500 Help Wanted General

SCREEN PRINTING

Excellent opportunity with established company in the Screen Printing Department. We are looking for people with experienced in any of the following areas:

PRESS OPERATORS
MAKE-READY

Qualified individuals should be highly motivated, team oriented and quality conscious. Especially interested in applicants with Svecia and UV experience.

We offer an excellent compensation package. Send resume or telephone for an appointment.

Screen Printing Division
P.O. Box 576
Farmington Hills, MI
48332-0576
(810) 471-4030
E.O.E.

SECURITY GUARD

Joe Panian Chevrolet-GEO has an immediate opening for a PART-TIME SECURITY GUARD. Must be weekend and evening shifts available. Must provide personal references. Please apply in person

JOE PANIAN CHEVROLET-GEO
2111 Haggerty
Southfield

SENIOR PROGRAMMER Analyst

Domino's Pizza, Inc. is looking for a Programmer Analyst to design individual programs and solve business problems. We execute many projects simultaneously. Programming activities will include programming design, coding, debugging, documenting and testing. Qualifications include an Associates or Bachelors Degree in Computer Science or another business related field. Must have one year of programming and be proficient in 1 programming language. Must have technical training in program coding and design. Informix programming (4gl and 4gr) experience with Unix or Unixware operating systems. Please send Resume and Salary Requirements

Domino's Pizza, Inc.
Human Resources - SPAMM
P.O. Box 997
Ann Arbor, MI 48106-0997
EOE

SERVICE CASHIER

Due to promotion, an opportunity is open to join this successful and ideal for someone returning to the work force due to recent layoff. Flexible hours suit busy household and some outdoor experience helpful.

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

SERVICE DISPATCHER

Terry Co Mechanical Contractors has an immediate position available for a Service Dispatcher at its office located in Farmington Hills. Potential candidate must possess an associate degree with emphasis in good organizational and interpersonal skills. Dispatch/service experience & computer skills are preferred. Daily activities include:

- Dispatching service calls to Field Service Technicians
- Data entry
- Scheduling
- Report generation
- Customer service
- Contract administration
- Billing

As an industry leader, TempCo has the ability to offer a challenging position with a competitive salary, 401K plan, optional insurance and more!

Please send or FAX resume & salary requirements to:

TempCo Mechanical
Corporation
24383 Indoplex Circle
Farmington Hills, MI 48335
FAX: (810) 471-5276
Attn: Personnel

SERVICE PERSON

Mature, responsible person needed for a full-time position for manufacturer's rep. Must be willing to carry repair 'n' Own tools a must. For appointment call (810) 349-7500

SERVICE REPRESENTATIVES
$$ Extra Income $$

FLEXIBLE daytime hours. No evenings. Experienced motivated individuals needed. We are seeking a reliable person with a car to inventory and stock our product in local area stores part time. Experience helpful, but not necessary. Call 800 359-4838 between 9am-4pm.
Affirmative Action Employer

SERVICE TECH.

Busy Co needs service persons to service washers & dryers 1-2 years experience necessary. Must have good driving record. Very good wage plus benefits. Send resume to:

Box #1455
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SERVICE TECHNICIAN

Fastest growing moving systems company is looking for a service technician for our Livonia & Lansing locations ASAP.

- Competitive hourly wage with benefit program
- Car provided
- All tools provided
- Extensive experience required
- Computer experience a plus

SEND OR FAX RESUME TO:
MIS/Service Manager
4500 Concorde Court
Lansing, MI 48910
Fax #517-887-0917

SHIPPING CLERK

Full time. Days position available. Duties include packing and assisting in writing customer orders. Good communication & organizational skills required. Good driving record necessary. Must be willing to work in EEO. Please send resume to: Interlake Photos & Imaging P.O. Box 3301, Troy, MI 48007-3301, Attention HRIS

SHIPPING MANAGER

Customer Service Department is seeking an experienced person to be capable of shipping UPS computer knowledge a must! Inventory experience! Shipping replacement parts for leading Car Audio Manufacturer. Apply in person at BELANGER INC., 1001 Bonerny Ct Northville (off North-ville Rd between Plymouth & Ann Arbor Trail)

