## 500 Help Wanted General

SOVEREIGN SALES, INC.
We are a large fragrance wholesale distribution company seeking individuals for various positions which include:
Receivers- Receive in merchandise
Inventory- Daily Cycle Counting
Head Shippers- Ship Merchandise Out
Customer Service- Phone Order Entry
Stocker- Apply to Drive a Hi/Lo
Zone Pickers- Picking Orders to Send Out to Warehouse
Deriliers- Help- For Other Positions
- We offer insurance the first of the month following 90-days of employment
- Applications accepted Mon-Fri 8:30am-5:30pm
Sovereign Sales
35200 Schoolcraft Rd.
Livonia, MI 48150
(Located South of I-96, West of Newburgh
We offer a friendly work place
Post offer testing required
An Equal Opportunity Employer

STOCK CLERK - part-time Weekday mornings. Must be much heavier customer oriented, and have own car. Three hour shifts. Facilities is required. Must be able to Lift 70lbs, be standing bending. Contact Personnel Manager. 313-421-9000.

STRUCTURAL FABRICATOR & LAYOUT - Salary negotiable. Apply at: Bobcat Company, 17354 Inkster Rd., Redford, MI 48239

SUMMER RECREATION POSITIONS
Canton Township is accepting applications for the following Summer recreation positions: Sr. Park Leader $6.50-$7/hr., Jr. Park Leader $5.50-$6/hr., Football Official referees $6.50-$7.50/hr. Applications must be picked up at the Recreation Department, 1150 S. Canton Center Rd. All applicants must complete a Canton Township application. Positions will be retained and be reviewed by Canton Township Personnel Board on Monday, April 28, 1997. Call 313-397-5110 for further information. Canton Charter Township of Canton does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. An Equal Opportunity Employer.

SUPERINTENDANT
-Experienced for established, fast-paced, residential building company. Must have background with multi-family property. Call: (810) 852-4447

FARMER JACK
SUPERMARKETS
Now accepting applications for experienced help in the following departments:
• MEAT CUTTERS
• MEAT WRAPPERS
If you have 1 or more years experience as a meat cutter or meat wrapper call:
(313) 270-1176 or
(313) 270-1254
Mon. - Fri. between 8am-4pm to arrange for an interview.
Equal Opportunity Employer

SWITCHBOARD OPERATOR/ CASHIER/GREETER
(sit in one position)
for Merchandise Mart Ford dealership. Must be able to smile and do more than one thing at a time. This is not an entry level position. Good pay & benefits. If you want to be a part of the best team in Ford dealerships, call for an appointment at: (313)421-7000
BILL BROWN FORD
22222 Ford Road, Dearborn

TAMARA'S INSTITUTE
in Farmington Hills is looking for reliable, professional receptionist, manager therapists. Call (810) 855-0474

TEACHER
A learning center in W. Bloomfield & Brighton. Reading and Math Certified. Immediate opening. 810-737-2550.

TEACHER NEEDED full-time for infant toddler program. Minimum of CDA required. Additional background a plus. Send resume to: Infant Care, Oak Park area. Send resume to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

TEACHERS & ASSISTANTS - For childcare centers. Full-time/Part-time positions available. 810-478-6500

TEACHERS - English, secondary/elementary certified, 5-10 yrs. experience. Long term, full time, part time, evening. (810) 350-2444

TEACHERS/TEACHER AIDES - Full time or part time for Southfield preschool program. Minimum Preschool Teacher Certification of Associate's Degree in Early Childhood required. 810-557-1740

TEACHERS WANTED
Part & Full time, Infant & Toddler Child Care Center. Call Hagerty 313-420-9026

Technician
CUSTOMER SERVICE INSTALLATION TECHNICIANS
Find out why we are America's cable TV company - Ameritech New Media. We're paving the way for interactive services that will change the way people live, and drive's license with good driving capability. Excellent "people" skills are essential as the position demands a lot of customer contact. In return, we offer:
- Excellent compensation and benefits
- Eligible for wage increases every 6 months
- Tuition reimbursement
For consideration, please call 8am-midnight, 7 days/week:
1-800-868-5022, ext. 260-I&F
Equal Opportunity Employer

- Background investigation/ drug-screen Required
AMERITECH NEW MEDIA

TECHNICIAN
- Midas Muffler Shop
Taylor/Wayne & Joy Rd. Dearborn Heights. 313-562-5100

TECHNICIANS & MACHINISTS
- SEVERAL OPENINGS!
Child Lab Technicians
CNC Machinists
Computer Technicians
Environmental Technicians
Electronic/Electrical Technicians
Field Service Technicians
Mechanical Technicians
Machinists
Noise & Vibration Technicians
Water & Wastewater Technicians
Immediate Long-term contract and contract to go direct opportunities.
TECHNICAL RESOURCING CONSULTANTS
391 Airport Industrial Dr.
Ypsilanti, MI 48198
313-485-3600, 1-800-992-7910
FAX: 313-485-4219

