500 Help Wanted General

SHIPPING / RECEIVING SUPERVISOR

Automotive manufacturer based in Livonia, MI has an immediate opening for day shift Shipping/Receiving Supervisor. Minimum 5-8 years experience in job shop manufacturing environment required. Must be well organized and have background in shipping to automotive customers. Knowledge of ADP, bar coding, inventory control/cycle counts and computerized input a must. Looking for a team player who works in a continuous improvement environment. Excellent compensation package including, medical, dental, 401k, bonus, and educational assistance. Send resume w/salary history to P.O. Box 51424; Livonia, MI 48150

SHOP/ COUNTERTOP PERSON

Livonia countertop shop has opening for experienced people SOLID SURFACING knowledge a plus. Pay commensurate with ability and ability to person. Benefits after 90 days. Pre-employment drug screen required. Apply at 12500 Merriman Road (Just South of I-96). EOE

SIGN SHOP HELP
for applying vinyl graphics and panels. No experience necessary. Call Roger. (313) 422-7110

SITE MANAGER

Property Management company seeking highly motivated individual to manage apartment communities in the North area. Successful candidates must have the ability to work well with the public and a minimum of 2 years property management experience. Position offers competitive salary and benefits package. Interested? Write with a growing, successful company.

ONLY EXPERIENCED NEED APPLY
Call Jackie
248-865-1600

SKATING RINK
Concession, Cashier, and Skate Guard needed at Farmington Ice Arena. After school & weekends hours available. Call for interview. (248) 335-4420

SOCIAL WORKER

Part time or full time, BSW or equivalent. Special program for abused & neglected children & adolescence. Caseload, home visitation, case management. Ecorse, Wayne, Allen Park, Southgate, Taylor, Lincoln Park, Ecorse, Detroit, Pennsylvania, Fort Street, Detroit, MI 48226. Phyllis Pinkney (313) 388-1000

SPRINKLER INSTALLERS
Immediate openings. No experience necessary. Will train. $7.50 & up. Plymouth area. (313) 453-7132

STAFF WRITER
GOTTA WRITE?
Really, do you want to write some great stuff for a great newspaper?
We want someone who has a degree and who isn't too proud to make the community a priority.
The Jewish News is the Midwest's largest, Anglo-Jewish publication. We'd love to hear from staff writer candidates. Please send three clips and resume to: Ann Stern, Editor, Detroit Jewish News, 27676 Franklin Rd., Southfield, MI 48034

ST MARY'S of The Hills, part time maintenance Responsibilities include opening & closing of building. Room set-up. Light maintenance & some lawn removal. Perfect for student or retiree male or female. Contact Jerry - Judy Kozlowski, (248)-653-5390

STOCK Calico Corners

See our ad under Retail

STOCK PERSON
Full or part time. Good for lighting showroom. Good benefits & pay. Call Jim Brose
Brose Electrical, 37400 W. 7 Mile and Newburgh, Livonia

STOCK PERSON
West side Ford dealership has responsible individual. We offer an excellent pay plan and benefits package. Blue cross/Dental, Vision, Master Medical Rx, 401-K, Paid vacation 5 day work week. Apply in person: Mike Maxwell Ford, 9600 Telegraph, Redford

STOCK POSITIONS - Available
Art Van Novi Location
Previous stock handling a plus, good work ethic essential, full benefit package available.
Art Van
- Medical
- Prescription
- Dental
- Profit Sharing
- Paid Vacations

Apply at: 27775 Novi Rd.
N. Across from Twelve Oaks Mall

STUDENTS

Part-time, day & evening shifts available. $6 per hour training provided. Limited positions available.
Call Now: (313) 422-1818

PRODUCTION SUPERVISOR CHEMICAL PRODUCTS
Thetford Corporation, a major supplier to the RV Industry has an exciting opening for an experienced Production Supervisor.
The individual will supervise the manufacturing of our liquid and chemical products. The position's responsibilities include cost control, safety, quality and production/control, process safety management, maintenance, space enforcement and overseeing the work activities of 13 employees.
To be successful, the individual should possess a bachelors degree and have at least 3 years of supervisory experience in a position similar to that described. A chemical background is a definite plus.
Qualified individual must be a team player, sensitive to customer needs, and a problem solver.
Send resume to (No phone calls)
Thetford Corporation
Employment Office
Jack Quigley
400 Taylor Road
Dexter, MI 48130
Fax: 313-426-2678
EOE

