESEARCH ANALYST

Cushman & Wakefield, one of the largest international real estate firms, is seeking a motivated self-starter for the position of Research Analyst in the Southfield office.

This position within the Research Services department will be responsible for maintaining Cushman & Wakefield's proprietary database, generating periodic reports of market conditions and providing support to other areas of the firm. Send communication (oral & written) and interpersonal skills are a must, along with a Bachelor's degree in business (or related field) or equivalent experience. Personal computer experience and a working knowledge of Microsoft Windows is advantageous.

If you possess the knowledge and skills necessary to thrive in a fast-paced, dynamic environment, we offer a competitive salary, bonus, excellent benefits and a genuine career opportunity. For immediate consideration, please send or fax resume and cover letter to:

Ms. Manan S. Ajemy
Cushman & Wakefield
of Michigan, Inc.
Victor Center, Suite 100
27400 Northwestern Hwy.
Southfield, MI 48034
Fax: 810-353-5768

An Equal Opportunity Employer
No Phone Calls Please

RETAIL ASSISTANT MANAGER - Full time position available for busy specialty market located in Livonia. Ideal candidate will be self motivated, mature, responsible individual with supervisory & grocery retail management experience. Benefits include medical with dental, vacation & retirement. Apply to Box #1253 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. • Livonia, MI 48150

retail

CASHIER AND STOCK POSITIONS, DRUG CLERKS & PHARMACY TECHNICIANS

ARBOR DRUGS, southeastern Michigan's number one drug store chain, has immediate full and part time opportunities available for mature, dependable Cashier and Stock personnel, Drug Clerks and Pharmacy Technicians.

We offer paid health insurance, vacation, holiday, life insurance, P.C./NEXIA INTERNATIONAL, one of the 20 largest accounting and consulting firms in the country and seeks a Senior Audit Manager. Duties will include managing firm's quality control efforts, providing accounting, tax and consulting services to the firm's diverse client base and participation in a team environment. Ideal candidate has 7 to 10 years of recent experience and wishes to join a well recognized, growth oriented firm.

Send resume to
Personnel Director
SCHMALTZ & COMPANY
P.C./NEXIA INTERNATIONAL
27777 Franklin Rd., Suite 1200
Southfield, MI 48034
or E-Mail address
Admin03@schmaltz.com

SERVICE CENTER MANAGER

Major architectural aluminum manufacturer has an opening for a Service Center Manager for our Livonia, MI center. Applicant must be an assertive self-starter with good written and verbal communication skills, management skills and a thorough knowledge of architectural metal products, systems, commercial entrances and storefronts. Please mail or fax resume to:

John Steller
U.S. Aluminum Corporation-IL
6960 West 73rd Street
Chicago, IL 60638-6025
(800) 323-5460 Ext. 225
(708) 458-9070 Phone
EOE - M/F

RETAIL SALES Hosty's

We lead in china & giftware, is looking for experienced Sales Help. $7 an hour to start. Benefits. 21 Mile & Dearborn. 810-348-7050 W. Bloomfield, Susan 810-737-8060

RETAIL TEAM MERCHANDISER

24-32 Hrs./Wk.
Livonia Area
$7.00/Hr. + Mileage

Handleman Company, the nation's largest distributor of prerecorded music, seeks computer software and books, seeks part-time Team Merchandiser to assist in local discount stores. Working as part of a merchandisers, duties include restocking, returns, inventory control, store maintenance and fixture/display maintenance. Requires high energy, team oriented individual who good people skills. For more info, call Kelly, gam to 8pm (800) 729-3000. EOE

ROOFERS & HELPERS NEEDED

Full-time. Will train. Year-round Residential. Must have transportation. Call Jeff: (313) 533-5579

ROOFING CREWS

& INDIVIDUALS need to 18 months experience. Must own hand tools, and equipment. Be experienced and dependable. Year round work with excellent pay and performance bonuses. Call A.B.C. Construction at (313) 425-6272

ROOFING LABORERS

No experience required.
Must have transportation. $7-$10/hr.
(810) 740-5017

ROOFING SHINGLERS -Work year round, good pay & benefits. Full crews too! Call a much. Excellent working conditions. (313) 326-4191

SALES CONSULTANT position available at Leo Knight Photography. Applicant must be creative, self motivated, energetic and love to work with people. Sales experience helpful. Please call Leo at 352-7030, ask for Karen Simmons

SALES POSITION

Our Madison Heights company is looking for well mannered people to store fixture showroom. Must have 1 year retail sales experience but computer experience or a merchandising background is a plus (810) 399-2050

SALON MANAGER/ RECEPTIONIST

needed for busy Plymouth salon. Job duties include scheduling, appointments, recruiting & promotions. Flexibility with supervisory personality. Starting in December. Please call: (313) 455-6833

SCHEDULER NEEDED for fast paced carpet distributor. Knowledge of carpet or vinyl a must. Apply at:
Innovations Flooring
13250 Newburgh Rd. Livonia
1 block south of I-96

SCREEN PRINTER - Experienced, full time. Please call Advance Trophy & Screen Printing: (313) 464-9191, ask for Scott

Security
NEED EXTRA $$$ FOR THE HOLIDAYS?!

