500 Help Wanted General

SALESPERSON
Wanted to sell art & frames in gallery in Oakland Mall. Part-time evenings & weekends. No experience necessary. For interview call between 10am-9pm (248) 585-7470

SALES STAFF, benefits, store discount. Call Grandma's Lot Furniture Store at (248) 344-1200

SAW OPERATOR
Great opportunity for dependable person with good plant attitude for saw operations position. Six months saw operations experience, ability to do racking and unloading of materials. Overhead crane and blue print reading preferred. Able to work overtime. Health Care, Dental, 401k plus profit sharing program. Apply 9-3pm to attn: al

Diamond Automation
23400 Haggerty Rd.
Farmington Hills

Schoolcraft College
Livonia, MI 48152

• EDITORIAL ASSISTANT
(Part-time position (10-15 hours per week) reporting to the Managing Editor of the Michigan Community College Journal. Responsible for the layout and design of editorial data, copies and coordinating copyediting functions. Responsible for maintaining additional responsibilities include assisting the Managing Editor with general staff duties. Salary range is $11.08 to $16.26 per hour.
Minimum qualifications include: Graduation from high school, one year of clerical office experience, ability to operate standard office equipment, and proficiency with computers and related software (Macintosh with FileMaker Pro, Microsoft Word, Microsoft Excel, and PageMaker), knowledge of research, ability to maintain (minimum typing APA 40), marketing experience, and excellent communication and organizational skills.
Interested individuals please call (313) 462-4405 and leave a message including your complete name, address, and phone number. An application will be mailed. Applications must be received no later than 5:00pm on Friday, September 12, 1997.
It is the policy of the Board of Trustees of Schoolcraft College that it discriminate against any person on the basis of ancestry, creed, age, handicap or national origin.
EOE

SCREEN PRINTING CO - excellent for shipping, receiving & material handling. Experience helpful but not necessary. Plymouth 313-453-7850

SCREW MACHINE SETUP TECHNICIAN
CAM operated, single spindle Swiss machine operators also to do set-ups, sharpen tools. Numerous metal operations. Call Marvin Mon-Fri 8 Am-5:30 (248) 588-9430.

SCREW MACHINE SET-UP TECHNICIAN
Automotive manufacturer of precision products has immediate opening for screw machine set-up technician with 3-5 years set-up experience. Good communication skills and a positive attitude required.
We offer competitive pay with a complete benefit package.
Apply today at
A.T. & G. Inc.
30790 Wall St.
Farmington Hills, MI 48336

SEARS MAGNETIC WINDOWS
INTERVIEWS/eSHOP HELP
W/I Bath Showroom. Sales experience required
(248) 583-4300

• SECURITY GUARD
PRESBYTERIAN VILLAGE WESTLAND
Is seeking applicants for a full-time Security Guard for the evenings/nights. We offer competitive wages and a great place to work. Environment. Come join our team!
Apply in person
PRESBYTERIAN VILLAGE WESTLAND
32001 Merriman Rd.
Just W. of Merriman
(313) 728-5222

SECURITY/INVESTIGATORS
LP Officers
Grievers
Starting pay to $350/wk. 40 Full/part time positions available. Hiring at N.S.I. 2555 Crooks, Rochester Hills. M-Fri 9 AM - 5 PM. Retirees welcome

Security Officers
Sites available in all areas. No experience necessary. Weekend shifts. Insurance. Must have transportation, valid ID & Social Security card. Positions available. Apply Mon-Thurs. ARMOR SECURITY 27070 Greenfield, Oak Park, MI. 2nd building N of 8 Mi. (across from Northland Mall)

SECURITY OFFICERS
GUARDMARK, INC.
GUARDSMARK has immediate full/part time positions available in Wixom, Brighton and Ann Arbor
BENEFITS INCLUDE:
• $7.00 an hour
• Medical/Life Insurance
• 401 (k) plan
• Tuition Assistance
• Free Uniforms
MINIMUM REQUIREMENTS
• No criminal history
• High School Diploma/GED
• Reliable transportation
Interested applicants can call 1-800-783-6790 and ask for Wendy in order to set up an interview.
GUARDSMARK, INC.
34605 Twelve Mile Rd.
Suite 155
Farmington Hills, MI 48331

SECURITY OFFICERS
GUARDMARK, INC. has immediate full/part time positions available in W. Bloomfield, Southfield & Downtown Detroit
BENEFITS INCLUDE:
• Company match 401K
• Major medical co-pay prescription
• Free life insurance
• Paid vacations
• Tuition Assistance
Must have high school diploma GED, valid Michigan drivers license, no criminal history. Some second shift hours required. Must be able to meet drug screening criteria.
Interested parties can apply Tues.-Fri., 9am-5pm in person at: 34405 W. 12 Mile Rd. (Suite 155, Farmington Hills (12 Mile between Farmington Rd. & Halsted)
Phone calls will be accepted Mon.-Fri. between 10am-4pm. Ask for Sharyn: 248 553-3900
GUARDSMARK is an Equal Opportunity Employer

Gourmet
TOP PAY
$10 AN HOUR!!!
NATION WIDE SECURITY NEEDS SECURITY MOTIVATED INDIVIDUALS. Training provided. Those with clean criminal history apply Mon - Fri, 8am - 4pm.
• NATION WIDE SECURITY
23800 W. Ten Mile
Southfield (248)353-0500
Pontiac apply at
Gumund Mall, Telegraph & Elizabeth Lake Rds.