SUPERVISOR - Cleaning Department
Stainless steel laundry in Novi requires one supervisor for shake out and cleaning operation. Welding, and etc. also required. Knowledge of cleaning. Training provided. Competitive wages & benefits. Contact David McCammon, (810) 349-3220

SUPERVISOR

Supervisor needed for OEM supplier's purchasing department. Responsible for updating delivery schedule, investigating past due parts, and heavy communication with sister facility. Must have supervisory experience and QS9000 experience. Requires bachelor's degree, Spanish speaking/verbal language skills, and 3 years supervisory experience.
Please send/fax resume and salary history to:
HARADA
22925 Ventura Drive
Novi, MI 48375
Fax# 248-374-9100

SURVEYOR'S ASSISTANT
Civil engineering and land surveying firm in Farmington Hills is looking for experienced instrument operator and/or entry level field personnel.
(248) 478-0494

500 Help Wanted General

TAX PARALEGAL

Major downtown Detroit law firm has immediate opening for a tax paralegal. Part time position but will possible full time. Responsibilities include preparation of client tax returns & spreadsheet analysis. Qualified candidate must be a self starter with 2-5 yrs. of accounting experience & have knowledge of Excel & tax preparation software. Four year accounting/tax related college degree required. CPA passed. Excellent pay & benefits package. Please send resume & salary requirements to Box #2123
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
EOE

TEACHER - for Livonia's adult basic education program, for 20 hrs per week. Must hold Michigan teaching certificate. Send resume to Rosemary Meier, 15100 Hubbard, Livonia, MI 48154.

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.
810-478-6560

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 Private School Kindergarten, Elementary & Home School.
(248) 357-3560

TEACHERS

Computerotics, the nation's leader in computer education for young children, is seeking qualified Teachers for Rochester, Royal Oak and Southfield areas. Degree preferred in teaching or early childhood education. 10-15 hours/week, $11/hour.
(313) 484-1776

TEACHERS
ENGLISH secondary certified, elementary certified 9 to 10 years experience. Part time to full time. Exciting international environment.
Call Carol (248) 350-2444

TEACHERS
For preschool & toddlers.
Full time. Competitive Benefits.
(248) 541-5053

TEACHERS
GERMAN, Chinese, Japanese and Spanish. 3 to 5 years experience
Andrea (810) 350-2444

TEACHERS NEEDED
REDFORD UNION SCHOOLS
Pearson Education Center, Full time secondary and Computer Innovations opening. Call (313) 592-3376, or send resume to: Karen Moran, 19990 Beech Daly, Redford, MI 48240

TEACHERS
TEACHERS and Associates needed for growing preschool/day care. Kindergarten, Lower Elementary and Pre-school lead teacher positions available. Fax interview call. 248-357-1740

TEACHERS

2-full time substitute positions. Preschool/Pre K. Rochester - Troy areas E.C. degree or experience required. Call 248-651-9573

TEACHER UPPER ELEMENTARY

12:30pm-4pm. All subjects.
Call (248) 544-5050
Or fax resume: (248) 544-4562

TEACHER
WANTED high school math teacher with appropriate certifications for full or part time employment. Fax resume to 313-531-4214

Teaching Positions

Curriculum Services, Inc. has full & part time positions available for certified Music, Physical Education, and Computer Teachers. Down River, Detroit Hts, Livonia, Hamtramck, Waterford, Farmington Hills & Detroit non-public elementary schools K-8. Outstanding curriculum and equipment. Fax interview call immediately:
Music: 1-888-233-8495
Physical Education: 313-847-8938
Computer: 1-888-690-6573

TEACHING POSITION available at Northville child care center. Excellent benefits & working environment. CDA degree or experience required. Call for interview. (248) 347-6530

TECHNICAL POSITION
Growing company seeking outgoing, energetic, well organized person for Field Service of commercial freeze equipment. Mechanical skills a must. Will train. Call. (248) 442-7777

TECHNICAL WRITER - Research and development, Heavy trucks. Microsoft Word, 514-20/hr. Fax resume 810-477-8058
SNELLING PERSONNEL SERVICES

