EMPLOYMENT

500 Help Wanted General

TELLERS

Credit Union Family Service Centers, has immediate openings for PART-TIME TELLERS. You must have excellent customer service ability, good mathematical aptitude, demonstrated cash handling experience preferred. We offer a competitive pay, paid holidays, paid vacations, and tuition assistance. Job includes some evenings and Saturdays.
Positions available at:
- Riverview
- Flat Rock
- Rockwood (Flat Rock and Sibley)
- Redford (Grand River and 7 Mile)
- Detroit-Eastside (Gratiot and Outer Drive)
- Madison Heights (14 Mile Rd. & Campbell Center)
- Waterford (M-59 & Crescent Lake Rd.)
- Dearborn-Westside (Livernois)
- Novi (10 Mile Rd.)
- Dearborn Fairlane (Ford Rd. and Middlebelt)

If interested, please call (810) 557-2000, ext. 300 for an application or stop in at any location.

TILE & SHEET VINYL INSTALLERS NEEDED at large apartment property. Great work environment & competitive wages. Call Gene Gaudet 279-5050 or apply at The Landings Apts., 7000 Lakeshore, Westland.

TITLE EXAMINER/ ABSTRACTOR

Immediate opening for 2 full time experienced abstractor. Troy based title plant 8 for Oakland County. Pay based upon experience. Experience required, knowledge of Oakland County & experience a plus. Call Rachelle at 362-8000, ext. 3

TITLE INSURANCE agency has opening for experienced real estate closer. Top salary & benefits. Qualified applicants only. Call Mike or Sharon at NST 810-299-6110

TITLE INSURANCE

Closers & Processors needed, full time,benefits & salary based on experience only. Fax resume: 810-333-9438 or call 810-333-8075

TOOL & Gage Designer for mfg. co. in Howell. Minimum 2 yrs. AutoCad Pier 12 or 13. 5-10 yrs. experience designing special tools & gages for precision machining applications. Good benefits. 517-546-0033 x 142

TOOLING
Maintenance Manager, experienced in repair & maintenance of small pneumatic & hydraulic presses. Progressive die design & 4-slide tooling experience a plus. This is a hands-on salaried position with benefits, in a non-smoking website in Livonia. Send resume with salary history & requirements to: P.O. Box 1188, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

TOURISM by TELEPHONE

Three state travel agency based in Livonia, seeks a person with Livonia-based DPCS. We offer you an exciting position, full time, paid vacation, health insurance, phone, and computer expenses. Call Ms. Lynn, travel and tourism department, 7 days a week, evenings and weekends. Consumers from across the U.S. depend on us to answer their calls and book travel-related vacations. Salary based on ability and time-of-hire. Call 313-261-4800. Come join our team, and be a part of MICHIGAN GREAT LAKES, GREEN TIMES! Several employee benefits available; so call now for your interview at (313) 261-8220

TRACTOR/TRAILER DRIVER

needed. Established, stable company, around work, paid medical & dental, 401K, paid vacation. Requirements: 3 yrs. experience, clean DMV, able to pass DOT physical & drug screen. Hiring supervisor helpful but will train. Apply in person:
Colonial Freight Company
12844 Greenfield
Detroit, MI 48227
313-272-2100

MATURE RESPONSIBLE person for travel agency. Filing, phones, ticket delivery, computer helpful. Part time. Ask for Kaleo. (810) 358-3162

TRAVEL AGENCY, Farmington Hills, seeks experienced travel counselor. Must have a minimum 2 years experience, Apollo training preferred. Send resume to: P.O. Box 81850 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

TRAVEL AGENT

Full time, experienced agent needed for Livonia agency. Salary plus commission. Fax resume to 313-953-2409

TRAVEL COORDINATOR

Design worldwide trips for corporate incentive program of major company and coordinate all logistical details. Sales experience, a college graduate with excellent verbal and written communication skills. Desire Microsoft office and ability to travel.