Now hiring full and part time security personnel for office, retail and financial locations near you!

- $6.75-$8.00 Start Wage
- No Experience Necessary
- Free Uniforms & Training
- Paid Holidays/Vacations
- Medical/Dental & Vision Benefits

"Must Have Clean Criminal History"

Apply Mon.-Fri.
8:30am to 4:00pm at:
NATION WIDE SECURITY
23800 W. Ten Mile Rd.
Southfield (810) 353-5200
8750 S. Sheldon Rd.
Taylor (313) 292-1280 or
301 W. Michigan Ave.
Ypsilanti (313) 480-1122

SECURITY OFFICERS

Full-time/part time positions up to $7.50 per hr. Days, afternoons nights. Apply at N.S.I., 2555 Crooks Rd., Rochester Hills, MI 48309, bwy Bru Fri., 10-4pm, or send resume.

500 Help Wanted General

SECURITY OFFICERS

Join a Winning Team!
Burns International is hiring for the Farmington Hills & Livonia areas 3 full time shifts available. Good public relations skills required and past experience preferred. Excellent salary with benefits. Please call Michelle 810-968-2500 for further information.
EOE

SECURITY OFFICERS

HOVI - PLYMOUTH - WIXOM area. Full and part time. Students and retirees welcome. $5.75 to $8.00 hourly. Call for interview/appointment.
SAN-FORD SECURITY SERVICE
(800) 644-8145

SECURITY OFFICERS

THE UNIVERSITY OF MICHIGAN HEALTH SYSTEM

The Department of Security Services seeks applicants for full-time Security Officers to patrol the Medical Center, provide response to emergency requests, coordinate appropriate police, fire and medical assistance, prepare incident/security reports, monitor building alarms and security systems, and assist employees and patients with loss prevention.

Requires high school diploma or equivalent education and experience, knowledge and skill in the use of computer systems (monitoring, reporting, dispatching), communication and personal skills in stressful circumstances. Desire a Bachelor's degree in criminal justice or a related field, and prior experience in a medical care facility. Applicants must successfully pass a physical examination, drug and psychological screening.

A competitive salary and generous benefits are offered.

Applicants should send their resume to:

Lt. Robert Thelen
The University of Michigan Health System
Security Services Department
1500 E. Medical Center Drive
C150 Med. Inn
Ann Arbor, MI 48109-0810

A NON-DISCRIMINATORY, AFFIRMATIVE ACTION EMPLOYER.

SENIOR AUDIT MANAGER

SCHMALTZ & COMPANY, P.C./NEXIA INTERNATIONAL, one of the 20 largest accounting and consulting firms in the country, seeks a Senior Audit Manager. Duties will include managing firm's quality control efforts, providing accounting, tax and consulting services to the firm's diverse client base and participation in a team environment. Ideal candidate has 7 to 10 years of recent experience and wishes to join a well recognized, growth oriented firm.

Send resume to
Personnel Director
SCHMALTZ & COMPANY
P.C./NEXIA INTERNATIONAL
27777 Franklin Rd., Suite 1200
Southfield, MI 48034
or E-Mail address
Admin03@schmaltz.com

SERVICE MECHANIC EQUIPMENT RIGGER

Start immediately to service hoists and rig equipment at job sites for a powerful aerospace distributor. Good mechanical / electrical aptitude. Top benefits with 401(k)
Send resume or call:
SPIDER STAGING CORP.
47711 Clipper St., Suite 200
Plymouth, MI 48170
(313)207-0505
An Equal Opportunity Employer

SHIPPING - Are you a high energy, detail oriented, self motivated team player? Seeing ability a plus but not necessary. Bloomfield Hills uniform warehouse. 810 333-7711

SHIPPING CLERK
FARMINGTON AREA

Person needed to do light shipping & other duties at our new office in Farmington Hills. Good pay, flexible hours. Apply at our current location: Haber Enterprises, 24293 Telegraph Rd., Southfield, MI

SHIPPING & RECEIVING

Opportunity in fast-paced, growth oriented automotive stamping firm. Requires highly motivated individual with 5 years data entry & hi-lo skills. Career opportunity offers full time, all shifts, competitive salary & benefit package. Qualified candidates should apply in person: E & E Manufacturing, 300 Industrial Dr., Plymouth, (across from Meijer)

SHIPPING & RECEIVING COORDINATOR - Troy ad agency has immediate opening for sharp organized & responsible warehouse coordinator. Must be able to work flexible hrs, manage multiple tasks & lift 50 lbs. Prior warehouse experience, basic computer knowledge & ability to work independently. All qualified candidates send resume with date of availability to: CSI Opening, PO Box 4262, Troy, 48085.