TELEMARKETER/SALES
with experience for Livonia company. Good pay, great commissions & advancement. Call ESI: (810) 442-1112

## 500 Help Wanted General

TELEMARKETERS - Mornings. Weekend working environment. High school & college students welcome. $7 plus bonuses. Sharon, Diane or Terry. 313-422-8222

TELEMARKETERS
PART time in the evenings and Saturday morning. $5.50 hr., Down to Earth Lawns Inc., (313) 522-1400

TELEMARKETERS
wanted. $6 to $8.50 an hour to start. Bonuses & commission on confirmed leads. Call Christy: 313-641-7100

TELEMARKETING
Immediate openings for dependable individuals to set appointments. Hourly rate plus bonuses.
Call Dave at: (313) 261-8437

TELEMONDATA CADLING firm looking for hardworking responsible person. Must have valid drivers license & insured vehicle.
1-810-258-6600

TELEPHONE INSTALLER/ Technician
Entry-level & experienced career opportunity. Competitive salary plus 401(k), profit sharing & full medical, dental, optical insurance. Apply 26450 Haggerty Road, Farmington Hills or call for an appointment. 810-473-0000, ext 202

TELEPHONE INTERVIEWERS
PART-TIME
A major employer, located in Farmington Hills, is accepting applications for telephone interviewers. No sales. Day, evening & Saturday hours available. Please refer to Position 31-397. Mail resume to: P.O. Box 563, Farmington, MI 48332-0563
An Equal Opportunity Employer

TELEPHONE OPERATORS
Required. Pleasant, articulate, knowledgeable of Metro area good spoken and customer service skills. Some college. Experienced. Dependability a must. Day, swing, phone shifts available. Qualified candidates call. (313) 432-1925

TELLER
Fidelity Bank has a part time position for a teller. No experience required, pay commensurate with experience. Inexperienced starting pay, $7.50/hour. Apply in person on Tues. March 11, 9:30am-2pm, at: 1040 E. Maple, Birmingham.
An Equal Opportunity Employer

TILE PERSON
Ceramic/vinyl, install & repair for Southfield property management company. Full-time, benefits. Call Mon. thru Fri., 9-5pm. 810-356-1030. EOE.

TIRED OF WORKING RESTAURANT HOURS?
Mature, responsible individuals needed. Must be 18 or older. 30-35 hr per hour depending upon experience. Benefits available. Apply in person:
Merchant of Vino
27640 Haggerty Rd.
Farmington Hills
(810) 473-7600

Tool & Die Shop Trainee
Full time, Experience a plus. Must be reliable. (810) 477-1243

TOOL MAKER
- Precision Guide Building
Top pay & benefits. Upgraders considered. Meyer-Gage Company
(810) 471-0620

TOTAL CARE, Giver - Experienced 5 for closed head injury patient. Available Weekends. Must drive, to start. 810-738-6997 or 810-304-2029

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

TRANSPORTATION DEPARTMENT
BUS AIDES
Qualifications: Must meet required school bus driver certification requirements, must possess (CDL) with class B endorsement. Posting closes March 18, 1997. For information on applying call 313-595-2025
Wayne-Westland Community Schools
36745 Marquette
Westland, MI 48185
EOE

CLASS ACT TRAVEL
Immediate opening for two experienced travel professionals. Our clientele is 75% corporate, 25% leisure, and 100% important. State of the art office environment including Worldspan for Windows. Excellent salary, benefits, and bonus program. For prompt consideration, fax or mail resume and salary history to:
CLASS ACT TRAVEL, L.L.C.
29999 Central Park Blvd. #180
Southfield, MI 48075
Fax Number: (810) 356-2586

TRAVEL/ADVENTURE? COMPUTER INVENTORY TRAINEE
$30K. Personnel Data Report (810-524-1500; FAX: 810-524-2461

TRAVEL AGENT. Busy friendly office in Redford Twp. looking for an agent to grow with us. Leisure experience preferred. 313-541-2222

TRAVEL AGENT
Experienced Corporate/Leisure agent need for full time immediate position in Troy. Minimum 2 years experience; Windows desired.
Fax resume to: (810) 649-7390
Or call Pam: (810) 299-9176

TRAVEL AGENT
Full time corporate agent needed for busy Birmingham agency. Minimum 3 years travel experience. Apollo preferred. Fax resume to Linda at (810) 644-1510 or call (810) 644-1500

TRAVEL AGENT - thinking of starting your own agency? Call us first. Minimum 2yrs agency experience required.
1-800-874-6470

TRAVEL AGENT
Travel Agent's unit in Birmingham is looking for a dynamic agent with 1-2 years corporate/leisure experience. Salary negotiable. (810) 646-2682