Drivers/Trucking

810-344-4704

TREE WORK - Climber & ground person needed. Must have valid drivers license. Call 313-326-0871

TRUCK DRIVER FURNITURE DELIVERY

Leading home furniture retailer looking for responsible customer-oriented delivery person. 40+ hours per week. Tuesday-Sat. Benefits include 401K plan, medical & dental. Call Adam 810-353-8270

TRUCK DRIVER
CDL - A, 12550 Farmington Rd., Livonia. Call: (313) 427-7445

TRUCK DRIVER
Metro Area Delivery. Class B required, 5 years experience. (313) 937-4342

TRUCK DRIVER
Must carry current CDL classification of mix of livery loads. Contact Bob Pettiys at Fred Wickstand. 810-465-7100

TRUCK DRIVER

Plymouth based metal stamping facility seeks an associate to drive straight and flatbed trucks. Excellent benefits and competitive wages. Clean driving record. Apply in person: E & E Manufacturing, 300 Industrial Dr., Plymouth (across from Unysis)

TRUCKING COMPANY needs Yard/Dock place person. Full time. Livonia/Plymouth area. Call Jerry 313-453-4036

TV MONITOR REPAIR
Benefits. Call Dennis, C.I. Corp. 810-624-1300; fax: 810-624-2451

TYPESETTER
Macintosh, Quark & Pagemaker a must. Sensing Livonia. 313-535-5163

UNITED PARCEL SERVICE ●
Part-time, Full-time Loaders/Unloaders. Will consider demanding jobs. Mon-Fri., 3-9 hours per day. Immediate openings in our Livonia facility. 11:30pm-3:30am. LOE Call: 1-888-290-5UPS

UPHOLSTERER

FULL time. Experience & references necessary. Benefits available. Apply at Carver Corporation, 37849 Industrial Rd. Livonia. (additional 4 hrs area)

500 Help Wanted General

VAN/BUS DRIVERS
Part time. Hours varied. Benefits discussed. Requirements are: punctual, reliable, friendly. Commercial drivers license CDL - P. Good driving record. 15 passenger Vans & Pre passenger busses. Call for more information: 810 569-2968

VIDEOGRAPHERS

Young dynamic Southfield film seeks aggressive, success oriented and money minded individuals to work as professional videographers in the private party industry. Experience and own equipment a must. Please call Mon-Fri, 12pm to 6pm . Ask for Mr. Shea 810-614-3670

VIDEO RENTAL/INDUSTRIAL

Leading Detroit area video communications company is looking for an energetic, ambitious person for their rental division. College degree a plus, knowledge and experience in industrial and professional video a must. Must have resume and references. Contact Scott to set up an interview at: (810) 489-5090

VIDEO TECHNICIAN SUPERVISOR

Full responsibility for maintenance and operation of cable studios and mobile vans. Must have the ability to electronically trouble-shoot cameras, video tape decks (Sony Pneumatic), monitors, and other video equipment. Cable knowledge a plus. Please apply in PERSON or send resume to:

TIMEWARNER CABLE
15200 Mercantile Drive
Dearborn, MI 48120
Attn: Human Resources
Time Warner Cable is an EEO/AA Employer & Supports a drug free workplace. M/F/D/V

WAIT STAFF & DAY TIME KITCHEN UTILITY
For upscale retirement community. Apply in person. Food Service Dept. 6710 W. Maple, W. Bloomfield.

WAIT STAFF/FULL TIME

$7/hr. Apply at Grand Court Novi, 45182 West Rd., Novi. 810-669-5330

Wanted Used Car Detailer, experience with high speed wheel. Also needed Afternoon Shuttle Driver. Apply within at:
BOB SAKS DODGE
35200 Grand River
Farmington Hills
Ask for Sean Meek

ACO HARDWARE WAREHOUSE
TWO SHIFT
SHIPPING DEPARTMENT
Lift at least 50 lbs., work in variable temperatures depending on season, good math and reading skills required. Starting time 4 PM. Starting pay $8.00/hour minimum depending on experience; pre-employment drug test. Send letter of interest to: Attn: Human Resources/Whse, 23333 Commerce Dr., Farmington Hills, MI 48335-2764. EOE

WAREHOUSE

Core Staff at Technicolor, 3 locations: Livonia, Detroit & Westland. 3 shifts available. Drug testing done. Must speak English. Pay based on experience. Call for appointment: 313-453-3586 Or apply at Personnel, 12001 Goddard 401(k), Medical, Dental & Life insurance. Send Resume to: Human Resources, P.O. Box A, Northville, MI 48167 or apply in person at: DELANDREA, INC. (001 Doherty St. (off Northville Rd. North of 7 Mile Rd.)

WELDER - Tube & Flex core Brighton area
$9/ hourly 810-673-3220, ext. 17

WINDOW CLEANERS/LABORERS ASAP
810-661-3333

WINDOW & door installer, must have own tools & vehicle, good rates, 313-420-0877

Window Treatment Installer
Wanted. Van required.
Fax resume to: 313-861-3241

WIRE E.D.M. OPERATOR

Computer & machining skills needed. Benefits, salary, overtime. Edm industries, 12006 Stark Rd. Livonia 313-425-7102

WOOD & VINYL INSTALLERS WANTED. Top wage, steady work, work direct. Apply at: Innovative Floor Covering, 12200 Newburgh, Livonia. Experience, truck, tools & insurance needed. See Andy.