SEEKING CURRICULUM coordinator for Macomb County facility, camp experience helpful, fax resumes to 313-207-6312

SERVICE PERSON
Mature, responsible individual needed for a full-time position for manufactured housing dealership to do service work repairs. Own tools a must. For appointment call (248) 349-2500

SERVICE TECHNICIANS - Michigan's largest RV dealer with fast paced service department is looking for technicians with at least 3 years experience in RV repair. Must have own tools. Position offers 40+ hrs/wk, paid holidays, vacation, health benefits package. Apply in person at: General Trailer - Wixom, 46500 12 Mile Rd.

500 Help Wanted General

SERVICE TECH
For large Farmington Hills apartment community. Full-time, 40 hour week. Paid health insurance. Must have reliable transportation. Apply in person.
MILLWOOD
Management Office
35055 Glenwood Dr.
Farmington Hills, MI
N.W. corner of Grand River & Drake

SERVICE WRITER - Michigan's largest RV dealer with fast paced service department is looking for individual with good communication skills to assist in the service department. Knowledge of RVs required. Position offers excellent pay and benefits. Apply in person at General Trailer - Wixom, 46500 12 Mile Rd.

SHIPPING ASSISTANT. Will train for this entry level position. Applicants should have good basic math skills. Send resume to: Mr. Harry Dzeck, Classic Container Corp., 350 S. Mill Street, Plymouth, MI 48170

SHIPPING MANAGER
For Dearborn Sausage Co. Experienced professional to oversee drivers, delivery routes, duties, safety, & orders. Bar code computer experience. Salary/benefits.
Ask for Debbie (313) 842-2375

SHIPPING/RECEIVING
SOME experience needed. days/benefits
(313) 722-9221 Westland

SHIPPING & RECEIVING
Mail order Uniform Company/Visited Lake Wing to contribute to a team effort. Computer & telephone skills helpful. Good salary & bonus for company performance. No smoking. For appointment call (248) 309-9661

SHOP HELP/MACHINIST
Some experience helpful
Livonia area (313) 422-0200

SHOP TRAINEE - High school graduate in some shop experience to learn the precision machining trade
Bradley Thompson Tool Company
(248) 352-1460

SIDERS / ROOFERS
needed for large commercial projects. Must have own tools. Excellent pay.
248-651-0360

SIDING APPLICATORS for aluminum/vinyl must have own equipment. (248)437-7051

SIDING ROOFING CARPENTRY
Steady work
(248) 471-4165

SIGN ARTIST wanted, full or part time. Must work with Corel Draw and/or Gerber. Call 313 535 4242

SIGN MAKER / DESIGNER
Experienced but predominately shop. Previous sales skills a must. Competitive salary, medical & dental. Call Mark 313 522-8440

SITE MANAGER
for retirement community in Taylor. Responsible for complete operation including: Leasing, rent collection, computer use, bid solicitation, staff scheduling and supervision for maintenance, janitorial, housekeeping and dining room. Salary, plus benefits. Apply at 19855 W. Outer Drive, Site 107E, Detroit, MI 48124. EOE 313-255-5500 Fax 313-359-5507

SKIP TRACER
No smoking law office. FDCPA, computers, phone work.
Fax John 810 353-4840

ATTENTION SOCIAL WORKERS
Charter House of Farmington Hills is looking for a dynamic person to co-manage its Social Services Dept. We are a progressive 116 bed long term care facility dedicated to meeting the needs of our patients, residents, families right with quality care, strong documentation, and a caring environment. Minimum of one year of experience in long term care. Qualified candidate will have at least 1 yr. experience in sales or customer service, be a detail-task, self-motivated individual & enjoy placing Accounting professionals in the Detroit, Downtown & Dearborn area.
Excellent salary plus quarterly bonus & full benefits including an incredible reward program for the outstanding producers. Immediate openings & a great opportunity for someone interested in taking the next step in their sales career. Degree preferred, but not essential. Contact Daphne Dockett or David Sehoyan at:
313-240-8200
accountemps
Financial Staffing
6 Parklane Blvd., #100
Dearborn, MI 48126
FAX: 313-240-8207
EOE/BENEFITS