TECHNICIANS & MACHINISTS

SEVERAL OPENINGS!!!
- CMM Operator
- Electro-Mechanical Technician
- Metallurgical Technicians
- Computer Technicians
- Data Communications Technicians
- Dynamometer Technicians
- Toolmaker/Injection Molding
- Electronic/Electrical Technicians
- Mechanics
- Welding/Robotics Technicians

Benefits & vacation pay. Call or contact to go direct opportunities.
TECHNICAL ENGINEERING CONSULTANTS
391 Airport Industrial Dr.
Ypsilanti, MI 48198
313-485-3900, 1-800-999-7910
FAX: 313-485-4319

TELECOMMUNICATIONS

Experienced in 1 & 2 Ker, electronic systems & CAT Twining Technicians. Call Bobbie Sayers
R. J. Communications, Inc.
(248) 473-1187

Telemarketing

ATTENTION MOTHERS AND OTHERS ALL ARE WELCOME

Guaranteed hourly wage plus bonuses and commissions. The person selected for this position involves setting appointments for our sales representatives. Our company is located office. Flexible schedule. Call today for an interview.

810-358-1111
American Frozen Foods, Inc.
EOE

TELEPHONE INSTALLER/ TECHNICIAN

Entry-level & experienced career opportunity. Competitive salary plus a 401K plan, profit sharing & full medical, dental, optical insurance. Apply: 26450 Hagerty Road, Farmington Hills or call for an appointment. 248-489-0000, ext 202

TELEVISION SERVICE TECHNICIAN
Brighton, Howell, Livingston Co.
Excellent Fringe Benefits
$17 - $22 per hour.
Century Electronics
(810)227-5422

TELLER

1 year experience required, Southfield, Farmington Hills and Madison Heights locations. Full or part-time

HEAD TELLER

Southfield Branch 3-5yrs experience required. Competitive salary and benefits. Human Resources.
248-548-2900

TEST ADMINISTRATOR

Administer computer based tests including scheduling, registering and proctoring. Approximately 25 hours/week. Please call Sylvan Learning & Technology Center: 313-462-2760

TILE PERSON
Ceramic/vinyl, install & repair for Southfield property management company. Full-time, benefits. Call Mon. thru Fri., 9-5 pm. 810-356-1030 EOE

TILE SETTERS & Helpers - Experience or will train. Full or part time. Lots of work available. Top wages. Call Peger 313-501-1531

500 Help Wanted General

ABSTRACTOR

For abstract insurance company. Must be experienced. Please send resume to:
Transnation Title Insurance Co.
33762 Schoolcraft Road
Livonia, MI 48150
Attn: Jean Blue

TITLE COMPANY

Expanding again! Seeks experienced Closer, Sales, Escrow & Word Processed. Excellent pay & benefits. Oakland County area. Call Kevin: 248-932-9655 or fax 248-932-9867

tool & die
NEW CRAFT TOOL & DIE is expanding. We are looking for experienced individuals for any of the following positions:
★ LATHE HANDS
★ I.D. GRINDERS
★ SURFACE GRINDERS
We offer health, dental, life, 401k, overtime, top pay.
Apply in person or forward resume: 13501 Ashurst, Livonia, MI 48150
Fax: (313) 522-9433
Phone: (313) 522-2350

TOOL MAKER Lathe, Mill & Grinding. Redford area. Benefits and overtime. Apply after 10am. Positive Tool, 26023 W. 7 Mile, Redford.

TRAINING TECHNICIAN

Blue Cross Network, a suburban HMO, is seeking a Training Technician. Responsibilities will include maintaining training database to produce training reports, developing and update corporate training manuals and schedule and coordinate training. Should have 2 years college in Human Resources, Business Administration, Communications, education or related discipline. Must have knowledge of instructional design, documentation and material with excellent written and verbal skills. Should possess demonstrated organizational and planning abilities.
We offer an excellent salary and benefits. Please send resume and salary history to:
Attn: Human Resources - TA
23925 Telegraph Road
P.O. Box 807
Southfield, MI 48086-5043
An Equal Opportunity Employer

TRANSPORTATION COMPANY

Westside. Need experienced Hi-lo operators, Drivers - Class C license, General Laborers. 313-464-3170