SHIPPING/RECEIVING & Stock Person - heavy lifting required Please contact Kim at 313-422-5400

SHIPPING/RECEIVING
$6.50-$8 per hr.
ARBOR TEMPS 458-1166

SHIPPING/RECEIVING CLERK

Oakland County metal stamping company has an immediate opening for a shipping/receiving clerk. Responsibilities include load/unload trailers, move stock, pack materials to ship and 40 pounds, must be able to operate forklift. JIT environment. Must be an aggressive, self starter who is well organized and detail oriented. Hours are stocked will be 10am to 6:30pm. Interested candidates may apply in person at:

HAMLIN TOOL & STAMPING
1671 E. Hamlin Rd., Rochester

SIDING & TRIM SUBCONTRACTORS

Wanted! Vanstory Homes needs dependable subcontractors immediately to do quality workmanship. Full time. (313) 421-7105

SPRINKLER SERVICE TECH

Underground system repair. Residential/commercial. Minimum 5 years experience. Good driving record required. Benefits available. Send or fax resume to: Aqua Tech, 24027 Halsted, Farmington Hills, MI 48335 or FAX (810) 478-4019

500 Help Wanted General

SHIPPING & RECEIVING CLERK

NLB Corporation, a leading manufacturer in high pressure pump equipment, is seeking an individual with a high school diploma or GED with light typing or computer skills and one year related experience. We offer ingress to learn and a positive attitude a must. We offer a competitive salary and benefit package, including profit sharing plan and 401K plan. Send resume to:

NLB Corporation
29830 Beck Road
Wixom, MI 48393-7824
FAX (810) 624-4781
Attn: Parts Manager

No phone calls

STATION 885
Now hiring Day Host/ Hostess, Day Busser. Top wages paid, full & part time. Apply 2-5pm within 885 Starkweather, Plymouth (313) 453-0663

STEEL WAREHOUSE in Redford area looking for team member. Must be self starter. Basic math, some college helpful. We will train. Immediate date. Good potential growth opportunity. Call 313-937-3970

STOCK & PACKAGING

For home free store. Call (810) 442-7939

SUBSTITUTE TEACHERS

Van Buren Public Schools (Belleville) has openings for substitute teachers. Please phone the Personnel Office at 313-697-9123 for an application packet.

SUPERVISOR NEEDED for second shift Excellent opportunity for qualified individual. Fast growing custom molder. Pay commensurate with experience. Excellent benefits. Apply at 1351 Rickett Rd., Brighton.

SUPERVISOR

5 to 7 years supervisory experience in heavy equipment manufacturing. This is a hands on position, requiring experience in dealing with large team. Blue Hydraulic and electrical experience a helpful. College degree in engineering is preferred, but not required. Must have competitive calle position and send resume to: Hesse-Lapine, 29570 Smith Rd., Romulus, MI 48174 Attn: W.H.

SURFACE GRINDER

SURFACE GRINDER experience preferred Union shop, BC/BS, holidays, 401K Both shifts 55 hours/ week Now (810)347-1230, after 1/3/97.

SURFACE GRINDER & JIG GRINDER

5 years minimum of each experience. Call Ken Rouch, (313) 721-5455

SURFACE GRINDER

With experience in precision tolerances. Must have 6 months experience. Powered Metal Tooling helpful. Call (313) 425-5165

TEACHER AIDES

Bloomfield Hills School district is in need of individuals to work on call as substitute teacher aides in its center program for students with developmental disabilities. $7.50/hr. Apply: Personnel, 4175 Andover Rd., Bloomfield Hills, MI 48302 or call 810-645-4518

TEACHER ASSISTANTS

Montessori School needs teacher assistants positions. Toddlers Room and Pre-Kindergarden room. Warm environment with good organizational and interpersonal skills. Montessori experience & computer skills are preferred. Daily activities include:

- Documenting service calls to Field Service Technicians
- Data entry
- Scheduling
- Report generation
- Customer service
- Contract administration
- Billing

As an industry leader, TempCo has the ability to offer a challenging position with a competitive salary, 401K plan, optional insurance and more!