Shipping/Receiving Production

Canton manufacturer seeks quality individual with good math skills, good driving record, dependable, detail/quality-oriented. Experience in chemical blending, a plus. Qualified candidates, mail resume, or apply to: Office Manager, Chromatech Inc., 41206 Capital, Canton, MI. 48187

SHIPPING/RECEIVING CLERK Needed for machining company. Medical benefits, 401K plan. Apply at: MIM, Engineering, 41160 Joy Road, Plymouth.

SHIPPING/RECEIVING $7.50-$8 per hr.

ARBOR TRAILS 453-1166

SHOP HELP
Person over 21 to work in shop and drive truck. Must have good driving record. Health Insurance included. Apply: 26789 Fullerton, Redford (E. of Inkster, between Plymouth & Schoolcraft) (313) 592-3190

SNOW PLOW DRIVERS
SNOW SHOVELERS
SUBCONTRACTORS
95 & Telegraph. (313) 937-2411

SNOWPLOWER DRIVERS
for commercial company. $10/hr.
Experienced - Nights. Westland.
(313) 326-5280

SOCIAL WORKER

To work with developmentally disabled adults in Western Wayne County, providing case management and job development services. Bachelor's degree required. Please call for an interview at: (810) 637-1215

SOCIAL WORK - mental health technician & activity technician needed for adult mental health residential & day program. Full & part time positions available, paid training, paid internship, apply to Whole Life, 930 Cass Lake Rd. #110, Waterford, MI 48328. 810-663-2422

500 Help Wanted General

SITE TECHNICAL COORDINATOR
(9 positions available)
SOUTHFIELD PUBLIC SCHOOLS
SALARY: $33,752 - $45,908
Associate Degree or Equivalent Educational Training Basic knowledge of networking (WANs + LANs), file server operation, MacroSoft office + COMPUTRAY equipment & software. Great Good Communication, assertiveness, interpersonal relations and problem solving skills.

Guiding contact for all technical staff. Relocation or movement of computers within buildings, technology troubleshooting (hardware). Basic software support/installation, plan maintenance of computer and AV hardware.

Please send letter of interest and resume outlining preparation, experience and any special competencies for the position by December 13, 1996, no later than 4:00 p.m. to:

Southfield Public Schools, John W. Drake, Director of Personnel, 24561 Lahser Rd., Southfield, MI 48034. *An Equal Opportunity Employer.*

START NOW

Corporation expanding. Need to fill 15 positions by December 13. No experience necessary. If not making $5.75/week. Call: (810) 552-0031

1001 Woodward Avenue
Pontiac, MI 48342
An Equal Opportunity Employer

STERLING SERVICES

is hiring for the following positions:

- Vending Technician
- Part-time Receptionist Mon., Wed., & Fri., 8-5
- Route Driver
- General Maintenance, Part time (retirees welcome)

Good working environment, competitive salary. Call 04-30, 313-207-8363

STOCK & CLEAN UP HELP - good benefits. Call Ed or Harry at: (810) 352-7377.

STORE MANAGER - Immediate full time opening. Retail/resale shop in Birmingham. Experience necessary. Excellent people skills. Salary package based on experience. Send resume to: Ms James/Birmingham Resale, P.O. Box 645, Birmingham MI 48012

SUPERVISOR

5 to 7 years supervisory experience in heavy equipment manufacturing. This is a hands-on position, requiring experience in dealing with large assemblies. Hydraulic and electrical experience helpful. A college degree in engineering is preferred, but not required. No phone calls. Industrial position and send resume to: Voest-Alpine, 28275 Smith Rd., Livonia, MI 48150. EOE

SUPPLIER MANAGER. Strong negotiation and planning skills. Cost reduction experience. Degree in Logistics or purchasing preferred. $35,500.000 810-447-9690.
Sheling Personnel Services

SYSTEMS MANAGER

for area independent school for 900 computers LAN. Experience with NOVELL and variety of computers preferred. Resumes to: Academy of the Sacred Heart, 1250 Kensington Road, Bloomfield Hills, MI. 48304-3023 or Fax to 810-645-4143. Attn: Technologies Committee.