TRUCK DRIVER
CDL-A, minimum 2 years driving experience and dry bulk experience required. Good benefits, good pay. Apply to:
810-329-6800

TRUCK DRIVER - CDL
Class B driver for heating & cooling distributor. Loading delivery duties. Heavy experience a plus. Some outside deliveries. Benefits package 40+ hours. Apply SWAC Distribution, 12050 Inkster, Redford, MI 48239

TRUCK DRIVER-FULL time for plumbing supply company. Must have CDL-III license. Good benefit package, call (313)668-8200

TRUCK & TRAILER MECHANIC
Experienced mechanic needed for perm wide range of repairs and preventative maintenance on 2nd shift. Contact Bob West at (810) 348-8377 or Fax resume to: (810) 449-1801

VIDEO PRODUCTION SPECIALIST
Southwestern Oakland Cable Commission
Currently accepting applications for full-time Video Production Specialist. Must be experienced in studio and remote production; editing; lighting; instructing. Bachelor's degree or equivalent experience desirable. Salary range $18,000 to $22,000 with benefits. Salary is work flexible hours. Resumes will be accepted until March 17, 1997. Send resume to:
SWOCC-HFO TV-12
24001 Research Dr.
Farmington Hills, MI 48335
EOE

WAREHOUSE 2ND/3RD SHIFT
- SHIPPING DEPARTMENT
Up to Head 10 Ball bearing in variable temperatures (depending on season), good math and reading skills required. Starting time 4 PM. Starting pay $8.15, noon, 50 days $9.00, pre-employment drug screen. Send letter of interest to: Attn: Human Resources, 23303 Commerce Dr., Farmington Hills, MI., 48335-2784.

WAREHOUSE & DELIVERY
Lift up to 150 lbs. Full-time. Detail minded & self-motivated. Call Sherri: (810) 352-8404

## 500 Help Wanted General

warehouse
Heslop's
A fine china & giftware distribution center, located in Novi, is now hiring for Receiving, full-time, $7 an hr. 401k plan & health insurance. Must apply in person at: 22790 Heslop Dr., Novi, (off of 9, btwn. Novi/Meadowbrook Rds) 810-348-7050

WAREHOUSE CLERK
Livonia computer company has an opening for Warehouse Clerk. Position involves shipping, receiving & inventory control. Data entry & some lifting involved. Good benefits. Qualified applicants should send resume & salary requirements to: Box #1648
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

WAREHOUSE DELIVERY
$7.00/hr.
Must have valid drivers license and good driving record. CDL not required. (810) 355-1034 ext. 180

WAREHOUSE/ DRIVER POSITION
National industrial plastics distributor seeking motivated energetic, individual. Benefits & advancement opportunities. Good driving record required. Farmington.
(810) 548-5326

WAREHOUSE DRIVER
Competitive wages, benefits, and 401k are just some of the perks Fairlane will receive as an employee of our company. 40 hrs/wk. Apply: Attn: Personnel Position requires heavy lifting. If you are energetic and reliable, please send letter of interest and/or resume to: Personnel, 1295 N. Woodward Ave., Ste. 02, Auburn Hills, MI 48326 or FAX to (810) 377-2392

WAREHOUSE
FULL TIME PERMANENT
$9.50/Hour + Benefits
Distribution center of major company in Novi/Southwestern Oakland County has immediate need for experienced warehouse personnel. Applicants must have recent work history, steady warehouse experience, valid drivers license & own transportation. Must be available for any shift.
EMPLOYER PAYS FEE
Interviews will be held in Southfield
Call for appointment.
EMPLOYMENT CENTER AGENCY
(810) 569-1636

WAREHOUSE
Livonia based distributor seeks full & part time Warehouse Merchandise Processors. No experience, some lifting required. Call Sandy, Mon-Fri. 8:30-4pm at: (313) 591-1717

WAREHOUSE
Livonia company seeks qualified candidates to be picking and packing positions. Pay starts at $7.25 an hour for entry level. Please apply in person or send letter to: 31778 Enterprise Dr., Livonia, MI 48150, Attn: HR-Warehouse. Located on corner of Merriman and Plymouth Rd.