WORKING MANAGER

Exterior painting company in Livonia. Full time. $7-$9 an hour. Apply in person:
Carousel Auto Wash
34600 W. 8 Mile Rd. (W of Farmington Rd), Farmington Hills.

WOULD YOU LIKE TO EARN EXTRA MONEY AND SHARPEN YOUR SKILLS AT THE SAME TIME!!!
Multiple openings for super individuals with reliable transportation and recent work history. Many temp and temp-to-perm positions.
Warehouse Press Operators
Assembly Shipping & Receiving
Bin Setters Wiring
Reliable Readers Quality Control
CASH AND REFERRAL BONUSES
Call today-immediate Openings!
SOUTHFIELD 313-262-9600
SOUTHGATE 313-362-1300
WARREN 313-264-0777
AUBURN HILLS 810-373-7500

SNELLING
PERSONNEL SERVICES

YARD PERSON
Mature, responsible individual needed to do various yard duties for mobile home sales office.
Call: (810) 348-2500

YARD WORKER / WAREHOUSE - Construction Co. needs persons to assemble, maintain, organize equipment and supplies. Health insurance. Wixom area (810) 669-2500

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

1997 H.S. Graduate
Will train for career in dental assisting. Full time, Livonia practice. Call for interview: (313) 261-7602

$8/HOUR

Guaranteed Livonia area. Call: (313) 422-1818

502 Help Wanted Office Clerical

ACCOUNTANT/CPA for Farmington Hills CPA. 1 year computer & CPA office experience required. Flexible hours. Mail resume to: 31800 Northwestern Hwy. #140, Farmington Hills, MI. 48334.

ACCOUNT COORDINATOR
Immediate opening in Plymouth/Canton area. Computer experience necessary. Great benefit package. Send resume with salary requirements to: Box #1744
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTING / CUSTOMER SERVICE position. Candidate must proficient in data entry. Duties include invoicing, billing, posting, misc. office work. Team environment. Experience preferred. Full time through Sept. Call (810) 559-7733

502 Help Wanted Office Clerical

ACCOUNTING CLERK
Growing packaging company has permanent, full time, entry level opening for an accounts receivable clerk. Experience a plus. Competitive wage, health and 401(K). Send resume to:
Personnel Manager
Packaging Materials Company
27280 Haggerty Rd., Ste. C16
Farmington Hills, MI 48331

ACCOUNTING MANAGER

Performance Enterprises Inc. of Warren has an immediate opening for an internal full time accounting manager. The successful candidate must have an accounting degree with a minimum of 3 years experience in general ledger processing, payroll, payroll, receivable, budget preparation, month end closing, cash management & financial statement preparation. The position reports directly to the President. CPA preferred but not required. Experience in a service organization with MS Excel & Creative Solutions software experience highly preferred. Salary negotiable. If you are a highly motivated person who enjoys working in a fast paced high energy environment and possess the skills listed above, please send resume, cover letter & salary history to:
Parker & Co. P.C. Office
24358 Northwestern Hwy., #250
Southfield, MI 48075
Attn: Kent
FAX: (810) 356-9389

ACCOUNTING/PAYROLL

Plymouth firm seeking an experienced take-charge individual with strong payroll & accounting skills. Full time with benefits. Send resume & salary requirements to:
P. O. Box 700204
Plymouth, MI 48170
or apply at:
Clay Transfer
15001 Forge St.
Plymouth, MI

ACCOUNTING

Peachwood Inn is looking for someone to work in our accounting department part time. This is an entry level position, approximately 20 hours a week, willing to train. Please apply in person, ask for Mary.
Peachwood Inn
3500 W. South Blvd.
Rochester Hills, MI 48309

ACCOUNTING

TEMP TO PERM.
• Accounts Receivable Supervisor, downtown Wholesaler, 4 yr. degree preferred but not required. Salary to $30K
• Accounting Assistant, Detroit construction firm. To mid $20s.

