500 Help Wanted General

DESKTOP PUBLISHING
Full time position for applicant with graphic design skills. Good working knowledge of Corel Draw 7, Pagemaker, varied fonts, clip art, scanning.
We seek someone with talent to design brochures, card makers, advertising, faxes, etc. and knows computer, printer, mode, fast start FTP.
Salary negotiable. Good benefits.
Send resume including education, experience, and salary history and current expectations to:
MSP
Dept. 4024
30600 Telegraph
Suite 1131
Bingham Farms, MI
48025-4531

TRAVEL AGENTS & COURIER
Total Travel Management, one of the nation's leaders in travel management companies, is seeking full time corporate agents and a courier driver for our Pontiac office. Only experienced agents need apply. Excellent and professional career position need apply. Applicants must have 2 years reservation experience in the travel industry, airline and be committed to excellent customer service. We offer a competitive salary with one of the best benefit packages in the industry including medical, dental, and 401k. Please mail or fax a resume to:
Rhonda Dunn
Total Travel Management
6500 East 12 Mile
Warren, MI 48090
Fax: 810-574-0969

TRUCK DRIVER
CDL Class B license, good driving record we will check. Excellent wages & benefits, apply Lasalle, 5002 Dewitt, Canton, or Call (313) 397-9050 Ext. 111

TRUCK DRIVER
Flexible Part-time hrs. CDL Class A required. Good driving record. Call Gordon (313) 459-3053

TRUCK DRIVER
Good benefits. Good pay. Dearborn area. (313) 931-4400

TRUCK DRIVERS Experience preferred. $8-$9/hr. Apply in person: Nobles Landscape Supply, 29450 W. 8 Mile Rd., 1 mi. W. of Middlebelt. 810-474-4022

TRUCK DRIVERS
Full time experienced Secretary. Benefits 401K. (248) 624-8800

TRUCK DRIVERS with experience needed. Start part time. Call Gordon (313) 459-3053

TRUCK DRIVERS Experienced. Apply in person: Nobles Landscape Supply, 29450 W. 8 Mile Rd., 1 mi. W. of Middlebelt. 810-474-4022

TRUCK DRIVERS
Full time experienced Secretary. Benefits 401K. (248) 624-8800

TRUCK DRIVERS with experience needed. Start part time. Call Gordon (313) 459-3053

WELDER-SHEET METAL
Custom Sheet Metal Fabrating company specializing in electrical closures has immediate openings for experienced MIG Welders. Must be able to read blueprints. Full-time position with overtime and benefits, pension plan & 401K plan available. Apply in person:
WELKO-KO Fabricators, Inc.
1183 Brighton Lake
Or call: 313-425-7143

WELDERS
MIG or TIG
$100 Starting Bonus. In Detroit and Downriver. $7.50 and up P/H. Call SYNERGY for details 810-442-1112.

WELDERS
Wanted Lake. Several openings - 1st shift. Must have stainless steel experience. $11+/hr.
Express Services
248-474-5000

WIRE EDM OPERATORS
We are an expanding tool co. and have requirements for experienced Wire EDM Operators, with yrs. machine experience. Starting wages $12.50 to $18.50 per hr. Modern air conditioned facility with great benefits, lots of over-time, and opportunities for advancement. Get a job with a future! Call, Fax or Visit.
Moeller Mfg. Company
43238 Plymouth Oaks Blvd.
Plymouth, MI 48170-2584
Tel: 4 (313) 416-6000
Fax # (313) 416-2200

WOULD YOU LIKE TO GET YOUR FOOT IN THE DOOR WITH THE AUTOMOTIVE INDUSTRY?
We have word processing and light industrial positions available for long-term, temporary-to-hire, and temporary only. Call now for an appointment.
Adecco THE EMPLOYMENT FORCE
(248) 442-7800
(313) 525-0330
EOE Never a Fee

WOULD YOU LIKE TO HAVE A STEADY JOB AND MAKE GOOD MONEY AT THE SAME TIME!!!
Multiple openings for paper individuals with reliable transportation and recent work history. Many temp and perm opportunities.
Warehouse Maintenance
Assembly Shipping & Receiving
Die Setters Wiring
Bluecollar Readers Dusting Control
CASH AND REFERRAL BONUSES
Call today-immediate Openings!!
LIVONIA 313-266-8600
SOUTHFIELD 810-352-3600
TAYLOR 313-284-0777
AUBURN HILLS 810-373-7500

WAREHOUSE HI-LO DRIVER
Recent growth has created a need in our Romulus, Taylor, or Westland warehouse facilities for a hi-lo driver
WE OFFER:
- Stability
- Full benefits package and competitive wages
- Nationwide shift operation
- Clean Environment
- Opportunity for advancement

Must have GED or Diploma and good math skills. Apply today:
SNELLING
Personnel Services
1351 Hix
(S. of Ford)
Westland, MI 48185
EOE