TEACHER/Day Care Coordinator for private school in Rochester Hills. Experience with children required. Call: (810) 375-1701

TEACHER
HIGH SCHOOL
ENGLISH/SOCIAL STUDIES
Afternoon position.
Fax resumes to: (810) 544-4662

TEACHER - Learning Center in W. Bloomfield. High Math (Algebra & Trigonometry). After school hours. Admin/Learning Center
(810) 737-2890

TEACHERS AIDES

Full & Part-time positions available. Paid benefits. Call after 10 a.m. 810-476-3111

TEACHERS & ASSISTANTS for childcare centers. Full/part time Benefits and 401(k)
Call Kelly at 810-478-6530

TEACHER'S ASSISTANT

Toddler, Kindergarten, Montessori School in Farmington Hills. Good pay and benefits. Warm & caring work environment. Contact Linda at 810-851-4166

TEACHERS NEEDED for academic pre-kindergarten program. Certification or CHD/Child Development Degree required. Farmington/West Bloomfield area. Call 810-661-3020 Fax# 810-357-3026

TEACHERS NEEDED

Full & part time. Apply in person: 4400 Town Center, Suite 100, Southfield. (810) 827-9880

TEACHER/TUTORS NEEDED

Part time for nature based learning center, will train (tuition) in multisensory teaching techniques. Also need infant toddler program. Oak Park and Bloomfield locations. Juilliard background a plus, center membership with Montessori. Please call (810) 661-7605

TECHNICIAN

TRW Automotive Electronics Group, a leading developer and manufacturer in the automotive component industry, is currently recruiting for three experienced Production Technicians at our Rochester Hills facility.

Responsibilities include the maintenance, troubleshooting, set-up and installation of automated and manual production equipment specifically test equipment. Also involves reading documentation, process requirements and monitoring process capability.

Qualifications include a minimum of three years experience in general electrical repair work with injection molding, electrical, hydraulic and/or pneumatic equipment. Associates degree in related field or equivalent military training is preferred. Candidates must be willing to work the afternoon or evening shift. Full time, year round work is scheduled.

We offer a team oriented, quality focused environment with a competitive compensation package. If you would like to be considered, mail or fax your resume and salary requirements to:

TRW AEG
Attn. T-OE
3011 Research Dr.
Rochester Hills, MI. 48309
FAX 810-852-0766
Equal Opportunity Employer
MultiTemporis Hard/Soft/Total

TELEMARKETER

Commercial insurance agency seeks outgoing, pleasant individual for specialty insurance program. Experience preferred. Flexible part-time hours available. Send resume in confidence:
Box #1208
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

TELEMARKETING
Positions Available Immediately.
Call 810-547-0429

Tool & Die Makers (EXPERIENCED)
IMMEDIATE OPENINGS!
Excellent long term opportunities.
Please call Scott at 1-800-626-6908

500 Help Wanted General

TELEPHONE INSTALLER/ Technician

Entry-level & experienced career opportunity. Competitive salary plus a 401K plan, paid holidays, vacation, dental, optional insurance. Apply: 24414 Haggerty Road, Farmington Hills or call for an appointment, 810-489-0000, ext 202

TELLER
PART TIME

One of Michigan's leading savings institutions has a part time teller position available at the following location:

ROCHESTER HILLS - 44 N. Adams at Walton Blvd
TROY - 55 W. Long Lake at Livernois

Position offers excellent working conditions and paid holidays. Hourly starting pay is $8.00 per hour. Candidates must have a good math aptitude and light typing ability. Cash handling experience preferred. 12-1996, no later than 4:00 p.m. to:

Southfield Public Schools, John W. Drake, Director of Personnel, 24561 Lahser Rd., Southfield, MI 48034. *An Equal Opportunity Employer.*

First Federal of Michigan

1001 Woodward Avenue
Pontiac, MI 48342
An Equal Opportunity Employer

TELLERS

Immediate indefinite temporary to direct positions available in the West Bloomfield area for Tellers. Starting pay $8.00/hr. Any banking or customer service experience a plus. Professional appearance and a love of fun that never ends! Call today! Great Opportunity!

ENTECH PERSONNEL
PH: 810-960-9909
FAX: 810-960-5844

TEMPORARY
PROGRAM MANAGER

Office of Corporate Training, Henry Ford Community College. Two positions available. Salary: $41,491 to $53,953. Requirements: Bachelor's degree, two years for one position, one year, full-time experience in corporate training or related management position. Send letter of introduction, resume, copies of academic transcripts and three letters of recommendation with phone numbers by May 1, 1997 to: Dr. Carol Barnett, Director, Human Resources, Henry Ford Community College, 5101 Evergreen, Dearborn, MI 48128-1495 AA/EEO.

TOOL & DIE POSITIONS - Available for the following: ID/OD Grinder, Wire EDM, Surface Grind, 4th/5th Axis Mill operator available. Apply at: 4965 Bellevue Rd., Canton

TOOL MAKER

For precision gages. Jig grinder, wet grinder, lox rate, benefits. Up to date competitive salary. (810) 427-2270

TOP NOTCH COMPENSATION FOR TOP NOTCH MANAGERS

Real Estate Investor, is seeking highly experienced individuals/couples for residential property management position. Strength in accounting, control, maintenance management, marketing and sales skills. Only qualified candidates need apply. Forward resume to:

Selective Enterprises, Inc.
c/o Elsie Pulich
27655 Middlebelt Road, Suite 130
Farmington Hills, MI 48334

TOUCHDOWN TECHS

Plastpak Packaging, a major player in the beverage container supply industry, is seeking "MVP" technicians. Prior experience in mechanical field, winning people skills and hands on attitude are requirements.