WAREHOUSE
Major Food Distributor in Detroit is seeking a professional Alarm wiring to work permanent nights and be able to stand for long periods of time. Production knowledge preferred but willing to train the right person.
Please forward detail resume along with cover letter to:
Night Operations Manager
1200 S. Green St.
Detroit, MI 48209
- Equal Opportunity Employer -

WAREHOUSEMAN (M/F)/ CLERK
Automotive supplier needs experienced, reliable WAREHOUSEMAN (m/f)/CLERK, with good math skills. Responsible for maintaining accurate records, as well as light data-entry. Requires forklift certification, high operation, driving delivery truck, and maintenance duties. Approx. 40 hours per week on "Part time" status, with possibility of "Full-time" status (including benefits) for the proven performer. Please send resume and salary history to:
SALES LOGISTICS
P.O. BOX 530058
LIVONIA, MI 48153

WAREHOUSE OPPORTUNITY
TRUCK DRIVER
to deliver products in Metro area via 22 ft. van box vehicle. Must have excellent driving record & be able to pass DOT physical. Heavy lifting required.
AFTERNOON SHIFT LOADER
3PM to 11:30PM. Individual to load product onto delivery trucks. Heavy lifting required.
WAREHOUSE WORKER
Individual to help unload incoming product, put product away, and/or pull product for production work. Hi-Lo or stock picker experience helpful. Light lifting required.
Excellent benefits. Salary commensurate with experience. Please apply in person at:
Sally Window & Door Company
2000 Haggerty Rd.
(N. bds. N. of Milford)
West Bloomfield, MI. 48322
EOE

WAREHOUSE ORDER PICKING/ PACKING
Now taking applications for 3rd shift positions working in our warehouse. Should have experience in a fast paced, warehouse 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. & 5:00 p.m.
STAPLES
BUSINESS ADVANTAGE
41554 Koppernick
Canton, MI 48187
An Affirmative Action/ Equal Opportunity Employer

WAREHOUSE PERSON
Machine Operators - Packaging Shipping and Receiving
Press Operators
Electrical Helper
Call today and ask about our referral and cash bonuses!
LIVONIA, 313-266-8000
TAYLOR, 313-294-0777
SOUTHFIELD, 810-557-1300
AUBURN HILLS, 810-373-7000
SNELLING.
PERSONNEL SERVICES

WORK NOW!
We have immediate openings for customer service and sales positions. Great environment, could lead to long term work. $6/hr, Birmingham area. Day shift, near Middle Belt. Apply in person or call MANPOWER NOW! 2328 Bloomfield, Bldg. 16 between Big Beaver and Maple
810-740-3420

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

## 500 Help Wanted Office Clerical

- ABILITY? Opportunity? Office Phones, Receptionist, Word/Excel Windows, Troy & Ann Arbor. 313-396-1882

Abstractor / Examiner
Full time position with benefits available for experienced abstractor. Livonia area. Send resume to: P.O. Box 1810 Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150

ACCOUNTANT/BOOKKEEPER
For industrial company in Farmington area. Inventory payables & computer experience required. Salary & benefits based on experience. Resume to: Observer Ad, 2000 Civic Center Dr., Suite 300, Southfield, MI 48076

ACCOUNTING
Accounting payable/receivable clerk. Full-time. Experience preferred. Benefits. $23,000 to $25,000 based on experience. Phoenix Industries, Fax resume: 313-459-2310, Attn: John

## 500 Help Wanted Office Clerical

WAYNE STATE UNIVERSITY SCHOOL OF BUSINESS ADMINISTRATION COLLEGE LECTURERS ACCOUNTING/MANAGEMENT INFORMATION SYSTEMS/ LEGAL STUDIES
Wayne State University, a major urban, research-based institution, is accepting applications for full-time lecturers and adjunct (part-time) faculty in Financial Accounting, Managerial Accounting, Management Information Systems, and Legal Studies. One to two 9-month full-time lecturer positions for 1997-1998 are anticipated; applications for adjunct (part-time lecturers) are being accepted for Masters degree, plus CPA or other relevant degree/certification, plus academic and/or teaching experience is required. Qualified women, minorities, other protected groups, and disabled persons are encouraged to apply. Responsibilities include teaching (full-time lecturers teach 12 credit hours/year) and advising at the graduate and undergraduate levels (in person and via Internet), plus service assignments on behalf of the University. Send application letter (including Email address), vita, transcripts, and three letters of recommendation by March 31, 1997 to: Professor Albert Madansky, Interim Chair, Department of Accounting, School of Business Administration, Wayne State University, Detroit, Michigan 48202. Fax: 313-577-5494, asplado@cid.com
All buildings, structures and vehicles at WSU are smoke-free. Wayne State University is an affirmative action employer. Wayne State University - People working together to provide quality service.