TRANSPORTATION DISPATCHER
This person will be responsible for the proper dispatching and movement of STAT pick-ups from Universal Diagnostics customers. Candidates must be PC literate & have excellent organizational & communication skills. Qualified candidates send resume to:
Universal Diagnostics
Attn. Human Resources
26500 Northwestern Highway
Southfield, MI. 48076

CLASS ACT TRAVEL

Immediate opening for two experienced travel professionals. Our clientele is 75% corporate, 25% leisure, & 100% important. State of the art office environment including Windows for Windows. For prompt consideration, fax or mail resume & salary history to:
CLASS ACT TRAVEL L.C.
23900 Orchard Lake Road #200
Farmington Hills, MI 48336
Fax: (248) 474-2345

TRAVEL AGENT
Corporate agent, 3-3 years experience. World/Span. Excellent pay & benefits. (248) 478-5325

TRAVEL AGENT

Full or part-time. Experienced only. West Bloomfield
(248) 626-7700

TRAVEL STAFF PERSON

To run travel program as needed.
MUST HAVE TRAVEL STAFF EXPERIENCE. Experienced.
248-352-5090

TRUCK DRIVER - CDLA license required for local delivery. Heavy trailer experience & clean driving record. Full time position. Salary & benefits. Apply at 3720 S. Venoy, Wayne, MI.

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

TRUCK DRIVER

Needed for manufacturing company. Local pickup and delivery. Good benefits, 401-K. Apply in person: National Tool & Die, 13340 Merriman (Full time). Call 313-522-0100
Fax Resume 313-937-1530

TRUCK DRIVERS
Drivers wanted for Mid-Rite state. Must have Class A License. Experience necessary. Union shop. (313) 584-4255

TRUCK DRIVERS
Owner operator contractors, for local work. Call for information and requirements: (313) 729-5500

VENDING MACHINE ATTENDANTS
Excellent position for someone seeking part-time only. Willing to train, person to clean & fill vending machines. Hours: approx. 7:30-12:30. Positions located in Livonia and Farmington Hills.
810-758-3829

ACO HARDWARE WAREHOUSE 2ND. SHIFT
SHIPPING DEPARTMENT
Lift as least 50 lbs., work in variable temperatures depending on season, good math and reading skills required. Starting pay is $6.25/hr, then pay $9.00/hour minimum depending on experience, pre-employment drug test. Send letter of interest to: Attn: Human Resources, 2323 Commerce Dr., Farmington Hills, MI. 48335-2784 EOE

Maybe we can help each other...
We need efficient, reliable warehouse help... you need a job that allows you the flexibility to pursue your education, your family's needs and your dreams. DOT Hours & Pay are attractive for hard working, honest people to do pick, pack, packaging and assembly, shipping and receiving and general warehouse duty. We're willing to accommodate your scheduling needs - full time, flex time, part time. We offer competitive wages, (full time) benefits including Blue Cross health insurance and a company work environment. You must be able to pass a drug test and a physical. Some heavy lifting is required, careful attention to detail is crucial. Please come see me on Tuesday or Wednesday, Sept. 9 or 10, between the hours of 5PM and 7PM.
Ask for Jim Poulis
DOT First Aid & Safety
14075 Oakit Street
Plymouth, MI 48170
No phone calls, please.
EEO/M/F

WAREHOUSE ASSISTANT
Excellent opportunity for an organized individual. High-tech company has full time position available. Light assembly, shipping & receiving. $8/hour plus medical, dental & vision. Apply in person: Intermatrix, 23370 Commerce Drive, Farmington Hills. 248-476-2500

WAREHOUSE/DRIVER
VIKING Supply Net, a leader distributor of fire protection equipment is looking for a warehouse worker/driver for our Troy Michigan location. Must either have or be able to obtain a Class B CDL. Some heavy lifting involved. Excellent benefits. Apply in person: 2137 Heide St., Troy, MI. Bet 7:30AM-5PM. Mon-Fri. Viking a s EOE.

WAREHOUSE, EXPERIENCED Up to 5ton, Hi-Lo, shipping & receiving, computer literate, some lifting, some misc. production required. 1st Mac and I-75. Call: 248-588-4150

WAREHOUSE (FULL-TIME)
position open in shipping & receiving warehouse. Troy & Novi locations. Good pay & benefits.
Ray Electric, 810-739-9700

500 Help Wanted General

WAREHOUSE ATTENDANT

Local steel warehouse is currently seeking a Warehouse Attendant for Youngstown location. Primary responsibilities include filling customer orders, loading and unloading trucks, and performing sawing and cutting operations on steel.