Please send or FAX resume & salary requirements to:

TempCo Mechanical
Corporation
24383 Indoplex Circle
Farmington Hills, MI 48335
FAX: (810) 471-5276
Attn: Personnel

TEACHER

Learning Center in West Bloomfield High math (Algebra & Trigonometry) 810-737-2882

TEACHER - Learning Center in West Bloomfield has openings for Math and Algebra. Immediate opening. After school hours. Call 313-737-2580

TEACHERS AIDE - needed full time for Toddler room. Mon - Fri, 9-5 PM in Huntington Woods pre-school Contact Tanya (810) 541-5053

TEACHERS

ARE You Caring? enthusiastic? Creative? Have energy? Are you committed to making a difference in the lives of Children?
If you answered yes! we are looking for people like you to join our team. We have openings in our Farmington Hills area for part time openings. Various experience preferred. Great benefits, excellent salary, tremendous opportunity for growth and more!
NORTHVILLE 810-477-4233
FARMINGTON HILLS 810-661-3650

TEACHERS ASSISTANT - part time for pre school in W. Bloomfield area. Experience preferred. Call Cathy for more information. (810) 855-6186

TEACHERS & ASSISTANTS
Full/part time. Benefits available (810-478-6560

TEACHERS WANTED
Part & Full Time Toddler Child Care, Five Mile & Haggerty 313-464-2660

TEACHER & TEACHER ASSISTANT

Needed immediately for Bloomfield Hills area. Early childhood preferred. Full or part time. (810) 646-5770

Technical

Associate Customer Service Engineer

Provide first-line maintenance to client ATM's in the Detroit area. Participate in local travel involved. We seek basic electromechanical skills and a high school diploma. Additional vocational training a plus.

We offer attractive compensation, flexible hours, training, career development and exceptional benefits. We also offer the strength of an over 136-year tradition of success.

Please forward resume to DIEBOLD, Inc., 37735 Interchange Dr., Farmington Hills, MI 48335-1030.
EOE/M/F/D/V

TECHNICAL SUPPORT POSITION
MERRILL LYNCH
BLOOMFIELD HILLS, MICHIGAN

Challenging position within a fast paced and high productive financial services group within Merrill Lynch. Creative and innovative person, experienced with Word for Windows, Excel, Power Point and Access. Proficiency in Paperwaker and Freehand helpful. Knowledge of Fine Arts in Graphic Design or Communications preferred. Financial/brokerage service industry experience and Series 7 license a plus. Attractive salary and comprehensive benefits offered. If you are goal oriented, organized, self starter who thrives on a challenge, send resume to:

MERRILL LYNCH
Attn: Job
P.O. Box 915
Bloomfield Hills, MI 48304

TECHNICIAN/ELECTRONICS

Entry level position. Full time, some weekends. Will be using own vehicle. Excellent pay plus benefits plus mileage.
Call Win Stuff. (313) 326-0300

TECHNICIAN, RF

For R & D dept. of OEM & Tier 1 supplier. Must have mechanical/electronics background, soldering & cable assembly expertise. Basic electronic knowledge, RF testing background & test equipment knowledge helpful. Please send resume & SALARY HISTORY to:
Box #1790
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

TECHS NEEDED

DSS Installers/surround sound techs needed. Experience, tools & buss required. $1,000/wk. 810-358-0884

TELEMARKETER

SELF motivated, enthusiastic telemarketer for industrial company. Please call (313) 531-6600

TELEMARKETERS

Temporary positions. Flexible hours. Call Sharon (313) 455-5744

TELEMARKETERS

HAVE FUN MAKING MONEY!!!

- Part time hours
- Evening hours

If you're dependable and have good telephone skills, we have a fun company to grow with, you can earn $7.50/hr basic + bonuses of up to $50.00 per sale salary appls. for free security training. Call NOTEC HOME SECURITY 313-953-9023

Telemarketers needed for lawn care services. Farmington Hills location. Evening & weekend hours. Pay $8/hr. Call Sharp Staffing Services for immediate interview: (810) 646-7600 EOE

TELEMARKETERS
UP to $8.00 hour, day shift, Livonia area (313) 266-9258

TELEPHONE INSTALLER/ Technician

Entry-level & experienced career opportunity. Competitive salary plus a stock purchase, profit sharing, 401K, dental, optical insurance. Apply 8:30 AM to 5:00 PM. Call for an appointment. 810-489-8000, ext. 202