WRECKER DRIVER
for truck salvage operation. Capable of hauling trucks & equipment using landolls & beavers. Days, Monday - Friday, excellent pay. Call Jack or Jake at 313-722-5960

SPONSORSHIP RESEARCH WRITER
Responsible for analysis of corporate sponsorship exposure from sports television broadcasts. Duties include extensive writing and proofreading. Degree in journalism, English or related field required. Mac experience preferred. Starting salary of $18,000 w/benefits package. Send resume and writing samples to:
Joyce Julius & Associates
Attn: Managing Editor
3765 Varsity Dr
Ann Arbor, MI 48108
XXX

YARD PERSON
Mature, responsible individual needed to do 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

$1000 + WEEKLY
Summer Work, Installers/Service
Paid training. Apply at:
Rainbow Pools, 1974 E. Maples (17 Mile), W. of John R, Troy, MI.

3 OPENING for persons with both service & installation experience. 3 to 5 yrs. experience needed. Sheet metal very helpful. Excellent pay.
(313) 537-2107

502 Help Wanted Office Clerical

ACCOUNTING CLERK
Accurate Accounting Service
Accounting clerk. Up to $10.50/hr. Call (100)7 248-355-9000 or Fax resume to 248-649-1868

ACCOUNTING ADMINISTRATOR
Well established management consulting firm in downtown Birmingham seeks a qualified person who understands organizational development, information and organizational skills. Experience with Windows 95 environment, MS Office and accounting software desired. Full-time or part-time, Mon.-thru Fri. Competitive compensation package, paid indoor parking. Please fax your resume and salary history to: Accounting Administrator 248-540-2944.

ACCOUNTING ASSISTANT
We are looking for someone with strong math skills, data entry or 10 key experience with a friendly personality to assist in daily accounting functions. Computer skills & excellent benefits package. Send resume with salary requirements to:
PO Box 9069, Farmington Hills, MI 48333, Attn: Controller.

ACCOUNTING
BOOKKEEPER
GranCare, one of the nation's leading providers of long term care, subacute and rehab services, seeks a Bookkeeper to maintain financial records. Responsibilities will include maintaining accounts receivable as well as preparing checks and deposit slips. Requires a HS diploma (business school preferred) and 3+ years of bookkeeping experience in a healthcare environment. You must have a knowledge of Medicare and Medicaid billing in addition to strong math and computer skills.
We offer excellent salary and competitive benefits. Please send your resume to: GranCare, Attn: Kim Parker, 3663 Plymouth, Ann Arbor Rd., Livonia, MI 48150. FAX (313) 432-7200
EOE
GRANCARE
Partners in Continuing Care

ACCOUNTING CLERK
Part-time, afternoon, entry level position, in our distribution department. Hours from 12:30 p.m. to 9:00 p.m., three days per week which includes two full days or days per month. Basic accounting experience necessary to balance drivers as they check-in. Knowledge of calculator, computer knowledge, a plus. Qualified applicants may apply between 8:00 a.m. and 4:00 p.m., Mon-Fri. or send resume to:
Melody Farms, Inc.
31111 Industrial Road
Livonia, MI 48150
EOE M/F

ACCOUNTING CLERK
Full time position. Experience helpful. Apply in person Mon-Fri, 8am-2pm at Meadowbrook Country Club, 40941 West 8 Mile, Northville

ACCOUNTING
Permanent Positions Available:
- BUSINESS MANAGER, Advertising firm, Troy. To $35K
- C.P.A., strong tax experience for Southfield CPA firm. To $55K
- FULL CHARGE/BOOKKEEPER w/ ACCT. CPA firm. To $35K
- BOOKKEEPER/Receptionist, CPA firm. To $25K
- PAYROLL BOOKKEEPER, Southfield firm. To $25K

Temporary and Temp to Perm:
- A/P, A/R DATA ENTRY CLERKS, Many positions. To $23K
- STAFF ACCOUNTANT, Mfg. background. To $45K
- BOOKKEEPER, Waterford Credit Union. To $25K

Fax resume indicating position desired & salary requirements to:
(248) 354-3082
OR CALL
ACCOUNTANTS ONE
(248) 354-2410

ACCOUNTS PAYABLE
Investment firm in Troy seeking accounts payable clerk. Must have computer experience required with computerized system, including Windows/Word/Excel. Accounts payable work environment. Salary includes health and paid dental. Fax resume with salary history/requirements to:
JobArea (313) 983-1515

ACCOUNTS PAYABLE/ GENERAL OFFICE
Full-time in Westland. Computer/typing/spreadsheet skills required. Send or Fax resume to: Margaret, PO Box 85304, Westland, MI 48185. Fax (810) 932-4021

ACCOUNTS PAYABLE
Openings in Livonia. All evaluation form! Experience needed. Work at home after training. Pay based on skills. Resume to: Jobar, Inc., P.O. Box 2587, Southfield, MI 48037