TEACHER (CHILD CARE)
Licensed area center. Mon-Fri. Afternoons. Experience required.
(313) 474-0001

★TEACHER★
Experienced toddler teacher needed. Full-time, benefits, nice environment.
Farmington Hills. (810) 851-4166

TEACHER
For Learning Center in W. Bloomfield & Brighton. Reading and Math. Certified. Immediate opening.
248-737-8875 or Fax to:
248-737-8220

TEACHER / INSTRUCTOR
Part-time. Must be certified. Small group setting. Call Laura.
(248) 344-1474

TEACHER
Needed for Christian pre-school. Five mornings. Great pay and working conditions. 248-540-7706

TEACHER: Part Time Instructor, Mon-Thurs. 4-7pm. Certification required. Send resume to: Sylvan Learning Center, 37727 Professional Center Dr. Livonia, MI 48154

TEACHERS AIDE
Classroom Assistant, Farmington Hills pre-school, Mon, Wed, Fri 8-3:30pm. 248-661-2126

TEACHER'S AIDES
needed for Farmington Hills nursery school. Full & part-time. Paid benefits. Call after 10am (248) 476-3110

TEACHERS & ASSISTANTS
For childcare centers. Full/part-time. Benefits available.
810-478-6500

TEACHERS ASSISTANT - for Montessori Pre School/Kindergarten. Full day and half day positions needed. Must be willing to be trained. Resume & work references to 32450 W. 13 Mile, Farmington Hills, MI 48334

TEACHERS CERTIFIED
Part-time Pre-school Southfield Elementary & High School.
(248) 557-5850

TEACHERS/CERTIFIED
needed for English language Elementary School Program at Kehillah Community School in Oak Park. 20-30 hours per week. $15-$17 per hour.
Call Ms. Ellen at 810-399-3525 or call 248-593-3417

TEACHERS NEEDED
REFORD UNION SCHOOLS
Adult Education. Certified medical/industrial arts. Call 313-592-3376 or send resume to: Karen Moran, 19990 Beech Daly, Redford, MI 48240

TEACHERS NEEDED
REFORD UNION SCHOOLS
Adult education, part-time, secondary English, Math, Science & Spanish. Call 313-592-3376 or send resume to: Karen Moran, 19990 Beech Daly, Redford, MI 48240

TEACHER SUBSTITUTES
needed at all instructional levels. Daily rate $60.00, plus mileage reimbursement. Qualified applicants must have completed at least 90 semester hour of college credit at a college or university. Please contact Garden City Public Schools (313) 425-4900, ext 216 EOE

TEACHER/TEACHER ASSISTANT, Certified, needed for Montessori Grades 1 - 3. Experience needed in individualized curriculum work. Please send resume to: Mary Ann Headmaster, 32450 W. 13 Mile Rd., Farmington Hills, MI 48334

GUARANTEE PLUS $50 BONUSES
Just for asking a few questions.
By phone, Mon-Fri, 8am-5pm.
No Selling (810) 974-1784

TELEMARKETING
CUSTOMER CARE
REPRESENTATIVE
Comcast Cable is one of the leading cable companies in the US today. Seeking individuals who excel in telemarketing skills with experience in customer service, or sales. Must have a positive attitude and excellent communication skills. Located in our convenient Sterling Heights office (10 & Mound). Part-time hours Mon-Thurs., 5pm-9pm and Sat., 9am-1pm. Hourly rate of $8 plus commissions. Benefits include holiday, personal and vacation days, plus free cable. If you are hte-ade and a team player please call Sue at (810) 978-3519
EOE

TELEPHONE INSTALLER/
Technician
Entry-level & experienced career opportunity. Competitive salary plus a comprehensive benefit package (401k, dental, optical, medical insurance. Apply: 26450 Hagerty Road, Farmington Hills or call for an appointment. 810-489-0000, ext 202

TELLERS
Full and Part-time
The Detroit East Side branch of Credit Union Family Service Centers, has immediate openings for TELLERS. You must have excellent customer service skills, good mathematical aptitude, previous cash handling experience preferred. We offer a competitive salary, paid holidays, paid vacations, and tuition assistance. Job includes some evenings and Saturdays. If interested, please call:
(248) 569-4620, ext. 400
For an application

TILE PERSON
Ceramic/vinyl, install & repair for Southfield property management company. Full-time, benefits. Call Mon. thru Fri., 9-5pm.
810-358-1030 EOE.

