500 Help Wanted General

SEAMSTRESS
To work 10-3pm, 3-6 days a week. Farmington, $7.50 hr. to start. (810) 645-6088

SECRETARY
Receptionist/Secretary wanted. Must have good phone skills. Experience in Wordprocessing, Microsoft Word and Excel programs. Part-time welcome. (810) 474-4300

★ SECRETZ SALON ★
Hope hiring Hair & Nail Techs. Flexible hours. Clientele not necessary. Call Angela or Carol at: (313) 728-9222

ATTENTION
APPLY NOW!!!
Million Nation Wide Security! Full or part time work. No experience, we train you!
$6.00 To $8 starting wage!
Are Unemployed?
Paid Holidays/Vacations
Medical/Dental Benefits
Warehouse with a clean criminal history should apply. (313) 532-1800
NATION WIDE SECURITY
23630 W. Ten Mile Rd.
Southfield (810) 355-0500
681 W. Michigan Ave., Ste. 300
Ypsilanti (313) 480-1122

SECURITY OFFICERS
Immediate Openings in Wayne, Oakland & Macomb counties. Medical & dental available after 90 days. Free uniforms. Smith Security (810) 557-7766

Security Officers
Security openings in Pontiac/Waterford/Auburn Hills. Medical benefits available. Necessary. Must have car. 968-6338

Security Officers
Guardian Guard Service has full and part time positions available in the Troy area. Preferred candidates will have a full benefit plan. Applicants must have valid MI drivers license, HS diploma/GED and no criminal history. Apply in person Tues. or Thurs., 8-30 pm to 2pm at:
27629 John R
Madison Heights, MI
Between 11 & 12 Mile in the Farnum Square Plaza
(810) 548-7766

SENIOR MANUFACTURING ENGINEER
A unique opportunity exists with a focal subsidiary of a multi-national manufacturer, Dalton Clutch Corporation, a QS 9000 registered Tier-one automotive supplier located in Belleville, MI has an opening for a Senior Manufacturing Engineer. The ideal candidate will possess 5-10 years of manufacturing experience in tooling, fixture/fixtures, equipment/tooling specification & justification, Stamping experience a plus. A BS in Industrial - or - Industrial engineering is required. Dalton Clutch Corporation offers an excellent compensation and benefits package. Interested candidates can fax their resume to: Senior Engineer, Attn: Personnel Dept. 313-397-7330.

SERVICE AGENTS
Dale Mitchell Ford Lincoln has part-time Service Agent positions available in Ann Arbor, Brighton, Livonia and Plymouth offices. Must be 18 yrs. old, able to type 35+ words per minute, have a driving mtr. 3 high/shools. Excellent benefits, including health, life, education, and competitive salary. Apply in person or send resume in person to: Dhl, Worldwide Express, 45111 Polaris Court, Plymouth Twp., MI 48170

SERVICE & DOOR INSTALLER
Experienced or will train. Truck & $500 provided. Up to $400 per week. Call for Kevin or Paul (313) 961-4266

SERVICE PERSON
Mature, responsible individual needed for a full-time position in our materials handling dealership to do warehouse work, deliver parts and assist Parts Department staff. (810) 349-2500

Service
PEST CONTROL
COMMERCIAL DAY ROUTE
Ability to work independent of direct supervision, able to perform detailed inspections and report findings based on 75% corporate, 25% standards. Positions available Nationwide Experience, college degree or combination in plus. Some travel. Retained in company vehicle. Benefits include Group Health, Life, Dental, 401k, Paid retirement. Please mail resume to Food Safety Inc., 2213 Fastria Court, Jonesboro, GA 30236. eoe employ. Drug free workplace.

SERVICE TECHNICIAN swimming pool company has immediate opening for experienced Service Technician. Pay commensurate experience. (810) 477-7727

SERVICE TECHNICIAN/ DUCT CLEANERS
A leader in the HVAC & plumbing industry is seeking motivated individuals to join our growing team. We have openings for experienced duct cleaners, and apprentice technicians. Excellent benefits package available. Competitive pay and benefits. Call Chris at 313-522-1500 or apply in person at:
BERGSTROM'S INC.
30633 Schoolcraft Rd.
Livonia, MI. 48150
(between Middlebelt/Merriman)

SERVICE TECHNICIAN
HLB, a leading manufacturer of high pressure hydraulic equipment, is a qualified mechanic. The person must have two years experience in equipment hydraulics and electrical a plus. HLB offers a competitive salary and benefits package, including profit sharing plan and 401K plan. Send to resume to:
HLB Corporation
29830 Beck Rd.
Wixom, MI 48393-2924
Fax: (810) 624-4781
Attention: Service Manager

SHIPPING. Livonia company seeks full time help. Employee will receive training and benefits package, process outgoing material. Experience a plus, but will train enthusiastic candidate. We offer a competitive benefit package. Respond to: Item Products, 12974 Westland, Livonia, MI 48150 or fax 313-522-9102