WAREHOUSE HELP WANTED
Full time positions, starting at $7.25/hr. Erb Lumber, Livonia. Call: (313) 261-5120, ext. 200

WAREHOUSE
Recent growth has created a need in our Romulus, Taylor, or Westland warehouse facilities for a hi-lo driver
WE OFFER:
- Stability
- Full benefits package and competitive wages
- Nationwide shift operation
- Clean Environment
- Opportunity for advancement

Must have GED or Diploma and good math skills. Apply today:
SNELLING
Personnel Services
1351 Hix
(S. of Ford)
Westland, MI 48185
EOE

WAREHOUSE - Industrial distributor looking for energetic individuals for warehouse. Hydraulic hose assembly experience plus. Good benefits. 401k and opportunity for growth. Apply in person to: 27777 Research Dr., Farmington Hills. 248-477-5757

WAREHOUSE
Livonia based distributor is looking for people with sawing, shearing, and overhead crane experience. Starting wage $12.51 per hr. Excellent fringe benefit package. Apply in person at Contractors Steel Co., 30555 Amrhein (near Plymouth & Levan), Livonia, Mich.

WAREHOUSE MANAGER/ TECHNICIAN
Immediate opening for self-motivated person in a fast paced industry. Lifting required. Flexible hours. Call: (313) 613-4000

Warehouse Opportunities
Shipping Department: Foamer & Pullers. Receiving Department: Receiving & Truck Driver. Start at $7 an hr. + Vac + Health Ins. 401k medical & more. Apply in person at: 22790 Heslip Dr., NW of 9 Mile between Novi & Meadowbrook Rds. (248) 348-7050

WAREHOUSE/ PARTS CLERK
Established plumbing, heating & cooling company seeks flexible individuals to assist in warehouse operations. Must have a good driving record and an excellent work ethic. We offer good pay and benefits and an excellent opportunity for career development. Please apply in person or send resume to BERGSTROM'S, INC., 30633 Schoolcraft, Livonia, MI. 48150. (between Middlebelt & Merriman).

502 Help Wanted Office Clerical

ACCOUNTS PAYABLE CLERK
For rapidly growing restaurant franchise chain in professional Southfield office. Candidate must possess excellent organizational skills, be able to take initiative and work with flexibility. Two years work experience in accounts payable required as well as strong Microsoft Excel experience. Good benefits package including 401K. Send resume with salary history to:
SRSC A/P Clerk
Attn: Personnel Department
P.O. Box 267
Southfield, MI 48037

ACCOUNTS PAYABLE CLERK
Leading Architectural/Engineering firm is seeking an Accounts Payable Clerk.
The qualified candidate will have a high school diploma or GED and 3+ years payables experience. Responsibilities will include the processing of vendor invoices for multiple companies in a fast-paced environment.
Our company is prepared to recognize your talents with a competitive salary and benefit package. Please send your resume to Collette Associates, Inc., Human Resources Dept., 29200 Telegraph Rd., Southfield, MI 48034. Fax: (248) 936-8555. Website Address: jobs@collette.com
Equal Opportunity Employer
GIFFELS ASSOCIATES, INC.

ACCOUNTS RECEIVABLE CLERK
GIDNEY WORLD, Michigan's largest exterior building materials distributor has an office support position available. Does a strong growing company, profit sharing, 401K, dental, life, disability and much more fit in with your employment plan? If they do and you have a positive attitude, and the desire and determination to learn and succeed, you could well be the person we are looking for. Fax: 313-891-1723 or mail resume: Attn: Office DEL
6450 E. Eight Mile Rd.
Detroit, MI 48234

ACCOUNTS RECEIVABLE ACCOUNTING ASSISTANT
Plumbing & heating contractor is seeking a skilled accounting assistant with 2 years proven bookkeeping experience. Must be familiar with A/R and A/P functions. Must have a good working knowledge of computerized accounting & word processing skills. Please send resume to: BERGSTROM'S, INC., Attn: Chris, 30633 Schoolcraft, Livonia, MI. 48150, (between Middlebelt & Merriman).

STAPLES
ACCOUNTS RECEIVABLE/ COLLECTIONS CLERK
Michigan's fastest growing leader in the office products industry has an opening in its Accounts Receivable Dept. The right person will be accounting minded, self-motivated, upbeat, have excellent organizational & phone skills and able to thrive in a high volume environment. Cash application experience is a plus but helpful, will train the right person. Competitive wage/benefit package. Send resume with wage history to:
STAPLES BUSINESS ADVANTAGE
41554 Koppernick
Canton, MI 48187
Attn: Sean Loughrige
FAX: 313-416-6487
An Affirmative Action/ Equal Opportunity Employer

ACCOUNTING CLERK
Accounts receivable person w/computer skills to work in a 6 person office. Must be detail oriented, willing/ability to learn, and have a willingness people to teach you our business. Call for appointment at 471-4000 Corrigan Moving Systems, 23923 Research Dr., Farmington Hills. 10 Mile/I-275 area.