TILE SETTERS & Helpers - Experienced or will train. Full & part-time. Lots of work available. Top wages. Call Pager 313-601-1531

ABSTRACTOR
For title insurance company. Must be experienced. Please send resume to:
Transnation Title Insurance Co.
33762 Schoolcraft Road
Livonia, MI 48150
Attn: Mark Kleist

TOW TRUCK DRIVERS DISPATCHERS
Wrecker drivers needed for busy towing company. Full time position with 401(k), medical, dental benefits available.
We can offer a 20% higher hourly wage than you're getting now. Bring in your W-2.
Westland Car Care Towing
6375 Hix Road
Westland, MI 48185
(313) 722-7100

ESTABLISHED TRAVEL agency is seeking a travel agent with 2 yrs experience. Call 313-458-9150 or Fax: 313-458-1021

500 Help Wanted General

CLASS ACT TRAVEL
Immediate opening for two experienced travel professionals. Our clientele is 75% corporate, 25% leisure, & 100% important. Suite of the art office environment including Windows on Windows. For prompt consideration, fax or mail resume & salary history to:
CLASS ACT TRAVEL, L.L.C.
23900 Orchard Lake Rd. #200
Farmington Hills, MI 48336
Fax: (248) 474-2543

TRAVEL AGENT assistant for Royal Oak Travel Agency. Exciting opportunity to learn travel the best. Travel agent or travel background required. Mature detail oriented individual with knowledge, quick learner, full time.
(248) 288-9600

TRAVEL AGENT
For busy Farmington Hills agency. Leisure/Corporate. 2 years experience with travel preferred. Must be detail oriented, possess excellent communication skills. Flexible candidate. PO Box 251806, West Bloomfield, MI, 48325

TRAVEL AGENT
Full or part-time. Experienced only. West Bloomfield
(248) 855-9750

TRAVEL AGENT
Immediate opening for full-time Worldspan agent in aggressive, expanding agency. Pay is based on productivity incentive program provides opportunity for unlimited additional earnings over base salary. Benefits, free resume & references: (248) 649-0306

TRAVEL AGENT
Michigan's fastest growing travel network has an immediate opening for an experienced commercial agent for our Farmington Hills location. Sabre &/or Worldspan + International ticketing experience required. Fax resume to: Ellen at 248-203-0303

TRAVEL AGENTS
Royal Oak travel agency seeking full-time experienced cruise agents & vacation/corporate agents.
248-288-9600

★★ TREE CUTTERS ★★
Experienced. Must have CDL.
(248) 627-6314

TRUCK DRIVER - CDL and 2 years driving experience required. Home every night, benefits. Call
(810)329-5809

TRUCK DRIVERS
Drivers wanted local area. Must have Class A License, experience necessary. Union shop. (313) 584-4255

TRUCK DRIVERS -Semi and trained. CLD required. Experience necessary. Call between 8-10am. Mon. thru Fri. (313) 455-4036

TRUCK DRIVERS with experience needed. Start plus life, dental, night work required. $250 + per wk. Call dispatch 9-3pm 313-422-7255

ACO HARDWARE WAREHOUSE
2nd SHIFT
SHIPPING DEPARTMENT
Lift at least 50 lbs. Able to tolerate temperatures depending on season, good math skills & attention to detail required. Starting time 4 PM. Starting pay $9.00/hour minimum depending on experience. Successful completion of test. Send letter of interest to: Attn. Human Resources/WH, 23333 Commerce Dr., Farmington Hills, MI, 48335-2758

WAREHOUSE WORKERS & DRIVERS
If you're looking for long-term employment, we're looking for you! Must be dependable & hardworking for wood floor distributor. Must have clean driving records. Hi-lo experience a plus. Call Pat. (248) 543-9663

WAREHOUSE DELIVERY DRIVER-NON CDL Seeking a motivated individual seeking a career with a growing company. Schedule starting range $7.00 - $8.00. Prior experience in warehouse/delivery helpful. Duties include hotshot work which include pick sharing through 401k and an employee paid medical insurance. If you desire to work in a positive environment with an emphasis on customer service and teamwork, please send or apply to: Metro Express/Dar Distribution Manager, IKON Office Solutions, 41180 Bridge Street, Novi, MI 48375. Applications will be accepted from 8:00 am - 9:00 pm, Monday - Friday at same address. EOE

WAREHOUSE HELP
COUNTER HELP
Superior Carpet Supply, Redford
(313) 537-8414

WAREHOUSE HELP needed. No experience necessary. Will train. Apply at Kenroy Home, 39500 Orchard Lake Rd., Farmington Hills, MI 48331

WAREHOUSE HELP
Temporary employment opportunities available. Flexible hours. Jobs involved Competitive wages. Call Joe between 8-4pm at: (313) 591-1717

WAREHOUSE IN CANTON
Has great part-time job available. Flexible hours. Great for students. Call Mark 8-4:30.
(313) 207-8363

WAREHOUSE MANAGER
Wholesale distributor in Detroit suburb seeking qualified person to manage warehouse/delivery operations and implement improvements of procedures including bar coding and bin location systems. Hours: Mon. - Fri., 7:30AM-3:00PM health, care and pension plan provided. Salary negotiable. Send resume Box #2193 - Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