We offer:

- Medical/Dental Benefits after 90 days
- Vacations
- Paid Holidays
- 401 K
- Profit Sharing
- Attendance Bonus

If you meet the qualifications, and desire an outstanding career, apply today at 1351 Hix Road, Westland, MI 48185.

TOW TRUCK DRIVERS

Now taking applications. Polish cash and Auto Club Towing. Full & part time. Experience helpful. Will train. Apply in person: 6375 Hix Rd., Westland

TOW TRUCK DRIVERS NEEDED.
Must have experience in AAA.
Ask for Ruth (810) 442-0500

TRAINING AND DEVELOPMENT SPECIALIST

Borg-Warner Automotive, a major automotive supplier, is seeking a training and development specialist for our facility in Livonia, MI. The successful candidate must have 3 years hands-on experience in all phases of training and development (i.e Needs Analysis, Design, Development and Implementation). Work experience in a manufacturing environment is preferred. A Bachelor's degree in Human Resources Development, or related field is required. Excellent benefits, salary & interpersonal consideration, please submit resume and salary requirements to:

Training
P.O. Box 51218
Livonia, MI 48150-0218

TRANSPORTATION SPECIALIST $28,000. Immediate opening. Needs years hands-on experience in all phases of traffic management specialist (i.e Needs Analysis, Design, Development and Implementation). Work experience in a manufacturing environment is preferred. A Bachelor's degree in Human Resources Development, or related field is required. Excellent benefits, salary & interpersonal consideration, please submit resume and salary requirements to:

Training
P.O. Box 51218
Livonia, MI 48150-0218

TRAVEL/ADVENTURE?
COMPUTER INVENTORY TRACKING Business Opportunity. Report 810-524-1500. Fax: 524-2481

TRAVEL AGENT

Busy Royal Oak office has a challenging position for a travel dept. Experienced. Good benefits. 810-398-9000

Travel
Reservation Agents
Looking for enthusiastic career oriented telephone RESERVATIONISTS. Will train. Travel VIDEO. Work for a respected leader in the Travel & Tour industry. Travel/Sales background a plus but not necessary. Must speak with a keyboard. Salary plus benefit package. Apply in person Mon. - Fri. 9-4:30
TIME TRAVEL
29566 Northwestern Hwy.
Southfield, MI

TRUCK DRIVER

CDL Class A necessary. HAZMAT a plus. Send resume to: PO Box 010073, Livonia, MI 48151-6073

TRUCK DRIVER

Plymouth based metal stamping facility seeks an associate to drive 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 Meijer)

TRUCK DRIVERS

And Driver Assistants needed. Local delivery. Hourly rate plus benefits. Please call for interview:
(810) 926-1144 Ext. 229

UNDERWRITER

Permanent position available for an experienced Life & A & H Underwriter. Must be HIA Direct Endorsed Underwriter. Qualified candidates must possess a common sense approach toward underwriting and be a team player. Competitive benefits package. Please forward resume to:

Human Resources,
John Adams Mortgage Company
28124 Orchard Lake Rd., Ste. 101
Farmington Hills, MI 48334
An Equal Opportunity Employer

500 Help Wanted General

VALET DRIVERS

needed to work in downtown Birmingham. Full & part time. Benefits. (810) 540-9090

SATURN
VEHICLE ATTENDANT

Saturn facility seeking a dedicated, outgoing individual who is committed to customer satisfaction for full-time Vehicle Attendant position. We offer excellent working conditions, health and dental insurance, paid holidays and vacations, 401K program. Apply in person at:

SATURN OF FARMINGTON HILLS
24700 Haggerty Road
Farmington Hills, MI 48335
(Haggerty Road, just north of Grand River)

VETERINARY TECHNICIAN

For Veterinary Hospital. A hospital. Varied duties. Experience preferred. Benefits. Call (810) 478-0570

VISUAL MERCHANDISER ART VAN FURNITURE

The candidate should have working knowledge in visual merchandising of furniture and furniture accessories. Immediate full time position available. Full benefits package, employee profit sharing. Please apply in person at Novi location 27775 Novi Rd. Ask for Mr. Donovan

WAREHOUSE AND SHIPPING

ASSISTANT

Lift at least 50 lbs. work in variable temperatures (depending on a season), good math and reading skills required. Starting time 4 PM. Starting pay $8.15, hour, 90 days $3.00, pre-employment drug test. Send letter of interest to: Art Thomas Resources, 23333 Commerce Dr., Farmington Hills, MI., 48335-2757

LIGHT WAREHOUSE WORK / STOCK

- Immediate Openings
- Flexible Schedules

COMCAST PRIMESTAR is seeking a full time WAREHOUSE Position. Duties will include maintenance, warehousing & receiving & various warehouse duties. Prior warehouse experience, will include lose primestar service, offering excellent wages & benefits. Apply at 30005 West Six Mile, Suite 200, Livonia, MI 48152 Sterling Heights, MI 48312 EOE.