TEMP:
• Tax Accountant, Romulus manufacturing firm, long-term assignment.
• Jr. Accountant - Accounts Payable, Sterling Heights automotive firm, long-term assignment.
• Jr. Accountant - Accounts Receivable, Sterling Heights automotive firm, long-term assignment.
Apply at:
ACCOUNTING ONE
24901 Northwestern Hwy.
Suite 510
Southfield, MI 48075
(810) 354-2410

ACCOUNTS PAYABLE

Southfield Property Management company is seeking an energetic, reliable, full time, no experience, entry level person for its Accounts Payable Dept. Send resume with salary expectations to: P.O. Box 665, Southfield, MI. 48037-0665

ACCOUNTS PAYABLE

Are you a detailed Accounts Payable person that is self motivated? Do you professional? Do people say you are detail oriented? Do you have 2 years experience. Then send your resume to:
Box #1788
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

Accounts Payable Clerk
for fast paced construction/property management company. Must have experience with computerized accounting system and be proficient in Lotus 1-2-3. Requires good organizational skills and ability to handle many times. Full time, excellent benefits. Send resume with salary requirements to:
Shaer Development Corp.,
31555 14 Mile, Ste. 101,
Farmington Hills, MI 48334
or FAX to 810-626-4571

ACCOUNTS PAYABLE/ ORDER ENTRY

Fine china and gifts is now accepting applications. Shipping Department, Former & Future Receiving Department; Receiving & Hi-Lo driver. Start at $7 an hr. + We offer benefits- 401k, medical & more. Apply in person at: 27700 Hallie Dr., off of 8 Mile between Novi & Meadowbrook Rds. NO PHONE CALLS. WILL BE ACCEPTED

WAREHOUSE

Immediate opportunities for dependable persons to advance. Plymouth, Romulus and Dearborn locations. Three shifts. If you have 1-5 years experience, valid drivers license and leadership background, the leading national company is expanding. Vacations and holidays. Drug free. $8.00/hr to start. Call Lois today
Farmington/Livonia Birmingham
473-2331 646-7661
Advantage Staffing

WAREHOUSE - Industrial distributor looking for energetic individuals. Good benefits. 401K & opportunity for advancement. Apply in person to: Sales Engineering, 23717 Research Dr., Farmington Hills.
810-477-5757

WAREHOUSE MANAGER
Must have 5 years experience in building materials. Bachelor degree. Resume to: 30643 Schoolcraft, Livonia, MI. 48150

WAREHOUSE MANAGER
Strong customer service background. 3-5 years experience for fast growing home improvement warehouse. Immediate full time position in the clean modern facility. Starting wage is $9 for qualified individuals. Full benefit package includes medical, dental, 401 & life insurance.
Apply between 10am & 4pm
Frank W. Ball
43155 West 9 Mile, Novi

WAREHOUSE PERSONNEL

needed in a modern, expanding Livonia retail furniture store. Must be reliable and responsible, some heavy lifting required. Students welcome, full & part time available. Call Nancy Mon. thru Fri. between 9am & 1pm for an appointment 313-522-6026

WAREHOUSE PERSON
Days/Afternoon shift needed for distributor of building materials. Duties include: picking orders, loading and unloading trucks and handling stock for both shipping and receiving area. Our door year-round work environment and knowledge of building materials helpful but not required. Full time permanent position with benefit package.
HANSEN MARKETING
1000 Decker, Walled Lake
(248) 669-2325

502 Help Wanted Office Clerical

ACCOUNTS PAYABLE/ RECEIVABLE
Several immediate positions available for individuals with growing Livonia companies. Excellent entry level opportunity. $10-$12 per hour.
CALL NOW:
(810) 477-0574
ARCADIA STAFF RESOURCES

ACCOUNTS RECEIVABLE

A high volume, Detroit based, wholesale distributor is looking an individual with 2 + yrs of accounts receivable experience. Primary duties will include: sales order entry, cash receipts posting, collection & month end closing. Candidate should be detailed, organized & possess strong interpersonal skills. Please send resume Mr. K. Director of Personnel, Kleinman, Cairney & Greenough, 32000 Northwestern Highway, Suite 275, Farmington Hills, MI 48334.

ACCOUNTS RECEIVABLE
Westside Metal Distributor. Skills needed: 10-key, data entry, and collections. Must have good phone skills. Evaluate hire. 510-JVF-EXPRESS SERVICES
810-474-5000 FAX 810-474-6833

ACCOUNTS RECEIVABLE, RECEPTIONIST & GENERAL OFFICE POSITIONS available for Livonia office. Person must possess good phone skills, basic computer skills (Excel a plus), ability to meet deadlines for fast-paced office. Please call for an interview between 9:30-5pm, Mon-Fri. 313-425-9533

ACCOUNTS RECEIVABLE

Local west side suburban shopping mall seeks accounts receivable clerk. Responsibilities include: accounts receivable collections, telephone communications, weekly receivable aging report, obtaining tenants sales figures, new tenant files, and miscellaneous clerical duties. Position requires strong knowledge of WordPerfect and Lotus 123. Full benefits package includes health, dental and 401(k). Please send resume and salary requirement to:Tom Williams, P.O. Box 267, Southfield, MI 48034