ADMINISTRATIVE ASSISTANT
Apartment Community interviewing Organized & self starting individuals for assisting Administrative Staff. Typing skills & ability to work in fast paced environment. Fax resume or mail resume to 313-447-6366 or apply at The Lexington Apartments, 30600 Lexington Blvd., Westland, MI 48185.

ADMINISTRATIVE ASSISTANT
Computer literacy necessary, will train. $8.50-$12 on hr. + bonuses. (248) 349-9444

ADMINISTRATIVE ASST./ RECEPTIONIST PART-TIME: Responsible, Professional office. Word processing experience. (248) 855-0523

ADMINISTRATIVE ASSISTANT
Front co. in Farmington seeking person with some computer experience. Part/full time available. 248-335-2272

ADMINISTRATIVE ASSISTANT
For construction/real estate company. Word Perfect & Lotus preferred. Contact Linda at: (248) 362-9800
Or Fax resume: (248) 362-9808

ADMINISTRATIVE ASSISTANT
Rochester
Word and Excel required. Beautiful offices, career opportunity, pays competitive. Call now: 248-852-2222 Worldforce, Inc. Never a fee.

ADMINISTRATIVE ASSISTANT
Immediate opening in busy professional office. Must be computer literate, organized & detailed, dependable, strong secretarial skills, good communication skills a must. Send resume with salary requirements to: PO Box 2265, Southfield, MI 48034

ADMINISTRATIVE ASSISTANT
Major technology firm in downtown Birmingham office has an immediate opening. Must have organized and detail oriented attitude, 401k, paid holidays, Fax Hotline: Plymouth. (313)453-7272

ADMINISTRATIVE ASSISTANT
ADMINISTRATIVE ASSISTANT
Bloomfield Hills firm seeks administrative assistant. MS Office experience required. Fax or send resume to HRMS, 2100 W. Big Beaver, Ste. 207, Troy, MI 48084
(248) 649-1888

CUSTOMER SERVICE
PART TIME $9/HR.
This Executive Office position requires Customer Service experience, strong telephone communication skills and the ability to handle multiple tasks in a fast-paced environment. WORK A FLEXIBLE SCHEDULE 15-20 HOURS A WEEK, TAILORED TO FIT YOUR NEEDS.
To Find Out More About This Exciting Opportunity...
Call Ms. Shamoun Today!
(248) 737-7200 • FAX (248) 737-8409
Fitness Management Corp.

502 Help Wanted Office Clerical

ADMINISTRATIVE ASSISTANT
Livonia based property management executive seeks person based person with computer skills, Word Perfect, Lotus, and telephone skills, office skills. Position available immediately. Fax resume with salary requirements to:
SUNBURST PROPERTIES
(313) 462-4112

ADMINISTRATIVE ASSISTANT/ RECEPTIONIST
Fast-paced development company looking for dependable, self-motivated individual with multi-line phone and administration experience. Word required, Lotus a plus. Excellent benefits. Salary commensurate with experience. Send resume to: Chet Development Corp., 31555 W. 14 Mile #101, Farmington Hills, MI 48334. or Fax to: 248-626-4571

ADMINISTRATIVE ASSISTANT
Dynamic sell starter needed! Exciting and willing to learn duties include: answering phone, typing, Word processing, copying & collating, data entry & working knowledge of Microsoft Office. Resume to: Human Resources
MOSS TELECOMMUNICATIONS
30400 INDUSTRIAL RD
LIVONIA, MI 48150

ADMINISTRATIVE ASSISTANT
We have career opportunities with mid-sized companies for experienced secretaries who wish flexibility and a personal atmosphere. Opportunities for both long and short term assignments. Temp to perm available. Salary $9.00 - $12.00 DOE. Paid holidays and vacations. Call Sheila 473-2221 or 649-7661
Advantage Staffing

ADMINISTRATIVE ASSISTANTS & SECRETARIES
Temporary and Temp to Perm
$10-$12 per hour to start. We have various positions located throughout the metro area. Office experience and strong computer skills a must. Call 248-355-3450 for immediate appointment.
SNELLING PERSONNEL SERVICES

ADMINISTRATIVE ASSISTANT
Permanent Position
$27,500. Service charge paid by company. Nationwide Insurance Co. is offering fully paid benefits and flexible hours to a motivated self starter. Ideal candidate will have a good working knowledge of computerized accounting & word processing skills. Please send resume to: BERGSTROM'S, INC., Attn: Chris, 30633 Schoolcraft, Livonia, MI. 48150, (between Middlebelt & Merriman).