SHIPPING PERSONNEL
Light warehouse work, light pick & ship, shipping/receiving, inventory, general maintenance. $6.50/hr. 313-421-6311

SHOE SHINER - Sat/hr. Mon. Wed. Fri. 8am-4pm. Auburn Hills. 810-810-9911

SHOP HELP
Helper over 21 to work in shop and delivery truck. Must have good driving record. Health insurance, paid holidays. 26789 Fieldstone, Redford (E. of Inkster, between Plymouth & Schoolcraft). (313) 592-3190

SIDING PICS
If you're good, we want your truck & tools a must. (810) 545-3723

SKILLED PAINTERS needed. 6 yrs. minimum experience. All question residential. Top pay. Call Bernard at 810-559-1120pm. (810) 684-5682

Social Butterfly
Fastest growing company needs individuals with good people skills. Marketing & Business degree preferred but not necessary. We train. Call for an appointment. 810-649-1484

SOCIAL WORKER
The Salvation Army of Farmington Hills is seeking a full time Social Worker. Must be organized, detail-oriented and understand the mission of The Salvation Army. Interested individuals should send or fax their resumes to: Lt. Colonel Ethelmeyers, Farmington Hills, MI 48330 or Fax (810) 477-7486

500 Help Wanted General

Social Work
DIRECTOR OF RESIDENT SERVICES
for a premier home for aged in West Bloomfield. Administrative position for an experienced social worker (or related field) with strong organizational skills and a love for the elderly. Excellent benefits.
Send or fax resume to:
(810) 661-1626
Tonya Corbett - Office Manager
Jewish Home for Aged
6710 W. Maple Road
West Bloomfield, MI 48322

SPRING INTO A NEW JOB!!!
Day, afternoon and midnight shifts available. Warehouse, three operations and Bindery workers needed. $6.00 and up
CALL TODAY!!!!!
Corporate Personnel Services, Inc.
(313) 722-7990

SPRING INTO SNELLING
Are you tired of your dead end job? Are you looking to make a career change? Let Snelling do the work for you. We have immediate openings for temp and permanent positions.
Administrative Assistants Clerks
Word Processors Receptionists
Secretarial Mail Clerks
Accounting Clerks
Customer Service
Call today for an interview!
313-266-8600 Livonia
313-352-1300 Southfield
313-284-0777 Taylor
810-373-7500 Auburn Hills
SNELLING
PERSONNEL SERVICES

STAFF LEASING RECRUITER
Base + commission. Call Mr. Michael at C.I. Corp. (810) 524-1500, Fax 810-524-2461

STOCK CLERKS
to $9.50 hr. + Benefits
Minimum 2 years warehouse experience for one company. Mon.-Fri., 9am - 1:30pm. Must have valid drivers license and own transportation.
EMPLOYER PAYS FEE
Employment Center Agency
(810) 569-1636

STOCK PERSON
Full or part time for lighting showroom. Good benefits package. Call Ann (313) 261-9000 Broze Electrical, 37400 W. 7 Mile Berkshire Industrial Park, Livonia

STONE MASON: skilled or experience. Must: car, hard worker, ability to learn, dependable, not afraid of dirt & work, team whole you learn. Experience in construction helpful. Call 810-624-0099

Substitute Paraprofessionals $8
Substitute Cafeteria Workers $6
Substitute Bus Assistants $6.50
Substitute Custodians $7.25
Apply in Person:
Northville Public Schools
501 W. Main Street
Northville, MI. 48167

SUMMER EMPLOYMENT - swimming pool company seeking general laborers. Top pay. Benefits available. 810-477-7727

SUMMER HELP
cemetery grounds keeper, 40 hrs/wk. Apply 9 AM - 5 PM. Elmwood Cemetery, 1200 Brush, 28120 S. Mile Rd. Livonia.

SUMMER JOBS
Earn $8 to $12 per hour.
Fundraising/Website sales.
Good speaking skills & dependability required.
Part-time flexible hours.
Call Tom, (810) 474-1739

ELEMENTARY HEAD TEACHER
position for 100 school-year at the Hoeper School for the Gifted. Unusual opportunity to work with very bright colleagues in a team setting. Plan your own curriculum based on the needs of highly creative students. Excellent student/teacher ratio. Include Salary range in letter. Forward to: P.O. Box 329, Bloomfield Hills, MI. 48303.