Warehouse

Night Warehouse Supervisor
Meisel/SYSCO, a Canton, MI based division of the nation's largest food service company, is seeking an aggressive and career-minded Night Warehouse Supervisor. Successful candidate will have supervisory experience, knowledge of warehousing/distribution, have the ability to direct a large work force and have experience working in a Union setting. Salary $35-40K, plus excellent customer service skills, good mathematical aptitude, previous cash handling experience preferred. We offer a competitive salary, paid holidays, paid vacations, and tuition assistance. Job includes some evenings and Saturdays. If interested, please call:
(248) 569-4620, ext. 400
For an application

TILE PERSON
Ceramic/vinyl, install & repair for Southfield property management company. Full-time, benefits. Call Mon. thru Fri., 9-5pm.
810-358-1030 EOE.

TILE SETTERS & Helpers - Experienced or will train. Full & part-time. Lots of work available. Top wages. Call Pager 313-601-1531

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For title insurance company. Must be experienced. Please send resume to:
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33762 Schoolcraft Road
Livonia, MI 48150
Attn: Mark Kleist

TOW TRUCK DRIVERS DISPATCHERS
Wrecker drivers needed for busy towing company. Full time position with 401(k), medical, dental benefits available.
We can offer a 20% higher hourly wage than you're getting now. Bring in your W-2.
Westland Car Care Towing
6375 Hix Road
Westland, MI 48185
(313) 722-7100

ESTABLISHED TRAVEL agency is seeking a travel agent with 2 yrs experience. Call 313-458-9150 or Fax: 313-458-1021

500 Help Wanted General

WAREHOUSE POSITION
FULL TIME
For Industrial Distributor in Wixom. Shipping/receiving, customer services & counter sales. Great pay & benefits with opportunity to advance from entry level position. Call Sam 248-960-3333 for interview or fax resume to 248-960-3465 or mail to P.O. Box 930526 Wixom, MI 48393

Warehouse Shift Supervisor
Motor Vehicle Parts wholesaler seeks qualified supervisor. Must be available to work any shift, must be hands-on team player, must have experience with recruiting, discipline and follow-up. Salary $28-30K. Send resume:
Attn: Derek Patton,
31778 Enterprise Dr.
Livonia, MI 48150
No phone calls accepted

WAREHOUSE
$7.00 - $8.00 hourly!
All shifts + $6.50 Hr.
Temp-to-perm opportunity
ARBOR TEMPS 459-1166

WAREHOUSE TEAM MEMBER
KSI in Brighton has several openings for warehouse positions. Ideal dependable persons to assist our delivery drivers & work in our warehouse. Position involves moving cabinetry & related products. Must be physically able to lift 75 lbs. Salary safety, $7/hour + benefits. Flexible hours, some OT, Mon-Fri only, no weekends. If interested, please send a resume or complete an application at the address below.
No phone calls please.
KSI Kitchen & Bath
Showrooms
Allen Park 313/928-
9325 Martley Rd.
Brighton, MI 48116

WE HAVE THE JOBS...
Immediate positions available within several companies throughout the Livonia area.
Days, Afternoons, Midnights.
• Packaging
• General Labor
• Parts Sorter
• Machinist
• Assembly/Production
• Panel Wiring
APPLY: Mon. - Thurs. 8:30-10:30am & 1:30-3:30pm. Bring a drivers license and social security card to:
39813 Five Mile Rd. in the Civic Center Shopping Plaza
(W. of Farmington Rd.)
PERFORMANCE PERSONNEL
313-513-5823

★Roofing ★Delivery Driver
Full Time
CDL-B required
MODERN BUILDERS SUPPLY
(313) 456-4780

WILL TRAIN
Printing company seeks a team player for Bindery Department. Earn $7.50 to $8.00/hr. Full or part time. Great benefit package. 313-531-8600

WINDOW INSTALLERS
Full time. Experience preferred but willing to train the right person. Livonia.
(313) 261-3208

WINDOW INSTALLERS wanted, must be experienced. Good references. Knowledge with aluminum trim a must. Contact General By Anderson 1-888-537-3639

WORKING SUPERVISOR/
DIE SETTER
Experienced only, progressive dies, line dies, with secondary operations & air feeds. Must be able to run any shift. Medical benefits, profit sharing in a non-smoking environment. Call
YARD PERSON- full time. Must have Hi-lo experience. Call bet. 8-00am-10am (248) 437-7310

$1000's POSSIBLE
READING BOOKS
Part time, at home or libraries, call toll free: 1-800-218-9000, Ext. R-3670

502 Help Wanted-Office Clerical

ACCOUNTANT/BOOKKEEPER
for fully computerized C.P.A. firm. Experienced bookkeeper with government. Sales & payroll tax preparation a must. Knowledge of Microsoft Office & Creative Solutions desirable. Pleasant working environment & optional flexible work hours. Send resume & salary requirements to:
Box #2183
34419 W. 12 Mile, Suite 355
Farmington Hills, MI 48331

