500 Help Wanted General

Training & Development

Alexas Inc., a leading third party administrator of casualty claims and risk management services, is currently looking to fill the following positions in our Corporate Training Department. Alexas has 50+ offices across the country with headquarters in Livonia.

NATIONAL TRAINING SPECIALIST

The position is responsible for conducting training courses in claims, soft skills, and system technology(s) working with staff to assess needs and recommend training solutions, supporting staff and clients with Alexas proprietary computer system, up to 40% travel to other Alexas offices. Requirements include 3-5 years experience in Training and Development, claims experience preferred; Bachelor's Degree preferred, Excellent interpersonal, organizational, and presentation skills; knowledge of PC technology including Word and Powerpoint.

We offer an excellent salary and benefit package, which includes major medical, dental, vision, life insurance, short and long term disability, 401K plan, and tuition reimbursement.

Interested candidates should send cover letter and resume which must include salary requirements to:

ALEXSIS INC.
Attn: HR-CD-NTS
17187 Northville Road, Dept. #434
Livonia, MI 48152

An Equal Opportunity Employer

THE CLIMBER, pay based on experience. Call evenings 810-352-5587

TRUCK DRIVER
Flatbed Experienced, CDL Class A required. Good driving record. Call Gordon (313) 459-3053

TRUCK DRIVERS
Local, Short haul. Have CDL. Tractor trailer & box truck. Call Bam-Spm, Mon-Fri. (313) 722-9581

TRUCK DRIVER

Experience preferred. CDL with HAZMAT. Local on Grand River Road. Call after 4pm. (313) 937-3974

TV & HOME SERVICE

Experienced & dependable. (313-537-8607)

UNEMPLOYED HOMEMAKERS!.

We have job listings in sales, clerical, human services and in other areas, with opportunities to learn or refresh computer skills. If you are divorced, separated, widowed, or married to a spouse who is disabled, we can help you get into the job market. You need not feel shy about this. Call Virginia at JVS.

(810) 559-5000

VACANT LAND specialist needed for our land development dept. Specializing in residential, commercial & mobile home sites. For consideration, please send salary requirements & resume to: Grand/Sakwa Properties, Inc. 32000 Northwestern Hwy., #125, Farmington Hills, MI 48334

Volunteer Opportunity

Many people in our southeastern community is seeking volunteers to work in the pleasant Crackin' Barrel convenience store. Job responsibilities include ordering, pricing, merchandising of many merchandise to Bellbrook residents, visitors and staff. Qualified applicants must be able to make change, conversate with the public, lift pot of coffee, perform cashier duties, prefer 2-4 hours per week, interested, please call Nancy at 810-656-3259, ext. 204 EOE

WANTED - experienced Servers - Dishwashers - Night Chef - Houseman - to set rooms. Apply in person Mon. thru Fri. 9-5.

Italian-American Banquet Center, 39200 Five Mile, Livonia

ACO HARDWARE WAREHOUSE
2ND. 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 $9.00/hour and increasing with experience; pre-employment drug test required. Call or fax resume to: Human Resources/Whse. 23333 Commerce Dr., Farmington Hills, MI 48335-2744. EOE

Retail
WORKBENCH, a leader in the contemporary home furnishing industry, has exceptional opportunities available at our warehouse in Livonia.

DRIVER & DRIVER'S HELPER

Tuesday

Are you driven to succeed? Come drive for WORKBENCH, a leading retailer of quality furniture. We seek motivated individual for transporting goods, receiving merchandise and customers. Driver is required to have a CDL license w/clean driving record.

FURNITURE ASSEMBLER

Responsibilities include assembling furniture, mechanical ability is required.

We offer a competitive salary and benefits. For immediate consideration, please apply in person Tuesday Only, Saturday at WORKBENCH, 13117 Wacco Court, Livonia, MI. 48150. EOE

WORKBENCH

WAREHOUSE

AGA GAS, INC., a leading manufacturer and marketer of industrial gases, has an excellent opportunity for an entry-level Warehouseman at its Canton, MI facility.

Duties involving in all areas of warehouse operations, including picking, packing, shipping, receiving and returned goods. A high school diploma or GED and a conscientious, hands-on attitude are desired. Experience in UPS/freight shipping systems and driving a fork lift truck are a plus.

We offer an excellent pay and benefit package including medical and dental insurances, pension and 401(k), paid vacations and holidays, company provided uniforms, safety equipment, and safety bonuses. Please send your resume, with salary requirement, to:

AGA GAS, INC.
Attn: Warehouse
5001 DeWitt Road
Canton, MI 48188

An Equal Opportunity Employer M/F/H/V

www.aga.se

WAREHOUSE/DRIVER for Troy based plumbing and heating distributor. Full-time, $6.00, paid vacation. Apply in person: Tues., Wed., or Fri. between 2-5pm only. Hydronic Supply, 2022 Industrial Row, Troy.