TEACHER
A teaming career in W. Bloomfield & Brighton. Reading and Math. Certified. Immediate opening. (810) 737-8875, Fax 810-737-6220

TEACHER & ASSISTANT needed for Livonia childcare center. Experience required. Full & part time. (810) 474-0001

TEACHER ASSISTANT for Montessori PS/K/Q to work part-time or full-time. We are willing to train you. Send photographs, relevant cover letter & resume to: Director, 32450 West 13 Mile, Farmington Hills, MI. 48334

TEACHER - Cooperative pre-school in Livonia seeking teacher for Sept. 1997. Add & Phonics experience. Certification & experience necessary. Send resume to: 18625 Conklin Rd., Livonia, MI 48152 or call. 313-422-6776

TEACHER NEEDED full-time for infant toddler program. Minimum of one year experience, college background a plus. Some benefits available. Oak Park area. Send resume to: Nativity Jewish Community Center, 6600 W. Maple, West Bloomfield, MI 48322. Attn: Child Development

TEACHERS & ASSISTANTS - For childcare centers. Full/part time. Benefits available. 810-479-6580

TEACHERS
Full & part time, private Preschool/Pre-K. Troy/Rochester area. Must have early childhood degree and experience. Send resume to: Somerset School, 1385 S. Adams Rd., Rochester Hills, MI 48309

TECHNICIAN
Basics in electrical, hydraulic, general mechanical skills needed. Col. does vibration testing for the auto industry. Test tech experience very helpful. Perm opening-Wide salary range.
CALL TODAY!!
313-266-8600 Livonia
313-284-0777 Taylor
810-352-1300 Southfield
810-373-7500 Auburn Hills
SNELLING
PERSONNEL SERVICES

TECHNICIANS & MACHINISTS
SEVERAL OPENINGS!!!
• Class Lab Technicians
• CNC Machinists
• Computer Technicians
• Data Communications Technicians
• Dynamometer Technicians
• Toolmaker Machinists
• Electronic/Electrical Technicians
• Gear Technicians
• Mechanical Technicians
• Noise & Vibration Technicians
• Welding/Plastics Technicians
• Maintenance Technicians
Immediate Long-term contract and contract to go direct opportunities.
TECHNICAL ENGINEERING CONSULTANTS
381 Airport Industrial Dr.
Ypsilanti, MI 48197
313-483-2000, 1-800-999-7910
FAX: 313-483-4219

TELEMARKETERS
experienced phone people needed for growing company. Top pay, easy job. 1-800-482-1009

ACCOUNTANT
Plymouth, $10-$13/hr, must know Quick Books Pro, MYOB Bank Reconciliation & Financial Statements. (810) 474-5000 EXPRESS SERVICES

500 Help Wanted General

Telemarketing/Part-time
$8 PER HOUR GUARANTEED
Enthusiasm & dependability a must! Royal Oak. 810-549-1811

TELEPHONE INSTALLER/ Technician
Entry-level & experienced career opportunity. Competitive salary plus a 401K plan, profit sharing & full medical, dental, optical insurance. Apply: 26450 Haggerty Road, Farmington Hills or call for an appointment. 810-489-0000, ext 202

TELLER
EXPERIENCED, full time with proficient skills in cash management. Cross selling techniques and communication skills a must for these positions. Full benefit package includes insurances and pension. Our compensation package is hard to match. Only those experienced need to apply to: Human Resources, CO Thompson & Company, 20019 Kelly Road, Harper Woods, MI 48225
NO PHONE CALLS PLEASE.

TELLER PART TIME
Farmington Hills credit union has opening for part time teller. Scheduled for Mon. thru Thur., 11am to 3pm. Applicant must have pleasant customer service & mathematical skills. Previous experience a plus. Send resume to: Vice President, Member Services, 22960 Farmington Rd., Farmington, MI 48336.

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 the restaurant routine? Grocery manager position available. Merchant of Vino, Farmington Hills location. Salary $25,000/benefits. Forward resume to: Merchant of Vino, 30777 Northwestern, Farmington Hills, MI, 48334 Attn: Linda

TITLE INSURANCE BIRMINGHAM
CLOSING DEPT. Experienced with a high priority placed on detail oriented.
also hiring
CLOSER. Experienced. Must be flexible and extremely customer service oriented.
Fax resume to:
810-642-0005
or Send To:
Title Insurance
1800 Northwestern, Ste 101
Bloomfield Hills, MI 48304
Attn: Kathy

TITLE INSURANCE
Trans Nation Title Insurance Company has openings in our Livonia office. The positions are full time: benefits, salary and 401k savings plan. Experienced Abstractor/Title Examiner also an experienced Final Policy Writer needed. Working hours 8am to 5pm. Contact (313) 425-2500 for a personal interview.

TODDLER TEACHER needed immediately. Must have an associates in early childhood development or a bachelor's in childhood education. Strong leadership and communication skills required. 810-541-5053

TOOL DESIGNER
A unique opportunity exists with a local subsidiary of a multi-national manufacturer, Dalton Clutch Corporation, a QS 9000 registered Tier-one automotive supplier located in Belleville, MI has an opening for a Tool Designer. The ideal candidate will possess 5 years experience in tool design for automated assembly & machining operations, material specification, and AutoCad/Micro cadam. Knowledge gained in engineering or related field is required. Dalton Clutch Corporation offers an excellent compensation and benefits package. Interested applicants can fax their resume to: Tool Designer, Attn: Kathy Fastorino at 313-397-7330.