ACCOUNTANT/Part-Time
(25 hrs minimum), with 3 years experience for established Livonia company. Full-time position after experience and computer literate in Dual Words or equivalent. Salary commensurate with experience. Send resume to: PO Box 2193
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTING ASSISTANT
An Opening National Talent Firm In Troy
(25 years in print, film, automotive)
Needs an Accounting Assistant Great Pay & Benefits
Candidates must be experienced in accounts receivable/payable, good math skills, good communication skills require. Office, staff, and client contact responsibilities.
1-800-345-2373

ACCOUNTING CLERK
A Bingham Farm law firm is looking for energetic, detail oriented persons for full time positions in Accounting Department. Duties include data entry, billing, & invoice processing. Accounting or bookkeeping experience preferred, but will train the right person. Salary consistent with qualifications. For consideration and division, please call 248-594-5407.
Equal Opportunity Employer

502 Help Wanted-Office Clerical

Accounting Assistant
Southfield, Livonia area. Duties include: payroll functions, invoicing, data entry, maintenance spreadsheet skills, process transaction reports, and customer contact. Must have MS Word, Excel and 2 years accounting background. Up to $10/hr. Temp-to-hire. Benefits.
CALL NOW
810-650-5690
ACCOUNTANTS USA®
A Division of Western Staff Services

ACCOUNTING CLERK/
SECRETARY
Requires computerized accounting experience, excellent communication & telephone skills. Must know Microsoft Word & Excel. Can manage entire accounting & plus. Non smoking environment. Resumes to: FRMC Corporation, 32300 Northwestern Hwy., Suite 215, Farmington Hills MI 48334

ACCOUNTING CLERK -
needed. Entry level position. Must have computer skills. Full-time with benefits. Submit resume to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTING CLERK
Pro Therapy of America, a division of Comprehealth is a national firm in the growing field of Medical Nutrition. We are seeking a person with light bookkeeping and payroll experience to support our accounting team in our national therapists. Convenently located in Troy (Rochester) area. Excellent pay, benefits and career opportunity.
Call today - (248) 203-1026

ACCOUNTING CLERK
Manufacturing company desires individual with A/P A/R experience to work directly for controller. Send resume to: Box #2184
Observer & Eccentric Newspapers
Box 100, 23614 Michigan Ave.
Dearborn, MI, 48124

ACCOUNTING CLERKS
Entry level, Full time positions
BOOKKEEPERS
PEACHTREE & QUICKBOOKS
skills needed
Contact us today!
PERFECT PLACEMENT
20770 Greenfield Rd. Ste. 112
Oak Park, MI 48237-3018
Call 248-968-8200
Fax 248-968-8235
EOE

ACCOUNTING HELP Approximately 20 hrs. Light bookkeeping, filing, answering phones. $6.25 a hour. Send resume to PO Box 530, Keego Harbor, MI 48320

ACCOUNTING POSITION AVAILABLE
Experience needed for computerized A/P, A/R, Collections, experience helpful. Great benefit package. Send resume to: Box #2193
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTING POSITION
Established world leader in the automotive door industry is in need of a person w/accounting & computer experience for Livonia office. Previous professional or related experience a plus. Must have strong communication skills, proficiency in MS Word & Excel. Excellent benefits. Fax resume to: (313) 591-7420
Or call for appt.: (313) 591-7400

ACCOUNTS PAYABLE/
ADMIN. ASSISTANT
Property Management Firm in Canton/Westland has available position for an energetic Accounts Payable person who possesses a professional attitude and image. Candidate must have strong attention to detail, able experience and excellent administrative skills. Knowledge of computer/typing experience
Excellent salary and benefit package for qualified candidates. Send resume to Box #1969
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150
Or fax to - 313-455-1159

ACCOUNTS PAYABLE/
GENERAL OFFICE
Full-time in Westland. Computer/typing/spreadsheet skills required. Fax resume to Sarah at:
Fax# (248) 932-0421

ACCOUNTS PAYABLE
Livonia based manufacturer seeks flexible accounts payable person with a desire to expand their accounting responsibilities. We offer an excellent compensation and benefits package.
Send resume to:
Human Resources
P.O. Box 2900
Livonia, MI 48153-2530

ACCOUNTS PAYABLE
Northern downtown manufacturing company needs a professional accounts PAYABLE employee to handle a high volume of payables. Must have at least 3 years of payable experience including matching and checkruns in an automated environment. Ideal candidate has 5 years. Salary required. Please apply in confidence to Jobs/Accounts Payable, PO Box 307, Southfield MI 48037 or fax 248-352-0018
An Equal Opportunity Employer