SNELLING PERSONNEL SERVICES

ADMINISTRATIVE ASSISTANT
Property management company seeks detail-oriented person who possesses excellent administrative and organizational skills. Must be proficient with computer programs including Office '97 and MS Word. Send resume to:
Mr. Greenville
30833 Northwestern Hwy.,
Suite 121
Farmington Hills, MI 48334
Or fax to: 248-539-0452

ADMINISTRATIVE ASSISTANT
Kelsey Advertising Promotions has a full time position for an organized detail-oriented organized person with great secretarial & communication skills, and computer experience. If you're not afraid of hard work, thrive in a busy office environment and are a self-starter with a stable employment history, we may have the opportunity you seek. Growth potential based on performance. Please send resume & salary requirements to: KAP, 31463 Schoolcraft, Livonia, MI. 48150

ADMINISTRATIVE ASSISTANT
Small growing financial firm seeks individual. Successful candidate must have working knowledge of Microsoft Office, be highly motivated, organized, detail oriented, possess communication skills. Experience in securities & insurance industry preferred. Salary, benefits DOE. Fax resume & salary requirements to: Fax: (248) 851-2080. Send resume to: P.O. 21100 Northwestern Hwy., Southfield, MI 48075 or FAX: 810 569-0340.

ADMINISTRATIVE ASSISTANT
Growing Technical Services company in Troy seeks an Administrative Assistant to handle phones, mail, data entry, filing, bank deposits, A/R, invoicing, payroll and various other duties within the office. Experience with MS Word, Lotus & PC skills. Send resume to:
MEDA
Technical Services, Inc.
2300 W. Big Beaver Rd. #11
Troy, MI 48084
Fax # (248) 816-1943

ADMINISTRATIVE ASSISTANT
A Southfield based Prescription Drug Wholesaler has an immediate opening for a hard working, mature, and dependable individual to work in a fast paced atmosphere. Qualifications include: Administrative Assistant skills, Knowledge of computer data entry, filing, bank deposits, A/R, invoicing, payroll and various other duties within the office. Experience with MS Word, Lotus & PC skills. Send resume to:
Account Management
P.O. Box 5077
Southfield, MI 48075
or call 248-208-9317

ADMINISTRATIVE ASSISTANT
Birmingham area CPA firm seeking motivated team member with at least 3yrs. experience for support staff. Computer experience, secretarial skills and a professional phone manner required. Responsibilities include: time & billing data entry & reporting and light bookkeeping. Knowledge of computerized accounting system preferred. Competitive compensation for qualified individuals. Respond in confidence including salary requirement to: Kathryn Ferguson, 30600 Telegraph Rd., Ste. 1131, Bingham Farms, MI. 48025-4531
248-642-7236

Ring! Ring! Ring!
Is anybody there!
At Rock Financial, our phones are ringing off the hook! And we need:
- Operators
- Receptionists

with super-natural powers to help us out!
If you can juggle multiple lines, have a "happy-go-lucky" attitude, and love a challenge, then give us a ring.
Join one of the nation's largest and fastest growing independent mortgage banks!
Send or fax your resume to:
Rock Financial
The Mortgage Bank
The Solid Career Choice
National Headquarters
30600 Telegraph Road, 4th Floor
Bingham Farms, MI 48025
fax: 1-800-226-6306
phone: 1-800-777-0246
e-mail: kimdi@rockfin.com
Visit us at www.RockFin.com
EOE

502 Help Wanted Office Clerical

ADMINISTRATIVE ASSISTANT/OFFICE MANAGER
Are you confident & ready for a rewarding challenge, if so our Livonia based company is looking for an opportunity for you! The person we are seeking must be enthusiastic, self-motivated, detail oriented, with excellent organization & communication skills, in todays city & age it goes without saying that computer skills must be strong - primarily Word, Access & Quickbooks.
If this sounds like the opportunity for you, fax your resume & salary requirements to: FC INC, (313) 613-6671, and someone will call you to discuss in greater detail.

ADMINISTRATIVE ASSISTANT
IMMEDIATE OPENING
Automotive supplier is searching for a great individual to join our team. This full time position is responsible for the processing of orders. We offer a comfortable working atmosphere, with an excellent benefits package, to include 401k and a tuition reimbursement program. Qualified person will possess strong math skills, 1+ Excel experience, Microsoft Project and transcription knowledge a plus. If interested, please fax resume to:
G.T. SPECIALTY FASTENERS
ATTN: SONNIE
1020 DETROIT ROAD
WALLED LAKE, MI. 48390
810-624-7300
FAX 810-624-3522

ADMINISTRATIVE ASSISTANT
Masco Corporation, a Fortune 500 diversified manufacturer, currently has a full-time position available in its Communications Department. If you have a Bachelor's degree, an interest in communications and graphic arts coupled with exceptional Mac skills, we have a role for you. Your challenges will include administrative support for a major corporate communications function using extensive Microsoft Word, Powerpoint and other Macintosh applications.
Demonstrated writing experience, multi-task orientation, a team player and the ability to interact at ease with a diverse group of people are a must. Call for information on this fast paced, high profile position.
MASCO CORPORATION
Executive Recruitment - NDGT
21001 Van Born Rd.
Taylor, MI 48180
An Equal Opportunity Employer