WAREHOUSE - Fabricator Established Wixom Manufacturing Company has a position available. Warehouse for light welding duties required. Welding experience helpful but will train. Excellent starting pay plus full benefits. 810-624-7077

WAREHOUSE HELP

for Superior Carpet Supplies Management position opportunity. Excellent benefit package. Call Jerry, (313) 537-6414

WAREHOUSE MANAGER

Experienced for Livonia manufacturing company. Great pay. Great benefits. (313) 946-7680

WAREHOUSE MANAGER

experienced for Livonia company, the right assembly, production inventory & quality control areas + 4 persons shop, people skills, hands on & a mechanical background a must. Degree helpful. 5 years experience to: Hamilton Engineering, Inc. 33850 Industrial Rd. Livonia, MI 48150

WAREHOUSE ORDER PICKING/ PACKING

Now taking applications for 3rd shift warehousing on our Farmington Hills facility. Should have experience in lumber fast paced, warehouse environment. Hours are 11:00 p.m.-7:30 a.m. $7.50 an hour to start, excellent benefits package. Apply in person between 8:00 a.m. and 11:30 a.m.

STAPLES
BUSINESS ADVANTAGE
41505 Koppernick Rd.
Canton, MI 48187
An Affirmative Action/
Equal Opportunity Employer

WAREHOUSE PERSON needed for Livonia company. Must be able to lift/move product, rotate stock, fork lift operation. Needs to be well organized. Competitive pay. Benefits included. Send background, experience, with cover letter to: Sales Manager, Dept. P O Box 2098, Livonia, MI 48151. Attn: Distribution Manager

WAREHOUSE/Shipping Manifest. Sign bonus. Hours 10am-7pm. Apply Mon-Fri, 8:30-4:30 at: Deloitte Craft Supply Co., 600 West Maple Road, Troy. 810-362-0400

WAREHOUSE TEAM LEADER

Livonia distribution center is looking for a experienced team leader position to supervise & manage inventory control. Ideal candidate will possess 2-3 years of warehouse/distribution experience. $9 per hour. Please fax resume to: 31778 Enterprise Dr., Livonia, MI 48150 Attn: HR-Warehouse

WAREHOUSE WORKER

Alternative staffing organization carts supplier. Good pay & full benefits. Work in Livonia and 2 years experience required. Please send resume & salary history to:
The Company of America,
28333 Telegraph, Suite 275
Southfield, MI 48034
NO PHONE CALLS PLEASE

WAREHOUSE
$6.50-$8.50 per hr.
Temp to Hire
Long-term term.
Rate depends on experience.
Great opportunities in the Plymouth area. Must be able to lift, be hardworking, dependable & capable of heavy lifting
ARBOR TEMPS, 459-1158

WEB DESIGNERS

The Internet capital in Birmingham seeks 10 New Media Designers for immediate career opportunity. Pay bonus to 40K+. Send URLs, Approximate salary required to: Designers, recruiter@factory.com or FAX 810-642-0594

WEBMASTERS!

Internet/Intranet/communications firm seeks experienced, creative and practical webmaster. Must be versed in a variety of established/emerging tools/environments: ftp/html/cgi/perl/vb on NT/Unix/Mac. Knowledge of database/query/database skills bonus.
Send resume to:
Star Cutter Co.
Accounting Department
23570 Haggerty Rd.
Farmington, MI 48332-0376
or Fax: 810-474-0518 EOE

WELDER FITTERS

2 years minimum experience
$11.50/hr. Call Jim at 313-416-4300 or 810-437-1122 Mon - Fri

WELDERS - Experienced in light structural steel or conveyors. Top pay and liberal fringe package including retirement. Apply in person: U.S. Fabricating, 24417 Haggerty Rd. Walled Lake, MI.

Window & Siding Installers
Experienced. Top dollar paid.
Call Steve: (810) 559-2939

YOUTH WORKER - afternoon hours. Apply at the Farmington YMCA, 28100 Farmington Rd. at 12 Mile. (Individual job preference and application) or call Diana (810-553-1930

$1000's POSSIBLE READING BOOKS
Part time, at home. 24 hr listings, call toll free 1-800-218-9000, Ext. R-3673

$10/HR. TO START
Lawn care company looking for phone sales personnel to work in their livonia and waterford offices. This is part time from 4pm-8:30pm, $10/hr + commission. Call Steve at 313-266-0500 or Bob in Waterford 810-666-8100

502 Help Wanted-Office Clerical

Accounting

ACCOUNTING COORDINATOR

Alcoa Inc., a leading risk management company, has an immediate opening in our Fiduciary Operations department for an Accounting Coordinator. Responsibilities include handling special mailing request, responding to requests from clients, and providing copies of checks to clients as requested. Other duties will include a high school diploma, 9-12 months general clerical experience, computer skills, with excellent organizational and communication skills.