WAREHOUSE DRIVER
$9/HOUR
Full & part-time positions available in successful, growing building materials distribution company. Excellent opportunities & benefits. Apply at: BIDING WORLD, 29456 W. 8 Mile Rd., Livonia.

500 Help Wanted General

WAREHOUSE
COME GROW WITH US!
AFTERNOON SHIFT LOADER
3-11:30 PM
Individual to load products onto delivery trucks.
TRUCK HELPER
to assist truck driver in the delivery of products.
WAREHOUSE WORKER
Help unload incoming product, put product away, and/or pull product for production work, Hi-Lo or stock picker experience helpful.
Heavy lifting required, excellent benefits. Competitive wages. Please apply in person.
Perla Window & Door Company
2000 Haggerty Rd.
(½ blk. N. of Haggerty & Mile Rd.)
West Bloomfield, MI.
(EOE)

WAREHOUSE/DRIVER
BUSY downtown Plymouth area. Duties will alternate among processing orders, customer service and delivery mainstate. Must have chauffeur license, good driving records and believe in customer service. Full time days, great benefits. E.O.E. Apply in person/Send resume to: D. W. C. 800 Chicago, Troy, 48083 (15 Mile & John R. area.)

WAREHOUSE - Full time person needed to pick, stock & receive orders. $7.50/hr. + benefits. Apply in person at: Sweet Ideas, 1311 Maplelawn, Troy, betw. W. Maple & Big Beaver, E. of Crooks.

WAREHOUSE - Industrial distributor looking for energetic individuals for Warehouse Coordinator, $8-10/h and opportunity for growth. Apply in person: 27717 Research Dr., Farmington Hills. 248-477-6757

Warehouse Opportunities

Shipping Department, Foamer & Pullers; Receiving Department; Receiving & Material Handler. Start at $7 an hr. + . We offer benefits- 401k, medical & more. Apply in person at: 22790 Heslip Dr., off of 9 Mile between Novi & Meadowbrook Rds. (248) 348-7050

WAREHOUSE PERSON & hollow metal welder/fabricator. Must be dependable & willing to work (dead beats don't bother)
(313) 422 5400

WAREHOUSE PERSONNEL for furniture store. 40 hrs. weekly. Uses thru Eat Sat. Paid Vacation, Life, 401K. Experience with furniture preferred. 248-473-9131, Ext. 9102

WAREHOUSE PERSON needed for established growing furniture store. We offer full time employment, paid vacations, paid holidays and room for advancement. If you are dependable and like physical work, lets talk. TENTWAY FURNITURE
32104 Plymouth Rd., Livonia

WAREHOUSE PERSON
Wanted full time for furniture store. Paid vacation, DC, life insurance, 401K, $8/hr start. Apply to: Classic Interiors, 20292 Middlebelt Rd. Livonia

STAPLES
WAREHOUSE
ROUTE DRIVERS & PACKERS
Now taking applications for office products route drivers and night shift sorter/packers. Experience in route delivery or warehouse order filling a plus. Should be used to working in a fast paced environment. Drivers will operate a 16 foot box truck. Packer shift is 11:00pm - 7:30am. $10.00 an hour to start for drivers, $8.75 for packers. On site screenings between 8:30am and 11:30am.
STAPLES BUSINESS ADVANTAGE
41554 Koppernick
Canton, MI 48187
An Affirmative Action / Equal Opportunity Employer

WAREHOUSE
START immediately
All shifts + $0.50 hr.
Physical Operation location
ARBOR TEMPS. 459-1166

WAREHOUSE STOCK PERSON needed. Full time. $8 per hour. Paid medical, dental, life, vacation & holidays. Call: 248-548-6324

WAREHOUSE SUPERVISOR

Afternoon shift warehouse supervisor wanted. Responsible for supervisory training of personnel, assists in overseeing daily operations, computer transactions, safety, and housekeeping standards, inventory control, warehousing and inventory control. 3-5 years supervisory experience and knowledge of training and experience a must. Please send resume and salary history to:
Box #2004
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

WAREHOUSE SUPERVISOR

IMMEDIATE OPENING for full time warehouse supervisor on days 2nd shift. Minimum 3 years supervisory experience in a fast-paced, pick/pack operation. Shift hours from 2:00pm to midnight. Competitive wage and benefits package. Send resume with salary history to:
Box #2110
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
An Affirmative Action / Equal Opportunity Employer

WAREHOUSE WORKERS wanted for OEM supplier in Novi. Good benefits & starting pay. Must possess hi-lo license & 1-3 years warehousing experience. Please send resume to:
Harada Industry
22925 Venture Dr.
Novi, MI. 48375
NO PHONE CALLS OR WALK-INS!!!