WELDER/FITTER - arc mig tig welding, custom steel fabricator working on prototypes. Must have ability to work from prints, sketches or shop drawings. To schedule an interview
810-476-2430

WELDER / FITTERS
Automation company looking for experienced Welder/Fitters. Must read blueprints. Located in Livonia.
(313) 432-5923

WELDERS - Must be well versed in Mig welding applications. Tig welding & computer experience helpful. Must be able to work from prints, sketches or shop drawings. To schedule an interview
810-476-2430

WESTLAND CHAMBER OF COMMERCE
AD#1720849
1X1

What Can ACI Do For You? Our team, which includes CPAs & CPDs, has significant experience in various financial positions, ranging from General Accountant to CFO. This gives us the ability to understand & market your skills & talents to prospective employers. If you're currently unemployed, we can place you in a temporary position as we continue to search for permanent job opportunities. This allows you to keep your skills sharp, continue to use your skills & network in a variety of settings, and earn income. Because temporary employees are always considered for perm openings, our "Full-time" status never interrupted. Many temporary employees have been so impressed by the companies we assigned them to! There is no cost to you, ever, for our time. Our services are provided free of charge to the employee. Call today for more detail.
RECEIVABLES CLERK - Full Charge, Accounts Receivable, billing experience required. To $20K.
JR. ACCOUNTANT - experience required. To $12K.
STAFF ACCOUNTANT - General ledger knowledge with reconciliation and analysis experience. To $22K.
FULL CHARGE BOOKKEEPER Public accounting experience a plus. To $30K.
SR. ACCOUNTANT - General ledger, financial statements. $35-35K.
Accountants Connection Inc
32540 Schoolcraft Rd.
Suite 100
Livonia, MI 48150
Phone: (313) 513-7800
Fax: (313) 513-7805

WHERE ARE ALL THE LIGHT INDUSTRIALS?
Many great job openings for production, entry level & long-term jobs that could turn into permanent positions. Work with benefits.
Panel Wiring Warehouse
Machine Operators Packaging
Shipping and Receiving
Press Operators
Electrical Helper
Call today and ask about our referral and cash bonuses!
LIVONIA, 313-266-8000
TAYLOR, 313-294-0777
SOUTHFIELD, 810-557-1300
AUBURN HILLS, 810-373-7000

## 502 Help Wanted Office Clerical

ACCOUNTANT
Plymouth automotive supplier is seeking an entry level accountant. Candidate must have a BS/BA in accounting. General cost accounting experience and/or NAFTA experience are preferred. Salary is commensurate with education and experience.
Send resume and salary history to:
Industrial Strainer Company
595 Amelia Street
Plymouth, Michigan 48170
Telephone calls will not be accepted

ACCOUNTING/ ADMINISTRATIVE
Edward Rose & Sons, a large property management firm located in Farmington Hills seeks to fill the following positions:
ACCOUNTS PAYABLE - Position requires an experienced accounts payable system. Degree and minimum 2 years accounting experience helpful but not necessary. Direct resumes to A/P Supervisor.
ACCOUNTS RECEIVABLE - position requires an experienced accounts receivable system. Ability to deal in team and familiarity with accounting concepts. Knowledge of property management helpful but not necessary. Direct resume to Accounting Supervisor.
DATA ENTRY - position requires ambitious individual for immediate entry level opening. Opportunity for advancement.
All resumes should be sent to:
P.O. Box 9101
Farmington Hills, MI 48333-9154

ACCOUNTING ASSISTANT
Busy, architectural firm in Farmington Hills is looking for an individual with at least 1 year experience to assist in accounting department. Responsibilities would include computerized accounts receivable and data entry. Must have Word Perfect experience. Excellent working environment and benefits.
Please fax resume (810)737-9181
Or Mail to: J.R.H.A. Architects
31000 Northwestern Hwy #100
Farmington Hills, MI 48334

ACCOUNTING CLERICAL/ DATA ENTRY
20-25 hrs per wk. Receivable hours. Accounts receivable/payable, data base management. Must enjoy attention to detail, accuracy required. Bingham Farms area. Fax resume to: 810-433-1093

ACCOUNTING CLERK
Franklin Village seeks full-time Accounting Clerk. Daily receipts disbursements, knowledge of financial reports, management of ledger accounts, bank reconciliations, bookkeeping experience. Excel, WordPerfect, Lotus, MS Windows. Benefits available. Send resume to 32325 Franklin Road, Franklin, MI 48025.

ACCOUNTING CLERK
Full time position available immediately. Knowledge of bookkeeping, accounts received and accounts payable. Computer experience necessary - data entry. Send resume and salary requirements to:
BETTER BUSINESS BUREAU
30555 Southfield Rd.
Ste. 200
Southfield, MI 48076

ACCOUNTING CLERK - much fast paced property management company seeks individual with accounting experience. Computer proficiency necessary. Send resume to Atlantic Asset, 39700 Grand River, Farmington Hills, MI 48335.
Fax 810-442-1488

ACCOUNTING CLERK
Fast paced construction/property management company seeks individual with accounts payable & receivable experience. Proficiency with Lotus & Word Perfect required. Excellent benefits. Full time. Send resume to:
SHERR DEVELOPMENT CORP
31555 W. 14 Mile Rd. #101
Farmington Hills, MI 48334
or Fax 810-626-4571

ACCOUNTING CLERK
Detroit based supermarket chain has a set immediate opening for a full time cash and balancing clerk. Candidate should possess knowledge of bank statement reconciliation, concentration accounts and be proficient using computer skills. Excel spreadsheet and system experience helpful. Good math skills and full benefit package. Send resume to:
General Accounting Manager
P.O. Box 3446
Detroit, MI 48232-3446
EOE