REGIONAL ADMINISTRATIVE ASSISTANT

Nabisco is currently seeking a talented executive-level Assistant for challenging position in our Detroit Regional office, to provide day-to-day administrative support to the regional manager. Two of your main responsibilities will be: providing communication support, both written and oral, and providing information processing to include sales reports and spreadsheeting arrangements. Organization, accuracy and the ability to prioritize are critical in meeting established deadlines. Successful candidate will possess excellent written, spoken and organizational skills. A minimum of 5 years of executive level support and proficiency in Microsoft Word and Excel are preferred.

Please fax your resume to (810) 422-2118, Attn: RAX POSITION. No calls please.

"Equal Employment Opportunity/Affirmative Action Employer. M/F/D/V"
We are drug free company.

ADMINISTRATIVE ASSISTANT

Part "time" "Administrative" Assistant needed for Sales Manager in Livonia office building in Western. Responsibilities include phones, service requests, collections, data entry and presentation preparation. Fax resume to: Brandon at (810) 879-2430

ADMINISTRATIVE ASSISTANT
Progressive Birmingham video editing and animation company seeks responsible individual to join and be motivated, energetic and team oriented. Duties include phones, word processing and reception. Must have some computer experience and good people skills. Salary negotiable.
FAX resume to: 810-647-6540

ADMINISTRATIVE ASSISTANT

Part-time for 4 hours per day, Mon. thru Fri. Phone & computer skills (Windows) and bookkeeping experience helpful. Fax resume to Cyndi at 810-371-1869

ADMINISTRATIVE ASSISTANT & SALES

Hotel management company. Salary in mid $20's, plus commission! Send resume to: Box 1886
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT

Looking for a long term associate. 30-40 hours weekly. Word, Excel, Excel Accounting experience. Greater Livonia area. Send resume with salary requirements to: B. Rumble, 24380 Indoplex Farmington Hills, MI 48335

ADMINISTRATIVE ASSISTANT

Administrative assistant needed to help with phones, answering phones. PC experience required. Knowledge of Human Resources, Metals Industries, Inc., 17515 W. 9 Mile Rd. Southfield, MI 48075. Or Fax: 810-852-8607

ADMINISTRATIVE ASSISTANT

For fast paced concrete products distributor. Must have experience with computerized accounting system & be proficient in 3 EXCEL & WORD. Requires good organizational skills and ability to handle many times. Full time, excellent benefits. Send resume with salary requirements to:
Office Manager, P.O. Box 995,
Farmington Hills, MI 48332
or FAX to: 810 333-0643

ADMINISTRATIVE ASSISTANT/ SECRETARY
Birmingham based website company seeks motivated, responsible person to handle clerical duties. Must have excellent phone and people skills. Applicant must be comfortable with computers, specifically Microsoft Office and Windows. Creativity and organizational skills necessary. Please phone 810-647-7100 for an interview, or send resume to:
Ralph Manuel Associates, 1621 W. Maple, Suite 100, Troy, MI 48084.
FAX: 810-647-5504

ADMINISTRATIVE ASSISTANT

Machine tool sales & service office seeks reliable, industrious individual to assist in all business activities. Proficiency in Windows and MS Word must, additional computer knowledge is an advantage. A high level of verbal and written communications skills is essential. Potential for career growth with fast-paced, growth oriented company. We offer a competitive salary and benefits package including health, dental and 401K. Please send resume to:
PARPAS AMERICA CORP
36030 INDUSTRIAL RD
LIVONIA, MI 48150

ADMINISTRATIVE ASSISTANT
Romulus auto supplier. Word, Excel & Access. Evaluation Hire. $12/hr.
EXPRESS SERVICES
313-467-6150 FAX: 313-467-1638

ADMINISTRATIVE ASSISTANT

Strong computer skills required. $5-$11 per hour, depending on Wayne & Oakland. Call EXS:
(810) 456-6700

502 Help Wanted Office Clerical

ADMINISTRATIVE ASSISTANT
(Livonia)
National Home Improvement Company seeks professional individual with experience in all clerical aspects. Responsibilities will include assisting the sales manager in management with the processing of incoming contracts, preconsoles, filing, expediting, order processing subcontractor bills, transcripting and processing change orders, general office duties. Professional demeanor in front lobby, medical, dental, vision, 401k & Vacation. For personal interview, contact Scott, weekdays, 9am-5pm at:
(313) 953-1355