We offer an excellent salary/benefit package. Interested candidates should send resume & salary requirements to

ALEXSIS, Inc.
ATTN: HR/KM-AC
17187 N. Laurel Park Dr. #434
Livonia, MI 48152
FAX: (313) 953-4500

An Equal Opportunity Employer

ACCOUNTING ASSISTANT

Responsibilities include Accounts Receivable, Accounts Payable, Payroll, monthly & quarterly reports, employee interaction and complaint resolution. Accounting Degree or related experience preferred. Must speak fluent Spanish.
The Finnegan Group
200 Renaissance Ctr. Ste. 3000
Detroit, MI 48243
EOE

ACCOUNTING CLERK / RECEPTIONIST

Wixom Distributing company looking for motivated individual with Computer experience desired. Full benefits included. Please send resume to: PO Box 930151, Wixom, MI 48393. Dr call (810)669-0790

ACCOUNTING CLERK

Franklin Village seeks full-time Accounting Clerk. Duty receipt disbursements, preparation of financial reports, maintenance of ledger accounts. Must have two years bookkeeping experience (or equivalent). Select high school graduate. Benefits available. Salary commensurate. 32325 Franklin Road, Franklin, MI 48025.

ACCOUNTING DEPT. has several positions available. Accounts Payable, Accounts Receivable, Expense Analyst. Send resumes & salary history to: Attn: HR Manager, 1801 Oakland Ave., #100, Birmingham MI 48009-3433

ACCOUNTING
Entry Level Position

at local manufacturing company for young or mature individual. Some data entry computer experience is a plus. Fax resume to: Sandy Jones at (313) 491-1950

ACCOUNTING INTERN

Part-time/seasonal position available. Should have completed accounting and accounting year-end workpapers. Computer spreadsheet experience required. Please send resume and cover letter to: Box 936, P O Box 610, Plymouth, MI 48170 or FAX to 810-229-9592

ACCOUNTING
PERMANENT

- Sr. Accounts Receivable Coordinator, Auburn Hills manufacturing firm. Strong month-end skills. Good communication skills. Stable fast-paced environment. To 28K
- Assistant Bookkeepers To $29K Harper Woods leasing firm. Familiarity/experience with Birmingham construction firm a plus. Accounts Payable/Accounts Receivable Assistant. Now construction firm to mid 30s

TEMP TO PERM

- Accounting Manager Downtown Detroit, well known firm. To $40K
- Accounts Payable Coordinator, Farmington automotive firm. Perm salary to $28K

TEMPORARY

- Accountant, Rochester Hills, manufacturing firm
- Accounting Assistants, Troy, Novi, Southfield

Don't wait until after the New Year to get started looking for that new permanent job. Be current and ready to HIRE NOW. Brush up your resume, fax it to us, we'll fight every dont delay there may be a great job waiting. LOOKING FOR YOU! DON'T WAIT! Finding a job is our business. We're resolution. DO IT NOW!

ACCOUNTANTS DNB
24901 Northwestern Hwy
Suite 515
Southfield, MI 48075
(810) 354-2410

ACCOUNT PAYABLE ACCOUNTANT

Growing Farmington Hills engineering firm seeks experienced accounts payable candidate. Excellent candidate will possess 3-5 years of accounting (Accpac a plus) & basic computer skills. Ability to meet deadline will assist with other accounting tasks. Competitive salary with bonus based on experience level. Full benefits included. Mail resumes to: Administration, Department 2, 29800 Haggerty Rd., Farmington Hills, MI 48331

ACCOUNTS PAYABLE

For Livonia firm. 2 years experience required. Send resume to:
HR Department, Enterprise, Livonia, MI 48150

ACCOUNTS PAYABLE

20 openings in rapidly expanding Livonia firm. All accounts payable. Experience needed: Work or school on manual accounts payable system plus data entry skills. $9/hr.
Employment Plus
313-467-5450 FAX: 313-467-1638

ACCOUNTS PAYABLE

5 immediate openings in Livonia. Processing invoices for payment. Minimum 1 yr payable experience preferred. Data Entry. 8-10,000 KSPH. General ledger experience helpful. Position experience a plus. Salary $16K-20K. FAX resume: (810)-474-6833
EOE

ACCOUNTS PAYABLE

Multi-company cutting tool manufacturer, Lidue, is looking for data typing aides necessary. Full-time positions available. Send resume:
Star Cutter Co.
Accounting Department
23570 Haggerty Rd.
Farmington, MI 48332-0376
or Fax: 810-474-0518 EOE

ACCOUNTS PAYABLE CLERK

Data base management experienced in Northville, serving the commercial and military markets. Starting at $8/hr. Call for an experienced Accounts Payable Clerk to work full-time in our Accounting Department. The candidate should have prior manufacturing experience in the Accounts Payable or a business related field along with working knowledge of MS Excel, FoxPro, or Platinum accounting software. Duties include verifying records, preparing invoices and vouchers, correspond with vendors and customers and make general journal entries. GIS offers competitive wages along with a complete benefits package. Qualified candidates should forward resume to: GIS Human Resources Department/Accounting, 47000 Five Mile Road, Northville, MI 48167. EOE/M/F/H/V.