Prior operation of automatic saws and low motors preferred. Previous warehousing experience desirable. Competitive compensation and benefits.

Applicants should send resumes on or before September 26, 1997 to:

Associate Services
Dept. O
P. O. Box 31
Latrobe, PA 15650

An Equal Opportunity Employer M/F/H/V
Direct Applicants Only
No Phone calls please

WAREHOUSE

FURNITURE RECEIVING / SUPPLY ORDER PICKING

IMMEDIATE OPENINGS for tel shift furniture warehouse and 2nd shift order clerk in our Southfield warehouse. Should have experience in similar fast paced, warehouse environment. 1st shift $8.00 per hour to start/hours 8:00am - 4:30pm; 2nd shift is $8.50/hours 2:00pm - 10:45pm. Apply in person between 8:30am and 11:30am.

STAPLES
STAPLES BUSINESS ADVANTAGE
41554 Koppernick
Canton, MI 48187
An Equal Opportunity Employer

WAREHOUSE/ GENERAL LABOR

Kmart Distribution Center, in the Plymouth/Canton area, is looking for associates to work on day and afternoon shifts on weekends. You must have a valid state driver's license. Starting pay is $8/hr., $10.25 after 60 days, $11.50 after 12 months, and desirable wage progression follows. Great working conditions. Send resume to:
Personnel Office
8249 N. Haggerty Rd.
Canton, MI 48187
or fax 313-459-4807
An Equal Opportunity Employer

WAREHOUSE HELP needed. Full orders, receiving, stocking, customer service. Call Bill or Dave at Brock Tool. (313) 261-8323

WAREHOUSE HELP
Temporary assignments positions available. Some lifting & loading. Candidates must be able to work between 8-4pm at: (313) 591-1717

WAREHOUSE HELP
$8 ch/hr. Experienced preferred. Full time & part time positions available. Morning & afternoon shifts. Contact Pat or Dale 22475 Ventura Dr. Novi. (248) 348-8000

WAREHOUSE MANAGER /DRIVER

Young growing tape distributor seeks individual for both warehouse manager/driver. Qualified candidate will be self motivated, organized, and enjoy a fast paced environment. Willing to pay for experience. Competitive salary + benefits. Please fax resume to: Dan T. at 630-595-0052

WAREHOUSE

Medical equipment company seeking individual for full time warehouse person. Duties include cleaning medical equipment and other warehouse responsibilities. Apply in person: Mon-Fri 9-4 Meadowbrook Rds.
(248) 348-7050

WAREHOUSE ORDER PICKER

$100 Starting Bonus
$7.50 an hour, then pay for performance. Excellent pick experience required. Call Bob.
SSI: (248) 442-1112

WAREHOUSE PERSON
Day shift. Keep warehouse organized, run errands, work on packaging & other warehouse duties. Call Jeanette: (248) 477-6650, ext. 104

WAREHOUSE PERSON

Zep Manufacturing Company has an immediate opening for a part-time warehouse employee in the Livonia office.
Responsibilities will include working in the warehouse, picking daily truck counts, loading/unloading trucks and other general warehouse duties as assigned. Candidates must have a high school diploma or equivalent. Prior warehouse experience is preferred.
Apply in person Monday and Tuesday only between the hours of 8am-5pm to:

Zep Manufacturing
34462 Glendale Ave.
Livonia, MI. 48150
EOE/M/F/D/V

WAREHOUSE POSITION
Full-time & Saturdays. No experience needed. Apply at: Farmington Hills. (248) 476-2333

WAREHOUSE
START immediately!
All shifts at $6.50 /hr.
Plymouth/Canton location
ARDOR TEMPS: 459-1166

WAREHOUSE

WAREHOUSE SUPERVISORS
Canton firm seeks warehouse supervisors. Automotive industry experience required with experience supervising at least 20 employees. All shifts available. 800-872-0291. Call for immediate interview: 313-438-3535

WAREHOUSE WORKER
for distributor. Good benefits. Growing company. Respond to: Warehousing 4 Lease, 1000 Farmer, Detroit.
1-800-835-0428, ext. 233