ADMINISTRATIVE ASSISTANT
Newly created position. Handle 3 Fortune 500 accounts for Automotive Supplier in Southfield.
BOYER SEARCH 810.645.0900
24 Hr. Fax 810.645.0003

ADMINISTRATIVE ASSISTANT
Part-time flexible hours for crisis nursery, respite care center. Strong organizational and computer skills. Resume to: Attn: Director, St. Douglas, 1600 Martin Westland, MI 48186 EOE

ADMINISTRATIVE ASSISTANT / TYPIST
Southfield Market Research Company seeking administrative assistant/typist with WordPerfect 6.0 Does accounting. Part time. Call Lisa at: 810-353-1717

ADMINISTRATIVE ASSISTANT
Part-time flexible hours for crisis nursery, respite care center. Strong organizational and computer skills. Resume to: Attn: Director, St. Douglas, 1600 Martin Westland, MI 48186 EOE

ADMINISTRATIVE ASSISTANT / TYPIST
Southfield Market Research Company seeking administrative assistant/typist with WordPerfect 6.0 Does accounting. Part time. Call Lisa at: 810-353-1717

ADMINISTRATIVE ASSISTANT
Detroit based Metals Cutter oriented individual, candidate must have knowledge of Microsoft Word, Office, be motivated, organized, and possess professional communication skills. Send resume to: 31555 14 Mile Northwestern Hwy., Southfield, MI 48075

ADMINISTRATIVE ASSISTANT - part time position with flexible hrs. to provide general office support. We need a dependable person with basic computer skills & the ability to work independently. Fax resume to: 810-944-9751 or mail to Dealers Remarketing, 30 Cabot Blvd. West Groveland, Northville, MI 48167

ADMINISTRATIVE ASSISTANT
Full time, needed for Livonia based childcare program. Must be a take-charge person with a warm, friendly personality. Responsibilities include: accounts receivable/payable, ordering, plus other office responsibilities. Computer skills a must. Excellent benefits package. Fax resume to: 810-522-000-28.000. Attn: Cheryl Ward, Northville, MI 48167

ADMINISTRATIVE ASSISTANT
Prestigious international firm seeks a motivated administrative assistant to support our executives. Take the challenging position requires strong computer skills, creative team oriented attitude, and ability to work with our clients in a professional manner. Proficiency in Japanese a plus but not required. Excellent salary & benefits. Call 248-553-1720 or fax resume to 313-769-0035

ADMINISTRATIVE ASSISTANT

Your all around clerical experience will be appreciated with long term opportunities at our state office. Word, Excel, Lotus experience, good references and confidence in their skills.
Birmingham Farmington/Livonia
473-2331 646-7661
Advantage Staffing

ADMINISTRATIVE ASSISTANT
Top sales agent for a major life insurance company needs a hard-working administrative assistant for a permanent position. Excellent organizational and written communication skills required. Must have at least 2 years' experience using Word for Windows and Excel. Salary commensurate with experience. Please send resume to: Operations Manager, 25333 Telegraph, Suite 100, Bloomfield Hills, MI 48076. EOE M/F/H/V

ADMINISTRATIVE ASSISTANT

ADVERTISING AGENCY
Work with creative professionals in the client services department as traffic coordinator. Must be detail oriented, fast typist and have knowledge of Microsoft Word and PowerPoint a plus. Detroit and Chicago locations.
Call Susan today
Birmingham Farmington/Livonia
646-7661 473-2331
Advantage Staffing

ADMINISTRATIVE ASSISTANT

Excellent opportunity with major company for a very organized, flexible, high energy individual. Salary negotiable. Position includes phones, filing and phones. Microsoft Office a plus. Great benefits package. Call today!
Diversified Resources
810-344-8700 Fax 810-344-8704

ADMINISTRATIVE ASSISTANT

with a strong customer service background, proficient in MS Word, Excel and PowerPoint. Duties include phone coverage, data entry, filing, customer typing, typing, arranging travel and other clerical tasks. For consideration mail or fax resume to:

ATS
17515 W. NINE MILE RD
SUITE 225
SOUTHFIELD, MI 48075
FAX: (810) 569-1969

ADMINISTRATIVE ASSISTANT
Ceramic tile distributor and importer in Southfield in need of a 35 hour per week person to handle the following: answer phone, process orders, handle customer pick-ups, coordinate the delivery process, follow-up with customers when needed, general administrative office duties associated with warehouse and office. Typing and bookkeeping skills preferred as well as high school education. Pay approximately $7 per hour commensurate with ability and good pay and benefit package including 401K and 401k. Apply in person:
Fox Hills Dog Shop
42320 Ann Arbor Road
Plymouth