WELDER
Experienced welder needed for press manufacturer. Skills include ability to read blueprints, do layout, use MIG, TIG and Stick welders. Send or FAX resume to: M. Pugh, St. Lawrence Press, 12500 E. 8 Wayne Rd., Romulus, MI. 48174.
FAX: 313-941-2120 EOE

WELDER/FABRICATOR/PIPE FITTER
Heat treat manufacture is seeking an experienced and skilled trades personal in welding/fabricating and pipe fitting. This is an excellent opportunity for a person who like a challenger. Full time days. This position requires some travel and overtime. Complete benefit package and competitive wage. Apply at:
J.L. BECKER COMPANY
12468 RICHFIELD CT.
LIVONIA
One block E. of I-96, W. off of Newburgh, NO phone calls please.

WELDER / GENERAL
Some fab work, mainly trailer welding & repair. Growing company. Good pay. Call: 313-505-1031

WELDERS
MIG or ARC
$100 STARTING BONUS. In Detroit and Down River. $8.00 & up per hour. Call DYNCREW for details:
(810) 442-1112

500 Help Wanted General

WELDER/MECHANIC
In Canton area with experience in mobile hydraulics - air brakes, must have own tools, excellent benefits, pay, health insurance, & 401k. Send resume to: Box #2020
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

WELDER
Medium sized manufacturer looking for experienced welder. Must be able to read blue prints and have experience operating a heavy duty welder. Comprehensive wage and benefit package, including profit sharing plan and 401K plan. Apply at:
NILE CONTROLS
20830 BECK RD.
WIXOM, MI 48393-2824
Attn: Ed Gaudreau
Phone: (248)624-5555
Fax: (248)624-9548
An Equal Opportunity Employer

WELDERS
Walled Lake. Several openings - 1st shift. Must have stainless steel experience. $11+/hr.
EXPRESS SERVICES
248-474-5000

WELLNESS DIRECTOR
for Farmington YMCA. Full time with benefits. 4 yr. degree necessary. Additional certification preferred. Send resumes to 28100 Farmington Rd., Farmington Hills, MI. 48334. Attn: Kevin Bush.

CLEANING PERSON for medium size apartment complex in Westland. Full time position. 313-729-6638

What Do You Want To Be When You Grow Up?
A Consultant? If so read on. We are a growing consulting firm seeking a SQL Accounting Software Consultant. Ideal applicant will have working knowledge of SQL Server, Client Server, NT and Accounting. Technology aptitude and interest is a must. Responsibilities include: Accounting system, implementations, technical applications troubleshooting. Good support. Includes travel potential. Must possess excellent interpersonal skills and outgoing personality with a commitment to client success. If interested, send resume to: SQL Consultant, 26200 American Dr., Suite #300, Southfield, MI 48034 or fax to: 248-355-1961

★WINDOW CLEANERS★
Experience preferred. Will train right person. First floor commercial cleaning. Great pay and benefits. Paid training & commissions. Apply or send resume in confidence. Box 5367, Plymouth, MI 48170.

WONDERLAND MALL
Now Hiring
• Customer Service - Part Time
Verbal and written skills needed to provide information and service to Mall customers.
• Housekeeper/Custodian/Food Court Worker - Full or part time positions
Applications available at Mall office.
Monday - Friday, 8am-5pm

X-RAY TECHNOLOGIST
Needed for office in Warren. Excellent wages/benefits. Call Christine.
(810) 737-0617

YARD PERSON

Full-time position. Apply at: Wayne Building Products, 25018 Plymouth Rd., at Radford.

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

$25,000+ 1st YEAR
Full time with benefits. Automotive accessory installations. Must have mechanical ability & be very working with people. Position for Radford location. Apply in person:
Mid-West Truck Accessories
18610 Fort St., Riverview
Or call Steve Gide: (313)283-9650

S8/HOUR

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

502 Help Wanted-Office Clerical

ACCOUNTANT/
BOOKKEEPER
SUBURBAN Part time automotive stamping plant seeks an assertive, energetic Accountant/Bookkeeper experienced in Billing, Accounts Receiving, General Ledger, Month End Closing and Financial Statement Preparation along with other accounting functions. Associates Degree in Accounting and 3 years of experience desired. Knowledge of Microsoft applications along with manufacturing experience a plus. We offer an excellent wage & benefits package. Send resume to:
Box #1003
P.O. Box 5309
Plymouth, MI 48170-5309

ACCOUNTANT
PART TIME
Real estate developer seeks experienced general accounting, bookkeeping person. Evenings and weekends. Experienced with MS-DOS. Knowledge of Lotus software a plus.
Send resume and cover letter stating salary requirements, hours available, and available starting date fax to (248) 642-210 or mail to:
Ms. Kendall
200 E. Brown St., Suite 101
Birmingham, MI 48009