TELEPHONE OPERATOR

Full-time position available in a progressive fast paced cardiology practice. Two yrs. experience, PBX system knowledge of computer scheduling system desired. Competitive salary/benefit package
Call (313) 261-2781

Operator
NORTHPOINTE HEART CENTER
2575 Woodward Ave. • Ste 360
Berkley, MI 48072

TELEPHONE TECHNICIANS

CTS UNITEL INC. a fast paced growth company in telecommunications company needs entry level Technicians with knowledge of analog & digital PBX telephone systems. Will train in our facility. We offer a competitive salary and benefits including medical and 401k plan
Send resume to
CTS UNITEL INC
Attn: Operations Manager
2065 Franklin Road
Bloomfield Hills, MI 48302
FAX (810) 334-5399
PHONE (810) 334-5800 Ext 490

TELLER/ CUSTOMER SERVICE
PERMANENT PART/FULL-TIME

Our major banking clients are looking for energetic individuals to fill West Bloomfield or Woodward openings. Candidates must have 6 months banking and handling and customer experience. Will be $8.25/hr. + Start plus Benefits and 401(k) Call Terry today! 646-7663

Advantage Staffing

TELLER - experienced only Full or part time at Farmington Hills branch Premium wages Call Human Resources 810-548-2900

TELLER

FULL time for Credit Union Computer and data entry experience preferred, but not necessary. Send resume to Personnel, P.O. Box 32584, Detroit, MI 48232-0584.

TELLER, PART-TIME

Flexible hours, $6.85-$8.60 per hour, Computer & Cash Experience preferred, but not necessary
Send resume to:

SOC
CREDIT UNION
4555 Corporate Dr., Troy, MI
48098 Attention: Joanne Green

TELLERS

Accepting applications for Teller positions at our Plymouth & Northville branches. Looking for enthusiastic people. Seasonal, customer service people. Candidates should possess good math & customer service skills. Cash handling & computer experience a plus. Previous teller experience preferred, but will train right candidate. New degree and sometimes to you. We give our Temporary Employees first shot when recruiting for permanent openings. Open the door to your opportunity of being hired at top salary, with excellent benefits. Call today for your first employment reference! Call today for an appointment

ACCOUNTANTS ONE
31961 Northwestern Hwy
Suite 516
Southfield, MI 48075
(810) 354-2410

TENNIS PROFESSIONAL

Rapidly growing Corporate Invest agency has immediate opening for a casual candidate with have 1 to 2 years experience. State-of-the-art work environment. Competitive pay and benefits. Please call Mary at Class Act Travel LLC
(810) 356-2772

TRUCK DRIVER

Immediate openings for OTR drivers with (CDL-A) Class A license. Mechanic shops required. Benefits. Hourly, overtime. Must have 1 year experience. Stable-of-the-art work environment. Competitive pay and benefits. Please call Mary at Class Act Travel LLC
(810) 356-2772

TRUCK DRIVER

14 ft cube van Detroit Metro Area. Must have clean driving record.

TYPESETTER with own equipment or take over existing business to work out of print shop. Be you own boss. Excellent base and benefits established Call (313) 261-5460

Tree Surgeons
Experienced only. Call 313-261-2781.

UNISON DED-THU experience preferred Union shop, BC/BS, holidays, 401K both shifts 55 hours/ week Now (810)347-1230, after 1/3/97.

VALET

EXPERIENCE needed Thurs-Sat evenings Mon-Wed Oaks location. Valid Michigan license required. Call Sara Jones a member (810-788-4251

VETERINARY ASSISTANT

Experience preferred. Enthusiasm required. Small animal hospital Farmington Hills (810) 626-1654

VETERINARY HOSPITAL

Kennel Manager, Must be full time. Experienced. Bloomfield Hills area (810) 334-0909

WANTED!!!