ACCOUNTS PAYABLE CLERK
Several positions available in the Livonia-Plymouth and Southfield areas for experienced accounts payable/ receivable clerks. Accounts payable/ receivable background, computer knowledge, Word & Excel.
$8.00 - $10.00 per hour.
Call today for an immediate interview.
PERFORMANCE PERSONNEL
313-513-5823

ACCOUNTS PAYABLE - full time for growing manufacturer. Minimum 2 years accounting experience preferred. Competitive salary & fringe benefits available. Send resume to Hahn Industries, 14537 Keel St. Plymouth, MI 48170

ACCOUNTS PAYABLE
Seeking an individual with experience in Accounts Payable. Must be accustomed to high volume environment, meeting regular deadlines. Willing to learn computerized A/P system required. This is a full-time position, immediately available in the Southfield area. Qualified candidates may forward their resume to:
HORIZON Health System
Human Resource Dept.-AP
28100 Anderson Drive
PO Box 5153
Southfield, MI 48086-5153
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE/
DATA ENTRY Southfield management company. Full time with benefits. Send resume to:
Box #2144
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTS RECEIVABLE
Full time in Livonia. Payment posting, computer and 10-key experience required. Knowledge of Word & Excel a must. Benefits. Fax resume to Lisa (313) 513-0031 EOE

502 Help Wanted-Office Clerical

ACCOUNTS RECEIVABLE/ COLLECTIONS CLERK
Entry level A/R Collections Clerk wanted for OEM supplier. Aggressive person will place collection calls to customers, research/resolve discrepancies, interface appointments with internal departments, and reconcile accounts. Requires high school diploma, 1-2 years collections & A/R experience, and knowledge of Word and Excel.
Please send/fax resume and salary history to:
HARADA
22925 Venture Drive
Novi, MI 48375
Fax# 248-374-9100

ACCOUNTS RECEIVABLE position, full time. Duties include preparing & posting of customer payments, customer phone contact, miscellaneous invoicing & able to provide back up tasks. Send resume with salary history to: Human Resources, Dept. Folex, 40600 Grand River, Novi, MI 48375 Attn: Sherey Trontowitz

$50 SIGN-ON BONUS
High-level Administrative Assistants needed in the Livonia, Farmington and Southfield areas. Knowledge and experience using MS Word, Excel, Powerpoint and Lotus needed. Potential permanent employment available. Related tasks and interviews required. Call today for an immediate appointment and earn $50.00 for working 40 hrs.
Adecco
The Employment People
(313) 525-0300
(248) 442-7800
Never a Fee EOE

Administrative Assistant
Working out of model home. Prepare purchase agreements and assist with sales. Excellent salary and benefits. Send resume to:
KEL & CO Box 203
Southfield, MI 48037

ADMINISTRATIVE ASSISTANT/
INTAKE COORDINATOR, full-time at established mental health clinic. Mon-Fri, 9-5pm. Fax resume to: Call Laurie Helen 248-553-2094

ADMINISTRATIVE ASSISTANT
For Bloomfield Hills law firm. Duties include answering phones, filing & light typing. Send resume to:
PO Box 829,
Bloomfield Hills, MI
48303-0829

ADMINISTRATIVE ASSISTANT
Entry level. Highly motivated & people friendly individual to be my right hand for my Livonia flooring company. Some sales knowledge. Excellent compensation packages. Call Cathy between 9-5pm 248-932-1170. Fax 248-932-1214 Livonia, MI 48150 or 32900 Middlebelt, Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT
Entry level secretary needed for rapidly growing company. Qualified candidate must have 2-3 years secretarial experience in either manufacturing or sales. Excellent phone skills. Must be organized, neat, professional. Ability to keep confidentiality a must. Computer literate a must. Send resume & salary requirements to HR Team, Sensor Systems, 32900 W. Big Beaver Rd., Ste 110, Troy, MI 48084
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
National Commercial Real Estate Company seeks a motivated individual for a fast-paced property management office located in Detroit Metro Area. Responsibilities: Office & phone duties, handle heavy workload while assuming a busy telephone.
Superior interpersonal & organizational skills. Exceptional customer service skills are a must for this position. Professional attitude in dealing with customers and vendors. Proficiency in Windows, Word, Excel, Powerpoint and Internet. Excellent benefits. Competitive salary & excellent benefits. Qualified persons please fax resumes to Hanna at (248)426-1522
EOE

ADMINISTRATIVE ASSISTANT/ COORDINATOR
Responsibilities will include setting up truck shipments, carrier scheduling, tracking and auditing freight bills, freight routing. Must be able to type (bill of lading and Customer papers. Candidate will also be responsible for data entry, investigating and resolving discrepancies, receiving vendor packing slips and input of inventory adjustments. Interviews during communication and organizational skills are a must. Preferred candidate will have knowledge of truck business & general transportation. Excellent benefits package. Fax resumes to Hanna at (248)426-1522
EOE