ACCOUNT
COORDINATOR/
EXECUTIVE SECRETARY
Immediate Opening - SHORTHAND/DICTAPHONE and Computer Skills required along with good communication, language, grammar and spelling a MUST!
International Public Relations firm/Reporting to Director of Marketing. Excellent environment and potential growth.
Salary commensurate with experience.
Contact: Ms. Pearson
313-393-3300

ACCOUNTING
Accountant Source Temps has positions available throughout Metro Detroit. Whether you're a 10 yr. CPA between jobs, a recent graduate looking for an opportunity to prove yourself, or an Accounting Clerk trying to build a career - Give Source a call.
Source has temporary positions paying top dollar, including a matching 401(k) and health benefits for long-term assignments. Many employees find their future employer with our temp-to-perm assignments
Call Tanya today for a time to meet a Source representative or send us your resume. Permanent search services are available.
Source Services Corporation
2000 Town Center #850
Southfield, MI 48075
Phone (248) 352-5320
Fax (248) 352-2323

ACCOUNTING/
ADMINISTRATIVE
Varied duties include receivables/payables and general office functions. Company uses several software packages and is open to your computer skills. Top benefits include profit sharing.
Diversified Recruiting
248-344-6700 Fax: 248-344-4704

ACCOUNTING ASSISTANT
Printing company in Wixom needs experienced person to manage AR and payroll. Required organized person for fast paced office. Computer opportunity for advancement. Benefits. FAX resume: Attn. Controller 810-624-0601 or mail to: 45262 Liberty Dr., Wixom, MI 48393

ACCOUNTING DEPARTMENT of Troy law firm has full time position for person with knowledge of computer & general accounting practices. Send resume to: 3001 W. Big Beaver, Suite 624, Troy, MI 48084 or fax to 248-649-3338

502 Help Wanted-Office Clerical

ACCOUNTING ASSISTANT
$2,000 BONUS
Real estate development firm seeks an organized, detail-conscious person to assist with computerized Accounts Payable and tracking of performance to budget. Must have college degree or equivalent. Accounting Payable experience. Prior real estate property management experience and knowledge of Lotus accounting software a plus. Opportunity for advancement. Send resume with cover letter stating career goals, salary requirements and available starting date. Fax to: 810-642-4210 or mail to:
Ms. Talbert
200 E. Brown St., Suite 101
Birmingham, MI 48009

ACCOUNTING

BOOKKEEPER

GranCare, one of the nation's leading providers of long-term care, subacute and rehab centers, seeks a bookkeeper to maintain financial records. Responsibilities will include maintaining accounts receivable as well as preparing checks and supporting documentation & HS diploma (business school preferred) and 3+ years of bookkeeping experience in a health care environment. You must have a knowledge of Microsoft Word and Medical billing in addition to strong math and computer skills.

We offer excellent salary and comprehensive benefits. Please send/fax your resume with salary history to: GranCare, 18525 W. Nine Mile Rd., Southfield, MI 48075. Fax: (313) 424-7290. EOE

GRANCARE

Partners in Continuing Care

ACCOUNTING CLERK
Entry Level Position
Good communication skills needed in this fast paced environment. Phone work. Computer knowledge. Will train. Good starting rate for right candidate, benefits, 401K. Send resume or apply afternoon position. Send resume to:
Seven Up Detroit, 12201 Beech Daly, Redford, MI 48239. Attn: HR
7Up Detroit

ACCOUNTING CLERKS
Detroit based supermarket chain is hiring for full time positions in the Accounting Department. Accounts Payable positions and General Accounting. Call Christine. Competitive pay scale with full benefit package. Applicant must be proficient in the use of a standard computer system and have basic accounting skills.
Send resume to:
Accounts Payable Manager
P.O. Box 33448
Detroit, MI 48232-5448
EOE

Accounting
(Entry Level)
We are seeking candidates to fill an entry level position in an accounting function. Responsibilities will include creating accounts (Excel database), balancing reconciling and making adjustments to accounts, entering data, shipping material, creating weekly and monthly reports, invoicing and freight bill analysis, with filing and file maintenance.

Qualifications include: accounting background, strong P.C. skills w/spreadsheet software and written & verbal communication skills. Two accounting related degree required. We offer a competitive salary and benefit package with full benefits. Please forward a resume with salary requirements to:
ACCAL
P.O. Box 5407
Plymouth, MI 48170
E.O.E.

ACCOUNTING
Join Innovision Technologies, Inc., a premier Information Technology Consulting Firm, and delivery of quality services to our clients. Our organization that encourages entrepreneurial spirit and rewards achievement.
We are seeking a detail oriented, organized, highly motivated individual to support our growing professional with 3 years accounting experience to perform A/R, A/P, GL, collections, financial reporting, etc. Knowledge of computer based productivity tools a plus.
We offer career advancement opportunities along with an excellent compensation package.
Mail or fax resumes to: Innovision Technologies, Inc. 39555 Orchard Hill Place, Suite 100
Novi, MI 48375
Fax (248) 449-7594

ACCOUNTING/
OFFICE MANAGER
Responsible for integrated computerized accounting system thru general ledger. Strong organizational, multi-period & systems skills required. Detail and documentation oriented. Professional, self-directed and good interpersonal skills a must. Manufacturing factory. Send resume & pay history to:
Box #1117
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTING / Part-Time
Troy area. Average 20 hours a week, $6.25/hr. Light bookkeeping, filing, computer, phones. Fax resume & send resume to: PO Box 536
Keego Harbor, MI 48320.