ADMINISTRATIVE SALES ASSISTANT
Professional sales organization seeks an Assistant to work for our Executive VP in Farmington Hills. Applicants must be organized, detail oriented, energetic and work effectively with others. Overall position requires excellent verbal, written and organizational skills to coordinate and perform multiple tasks simultaneously. Fast paced environment requires preparing sales presentations, contracts, frequent client contact, and making travel arrangements. Must have skills required: W95, WP, Excel, Word. PT/FT minimum 50 wpm. PROFIT SHARING, BONUS, 401k, Medical, Dental, Life. Please send resume/cover letter with salary history to: MGH-KB, PO Box 1000, Farmington Hills, MI 48333 or Fax to 248-626-4020.

ADMINISTRATIVE SECRETARY
Small fast paced Southfield industrial chemical sales office seeking self motivated individual. Good typing and telephone skills a must. Computer experience preferred but not necessary. Duties include transcribing dictation tapes and order processing and inventory control. Competitive salary / good working conditions. Send resume to: Sales Department, Attn: Boehle Chemicals, Inc., P.O. Box 2001, Southfield, MI 48037

ADMINISTRATIVE SECRETARY/ASSISTANT
Our small, fast-paced management consulting firm in Southfield is seeking an energetic, highly motivated individual with excellent computer and word processing skills to join our team. Superior administrative and organizational skills are necessary, as well as the ability to work independently. Knowledge of Windows, version of WordPerfect, PowerPoint, and Word are a plus. Some supervisory responsibilities within department and benefits and a casual dress policy. Fax resume to: Carla at 312-207-0491.

ADMINISTRATIVE SECRETARY
To be accepted for testing for the full-time position of the Dean's Department, applicants must possess a high school diploma or GED equivalent, five years of office experience (preferred; ability to type 60 corrected words/minute; ability to take minutes and prepare finalized minutes utilizing voice actor video recordings; proficient knowledge of word processing using Windows software; ability to work at some evening and Saturday meetings will be required. Competitive $28,608-$37,232 plus benefits. Applicants may apply in person Mon.-Fri., between 8-5pm, may fax a resume w/cover letter identifying position to the Human Resources Department (810) 636-4739; or may mail a resume w/cover letter identifying the position to: Human Resources Department, City of Rochester Hills, 1000 Rochester Hills Drive, Rochester Hills, MI. 48309-3033 E.O.E.

502 Help Wanted Office Clerical

ADMINISTRATIVE ASSISTANT
Human Resources company firm has an office support/administrative opening. Ability to organize and do tasks and interface with major clients. Good computer skills helpful to get work done on the internet. Call Word Perfect or Microsoft plus
Diversified Recruiters
248-344-9700 Fax: 248-344-9701

ADVERTISING AGENCY AUTO DIVISION EXECUTIVE SECRETARY
The unique temp to hire opportunity with one of the world's great advertising agencies. Call for 5 years experience, 3 years executive level. Ability to organize as well as Excel and Lotus Organizer background. Call Susan today.
Bingham Farmington/Livonia
640-7061 473-2931
Advantage Staffing

AMERITECH
Is seeking a service writer/dispatcher. Clerical skills a plus. Salary and benefits. For appointment call Gary @ 810-480-0000, ext 660

FIRST INDUSTRIAL
A National Industrial Real Estate Company
Receptionist
Must be exceptionally personable and an excellent communicator.
$25,000 +
Administrative Assistant
Outstanding assistant. Word and Excel required
Asset Manager
Minimum 5 years experience with industrial property operations, marketing, tenant relations and leasing.
Send resume to:
24800 Denso Dr., Suite 175
Southfield, MI 48034

APARTMENT SEARCH
Part-time hours near your apartment. Search in Southfield. If you have a great attitude and the ability to answer phones, greet clients and use a computer, please call Julie at 810-626-4029

ARE YOU GOING IN CIRCLES?
Helping people get ahead is what we do best!
- Permanent Positions
- Temp to Perm Positions
- Temporary Positions

• Field Survey technician - Market research firm looking for full time individuals with enthusiastic phone skills, typing 25-wpm.
• Accounting People - Expanding department of major property management firm has immediate need for person with 2 yrs. accounts payable experience. Good communication skills with Lotus. To $25,000 with benefits.
•Administrative Support - To assist busy owner of a small firm. Dependable, trustworthy candidate with bookkeeping and word processing skills. Type 50wpm. To $27,000
• Executive Assistant - Several top firms are seeking an experienced individuals to assist upper management. Strong organizational & word processing skills required. Shorthand is a plus. Salary options. Salaries: $28,000 - $34,000
• Receptionists - Several opportunities for individuals who enjoy being the smile of the phone. Typing 45-wpm & word processing skills needed. $16,600-$21,000.