BILLING CLERK

Canton firm seeks detail oriented, highly organized individual to produce accurate invoices. Must be able to meet deadlines. Good computer skills required. Part time, 25 hrs. Call Sharon: 313-453-9090

BILLING COORDINATOR 1

Requires a minimum of 55-60WPM typing ability.
We offer excellent benefits. For immediate consideration, please complete an application Mon-Thurs., 11AM-3PM (please do not be dressed for testing) at: Guest Diagnostics, 4444 Lindbergh Rd., Auburn Hills, MI
EOE M/F/D/V

BOOKKEEPER

Farmington Hills art estate development firm seeking experienced, professional individual to assist monitor, reconciliation, invoice invoicing, A/R, A/P, cash deposits, month end reporting, light clerical. Should be experienced with Excel and Word for Windows.
Please forward resume with salary requirements to: Dorothy Stifel, 31615 14 Mile Road, Suite 310, Farmington Hills, MI 48334

502 Help Wanted Office Clerical

Administrative Clerk
Customer Service/
Delivery Office
Operations Center of growing furniture chain requires an organized individual to assist the Director of Customer Service. Job requires constant customer & supplier interaction, so candidate MUST possess positive, professional manner. Computer experience is desirable. For consideration contact Ann Dolan, Operations Manager, Furniture. 313-525-4662

ADMINISTRATIVE /Sales Assistant. 25 to 40 Hrs./Wk. Basic phone & typing skills, computer experience a must. Assist sales staff w/purchase & sales orders. Resume to: P.O. Box 653, Novi, MI 48376

ADMINISTRATIVE
SUPPORT
NEEDED
We are seeking high-level professionals with excellent skills, knowledge of Word, Excel, Powerpoint or a desire to learn. Temps needed. Call now to set up an appointment. Ask about our signon bonus!
Adecco
THE EMPLOYMENT PEOPLE
(810) 442-7800
(313) 525-0330
EOE Never a Fee

ADMINISTRATIVE SECRETARY, OFFICE ASSISTANT, RECEPTIONIST

Temp to Hire Positions
$8-$12 per hour depending on position and your experience. Outstanding opportunities in a very professional environment. All types of experience. Call 810-399-3450 or fax resume to 810-398-3038 and ask for Ann at SNELLING PERSONNEL SERVICES

Administrative Support Part-Time

Temporary part-time position available for Purchasing Department of a growing manufacturing company. Responsibilities include: typing, delivering department mail, and answering phones. Familiar with Word Perfect 6.0 and Windows based word processor. Send resume to:
ACE CONTROLS, INC.
Attn: Human Resources
23438 Industrial Park Drive
Farmington Hills, MI 48335

ADMINISTRATIVE SALES ASSISTANT

Part-Time (26-30 flexible - daytime hours, you make your schedule) Friendly, professional sales organization seeks an Administrative Assistant to work part-time for our corporate headquarters in Farmington Hills. Proficiency in Japanese a plus but not required. Excellent salary & benefits. Call 248-553-1720 or fax resume to 313-769-0035

ADMINISTRATIVE SECRETARY

Part time, 20 hrs. Accounting firm seeks full-time person with experience in computerized general ledger, bank reconciliation & payroll & sales tax preparation. Call 810-532-9600 or Fax resume & salary requirements to 810-536-3335

BOOKKEEPER

We are a small accounting firm seeking an experienced, full charge bookkeeper dedicated to client satisfaction and enjoys working in a related airline industry. Computer accounting knowledge required, proficiency in Excel and Word a definite plus. We offer excellent working conditions, salary commensurate, paid holidays & vacation in addition to a 401(k) program. Please send resume to:
Controller, Accounting
4344 W. 12 Mile Rd.
Novi, MI 48375

BOOKKEEPER

20 hours or less for small Farmington Hills law firm. Duties will include: internal bookkeeping, accounts receivable, accounts payable, reconciliation, preparation of reports, billing & reporting to CPA. Prepare Michigan State of Tax for quarter accounting system. Full benefits package. Salary DOE. Interest encouraged to apply. Please fax resume to (810) 539-7926.