CLASS ACT TRAVEL
Immediate opening for two experienced travel professionals. Our clientele is 75% corporate, 25% leisure, and 100% important. Seats of the air office environment including free parking and benefits. Excellent salary, benefit, and commission plan. Call Cathy over extension, fax or mail resume and salary history to:
CLASS ACT TRAVEL, L.L.C.
36345 W. 10 Mile Rd.
Farmington Hills, MI 48335
Fax: (810) 474-2345

TRAVEL AGENT
Full time position available for busy Birmingham agency. Minimum 3 years experience. Apply in person or fax resume to Linda at (810) 644-1510 or call (810) 644-1500

TRAVEL AGENT
Travel agency in Bloomfield Hills is looking for a dynamic agent with 1-2 years corporate/leisure experience. Salary negotiable. (810) 645-2582

TRAVEL CONSULTANTS
Exciting, expanding Southfield agency, needs full time Sabre & WorldSpan trained agents, group experience & ticket distribution. Minimum 2 yrs. experience. Great working environment, wages, benefits, dental & 401K. Call Angie at 810-827-4044

Travel Dept. of AMERICAN INTERNATIONAL PLANTS is looking for experienced Wagon agents, full time, to work various shifts. We are a 24 hr. travel agency, flexibility is a plus! Please send resume to:
Human Resources/Dept.
American International Airways
840 Willow Run Airport
Ypsilanti, MI 48198
FAX (313) 484-7178
EOE M/F/D/V

TREE CARE
Tree Trimmers & Landscapers. Experience preferred but will train. Wages to match experience. Excellent benefits include 401K. Must have driver's license & pass drug test. If you enjoy outdoor work, this may be the start of your career with a national leader in tree care. Call or apply in person at: DAVEY TREE, 8250 Ronda, Canton, MI. 48187 (313) 459-8690
An Equal Opportunity Employer

TREE CLIMBERS/TRIMMERS
Pay commensurate with experience and ability.
Call (810) 352-5587.

TREE MAINTENANCE
Experienced climbers, spray applications, ground persons needed.
(810) 477-8733

TREE SERVICE
Climber & Groundman.
We train. Full time. Benefits.
810-356-3421 or 810-685-0836.

TREE SERVICE
Tree Trimming, Spraying & Ground Maintenance Personnel. Applicants should have a minimum of 1 year experience in the green industry and possess a valid drivers license with a good driving record. Starting pay $6-$14/hour for qualified applicants. Excellent medical & benefit package available. Call Mountain Top Tree Service, Mon-Fri, 3pm-5pm.
(810) 349-1870

TREE TRIMMER $25,736
QUALIFICATIONS: Have within the last 5 yrs. at least one year of full-time paid experience as a tree trimmer. Experience must have included climbing large trees at various heights while using safety ropes, saddles and safety knot. Possess a valid State of MI Commercial Driver's license (CDL) with at least a "B" designation and have an acceptable safe driving record.
APPLY TO:
DEPARTMENT OF PERSONNEL/ HUMAN RESOURCES
COUNTY OF WAYNE
107 Wayne County Building
500 Randolph
Detroit, MI 48226
Phone: 313-224-5818
Equal Opportunity Employer

500 Help Wanted General

Holiday Inn
TREMORS DJ/LIGHT TECH
Permanent part time.
Apply in person: Tremors
17123 N. Laurel Park, Livonia.
Equal Opportunity Employer

TRUCK DRIVER and experienced heavy equipment operator needed. 313-663-4396

TRUCK DRIVERS
OTR/CDL/Flatbed
Flatbed/Stepdeck benefits.
Home weekends. Call Dispatch at: (313) 491-3620

TRUCK DRIVERS (SEASONAL) needed for distribution company. Must have CDL - B, or quality, flatbed area. (313) 533-7765

TRUCK DRIVERS
Spartan Stores, Inc., is offering casual work to experienced truck drivers starting at $11.00 per hour and training for individuals who meet our driver qualifications.
To be eligible for consideration, you must have 1 years at least of store transitional trailer driving experience, possess a valid class CDL-A license and be able to pass and meet D.O.T. qualifications.
If you meet these requirements and are interested in transitional work, with the possibility of going full time, please apply in person, Monday - Friday, between the hours of 9am and 1pm.
Spartan Stores, Inc.
9073 Haggerty Road
(Between Joy Rd. & Ann Arbor Rd.)
Plymouth, MI 48170

TRUCK DRIVER
Top wages & excellent benefit package for local P/U & delivery errands. Must have a valid CDL Class B/C license with air brakes. Have clean driving record. Call Shelly for more details at 313-649-2676 (EOE)

TRUCK DRIVER/WAREHOUSE person needed for wholesale foods company. Must have good driving record, CDL Class "B", Call 313-633-0922, 7am-12.