ACCOUNTING
If you are available immediately, and willing to work as an Accountants One TEMP, while contacting us about your permanent job, call for an appointment or stop by our Open Registration any Thursday 9:00am - 12:00pm or 1:00pm - 3:00pm and your resume and allow time for testing. We specialize in full time permanent placement services, and give priority to our Temps. All placement fees are paid by our new employer. The only cost to you is your time. Call for directions:
ACCOUNTANTS ONE
24901 Northwestern Hwy
Suite 518
Southfield, MI 48075
(810) 354-2410

ACCOUNTING POSITION
Minimum qualifications: Associate Degree in Accounting, computer accounting experience, good oral and written communication skills, ability to work as a team member in a fast-paced environment. Duties will include: payroll, general ledger, bank reconciliations, some secretarial.
Please fax resume to:
Accountant
5839 W. Maple Rd. Suite 109
West Bloomfield, MI 48322

Accounting
You Know You're THE BEST!
So come work with the best! Earn top $$$ on challenging, short & long term assignments with the best companies in town!
- Collectors
- Accountants
- Bookkeepers
- Payroll Specialists
- Accounting Clerks
A/P, A/R, G/L
Call ACCOUNTEMPS today or our Job Hotline at 810-825-6020. EOE.
accountemps
Financial Staffing
201 W. Big Beaver, #310
Troy, MI 48084
810-524-9050 FAX 810-524-3115

ACCOUNTS COORDINATOR Assistant, ITS Inc. seeks responsible, motivated people for customer service, Assignments / Scheduling / monitoring. Data entry, work with phone system, Word, Windows, Excel, phone skills, for consideration: fax resume to: 810-260-8621

ACCOUNTS PAYABLE
Dynamic office is searching for part time Accounts Payable Clerk. Applicants should have prior computer experience, be able to work at fast pace and show a high attention to detail. Ideal candidate is organized, send resume to: Controller, 24453 W. 10 Mile, Southfield, MI 48034

## 502 Help Wanted Office Clerical

ACCOUNTS PAYABLE PERSON
for small property management company.
Good interpersonal skills and computer experience (Windows) are a must.
Please send resume to:
Box # 1615
Observer & Eccentric Newspapers
36251 Schoolcraft Road
Livonia, MI 48150

ACCOUNTS PAYABLE CLERK
Full time. Minimum 2 yrs. accounting experience. Data entry skills. Knowledge typing, working knowledge of computer (Lotus, Word, Microsoft Works). Send resume to: Birmingham Public Schools, 500 W. Maple, Birmingham, MI 48009. Attn. Personnel Relations.
An Equal Opportunity Employer

Accounts Payable Clerk
Property management company is looking for an experienced individual for a busy office. REQUIRED: accounting and computer experience. Knowledge of Lotus a PLUS. Send resume and cover letter to: ACCOUNTING
P.O. Box 255005, West Bloomfield, MI. 48325 or FAX 810-865-1633

ACCOUNTS PAYABLE/ ACCOUNTS RECEIVABLE
Phone experience a plus. Full time position with benefits. Call Kathryn at (810) 478-1928

ACCOUNTS PAYABLE CLERK
Data entry, filing, copying. Lotus & Word Perfect. Full time position. Up to $10/hr. Send Resume.
5343 Farmington Rd.
W. Bloomfield, MI 48322

ACCOUNTS PAYABLE/COMPUTER
FULL-TIME
Must have computer skills. Various duties. Excellent benefit program. Call for appointment. Attn: Laura, Riemer Floors, Bloomfield Hills. 810-642-7000

ACCOUNTS PAYABLE
Entry level full time position available in fast paced Southfield office. Previous accounts payable and data entry experience preferred. Send resume to: Box 1614, Observer & Eccentric, 36251 Schoolcraft, Livonia, MI 48150. Attn: HR-Accounts Payable

ACCOUNTS PAYABLE
Large company in Livonia needs several people who have experience with accounts payable. Full time with benefits. Depending on experience. Please call right away for an appointment at:
(313) 525-4906

ACCOUNTS PAYABLE
Livonia computer co has an opening for an experienced person in accounts payable, accounting & computer experience helpful. Excellent benefits. Send resume & salary requirements to: Accounts Payable, Box 1648, Observer & Eccentric, 36251 Schoolcraft, Livonia, MI 48150

ACCOUNTS PAYABLE
Entry level position. Responsibilities include processing new vendors, vouchering invoices, check processing, vendor statements and processing weekly and monthly checks. Computer knowledge & basic accounting skills required.
Please Send Resume To:
J.H. BENNETT & CO., INC.
P.O. Box 2000
Novi, MI 48376-8029