Accounting/
Production Assistant
Responsible, detail oriented, computer experience required, math/accounting skills helpful. Overtime required. Excellent benefits. Please send resume to:
P.O. Box 510446
Livonia, MI 48150
Attn: D. Turkington

502 Help Wanted-Office Clerical

ACCOUNTING
Permanent Positions Available:
• ACCOUNTS RECEIVABLE COORDINATOR, Madison Heights Firm. To $27K
• BOOKKEEPER/RECEPTIONIST, CPA firm. To $25K
Temp to Perm and Temporary:
• A/R COLLECTIONS CLERK, Warren, Long term. To $23K
• BOOKKEEPER, W Bloomfield Real Estate firm. To $29K
• A/P, A/R, DATA ENTRY CLERKS, Metro District. To $23K
• STAFF ACCOUNTANT Strong GL experience, Livonia Mfg. To $45K
• JR ACCOUNTANT, Birmingham Long term
• PAYROLL BOOKKEEPER, Warren, Strong Lotus
• TAX ACCOUNTANT, Downtown. Strong corporate experience
Fax resume indicating position desired & salary requirements to:
(248) 354-3082
OR CALL
ACCOUNTANTS ONE
(248) 354-2410

ACCOUNTS PAYABLE/
SECRETARY
For property management company currently in Southfield but relocating to Novi. Duties include computerized payables, light bookkeeping, must be pleasant, dependable, and able to handle multi-tasks positions. Must have knowledge of WordPerfect 6.1 very helpful. Hours 8-5 daily, $9-$10/hour plus Blue Cross, Life Insurance.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTS PAYABLE
Great plains dynamics experience preferred. Responsibilities include customer service, bank reconciliation, sales tax. Salary commensurate with experience. (248) 442-8787

ACCOUNTS PAYABLE
Livonia. Experience needed. Data entry & background in payables. Excellent starting pay.
EXPRESS SERVICES
248-474-5000 FAX: 248-474-4833

ACCOUNTS PAYABLE TO $35,000

Keego Harbor
2 - 4 years experience
Phone ..... (248) 473-7210
Fax Resume ..... (248) 473-4548
Greene & Assoc. Personnel

ACCOUNTS PAYABLE CLERK
Mfg. firm seeks individual with computerized A/P experience. Must be detail oriented and possess a strong understanding work environment, computer, reports, full benefits, 401 K, quarterly bonus. Apply 8-5/mail/fax resume with salary requirements to: Greg Eng & Mfg., 33000 Nagel Ave. Livonia, MI. 48150. Fax: 313-525-0333. Located off Wayne Rd., N of Plymouth, S of Schoolcraft, W of Stark, E of Levan. EOE/Drug screening

ACCOUNTS PAYABLE
Processor needed for large property management company. Responsibilities include payable input and check processing. Several years experience. Strong computer and accounting skills a must. Property management experience preferred. We offer competitive salary, flexible hours. Please forward resume with salary requirements to: Attn: CFO, 26100 Northwestern Hwy., Suite 300, Southfield, MI 48034 or Fax (248) 358-4765

ACCOUNTS PAYABLE
Livonia Office seeking people experienced in Accounts Payable
Requirements include:
Good A/P background
•Good 10-key skills
•Team Player
•Ability to work in a fast paced environment
Pay range $8.50-$9.50/hr DOE based on experience
Submit resume to:
NPC
Attn: Personnel
31557 Schoolcraft RD
Livonia, MI 48150

ACCOUNTS PAYABLE
CLERK - Entry Level
Premier ground transportation company seeks a self-starter who possesses basic accounting skills along with Lotus 1-2-3 and word processing (Microsoft or WordPerfect). If you would like the opportunity to increase your current skills and enjoy a professional company supported training. Suite 200, Southfield Plaza, Southfield, MI. Make Everyone Happy.
Resumes can be faxed to Fax# (248) 827-1166

ACCOUNTS PAYABLE
Northern down-river manufacturing company needs a professional accounts PAYABLE individual to handle a high volume of payables. Must have least 2 years of payables, including matching and check runs in an automated environment. Great pay and benefits. Some overtime required. Please apply in confidence to 43336-LP4, P.O. Box 691, Southfield, MI 48037 or fax: 248-352-0018