TUBBY'S PLYMOUTH
NOW HIRING
Full or part time drivers. Great wages. Immediate interview. Call Kathryn at: 313-453-7080

Vertical Mill Operator
TIG welding experience. Medical benefits. Apply in person. 810-669-3124

Vocational Trainers
For Now! workshop. We need industrial trainers to teach job skills to adults with developmental disabilities. Trainers to provide programming & personal care to developmentally disabled adults. If you have light industrial experience, group home background, or nursing home experience, plus an excellent starting salary & very good fringe benefits. Please send resume to: Personnel, 117 Tuck Street, Pontiac, MI 48341. EOE

WAREHOUSE WORKERS
Tuesday - Saturday
WORKBENCH, a leader in the contemporary home furniture industry, currently seeks Warehouse Workers for our warehouse in Novi. Mechanical ability is required. Responsibilities include receiving, shipping and general warehouse work.
Call or apply in person at:
WORKBENCH, Attn: Warehouse
Mgr., 13117 Beck Road, Plymouth, 48170. PH: 313-464-7743 E.O.E.

WORKBENCH

WAREHOUSE 2ND. SHIFT
ACO HARDWARE
SHIPPING DEPARTMENT
Lift as least 50 lbs. work in variable temperature (depending on season, good math skills required). Ability required. Starting time a PM. Starting pay $8.15 hour, 90 days $8.00, plus employment drug test. Send letter of interest to: Ms. Human Resources, 23333 Commerce Dr., Farmington Hills, MI., 48335-2754.

warehouse
Heslop's
A fine china & pitware distribution center, located in Novi, is now hiring for: Receiving, Warehouse, $7 an hr. 401k plan & health insurance. Must apply in person at: 27790 Heslop Dr., Novi, (off of 9 Mile, Novi/Meadowbrook Rds) 810-348-7050

WAREHOUSE/ DRIVER
Plumbing and HVAC contractor seeks bright individual with valid drivers license, good driving record, interest and knowledge of Metro Detroit area. Job requires occasional lifting and physical work. Pay is plus excellent benefit plan. Please call Chris at 313-522-1350 or apply at:
BERGSTROM'S INC.
30633 Schoolcraft Rd.
Livonia, MI. 48150
(between Middlebelt/Merriman)

WAREHOUSE HELP
Part time/full time. Valid drivers license. Southfield Area.
Call Mr. Martin, (810) 353-1811

WAREHOUSE - Industrial distributor looking for warehouse/shipping. Good benefits. 401K and opportunity for advancement. Apply in person to:
23717 Research Dr.,
Farmington Hills 810-477-5757

WAREHOUSE - local distributor seeks experienced person. Forklift helpful. Excellent pay & fringe benefits. Reply box 61708
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

WAREHOUSE NOW accepting applications. Order processing, 2nd, 3rd, 4th, full time. Call or apply in person at: DAVEY TREE, 8250 Ronda, Canton, MI. 48187 (313) 459-8690
An Equal Opportunity Employer

WAREHOUSE OPENINGS
Now taking applications for 2nd shift order filling & 3rd shift sorting/loading in our warehouse. Should have experience in similar fast paced, warehouse environment. Hours are 2:30 p.m.-8:30 p.m. and 11:00 p.m.-7:30 a.m. $7.50 an hour. Excellent benefits pkg. Medical paid. Apply in person between 8:00 a.m. and 11:30 a.m.
STAPLES
BUSINESS ADVANTAGE
41334 Ecorse Road
Canton, MI 48187
An Affirmative Action/Equal Opportunity Employer

WAREHOUSE PERSONNEL
needed in a reputable, expanding Livonia retail furniture store. Must be reliable & responsible. Some heavy lifting required. Students welcome, full & part time available. Call Harold Mon. thru Fri. between 9am & 1pm for an appointment. 313-522-0300

WAREHOUSE POSITION. Hi-lo experience. Good driving record. (810) 489-1580

WELDER - CERTIFIED
For structural steel & miscellaneous metal fabrication. Must have experience with tig-mig. Call (313) 261-0120

WELDER FITTER
Skilled Only. Skilled in Light pipe metal fitting welding. Please call Jim at 810-471-0211

WELDER NEEDED - Min. 2 yrs. experience. TIG & stick processes. Good attendance record. Drug free workplace. Call 313-937-3350

WELL ESTABLISHED landscape design/build company is looking for crew leaders, foremans, nursery foremans and laborers. Please call (810)473-1217