Chrysler 's STAR' Technicians to join our expanding Service Team

- Excellent pay
- Hours galore
- Please schedule (No Saturdays)

Call Tim or Mark @
CRESTWOOD DODGE
Garden City
313-421-5700

FASTENER DISTRIBUTOR in Farmington is looking for general warehouse help Job description driving of local trucks, shipping & receiving, light fork-lift driving Mon thru Fri 9:30am to 5pm Full benefits Apply in person Jay, Cee Sales & Rivet, 32861 Capitol Ave, Farmington & Hills, Farmington Rd (810) 478-2150

warehouse

Heslop's

A fine china & giftware distribution center, located in Novi is now hiring for Shipping & Receiving Full or PT 401k plan, paid vacations, holidays, health insurance. Must apply in person at 22790 Heslop Dr. Novi between 9am & 4pm Monday thru Friday or call 9 am Mon & Wednesday for appointment. Equal opportunity employer

Warehouse

ASSET TRACKER

AT&T Wireless Services, the worlds largest and fastest growing communications company, is looking for a detail oriented to bar code and track fixed assets at our warehouse here in SOUTHFIELD. Must have manufacturing proper controls, inventory, catalog and system maintenance. Bam-5pm & Rotational levels, coord rating tracking of returns, and repair/replacement. Must be a self starter able to work in a fast paced environment. Must be able to lift 50 pounds. HS diploma is required knowledge of telecommunications, PC experience and PC experience are preferred

Does this describe you? Then forward your resume today to AT&T Wireless Services, People Development, 227 West Monroe, 26th Floor, Chicago, IL 60606 FAX 312/441/2090 E-mail: Attwsons@attwss.com

AT&T Wireless Services is an equal opportunity employer and provides outstanding salaries and comprehensive benefits including medical, dental, vision, tuition reimbursement, recognition and WorkLife family programs

AT&T
AT&T Wireless Services

WAREHOUSE COORDINATOR

Manufacturing of Medical Mouldings must have computer knowledge

Responsibilities

- Inventory control
- quality check
- Shipping/receiving
- customer service

Salary is negotiable & salary requested to

1300 N. Campbell Rd.
Royal Oak, 48067
Attn: Colleen

WAREHOUSE
FARMINGTON HILLS

A national manufacturing & engineering systems has an immediate opening for a mature responsible individual. Duties include shipping/receiving and clerical maintenance of warehouse. Must be able to lift 75 pounds. Must have prior forklift experience. Good mathematical and verbal skills with attention to detail are essential. Past UPS MAXI-SHIP experience preferred. Excellent salary and benefits. Please send resume to Vantage Company of America, 24275 Catherine Drive, Farmington Hills, MI 48335

WAREHOUSE HELP

Full-time, M-F 2:30 pm hour. Mon-Fri Please apply in person at: 6950 Executive Drive, Westland.

WAREHOUSE HELP

Full time. Mon-Fri from 8am to 4pm. No experience necessary. Must have valid driver's license. Westland area. Call Win Stuff at 1-800-968-9788

WAREHOUSE MANAGER

Local distributor seeks 2nd shift manager with the ability to motivate workers. Experience in electronic or small package distribution preferred. Self-starting individuals needing to become part of our fast paced environment and good communication skills. Apply: Dept. 329, 23200 Haggerty Rd., Farmington Hills, MI 48335

WAREHOUSE MANAGER

Viking Supply Net, a leading distributor of fire protection equipment, is looking for a warehouse manager for our Troy location. The candidate must be responsible for total warehouse operations including receiving, shipping and customers. We supervise 1 to 2 people & must be a self-starter. Send resume to Viking Supply Net, 1445 Interchange Rd., Columbus, Ohio 43204-1418 Attention: Operations Manager

Viking is an Equal Opportunity Employer

WAREHOUSE ORDER PACKING

Nice working environment. 3rd shift sorting/loading in our warehouse. Should have experience in similar fast paced environment. Shift is 11:00 p.m. - 7:30 a.m. $7.50 an hour to start. Competitive benefits package. Apply in person between 8:00 a.m. and 11:30 a.m.

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

WAREHOUSE PERSON

for rapidly growing industrial bearing & power transmission distributor in Livonia. Responsibilities of the position include: daily cycle count of inventory, reorganize shelves & products, packing product, and routine warehouse supplies.