Plante & Moran Recruiter for an Equal Opportunity Employer

ACCOUNTS PAYABLE/
ADMIN ASSISTANT
Property Management office in Farmington Hills has available position for an energetic Accounts Payable/Admin Asst. Applicant must be professional attitude and image. Candidate must have general accts. payable experience and excellent administrative skills including computer/typing proficiency. Excellent compensation package for qualified candidate. Send resume to: Box #1969
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150
Or fax to - 313-455-1159

ACCOUNTS RECEIVABLE TO $35,000

Keego Harbor
2 - 4 years experience
Phone ..... (248) 473-7210
Fax Resume ..... (248) 473-4548
Greene & Assoc. Personnel

502 Help Wanted-Office Clerical

ADMINISTRATIVE
ASSISTANT
National Non-Profit Foundation seeks a full-time administrative assist., to manage office, supervise volunteers, & assist in development. Qualifications: 2 yrs administrative experience, bookkeeping and accounting, PC skills (Microsoft Office) are a must, excellent communication skills and self-starter. Please send/fax resume and salary requirements to: Attn: Box #42, Southfield, MI 48076. Or Fax: (810) 569-4726 EOE

ADMINISTRATIVE ASSISTANT

IMMEDIATE OCCUPANCY

Livonia based automotive suppliers are interviewing to fill both full time and part time administrative assistant positions in the Livonia area.
Qualified candidates should possess:
• Excellent interpersonal skills
• Software (Microsoft Word, Excel and Power Point preferred)
• Ability to career opportunity
Interested candidates should FAX resume to:

KELLY SERVICES
Attention: Hayley
(313) 522-8996

ADMINISTRATIVE ASSISTANT

Village Green Companies, the Midwest's leading apartment developer, construction and property management firm, has a career opportunity for an Administrative Assistant. Ideal candidate will have at least two years prior administrative experience, and knowledge will report directly to the Executive Vice President.

Knowledge of Microsoft Office (Microsoft Word is a must) required. Responsibilities include typing, filing, preparing weekly and monthly reports, coordinate travel plans, schedule, and other duties. Must possess strong communication and organizational skills. Construction background/knowledge helpful.

Outstanding compensation package including benefits and 401k. Excellent opportunity to join a growth company. Send, candidates should mail, fax or e-mail resume tug salary requirements to:

Village Green
Residential Properties
L.L.C.
Attn: Wendy Hopkins
30833 Northwestern Hwy
#300
Farmington Hills, MI 48334
Dept. #4711
Fax: 810-932-1315
e-mail: whopkins@vgreen.com

An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
RECEPTIONIST
positions available. Full time with excellent communication & word processing skills. Great benefits package. Apply in person. Home Protection Div., 30765 Grand River, Farmington Hills (810) 478-7030

ADMINISTRATIVE
ASSISTANT
Detail oriented person required for processing applications for life/health insurance. Computer experience required. Please fax resume to Ahoff at (248) 539-4000

ADMINISTRATIVE
ASSISTANT
Capable of performing all office functions. Accounting, Payable/Receivable, phones, filing. Must have some experience with Windows, Microsoft Office & DOS. Full time position with benefits. Prefer someone with insurance experience. Please fax resume to 248-589-2910

ADMINISTRATIVE
ASSISTANT to Vice V. P.
needed for a Livonia based medical group. Good communication skills are important in this position, as well as attention to detail. College degree, preferred. Must possess a high knowledge of Microsoft Office & plus Please send resume to Eye Frost, EPMD, 2000 Green Road, Suite 300, Ann Arbor, MI 48105

ADMINISTRATIVE
ASSISTANT
PART TIME
A unique opportunity for someone with the following qualifications:
• A high school graduate
• Excellent PC skills
• MicroSoft Word
• Typing 55 wpm
• Filing
• No more than 24 hours per week
Send resume to FTO Association, 30445 Northwestern Hwy 250/455, Franklin, MI 48025-0455

ADMINISTRATIVE ASSISTANT

Energetic Southfield Internet related company is looking for an outgoing individual with strong administrative skills, word processing, answering phones, sending faxes, organizing, filing, making photo copies and making reports. Must possess a strong Microsoft Word and Excel experience. Minimum typing speed 35WPM. Knowledge of Lotus and full benefits. Immediate opening. Please mail or FAX your resume to:

ONLINE MARKETING COMPANY
26400 Lahser Rd. Suite 315
Southfield, MI 48034
Fax: (810) 353-5108
Phone: (810) 353-9787

ADMINISTRATIVE
ASSISTANT
Knowledge of Windows 95, EXCEL, MS Word Typing (40-60wpm) & phone skills required $8.50/hr.
ARBOR TEMPS 459-1166

502 Help Wanted-Office Clerical

ADMINISTRATIVE ASSISTANT
Golf and Banquet facility seeks part time Administrative Assistant. Strong computer skills - Microsoft Office. Competitive wage. Free golf privileges. Fax resume to Dorothy (313) 453-7272