BOOKKEEPING

Accounts Payable/Receivable & Payroll. Experienced, Bachelorette preferred. Dana Estates Southfield. Fax resume: 313-427-4652 or fax: 313-427-6023

BROADCAST TV
SALES ASSISTANT
Work with account executives and agencies. Good organizational & communication skills required. Computer skills a plus. Benefits. Call Jeff Smith at 810-614-7250

BUSY BAKERY & office needs organized person with light clerical, data entry, overboard and do some computer work. Flexible hours, 35 hrs. Must be punctual and willing to learn, please call Sheila at: (810) 348-2277

BUSY DOCTORS OFFICE looking for person with excellent phone skills. Must. No experience necessary, will train. Flexible hours. 56 Kirby Dr. N. Mike Rd., Oak Park, MI 48237

502 Help Wanted Office Clerical

CAREER OPPORTUNITIES
ADMINISTRATIVE ASSISTANT to support Communications Manager. WordPerfect & Lotus needed. Lots of phone & people skills. Pay DOE. $27,000. Terrific Opportunity!

EXECUTIVE ASSISTANT to President. Administrative firm. WordPerfect, Windows, Lotus, shorthand is a plus. Travel arrangements, correspondence & reports. Self-starter! Mid to high $30's.

ADVERTISING SECRETARY - Outstanding opportunity. MS Word & Excel required. Typing 60+wpm. Top benefits. $23,000

PERMANENT STAFF
Troy, 810-689-2720 FAX 689-8725
Farmington 810-737-2790
FAX 810-737-5879

CLERKS /BOOKKEEPER
Livonia office. Experienced, detail oriented, reliable people needed immediately. Good wages & benefits. Call Sandy at 7865 Schoolcraft, Livonia, MI 48150

CLERICAL
BRANCH office of a national corporation seeks individual who is versatile and enjoys phone contact. Should have organizational skills, experience in scheduling and customer service. Must be detail oriented manner and appearance. P.C. skills a plus. We offer an excellent benefits package and a team-oriented environment. Send resume and salary history to:
ADMINISTRATOR
WILLIAMS SCOTSMAN
PO BOX 930000
WIXOM, MI 48393
FAX: (810) 624-0031
E.O.E.

CLERICAL/DATA ENTRY
Experience in bookkeeping and inventory control, preferably in retail environment. Windows PC skills are essential.
For immediate confidential consideration please send resume to:
Ethan Allen
15700 Middlebelt
Livonia, MI 48154
We Are An Equal Opportunity/ Affirmative Action Employer
M/F/D/V

CLERICAL
FULL/PART TIME, Office experience required. Insurance experience preferred. Please fax resume: 810 559-2948, or mail to Markus Agency, 44401 Romeo Plank, Macomb, MI 48044.

CLERICAL
General office skills needed for busy general office with knowledge of word processing & data entry helpful. Mon-Fri, 8a-5p. Salary based on experience. Benefits available. EOE. Send or fax resume to:
Sergeant Enterprises
P.O. Box 838
Novi, MI 48376
FAX: 810-349-0128

Clerical GENERAL OFFICE
Southfield international firm seeks entry-level receptionist/clerk. Computer experience needed and WP helpful. Excellent salary, excellent pension & benefits. Fax resume to 810-443-8846 or mail to: HRMS 1900 W. Big Beaver, Ste. 220, Troy, MI 48084

CLERICAL JOBS

Phones, 35 wpm.
• Administrative Assistant
• Mortgage Processor
Hourly/Salary with CBQ600. Earn up to $9-$12/hr.
HUMAN RESOURCES
(810) 553-7710

CLERICAL
Must be honest and reliable. Computer skills required, 10-key, Excel & Word. Wage is based on experience. Livonia county area.
Call (810) 632-9131.

CLERICAL PART-TIME

Part-time position available for Engineering Department of a growing company in Livonia. Duties include: data entry, filing, opportunity to learn knowledge of Big Office software preferred. Send resume to:
ACE CONTROLS, INC.
Attn: Human Resources
23438 Industrial Park Drive
Farmington Hills, MI 48335

CLERICAL

Retail company seeking very detailed person for full-time Clerical, Inventory, Data Entry duties. Must have 5 years paper Retail & Textile. Competitive pay & benefits. Excellent benefit package. Send resume & salary requirements: Hartz Textile Inc., 56 Kirby Dr. N. Mike Rd., Oak Park, MI 48237

PAYROLL/
HUMAN RESOURCES
ASSISTANT
Opening involves payroll processing, reporting, and record keeping. Other responsibilities within the Human Resources area involve group insurance enrollments, general record keeping and correspondence. Applicant must possess 2 to 3 years payroll experience, knowledge of PC based word processing and spreadsheet experience is a must.
Please direct your resume with salary requirements to:
MUTUAL OF DETROIT INSURANCE CO.
Human Resource Department
333 Plymouth Road • Plymouth, MI 48170

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IF YOU ARE:
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