Ideal candidates would possess the following attributes:

- Strong work ethic/dependable skills
- Able to work independently or in groups
- Take initiative without prompting
- Maintain an accurate inventory

Individuals with these skills should apply at or fax resumed to:

Bearing Service, Inc.
13400 Newburgh Rd
Livonia, MI 48150
FAX 313-591-1166
Equal opportunity employer

WAREHOUSE SELECTOR

Spartan Stores, Inc. is accepting applications for replacement week house work. Wages start at $10 per hour with progressive increases. According to contract. This job is not an entry-level job so requires heavy lifting and be available for all shifts including weekends and holidays.

Please apply in person, 9 AM. to 1 PM or send resume to

SPARTAN STORES, INC.
Human Resources
9075 Haggerty Road
Plymouth, MI 48170
EOE/M-F/V/H

WAREHOUSE WORKERS

Local distributor seeks motivated workers for days and nights. Full and part time positions available Hours: FT-31-40, PT 19-2 or 5-9 30. Some overtime and bonuses available. Starting salary $7.50/hr. Shift & evening premium of +.50c. Applications may be completed in person at Hesse, 23200 Haggerty Rd. Tues-Fri 11a.m. to 5p.m.

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

WEIGHT LOSS

Lose weight & make money at the same time. Need help running local office.
(810) 588-5520

WELDERS

Experienced Mig-Welders needed for trailer hitch manufacturer in Canton. Clean working environment. Benefits. Call Al DRAW-TITE, INC.
40500 Van Born Rd., Canton, MI

WESTLAND BOWLING CENTER looking for relaxed, dependable, energetic person for snack bar work. Ask for Laura 313-722-5000

XXXX

XXXX

XXXXX

$1000's POSSIBLE
READING BOOKS

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. 313-996-1882

ACCOUNTANT
(entry level)

Manufacturing facility seeking an entry level accountant. Four year degree and 2 years work experience required. Knowledge of Excel a plus. Full benefit package available which includes vacation, medical and dental and 401K. Please send resume to Accountant
PO BOX 85815
Westland, MI 48185

EOE

ACCOUNTING ASSISTANT

Nationwide company seeks individual with light bookkeeping skills. Job duties include: credit reports, accounts receivable and inventory control. Organization/ offers excellent benefits.

Diversified Recruiters

810-344-6700 Fax 810-344-6704

ACCOUNTING/ BOOKKEEPER

General Order entry/accounting costing Part-time / full-time 313-451-7900

ACCOUNTING CLERK

Franklin Village seeks full-time Accounting Clerk. Duties include disbursements; preparation of financial reports; reconciliation of ledger accounts. Must have two years bookkeeping experience. Excel, WordPerfect. High school graduate. Benefits available. Send resume to 32325 Franklin Road, Franklin, MI 48025.

ACCOUNTING/PAYROLL ASSOCIATE

Domino's Pizza, Inc. seeks Entry Level Accounting/Payroll Associate to support Accounts Payable, Corporate and contract errors, investigate manual check requests and provide necessary backup information. Will perform wage verifications, as well as, balance store ledger against bi-weekly payroll. Seeing detail and service orientation candidates. Qualifications include an Associate Degree or equivalent work experience, knowledge of Windows and good communication skills. Please send resume and salary requirements to

Domino's Pizza, Inc.
Human Resources - PA
P.O. Box 997
Ann Arbor, MI 48106
eoe

ACCOUNTING
TEMPORARY

- Full Charge Bookkeepers/ Accountants. Bloomfield non profit firm. Romulus start-up manufacturer, and E. Detroit manufacturer. May go permanent.
- Sr. Accountant. Allen Park, Hotel chain. May go permanent.
- Tax Accountants, Birmingham, St. Clair Shores
- Payroll Clerk. Fraser. Fast-paced, year-end. May go permanent.
- Assistant Bookkeeper, Southfield, good Otsego skills.