ADMINISTRATIVE
Career opportunity for a mature professional seeking a stable corporate environment. Should have extensive phone contact with customers.
Candidate must be articulate, have excellent office skills, be detail oriented and able to juggle multiple projects. Computer proficiency is required.
Our 50 year old progressive company provides a competitive salary and excellent benefits, including a 401k program. Send resume/ Fax or send resume to VP of Marketing and Sales.
Automatic Apparatus Machinery, Inc., 30295 Schoolcraft, Livonia, MI 48150 fax 313-427-5279
EOE

ADMINISTRATIVE ASSISTANT TO CEO
Corporate office President seeks an Assistant to handle highly confidential and sensitive information. Desire a professional individual with excellent administrative skills and strong communications. Excellent benefits package. Salary commensurate.
Diversified Recruiters
248-344-6700 Fax 248-344-6704
Call For Other Openings!

Administrative Assistant Part-Time
The regional office for a major restaurant chain is seeking part-time clerical help. Candidate must be detail-oriented, organized, able to work independently. Light computer skills and pleasant phone manner required. Competitive pay and benefits available. Contact Ms. Fowler at 313-462-2900 Ext. 16 to schedule an appointment or fax a resume to 313-462-2948.
EOE

ADMINISTRATIVE ASSISTANTS
Plante & Moran, a prestigious Oakland County CPA firm, is seeking top notch assistants. This is an excellent opportunity for candidates with 3+ years secretarial experience. Preferred candidates will be professional, personable and have a "hands on" attitude with people. Must be proficient with Windows 95, Microsoft Word, PowerPoint and Internet. Great environment, pay and benefits. Please apply in confidence to Jobs, #3336-PM/AA, P.O. Box 307, Southfield, MI 48037 or fax 248-352-0018
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Seeking experienced individual to join fast-paced environment. Position supports regional/international personnel, coordinates travel, prepares presentations, arranges various meetings, etc. Heavy phone work and interaction with financial consultants. Brokerage experience preferred. Associates degree or equivalent experience. MS Word, Powerpoint and Excel are essential. Submit resume and salary history to:
Attn: Michelle Brillhart
SMITH BARNEY
373 S. Woodward Ave.
Birmingham, MI 48009
EOE M/F/D/V

ADMINISTRATIVE ASSISTANT
Computer literacy & experience with Quick Books Pro & Microsoft Office
(248) 349 9444

502 Help Wanted-Office Clerical

ADMINISTRATIVE ASSISTANT
Administrative Assistant needed for busy office. Responsible for generating charts/reports, letters, newsletters. Will assist in conducting research on industry/economic topics and provides general data support. Must have Associate degree or 2 years administration experience, knowledge of word & Excel, data entry, and excellent written/verbal skills. Spanish language and automotive background a plus.
Responsibilities include: Cash receipts, accounts payable, monthly tax logs, purchase orders, warranty files, monitor capital expenditures, performance and review write-offs, other duties and review sales projects, employee vehicle management, clerical assistant.
Must have strong customer service orientation, analytical/problem solving skills. Must be able to take initiative and be proficient at multiple task management. Must be computer literate in MS Word, Excel, Powerpoint, Exchange.
Please mail or fax your resume with salary history to: Key Human Resources, 30500 Northwestern Hwy., Galleria Officentre, Suite 215, Southfield, MI 48034-8214, Fax (248) 352-2156. Attention Clerical.
EEO

ADMINISTRATIVE/
CLERICAL OFFICE ASSISTANT
Highly energetic person needed for fast paced environment. Duties include job orders, customer contact, phones, etc. Must be proficient in a related organizational skill. Entry level position no experience necessary. Full time, days, benefits.
Please send resume. Attn: Human Resources, 27101 Plymouth Rd., Redford, MI 48239

ADMINISTRATIVE SUPPORT
A large corporation in Southfield seeks professional support for their busy administrative facilities include data entry, wordprocessing, spreadsheet, knowledge preferred. Call today regarding this temp-to-hire opportunity. $10/hour to start.
PERFORMANCE PERSONNEL
313-513-5823

A LAKE FRONT OFFICE
Growing Northville company seeks administration assistant. Phones, computer, MS Word, Excel, Top benefits.
Call Barbara at (248)349-0900 or fax resume (248)348-2774

AMERITECH
5 Star Distributor
is seeking a Customer Service Clerical skills a plus. Salary and benefits. For information call Sue at 810-469-0000, ext 6-40

AN AWARD winning toy manufacturer in the Plymouth area has opportunities the following jobs:

OFFICE ASSISTANT
Full and part time positions available in the Customer Service Department of the company. Duties include: data entry, typing, filing, answering phones, administrative duties as may be assigned. Special candidate is organized and detail oriented. Proficiency in word processing and typing plus. Salary and benefits are dependent on skills and experience and the position. Please send resume or apply in person at: Bright Horizons, 41700 Ann Arbor