ADMINISTRATIVE ASSISTANT
Reliable with experience in Word, Excel & multi-line phones. Full-time with benefits. Fax resume to: 313-904-6703 or apply in person at: 11630 Russell, W. of I-75, N. of Caroll, Detroit. 313-866-6700

ADMINISTRATIVE ASSISTANT
$9-$12/hr. Temporary to Temp - Perm MS Word/Excel 2 yrs. experience. Eastpointe (810) 775-7206
Livonia (810) 261-0630
Southfield (810) 557-8008
Madison Heights (810) 589-9080
Call for an interview
Interim Office Staffing

ADMINISTRATIVE
ASSISTANT
Great position in Farmington Hills & Southfield. Candidates must have excellent computer & organizational skills with 3 years or more of secretarial experience. Please call Joyce at: 810 354-4680 or FAX resume to: 810 354-6443.

ADMINISTRATIVE
ASSISTANT
For developer in the marketing/sales Office. Organizational, computer and communication skills required. Send letter of interest and resume to:
Diane Bailey, Mercy High School
29300 Eleven Mile Rd.
Farmington Hills, MI 48336

ADMINISTRATIVE
ASSISTANT
Corporate office of a prestigious firm in the Southfield/Farmington Hills area seeks a secretary with good word processing skills who enjoys variety and working in a team environment. We offer an excellent salary and benefit package as well as growth potential. Please fax resume to Tanya at 313-416-2783 or fax your resume to 313-769-0035

ADMINISTRATIVE
ASSISTANTS
Permanent, Temp & Temp to Hire
$10 to $12 per hour to start. We have various positions located throughout the metro area. Office experience and strong computer skills a must. Call 248-399-3450 for immediate appointment.
SKILLING PERSONNEL SERVICES

ADMINISTRATIVE
ASSISTANT
Choice career move with suburban Farmington Hills company. Use your all around skills and executive level experience. Your prior secretarial experience and knowledge of Windows software considered for $22,000/yr. Call Sandra
Birmingham 646-7661
Livonia 473-2931
Advantage Staffing

ADMINISTRATIVE
ASSISTANT
New opportunity! Immediate openings in the executive offices of international auto supplier. Local divisions in Auburn Hills, Farmington and Detroit locations. Openings include long-term part time to Work From Home Project. Salary $9.00-$14.00/hr.
Call Sara today
Livonia/Farmington 473-2931
Birmingham 646-7661
Advantage Staffing

ADMINISTRATIVE ASSISTANT

Needed in a professional fast paced office, must be fallar with MS Office, answer phones, light filing. Please fax resumes Attn: Sue 248-352-2335

ADMINISTRATIVE ASSISTANT
& PURCHASING AGENT
Positions at TRW in Farmington Hills & Rochester Hills for $10-$14/hr.
Call for an appointment
VOLT SERVICES GROUP
248-740-2713

EOE M/F/V/H

Administrative Assistants
Executive Secretaries
Smokers Welcome!
Due to continuous growth of our client, a world wide leader, is seeking several top-notch professionals proficient in MS Office suite. Excellent pay and a chance to work for a highly respected employer who offers competitive salaries and great benefits including tuition reimbursement. Call or send resume to: Diane Hartner, Staff Leasing, 810-932-1172. Fax 810-932-1214
Hartner Staff Leasing, 30833 Northwestern Hwy., Farmington Hills, MI 48334

Administrative Assistant
Come grow with us! We are looking for a sales charge person to assist the management team in our exciting new company. Must be proficient in Microsoft Office suite, Word, Excel, PowerPoint & Microsoft Project. Knowledge of ACT! is a plus. If you enjoy variety, meeting people and taming a hectic office, this job has great potential for you.
Mail resume or fax to
Director of Administration
Med-Bank
720 Forest, Birmingham MI 48009
Fax 248-644-0458

Administrative Assistant
$8/Start
Excellent opportunity in Novi area. Responsibilities include:
• Key punch, numeric data entry
• Customer service via phone
• Light typing & word processing
• General clerical
Candidates must have professional appearance and attitude. Must also have excellent communication skills. For more information call Camille or send/fax resume

ACRO SERVICE
Phone: (313) 591-1100
Fax: (313) 591-1217

502 Help Wanted-Office Clerical

ADMINISTRATIVE
ASSISTANT
KIP America, Inc. is seeking a career minded Administrative Assistant to support the Executive Vice President of Sales and the Sales Representatives in our dynamic sales office located in Walled Lake. Qualified applicants should be highly organized and professional, have excellent communication skills, detail oriented with an in-depth knowledge of Word Perfect and Lotus. Previous sales environment experience helpful, but not necessary. We reward our valued employees with competitive salaries and a great benefits package. If you are a task driven individual looking for opportunity, please mail/fax your resume today for consideration.
KIP America, Inc., 3132 Martin Rd., Walled Lake, MI. 48390. Fax: (248) 624-6401