WINDOW INSTALLER
Experienced. Also need HELPER. No experience necessary. Will train. (810) 473-7057

XXX

500 Help Wanted Office Clerical

WAREHOUSE SUPERVISOR
We are looking for an individual to direct the activities of the warehouse personnel. Oversees the daily operation of assigned area of responsibility. Insure the cleanliness and safe conditions of the warehouse and equipment.
A minimum of three years experience in warehouse distribution as a first line supervisor a plus. Experience with bargaining units special sales and team building. Proved leadership skills, patience and tenacity, and need to think outside edge are needed. College degree desired.
We offer a competitive compensation and benefits package. Qualified candidates submit your resume in confidence to:
Spartan Stores, Inc.
Attn: Employment Mgr.
9073 Haggerty Road
Plymouth, MI 48170
EOE M/F/V/D

YARD MANAGER
Detailed, organized individual needed for established distribution company in Farmington Hills. Responsibilities include: Hi-lo & dispatching experience a must, inside office & hands-on yard work expected. Compensation commensurate with experience.
Call (810) 476-1697
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

YARD PERSON
Mature, responsible individual needed to various yard duties for mobile home sales office.
Call: (810) 349-2500

$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

ACCOUNTANT
Southfield land development firm is seeking an Accountant. Duties include bank reconciliations, preparation of financial statements and related analysis, reconciling accounts payable and receivable to general ledger, budgeting and assisting with complete & accurate general ledger. Computer experience a must. Ideal candidates will have formal accounting training (Accounting or Bachelors degree). High energy position. Fax resume to: Mr. Kathryn at: Fax 810-352-8001
Equal Opportunity Employer

Accounting
ACCOUNTS PAYABLE
PAYROLL
BOOKKEEPERS
$9+/hr.
Temp-to-Hire positions in Farmington Hills, Livonia & Rochester Hills. Computer experience a plus. We offer benefits, direct placement, 401k and a stock purchase plan.
Call Today!
ACCOUNTANTS USA®
A Division of Western Staff Services
(810) 650-5690
Fax: (810) 650-9260
Equal Opportunity Employer

ACCOUNTING ASSISTANT
Busy, architectural firm in Farmington Hills is looking for an individual with at least two years experience to assist in accounting department. Responsibilities include general ledger, reconciling accounting thru month end close. Must have Word Perfect experience, excellent math skills. Competitive salary & benefits.
Please fax resume: (810)737-9161
Or Mail to: J.P.R.A. Architects
31000 Northwestern Hwy. (I-696)
Farmington Hills, MI 48334

ACCOUNTING ASSISTANT
30 Hrs. Per Wk.
Established company has excellent opportunity for person with AP/AR, payroll experience. Will be involved in all aspects of accounting.
ARBOR TEMPS 458-1155

ACCOUNTING ASSISTANT
looking for an entry level individual with strong organizational skills and knowledge of Excel to assist in the accounts payable and accounts receivable department. Please send resume & salary requirements to: Box 61720
DSNC
34705 West 12 Mile Rd., Ste. 300
Farmington Hills, MI 48331Attn: Jim
or FAX to: (810) 489-1007

ACCOUNTING ASSISTANT
Fast-paced office seeking full time individual working on accounts receivable & accounts receivable experience. Applicant must be proficient in Word, Excel, Lotus 1-2-3, Windows 95 & Microsoft Works 4.0. Candidate must be detail oriented, professional, organized, capable of multi-tasking and possess good communication skills. Please fax cover letter, resume and salary requirements to: Ms. Weeks, 810-398-5082

Accounting/Bookkeeping position also receptionist position. Phones, computer literate. Farmington Hills/Ann Arbor and Novi. 313-306-1892

ACCOUNTING CLERK
Typing, collections, billing. Wayne State area. Resume to Jane Smith, 467 Selden, Detroit, MI 48201

ACCOUNTING CLERK/ RECEPTIONIST
Full-time position with international bearing wholesaler located near I-96 and Southfield. Must have excellent oral and written skills, be computer literate, and have ability to learn phone systems. Benefits. Send resume with cover letter to: Box 61720
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTING CLERK
Immediate full time opening for a skilled person in a Southfield insurance company. General ledger, AR/AP experience. $18 to $21K. Fax resume to 810-643-4362

ACCOUNTING CLERK
Payroll, Accounts receivable/payable, reconciliations, and sales tax. Requires 3 years experience and ability to handle multiple tasks. Full time benefits. Send resume to:
P.O. Box 725171
Berkley, MI 48072

ACCOUNTING - experience in all aspects of A/P, A/R, reports, purchasing; H/I & distribution company experience a plus. We offer flexible hours, pay based on experience. Great growth opportunity with high profit company. Fax resume: (810)305-6500 or FAX resume: (810)305-7500

ACCOUNTING - Growing paper company in Bloomfield Hills seeks individual for general accounts payable and misc. other. Experienced only. Please send resume and salary history to: P.O. Box 7112, Bloomfield Hills, MI. 48302.