Are you a Fresh College Grad in accounting, trying to land that first job, but all you hear is "no experience"? Come and work for us as a Temporary Jr. Accountant. Fine tune your skills, get experience in different industries, use new software and learn the ins and outs/ties for employment. Our clients will train you, let you use that new degree and sometimes hire you. We give our Temporary Employees first shot when recruiting for permanent openings. Open the door to your opportunity of being hired at top salary, with excellent benefits. Call today for your first employment reference! Call today for an appointment

ACCOUNTANTS ONE
31961 Northwestern Hwy
Suite 516
Southfield, MI 48075
(810) 354-2410

ACCOUNTS PAYABLE

Temporary position available for part time construction payable person. Knowledge of Quickbooks. $10.00/ Hr. Call Gail at: (810) 646-4499

ACCOUNTS PAYABLE

Must Accounts payable experience for manufacturer. Lotus, WordPerfect, typing skills necessary. Full time position with excellent benefits. Send resume to:

Star Cutter Co.
Accounting Department
23461 Industrial Park Dr.
Farmington, MI 48335-2836
Fax: 810-474-9318 • EOE

ACCOUNTS PAYABLE CLERK

Must be able to handle high-volume computerized invoices. W/ P EDM. Solid background, knowledge of general ledger coding and bookkeeping helpful. Good data entry skills a must. Prefer candidate with, or working toward, and Associates Degree in Accounting or with equivalent work experience. Call Sandy at 313-422-5400 for an appointment.

ACCOUNTS PAYABLE/ PAYROLL CLERK

Openings in Livonia and Farmington Hills. Experience a must. Salary is based on experience and education. Full time may be required. Please call today for an interview.

Adecco
THE SUPPLEMENT STRATEGY
(810) 442-7800
or (313) 525-0330

ACCOUNTS PAYABLE COORDINATOR

Horizon Health System has an opening in the Accounts Payable Department. Duties include light clerical work, data entry and various clerical duties. Must be an organized individual capable of handling a multitude of tasks, not just routine. One who is merely educated to everyday duties is overqualified and will not be able to respond to the position. Reference accurate data base accounting, as well as willingness to learn accounts payable/purchase order computer system.

Qualified candidates may forward their resume to:

HORIZON HEALTH SYSTEM
Human Resources Dept.
26100 American Drive
P.O. Box 5153
Southfield, MI 48086-5153
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE

Property management company in Southfield seeking experienced individual for computer accounting & resident relations. Must have strong background in and computer experience needed. Great people to work with. Send resume to 100 Galleria Officentre Suite 400, Southfield, MI 48034. Fax # 810-356-3779

ACCOUNTS RECEIVABLE

growing wholesale distributor in Livonia has opening for entry level application & customer follow up experience. Benefits. Call for interview 313-261-7600

ACCOUNTS RECEIVABLE

Immediate opportunity with large, fast paced home furnishings company. Great career opportunity for individual with strong background in A/R. Call Kim Schmidt, (313) 452-2500 • Ext. 113 OR send/fax resume to: 17325 Laurel Park Dr. North, Livonia, MI 48152

ACCOUNTS RECEIVABLE CLERK
ACCOUNTS PAYABLE CLERK

Multi-location company seeking high energy, upbeat dedicated self starters. Must have good organizational skills & work ethic for both full-time accounts receivable & accounts payable positions. Must have good data entry, computer skills & accounting experience. Excellent benefits package available. No phone calls. Send resume or fax requirements to:

Yale Materials Handling Michigan, Inc.
Attention Dept 3157
28200 Wixom Road
Fax: (810)449-2790

ACCOUNT RECEIVABLE CLERK

Part time, mornings and Friday nights, approximate hours between 5pm to 2am (would vary depending on workload), applicant must possess good math, typing, and clerical skills. Benefits include Transit Times, Am. Enc & Smith, PO Box 530, Farmington, MI 48332-0580 or fax to: (810) 478-7646

ACCOUNTS RECEIVABLE

Part-time, Royal Oak Boring, a manufacturer of quality machined parts located in Lake Orion, is seeking a part-time accounts receivable Clerk. The successful applicant will have strong organizational skills, be literate and able to work Mon.-Fri., 10:00am until 2:00pm. Applicants may apply by phone at: (810) 340-9200 or in person at 4900 S. Lapeer Rd., Lake Orion, 48359 daily between 8:00am and 4:00pm

ADMINISTRATIVE ASSISTANT - temp-to-perm in Livonia for busy CPA firm. This is a great opportunity for a real go-getter.
Call 313-464-7075