ADMINISTRATIVE ASSISTANTS

• Word, Excel, Powerpoint
(any one of the three)
• Administrative experience a "Plus"
Manpower is the World's largest and leading staffing agency. Serving 250,000 customers worldwide and providing job opportunities, benefits, including training to 1.6 million employees annually.
• Great benefits
• Opportunity for growth
• Paid holidays
• Paid holidays, paid vacations and more!
For more information, call Novi Dearborn Automotive Division
800-FO-FO-JOB
8 Parklane Blvd. #120
Dearborn, Mich. 48126 or fax Resume to: 313-271-8431

Automotive Division

ADMINISTRATIVE
ASSISTANT
Marketing services company has opportunity for an individual to provide administrative support to department. Candidates must possess:
• Strong grammar / communication skills
• Problem solving skills
• Word processing 60-75 wpm
• Proficient in MicroSoft Word & Excel
• Ability to handle fast-paced environment
• Good discretion/judgment
• Ability to work independently
• Previous senior secretarial experience (5 years minimum)
Position includes excellent benefits, including 401(k) and tuition reimbursement. Fax resumes including salary history to: 313-416-2783 or mail to:
Adstra, LLC
Attn: Ann Assi
10 Corporate Street
Plymouth, MI 48170
EOE

ADMINISTRATIVE ASSISTANTS

Farmington Hills, Temp-to-Hire. MS Word & Excel needed. $10/hr. Southfield, Temp-to-Hire. MS Word & Excel needed. $12/hr.

RECEPTIONIST

Southfield. Full & part time, Temp-To-Hire. Multi-line phone & MS Word. Min. 35 wpm. $8-$9/hr.

CUSTOMER SERVICE

Southfield, Temp-to-Hire. Inbound and outbound calls. $8/hr.
Benefits, direct deposit, 401K, stock purchase plan.
Not an agency, never a fee
Call Suzanne at 810-615-0660

Western
STAFF SERVICES.

ADMINISTRATIVE SUPPORT

Personnel Staffing and Project Management support to the automotive industry seeks Administrative Support staff.
Candidates must have more than one year of administrative experience and be proficient in MS Word and Excel. We will provide basic administrative support, including typing letters, data entry, filing, photocopying, and answering telephones.
Fax or send resume including salary history, to: 30000 Town Center, Suite 2231, Southfield, MI 48075. Fax 248-356-4692
Equal Opportunity Employer

ADMINISTRATIVE SALES ASSISTANT

Professional sales organization seeks an Assistant to work for our Executive VP in Farmington Hills. Applicants must be professional, dependable, energetic and work effectively with others. Position requires strong, excellent verbal, written and organizational skills to coordinate and perform many duties in a professional, fast paced position requires preparing sales presentations, contacts, frequent client contact, and making travel arrangements. Submit PC skills required. W95, WP, Excel, Word, Powerpoint, Lotus, PROFIT SHARING, BONUS, 401k, HEALTH + MORE. Please send resume with salary history to MGR-KB, P.O. Box 1600, Farmington Hills, MI 48333 or Fax to 248-626-4020

ADMINISTRATIVE ASSISTANT needed. Experience in word processing, spreadsheets, answering data entry and typing. Please send resume to Box #2106
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

A DREAM JOB!
FARMINGTON HILLS
Beautiful Offices, friendly staff, lots of variety! Will answer phones, greet clients, & generate correspondence. WP, Excel & great people skills required. Fax resume to Renee, 810-932-1170. Fax 810-932-1214. Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

ASSISTANT ACCOUNTANT needed for insurance agency to perform a variety of accounting functions. Knowledge of MS Windows, Excel & Word a plus. Please send letter & resume: SER, PO Box 511077, Livonia, MI 48151-1077.

ASSISTANT TO Business/Financial Manager. Ideal candidate will be detailed person with strong organizational skills, knowledge of auto business experience preferred, but will train the right individual. 401K. Dial Cronus, 313-459-2000

BRETHKAMP JEEP EAGLE
(313)255-3730
or fax resume to
(313)255-3712
Attn: JACK

ATTENTION!
Full time position for flexible multi-task oriented individual in heavy operations. Word processing experience helpful. Fax resume to 248-292-7756

AUTHORIZATION CLERK

Southfield Check Acceptance Company requires individual with exceptional telephone voice, good typing and verbal communication skills. Ability to work independently, post data and update records. Full time and part time positions available. Must be available every other Saturday and Sunday. High school student welcome. Call (248) 799-8823

AUTO DEALER
Large suburban auto dealer will interview for the following positions. (Warranty Administrator), 2 (Varied Sales), 1 (Switchboard Operator) Dealership experience preferred,