ACCOUNTS PAYABLE
Manufacturer of Industrial Equipment in Plymouth Twp. (M-14 area) and employing 4 people is looking for person commensurate with experience and skills. Excellent benefits including pension and 401(K). Reply to:
Box 1646
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTS PAYABLE
Downtown Detroit Direct Mail Production Facility has an immediate full time position for Accounts Payable experience to join our team. This position involves a fast paced, hours/week. Salary Commensurate.
Fax Resume to: 313-841-1514
Or Send Resume To:
Box 32624
Detroit, MI 48232

ACCOUNTS PAYABLE CLERK
Well established manufacturing company seeks full time Accounts Payable Clerk. Min. 3 years experience. Knowledge necessary. Experience with accounting software, general Ledger & P.O. driven system required. Applicants must be organized, deadline oriented and work well independently. Competitive salary & benefits. Send resume with salary requirements to:
Box 1644
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTS RECEIVABLE, full time, experienced person for established home remodeler. Lotus experience a must. Knowledge of MS Word, Word and mortgages a plus. Call Bonnie 2pm-4pm. Tues through Friday. 810-443-2600

ACCOUNTS RECEIVABLE
Full time positions available within our central business office in Livonia. Computer and typing experience required. Good organizational skills a must. Please include salary requirements. Fax resume to:
(313) 513-0531 Attn: Lisa EOE

ADMINISTRATIVE ASSISTANT
Strong administrative and organizational skills required. Position includes secretarial duties and accounting responsibilities. Must have knowledge in MicroSoft Office, Excel & Word. Attention to detail and professional interpersonal skills a must. We offer a relaxed, friendly atmosphere and full benefits. Send resume with salary requirements to:
FloTec, Inc.
45235 Port Lake Rd.
Plymouth, MI. 48170
Attn: Controller

ADMINISTRATIVE ASSISTANT
Fast paced, high volume, high energy accounting skills. Must have Microsoft Word & Excel. Ability to work independently. Only need apply.
Fax resume to: 810-474-9117

ADMINISTRATIVE ASSISTANT/ RECEPTIONIST
busy Farmington Hills ad agency looking for someone able to perform general clerical & telephone duties. Knowledge of Microsoft Word preferred. Call (810) 737-7077

ADMINISTRATIVE ASSISTANT
Challenging, fast paced, fast growth position for self starter, highly organized, excellent written & verbal skills, proficient in Microsoft Word, Windows 95, minimum typing 60 w.p.m. Send resume to: Sales Manager, P.O. Box 1133, Royal Oak, MI 48068 or Fax 810-547-3932

ADMINISTRATIVE ASSISTANT/ SECRETARY
Bloomfield Hills real estate company needs an experienced, organized individual who must be able to prioritize multiple tasks and meet deadlines daily. Must have experience in Word, Windows 95 & Lotus a plus. Send resume to: H.R.D., P.O. Box 992, Bloomfield Hills, MI 48303-0692

ADMINISTRATIVE ASSISTANT / CLERICAL
2-Friendly, Anxious, Motivated, Self-Starters for busy, growing Surveying Company. Need strong telephone and communication skills. 2 years experience preferred but will train right person. One person for Livonia and other for Clawson Office. Send resume to:
Box #1602
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
Livonia accounting office full or part time. Call (313) 427-7100 or Fax to: (313) 427-9950

ADMINISTRATIVE ASSISTANT
Financial firm seeks Administrative Assistant. MS office skills required. Salary commensurate. Fax resume to: (810) 223-2100
Bloomfield Hills, MI 48075

## 502 Help Wanted Office Clerical

ADMINISTRATIVE ASSISTANT
Property Management company seeking well versed administrative assistant. MUST have experience in property management, bookkeeping and employee supervision. MUST be computer literate.
Send RESUME & COVER LETTER
with SALARY REQUIREMENTS to:
Personnel, P.O. Box 255005
West Bloomfield, MI 48325
or FAX: 810-865-1633

ADMINISTRATIVE ASSISTANT
Fast growing company is seeking Administrative Assistant to Vice President of marketing and operations. Duties include screening calls, typing letters, and processing sales mail to Vice President and sales staff. Person needs to be an independent worker, computer literate in Excel and Word, good at prioritizing and able to handle hectic pace. Company offers good salary, benefits, and flexibility. Qualified candidates can send their resume to:
Attn: Human Resources
45657 Helm St.
Plymouth, MI 48170-6010

ADMINISTRATIVE ASSISTANT
for software company. Duties include administrative, accounting, phones, office support. Excellent opportunity; will train sharp individual.
Fax resume: (810) 348-1928

ADMINISTRATIVE ASSISTANT
Environmental facility located in Farmington seeking an energetic, dependable individual with organizational skills. Company offers full fringe benefits. Salary $8-$10/hr.
Fax resume: 810-546-6108
or call: 810-546-6100

ADMINISTRATIVE ASSISTANT
Phones, typing, help convert office to computer for 1 or 2 person non-smoking office. Full-time. Fax resume to: P.O. Box 20400, Ferndale, MI. 48220. Include salary expectations.