ETD Temporary Service
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT

Must have computer experience and be multi-task oriented. Full benefits. Fax resume: (810) 546-6108
Or call (810) 546-6100

ADMINISTRATIVE ASSISTANT

Part-time position. Computer experience & good communication skills needed. Flexible hrs. $10/hr. Call (313) 459-2622

502 Help Wanted-Office Clerical

Administrative Assistant

The Jack Morton Co. is searching for an experienced administrative assistant. The ideal candidate should possess a variety of computer skills, experience, Mac and/or IBM. Experience in a fast-paced corporate communications environment a plus. Position offers good benefit package & an exciting work environment. Please send resume, cover letter, salary requirements to: P.O. Box 43077, Detroit, MI 48243 (810) 332-0252
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT

Southfield based commercial real estate company seeks an experienced individual. Qualified candidate should possess experience in Word Perfect Windows 6.1, Excel and have an excellent telephone manner. Strong interpersonal skills. Shorthand experience a plus. Send resume to: Executive Director, 27777 Franklin Road, Suite 950, Southfield, MI 48034 or fax (810)352-0788

ADMINISTRATIVE ASSISTANT

MIC, a national semi-conductor supplier for your all around skills and executive level experience. Your prior secretarial experience will qualify you for our opening now! Proficiency in Windows software considered a must. 5360-5660/yr. We have Power Point, Holiday and vacation pay
Send resume to: Livonia
MIC 473-2933
646-7661

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Major automotive supplier located in Canton, MI, is seeking professional Administrative Assistant. Must have PC experience and working knowledge of Word Perfect and Excel. Excellent communication/phone skills are a must. Shorthand/speed writing is preferred. At least 5 years experience required. Salary negotiable. Full benefits package. Fax resume for employment. Reply to Box #1563
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ADMINISTRATIVE CLERK FOR DENTIST OFFICE

Wage Range: $10.29/$25,176
The Chief Dentist's Society of Michigan is currently accepting applications for a Clerk/Receptionist to work in one of the Chief Building Offices. Requirements include: High school diploma or equivalent, six months of previously related experience, minimum typing/keyboard speed of 35 WPM and knowledge of Microsoft Office Products.

Applications are available Monday through Friday, between 8 AM and 5 PM, at the Chief Building Office, 30 Charter Township of Plymouth, 42350 Ann Arbor Road, Plymouth, MI, 48170, and must be received by January 24, 1997 at 4:30 PM.

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TEMPORARY RESOURCES

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ADMINISTRATIVE ASSISTANT
3-5 years secretarial experience utilizing Microsoft Office applications

Strong commitment to quality and detail

Exceptional organizational and communication skills including grammar/proofreading

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The Wellness Plan (Comprehensive Health Services, Inc) is Michigan's success stories, and the state's fourth largest health maintenance organization (HMO). The corporate office is located in the New Center Area of Detroit. The Wellness Plan (TWP) has over 150,000 members, four full service health centers and operations in Flint, Muskegon, Lansing, as well as North Carolina and Puerto Rico. TWP is dedicated to provide the best managed health care system for both the public and private sector, offering quality health services, managed care products, and administrative services at an affordable price.

TWP is currently seeking applicants for the following positions:

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Qualifies applicants will possess: Four (4) years of secretarial or administrative experience in a managed care, hospital, or university environment. Strong knowledge base of quality management, NCQA standards and guidelines. Good analytical and technical skills and the ability to shift focus frequently to achieve efficient task results. Ability to type 55 wpm. Proficient in handling voluminous assignments to achieve efficient task results. Excellent communication and interpersonal skills. Ability to work cooperatively. Proficient in operating a PC and the ability to access and operate Windows applications, Word Perfect, Lotus, Electronic Mail, and provider Data Base. Ability to work independently and handle confidential documents and issues.

Secretary

Qualified applicants will possess: Three(3) years of secretarial experience within a Human Resources or Hospital environment. Good grammar and proofreading skills. Must have personal computer experience. Ability to type 55 wpm. Graduate of a business school program & experience with dictation/transcription equipment is desirable.

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The Wellness Plan
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