PERMANENT STAFF
TROY
248-585-2720 Fax: 585-2725
FARMINGTON HILLS
248-737-5750, Fax: 737-5878
TEMPORARY SERVICES
248-737-1711 Fax: 737-5686

ARE YOU SEEKING:
- EXCELLENT COMPENSATION
- TUITION REIMBURSEMENT
- CAREER ADVANCEMENT
- INTERNATIONAL EXPOSURE

We may have the ideal position for you! Many of our employees come to raise clients are looking for experienced Secretaries with terrific verbal writing skills (MS Office) & people skills. Call/fax resume to Gloria, 810-932-1170, Fax 810-932-1174
Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

Assistant Bookkeeper
Needed in Troy for accounts payables & receivables. Computer knowledge of Windows/Novell is a plus. Excellent benefits/wages. Please send resume & salary requirements to:
Box #2078
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ASSISTANT FOR general contractor has immediate opening for Accounts Payable, AIA billing, computer knowledge essential. Please fax resume to: 248-642-8257

ASSISTANT FOR Mason contract office. Must have job costing, AIA (billing), accounts payable/accounts receivable, computer knowledge essential, experience with Word accounting program is desired. Please fax resume with salary requirements to: (248)437-0752 or call (248)437-1030

ASSISTANT/RECEPTIONIST for Optometric office. Full-time. Experienced. Walled Lake/South. Lyon Area. Fax resume to 810-624-8747

★ASSISTANT WANTED★
General office, wordprocessing. Full-time. Farmington Hills area. Word experience. Call 313-462-1313 or fax resume to: 313-462-1974

ASSOCIATE ACCOUNTANT
Associate Accountant needed for Tier 1 supplier. Responsibilities include: actions, contact with bank for daily financial; input/fare journal entries, reconciles cash & notes payables with responsible for monthly reports and schedules. Requires at least 2 years accounting experience and knowledge of Word and Excel a must. Please send resume to:
Harada Industry
28333 Telegraph, Suite 275
Southfield, MI 48034
Fax: 810-350-1520
NO PHONE CALLS OR WALK-INS PLEASE!!

AUTO BILLERS
Needed immediately for Ford dealership in Milford. Good salary and benefits. Call Tammy: (248) 684-1715

502 Help Wanted Office Clerical

ATTENTION
Are you a quick-learner? Are you looking for a full-time job? We are now hiring flexible candidates who have computer skills in Livonia. Resumes are needed. Please call for an appointment.
Adecco THE EMPLOYMENT FORCE
(313) 525-0330
(248) 442-7800
EOE Never a Fee

Attention!
POSITIONS AVAILABLE SOUTHFIELD AREA
• ADMINISTRATIVE ASSISTANT
MS Word, Excel, PowerPoint
• WORD PROCESSING RECEPTIONIST
MS Word
• ACCOUNTING CLERK
6 mo's to 1 yr. experience
IMMEDIATE OPENINGS
Contempra STAFFING SERVICES
313-762-0036

AUTO DEALER accepting applications for part time (Wed. thru Fri. 8am-6pm) parts & service cashier. Apply in person: Troy Honda, Troy Motor Mall, 1535 Maplelawn, Troy

AUTO DEALER
Large suburban auto dealer will interview for the following positions: 1 (Warranty Administrator), 2 (Vehicle Sales). Dealership experience preferred, competitive wage and benefit package. Contact Julie at (313) 846-5000 ext. 280.

BILLING CLERK
Permanent Position
$21,000. Service charge paid by company. Nordyne Inc. is currently offering incredible benefit package that urgent need for detail data entry skills and numeric aptitude a must. Call 248-399-3450 for immediate appointment.
SNELLING PERSONNEL SERVICES

BILLING CLERK
We are the largest food processor in the Eastern Market area of Detroit. We are looking for a detailed billing clerk. This position offers full benefits & a competitive wage based on experience.
Requirements: Working full general ledger in Data Entry & must be able to work afternoons. Send resume to: H. R. Director, P.O. 32632, Detroit, MI 48232, or FAX to: H. R. 313 567-8799

BOOKKEEPER
Distribution firm in Troy seeking experienced bookkeeper to maintain full general ledger. Must possess computer skills. Excellent opportunity with benefits. Resumes to: Box #2049
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BOOKKEEPER, FULL CHARGE
Accounts payable/ receivable. Property management & construction experience helpful. Must resume with salary requirements to: Human Resources, 5655 Busch Blvd., Ste. 2405, Detroit, MI 48202.