ACCOUNTING/ OFFICE CLERK
Accounting assistant for part time Accounting/Office Clerk. General office skills and accounting knowledge required. (A/P, A/R & Inventory), Lotus experience important. Computer experience required. Mature, enthusiastic and dependable need only respond. Send resume to: Human Resources, 3250 W. Big Beaver Road, Suite 330, Troy, MI 48084

Accounting Office Clerk
Full time position to assist with payroll, accounts payable, cash receipts & other general office duties. Please forward your resume to: 25230 Orchard Lake Rd., Suite 100, Farmington Hills, MI 48334. 810-855-4242

502 Help Wanted Office Clerical

ACCOUNTING SUPPORT
Assist manager with multiple accounting tasks. Desire some knowledge of Excel and good numerical skills. Seeking responsible individual with strong work ethic. Interested with a successful growing company.
Dynamical Structures
810-344-8700 Fax 810-344-8704

ACCOUNTING
TEMP TO PERM
• Accounts Payable Clerks, Bloomfield, Madison Heights, to mid $30s.
• Payroll Coordinator, Birmingham, to $24K.
• Payroll Assistant, data entry, general office. Southfield. To $10K.
• Accounting Clerk Trainees, Bloomfield. Individuals with numeric aptitude and attention to detail. $14k/hr. trans.
TEMP
• Staff Accountant/Analyst, Farmington.
• Fall change Bookkeepers, Accountants, year end close, New Center Area, 1-3 months.
• Jr. Accountant, Detroit/Warren area, Manufacturing experience.
• Accounts Receivable Analyst, Livonia, 3-6 months, $9/hr.
• Accounts Payable Clerk, 3 month medical leave, Sterling area, Manufacturing, $9/hr.
• Accounts Payable Clerk, Troy
• Payroll Assistant, Livonia, $9/hr. exc.
• Part Time Accounting Clerk for prestigious Troy advertising firm, long term, salary open.
• Accounting Staff Billers, Waterford: moonlighting jobs, exc. and weekends.
ACCOUNTANTS ONE
24901 Northwestern Hwy
Suite 818
Southfield, MI 48075
(810) 354-2410

ACCOUNTS PAYABLE/ PAYROLL
Computer experienced, an excellent office skills a necessity. Great opportunity for a detail oriented person able to accept responsibility. Bob 313-563-5600

ACCOUNTS PAYABLE
Multi-divisional wholesale electrical supply company. Candidate should possess minimum 3 yrs. experience in payables. We offer a competitive salary and benefits package. Send a complete & accurate general ledger. Computer experience a must. Ideal candidate will have some accounting training (Accounting or Bachelors degree). High energy position. Fax resume to: Mr. Kathryn at: Fax 810-352-8001
Equal Opportunity Employer

ACCOUNTS PAYABLE/ ORDER ENTRY
Phone experienced. Full time position with benefits. Call Nancy at: (313) 728-2222

ACCOUNTS PAYABLE
Immediate full time for accounts payable/payroll position. Small state operation. Team is A.S.A.P. Computer experience a plus. Please apply at Harper Enterprises, 37450 Enterprise Ct., Farmington Hills. 810-848-3200

ACCOUNTS PAYABLE
Livonia office seeking people experienced in Accounts Payable.
Qualifications include:
• Good A/P background
• Good 10-key skills
• Lotus experience
• Ability to work in a fast paced, deadline oriented environment.
Pay range $8.50-$8.50/hr. based on experience.
Submit resume to:
NPC
Attn: Personnel
31557 Schoolcraft Rd.
Livonia, MI 48150

Accounts Payable Clerk
Property management company is looking for an individual to fill the accounts payable clerk position for a busy office. Must have strong math and computer experience, job costing a PLUS. Send resume and cover letter to:
ACCOUNTING
P.O. Box 235005
West Bloomfield, MI. 48325
or FAX 810-865-1833

ACCOUNT SPECIALIST
Large automotive dealership seeks qualified individual. Position includes accounts receivable & payable experience, payroll, growth potential. Send resume to: Mathy, P.O. Box 384, Farmington, 48332.