ACCOUNTS RECEIVABLE

Company management company in Southfield seeking experienced individual for computer accounting & resident relations. Previous property management & computer experience is needed. Great salary, benefits. Send resume to: 100 Galleria Officentre, #400, Southfield, MI 48034 Fax: 810-358-3779

502 Help Wanted-Office Clerical

Accounts Receivable/ Secretary

Challenging position for hard working individual in busy 2-girl office. Must comprehend quickly & have computer experience. Typing a must. Microsoft office experience helpful. Typing a plus. $3/hour. Ferndale/ Detroit area. Call (810) 398-7002
OR Fax: (810) 398-7123

ACCOUNTS RECEIVABLE CLERK

With general office duties including typing, filing, etc. Full time position. Immediate full time opening with benefits for growing company in Ferndale. Send resume & cover letter to: Controller, PO Box 21820 Detroit, MI 48221
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE

Part-time, Permanent Evening Mon. thru Fri., 10am-2pm. Accounts Receivable experience preferred. Call Joanne 810-340-8200 or apply at 4800 S. Lapeer Rd., Lake Orion

ACCOUNTS RECEIVABLE
ACCOUNTING CLERK

Excellent opportunity for individual with some accounts receivable experience. Need to be detail oriented & able to work in a fast paced, fast moving company. Non smoking office, full time. Please apply to: Joel Kaye, 810-340-9200 or apply at 4800 S. Lapeer Rd., Lake Orion

ACCOUNTS RECEIVABLE

Universal Standard Medical Laboratories has full-time position in their accounts receivable department. Ideal candidate will have experience, preferably in a medical environment. We offer a competitive compensation and benefit package. Apply in person Monday-Friday 10-4.
USAI
26500 Northwestern Hwy.
Southfield, MI 48076

ACCOUNTS RECEIVABLE CLERK

Large corporation seeks qualified individual for accounts receivable position. Must have strong communication skills and computer skills. 401K and medical benefits

Qualified candidates interested in applying for the excellent opportunity should forward their resume to:

Attn. ICI - ARC
10100 Nine Mile
Oak Park, MI 48237
EEO - M/F/D/V

ADMINISTRATION

Paychex, a national payroll services company, has immediate positions available in their administrative department.

PHONE OPERATOR

Must have ability to transfer a large volume of incoming phone calls, along with other clerical duties.

ACCOUNTS RECEIVABLE/ COLLECTOR

Must apply incoming payments and be able to pursue collection procedures on accounts that are past due.

Both positions require candidates to possess a strong communication skills, attention to organizational skills. Excellent benefit package available. Send resume to:

Paychex Inc.
Attention: C.K.
6360 Orchard Lake Road
Suite 110, West Bloomfield,
MICH. 48322

ADMINISTRATIVE ASSISTANT

Farmington Hills manufacturer seeks articulate detail oriented support person with excellent phone & writing skills for full time position. Duties include answering phones, helping run front office. Experience with Windows and Word Perfect desired. Ability to speak Spanish a plus. Please call 24 hours a day. 810-788-0231.

ADMINISTRATIVE ASSISTANT

Farmington Hills accounting firm seeking administrative assistant. Must be flexible, dependable and able to accommodate multiple tasks/job demands. Must have experience in Windows, WordPerfect and Lotus. Please send resume to:
P.O. Box 250125
West Bloomfield, MI 48324

ADMINISTRATIVE ASSISTANT

needed full time for fast paced Telecommunication company in the down town Birmingham area. Competitive salary based on experience. Call Stacey at (810) 642-6690

ADMINISTRATIVE ASSISTANT

Financial Planner needs good organizer who enjoys working with variety of people. Need computer experience with Word, Excel, Powerpoint. Full time. Competitive salary and benefits. Fax resume to: 810-626-0302 Attn: Tom N.

ADMINISTRATIVE ASSISTANT

Southfield based commercial real estate company seeks self motivated individual. Qualified candidate should have experience in Word, Excel, Windows, Lotus and have an excellent telephone demeanor and strong interpersonal skills. Shorthand experience a plus. Send resume in confidence to: Andrew Mills, 27777 Franklin Road, Suite 950, Southfield, MI 48034 or Fax (810)352-0788

ADMINISTRATIVE ASSISTANT

Executive level Administrative Assistant position. Diversified duties including, typing, filing, personnel and accounting funct