ADMINISTRATIVE ASSISTANT
Part-time afternoons. Must be 18 years or older. Great for students. Energetic with a nice telephone voice. Ask for Michelle: (810) 557-3100
Fax# 810-647-8379

ADMINISTRATIVE ASSISTANT/ RECEPTIONIST
position for Southfield office. Computer, phone, and people skills needed for 5-311/hour job. Call Ms. Ross, 810-473-1112 or Fax: 810-442-1113

ADMINISTRATIVE ASSISTANT & SECRETARIAL positions open at fast-paced Troy ad agency. Proficiency in MS Word, Excel & PowerPoint. Typing speed, 65 wpm. Excellent benefits package. Forward resume & salary requirements to: Personnel, 755 W. Big Beaver Rd., Troy, MI 48084. EOE

ADMINISTRATIVE ASSISTANT
Seeking sales assistant for a broadcasting environment. Must have MS Office experience and professional demeanor is a must! Conveniently located in Southfield. Please call if you are looking for an exciting opportunity. Excellent Pay. 810-948-7600

ADMINISTRATIVE ASSISTANT
Plymouth based automotive supplier is looking for person with Excel and basic word processing experience to work in the Purchasing Department. 20-25 hrs/week. $7.50-$9.00/hour. Call (810) 340-9225 for more details.
(810) 349-9222

ADMINISTRATIVE ASSISTANT & SALES
Chemical company seeks assistant to handle customer service, sales administrative & sales work. Salary in mid $20's plus commission. Send resume to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
A growing and established financial planning firm has an immediate opening. Position offers competitive salary, benefits, retirement, flexible hours, room for advancement, and a pleasant location. If confident, friendly self-starter with strong communication & computer skills. Submit resume to: 26211 Central Park Blvd., Suite 300, Southfield, MI 48076.

ADMINISTRATIVE ASSISTANT
Nationwide company seeks someone a bright, self-motivated and organized individual for its Farmington Hills office. Microsoft literacy necessary. Must be proficient in all related office skills.
Diversified Recruiters
810-344-6700 Fax 810-344-6704

ADMINISTRATIVE ASSISTANT/ COORDINATOR
Bloomfield Hills Ad Agency. Must have strong written, verbal and customer relation skills. Must organize, prioritize, detail oriented & expert problem solving for work in fast paced office environment. Must have material skills and computer proficient. Fax resume with cover letter & salary expectations to: (810) 540-4379

Administrative Assistants
Executive Secretaries
Ready to enhance your career? We represent many top level employers who are seeking polished professionals with experience providing direct support to a CEO or VP, proficiency in MS Word or Excel, & outstanding interpersonal skills. Our office suites in Southfield & Farmington Hills offer competitive salaries. Call/fax resume to: Gloria Bobkowski: 810-932-1133, Fax 810-932-2164, Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

Administrative Assistants
$10-$14/hr.
Several positions in Southfield, Livonia, Farmington & Novi. Must have MS Word and Excel skills. Powerpoint a plus. Full time. Benefits, direct deposit, 401k, paid holidays & vacation. Call Suzanne at 810-645-0500.
WESTERN STAFF SERVICES
Not an agency, never a fee

Administrative Assistant & Receptionist/ Secretary positions
For dependent care consulting firm in Bloomfield Hills. Full time positions, salaried w/benefits. Must be proficient in WordPerfect Windows & Excel, able to manage multiple phone lines, general office duties, excellent written & verbal communication skills; ability to multi-task. College/work experience a plus. EOE. Send a resume and salary requirements to: Attn: C. Bechtel, Fax # 810-645-9448
Or Call: 810-988-9490

ADMINISTRATIVE ASSISTANT
Southfield based professional architectural firm has an immediate opening for an administrative assistant. Microsoft Windows & Professional Office experience required. Must be able to type 65 wpm, architectural knowledge a plus; excellent organization skills required. The full time position offers a competitive salary and full benefit package. For consideration send resume to:
JGA
P.O. Box 5141
Southfield, MI 48086
Attn: J. Gaude
No phone calls please!

## 502 Help Wanted Office Clerical

ADVERTISING ASSISTANT
Part time position (approximately 30 hours per week) available immediately at an insurance and financial services office. Ideal candidate must possess the ability to learn quickly and work independently; must be self-motivated and have strong organizational skills. Excellent verbal and written communication skills are required. Insurance experience helpful. Please send resume to:
Kimberly Hemingway
5435 Corporate Drive, Suite 123
Troy, MI 48098
Fax: (810) 641-2582
An