ACCOUNTS RECEIVABLE/ BOOKKEEPER - Full-time. Reconcile daily work to computer, process deposits, post A/R, PO's & collections. Salary negotiable. Please call Terri at (313) 937-4300

ACCOUNTS RECEIVABLE
Full time positions available within our central business office in Livonia. Computer skills, 10-key and typing required. Good organizational skills a must. Please send resume, salary requirements, Fax resume to: (313) 513-0631 Mail to: Lisa. EOE

ACCOUNTS RECEIVABLE CLERK
Large automotive dealership looking for a detail oriented person. Good pay, good benefits. Apply in person:
Don Massey Cadillac
40475 Ann Arbor Road
At I-275, Plymouth

ACO HARDWARE is looking for a self-starter with good communication skills and good computer skills, good math skills required, and data entry skills. We offer a competitive salary and benefits package and flexible full-time hours. Please send resume AND SALARY REQUIREMENTS TO: Bev Fitzsimmons, ATTN: HT Director/REALP, 23333 Commerce Dr., Farmington Hills, 48335-2754 EOE

ADMINISTRATIVE ASSISTANT
Colorado Prime is seeking a part-time Administrative Assistant. Flexible hours, 4-6pm, 5 days/wk. Must be able to type, file and use general office equipment. Must possess great sense of humor, outgoing personality and be willing to do all work. Perfect for student. For interview please call Michelle Malkowski between 11-3 at
1-800-933-9230
An Equal Opportunity Employer

ADMINISTRATIVE/SECRETARIAL
(Career Opportunities)
We are a National Financial Consulting firm and the leader in our field. We are looking for career-oriented individuals to join our administrative staff. Continued growth has created a need for us to open a Regional Office in Troy, Michigan.
Responsibilities:
• Daily telephone communication with Fortune 500 clients.
• Coordination of travel arrangements and scheduling of meetings.
• Typing and transcription of correspondence on a daily basis.
Requirements:
• 3+years experience, (legal or financial industry desirable.)
•Typing - minimum 60 WPM.
• PC skills are required, Ami-Pro experience is a plus.
•Excellent communication and organizational skills.
If you are looking for a long-term commitment, professional office environment, competitive salary and excellent benefits, this is it!
Send resume, references and salary requirements to:
THE AYCO COMPANY, L.P.
Human Resources Department-D
P.O. Box 15073
Albany, New York 12212-5073
EOE/M/F

502 Help Wanted Office Clerical

ADMINISTRATIVE ASSISTANT/ BOOKKEEPER
Small commercial real estate management office has a full-time position available for a self-motivated individual! Will handle ALL administrative and bookkeeping responsibilities for the office. Computer experience a must; commercial real estate experience a plus. Benefit package included. Send resume with salary requirements to:
Administrative Assistant/Bookkeeper
Attn: Sandy
32605 W. 12 Mile Rd., Suite 350
Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT
Full time, multi-task office. We are looking for a friendly outgoing person to join our team. Computer knowledge and previous office experience. Call (313) 534-2500

ADMINISTRATIVE ASSISTANT
Non profit music organization seeks full time assistant to executive director. Music background preferred, solid computer experience. Send resume to: Director, 580 Sherman Dr., #70, Royal Oak, MI 48067.

ADMINISTRATIVE ASSISTANT
Immediate, full-time, Rochester Hills auto supplier seeks professional and experienced candidate. Must have excellent organizational skills, Call Barbara: (810) 650-8200
Or fax resume: (810) 650-8203

ADMINISTRATIVE ASSISTANT
Part time. Approximately 30hrs/week. Computer experience required. Medical background helpful. Call Meadowbrook Congregational Church (810) 348-7757

ADMINISTRATIVE ASSISTANT
Full-time position for fast paced Troy executive office. Good customer service, organizational skills and word processing a must. Lots of variety. Call 313-362-1313 or fax resume: 313-362-1974

ADMINISTRATIVE ASSISTANT
If you have experience working with customers and are looking for a challenging position with an upscale, growth-oriented company in the Farmington/Southfield area, we want to talk to you. Must be computer literate. Excellent salary & benefits. Call (313)769-1720 and ask for Laurie Cervantes or fax resume to: (313) 769-0036

ADMINISTRATIVE ASSISTANT
Full time needed year around for childcare program. Must be a team player person with a warm, friendly personality. Responsibilities include: accounts receivable/payable, petty cash, office and other responsibilities. Computer skills a must. Experience necessary. West Bloomfield area. Send resumes to: J.C.C., Department 43, 6600 W. Maple, West Bloomfield, MI 48322

ADMINISTRATIVE ASSISTANT
For executive director. Must be extremely organized, detail oriented and a creative problem solver. Strong writing skills and Word experience a must. Excellent benefits. Female candidates encouraged to apply. Send resume and salary requirements to:
Administrative Search - OB
2301 Greenfield, #205
Southfield, MI 48075

• ADMINISTRATIVE ASSISTANT •
National Non-Profit Foundation seeks a part-time temporary administrative assistant (20 hrs/wk) from October to work on exciting special events. Qualifications include: 2 yrs administrative experience, excellent communication skills, strong writing, detail oriented, self-starter, and strong PC skills (Microsoft Office) are a must. Please apply in person or a salary history to: JDF, 29350 Southfield Rd., Suite 200, Southfield, MI 48076. Fax: (810) 569-4726. E.O.E