BOOKKEEPER - full charge/office manager. Position requires computer literacy. Small company. Non smoking office. Long Lake & Woodward. Mon. thru Fri. 9 to 5. Fax resume with salary requirements: 248 540-9015

BOOKKEEPER, FULL CHARGE
We are one of Michigan's largest independent CPA firm servicing the closely-held entrepreneur. Due to increased growth, we now need a full charge bookkeeper with strong accounting skills through financials, who can handle multiple sets of books and service multiple clients. Computer experience with a variety of software desirable. Must have positive attitude, excellent communication and people skills, and be available to travel to clients on the greater Detroit area. Send resume and salary to:
ATTN: FRDK
FOLLMER, RUDZEWICZ & CO.
PO Box 5004
Southfield, MI 48086-5004

BOOKKEEPER
Full-time. Payable, receivables, invoicing. Good benefits.
Call: 248-477-1540

BOOKKEEPER
Manufacturing. Part time to immediate opening for an experienced full time bookkeeper. Organizational, phone and people skills required. Priority given to applicants with computerized accounting experience. Proficiency in MS Windows 95, Excel and Word, a plus. Please send resume to: Human Resources 777 Basinger Rd. Northville 48167 or Fax 8 00 763-9331

BOOKKEEPER
needed for Troy insurance agency. Must have accounting experience.
248-641-7600, Ext. 254

BOOKKEEPER
Needed: 35 hours/week real estate office. Full-time position. Call Janet, for an interview: (248) 352-3230 or Fax: (248) 352-4300

CHIROPRACTIC ASSISTANT
Clerical experience necessary. Must be able to work both days & evenings. $7/hour.
313-425-9490

FIRST INDUSTRIAL
A National Industrial Real Estate Company
Receptionist
$25,000 +
Must be exceptionally personable and an excellent communicator.
Administrative Assistant
Outstanding assistant. Word and Excel required.
Asset Manager
Minimum 5 years experience with industrial property operations, marketing, tenant relations and leasing.
Send Resume to:
24800 Denso Dr., Suite 175
Southfield, MI 48034

502 Help Wanted Office Clerical

BOOKKEEPER
West Bloomfield. Peachtree experience. Evaluation fee. $11+ hr.
Express Services
248-474-5000 FAX: 248-474-5633

BUILDING ADMINISTRATOR
Receive service calls, dispatch service crew, operate workflow control sheet and word processing system, administer purchasing, payroll A/P, related secretarial duties. 7112 a busy building management office. Applicants must possess and create positive tenant relations. Strong people skills, multiple pressure and create positive tenant relations. Strong people skills, administrative experience required. Competitive salary and benefits program. Suburban location near Ford & I-275 interchange. Mail detailed resume to Property Manager, PO Box 115, Belleville, MI 48112 or Fax: 313-697-2054

CLERICAL
ART VAN FURNITURE is in need of full & part time employees. Must be able to work evenings & weekends. Great benefit package. Apply in person: 6300 Wayne Rd., Westland

CLERICAL ASSISTANT
Needed immediately for Accounting in Farmington Hills. This successful candidate enjoys performing clerical duties in a fast-paced environment. The individual must be organized, detail oriented, have exceptional telephone manners & ability to research information. Must have general clerical bookkeeping skills. Send resume and salary requirements to: Human Resources, P.O. Box 2072, Farmington Hills, MI 48333-9072 or Fax: 248-488-0301

CLERICAL
Clerical
Livonia area bank processing center has immediate openings (proof operators) for evening shifts. Call today for an interview. Top pay.
Call 313-438-1535

CLERICAL
CLERK/RUNNER
Troy area firm seeks flexible individual to perform general clerical functions and run office errands. Part time at first, then full time. Call HRMS at 810-968-0287 for an interview.

CLERICAL - Immediate Openings
Source One Mortgage has immediate openings for individuals looking for a challenging opportunity.
Qualified candidates should possess the following skills:
- Data Entry
- Strong 10-Key Ability
- Typing 35+wpm
- Previous Banking Experience a Plus

Our fast-paced environment offers excellent opportunities to those interested in learning the mortgage banking business. We also offer a very competitive benefit package.
Qualified candidates should send/fax resume or apply Mon-Fri.
Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Rd.
Farmington Hills, MI. 48334
(Farmington & 12 Mile)
Or for other available positions please call our Job Opportunity Line at...248-488-7 JOB
Equal Opportunity Employer M/F/D/V

CLERICAL
Opening in our marketing department - requires an energetic detail skills and pleasant telephone manner. You will be responsible for assisting our clients as part of our customer service staff. Must have thorough knowledge of Word & Excel. Working days 9 to 5, full time with complete benefits package.
Call Ms. Shamoun at THERAPY OF AMERICA 3-1023

CLERICAL OPPORTUNITIES!!
Does a firm where promotion from within is common practice?
Current Accounting department openings at large privately owned corporation in Warren, may be your ticket to the future.
If you like working in a professional corporate environment, Call today! Our friendly clerical work send your resume to:
HRI
PO BOX 277
ROYAL OAK, MI 48067

**C