500 Help Wanted General

WARRANTY / SERVICE

For luxury/quality home builder. Rochester/Rochester areas. Requires wide range of skills: Drywall, plumber, a carpenter. Must be customer oriented, organized and a self starter. Must have own tools, truck provided, company. Must be a
Robert R. Jones Assoc.
Fax resumes to: 248-651-7311

WELDER - FITTER
Experienced. Apply at 14 Mile & Call 1-4pm: (313) 399-2430

WELDERS

MIG production work. Full time, $8-$10/hour + benefits + 401(k). Apply 8am to 5pm. BMC Manufacturing, 100 B. Mill Street, Plymouth, MI. 313-453-6400

YARD PERSON- full time. Must have hi-lo experience. Call bet: 8:00am-4. (248) 348-7310

SEARS Sears HOME IMPROVEMENTS
"You recognize the name and we do our customers right by them with every day." No experience necessary. Annual earnings required $35,000 to $60,000 potential. We are the nation's largest home & window offices in the Detroit area. We will train you to be part of the Sears/American Home Pro winning team. We believe in our people - if you have the DESIRE AND DISCIPLINE to succeed, we'll give you the career for you. To arrange for a confidential interview, please call Dave Ambuster at:
(313) 953-1060
FAX: (313) 953-0036
or Joe Lewis at:
(248) 288-4915
FAX: (248) 288-5185
Equal Opportunity Employer M/F/D/V

$1000's POSSIBLE READING BOOKS
Part time, at home. For listings, call toll free: 1-800-813-1313 ext. P-3673

$11.25 AN HOUR

Full-time with benefits.
Automotive accessory installations. Must have mechanical ability & enjoy working with people.
Apply in person:
Mid-West Truck Accessories
8009 Telegraph, Taylor
(½ mile S. of I-94, east side)

502 Help Wanted Office Clerical

ACCOUNTANT
Busy upscale real estate company in Bloomfield Hills area. Bloomfield Hills needs full time in-house accountant to handle accounts receivable, accounts payable, general ledger, payroll and commission calculations. Experience in real estate a plus!
Ask for Carol Nystrom.
HAMMITT, WILSON & WHITEHOUSE
(248)646-6200

ACCOUNTANT/Part-Time
Hi tech manufacturing firm seeks experience for established Livonia company. Requires strong balance experience and computer literate in Peachtree Accounting. Salary commensurate with experience. Send resume to: PO Box 42140
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

Accounting
ACCOUNTANTS ON CALL
★OPEN HOUSE★
Sat. Sept. 13th
9:00am - 1:00pm
- Staff/Sr./Jr. Accountants
- Credit/Collections
- Bookkeepers
- Payroll Specialist
- A/P, A/R Clerks

If unable to attend
Please fax your resume today!
25411 Northwestern Hwy.
Suite 910
Southfield, MI 48034
Ph: 248-356-0660
Fax: 248-356-8740

ACCOUNTING

Apartment Management Company has an immediate opening for an experienced Accounts Payable Processor. Candidates should possess basic accounting knowledge, typing skills & clerical aptitude. This position is located at our corporate office. We offer an excellent benefits package, including medical, dental, life and 401k. Qualified individuals interested please apply at:
Amurcon Corporation
Human Resources Dept.
30215 Southfield Rd. Suite 200
Southfield, MI 48076
(248) 642-9445
An Equal Opportunity Employer

ACCOUNTING ASSISTANT
We are looking for someone with strong math skills, data entry or 10 key experience, and a friendly personality to assist in daily accounting functions. Competitive pay & excellent benefits package. Send resume with salary requirements to:
PO Box 8069, Farmington Hills, MI 48333, Attn: Office Manager

ACCOUNTING CLERK
Livonia accounting/tax firm seeks individual for full or part time employment. Duties include data entry, payroll processing, accounts payable preparation, processing financial reports & customer contacts. Knowledge of Quickbooks & computer programming desirable. Fax resume to: 313-464-9655 or call for appointment 313-642-3667

ACCOUNTING CLERK
Needed for local manufacturer/auto supplier. Primary duties will be to compile, review, and maintain cost accounting data. Bookkeeping will have 1 to 2 years experience in accounting, exp. with PC spreadsheets & basic knowledge of Excel. Accept more responsibilities. Send resume with salary requirements to: Wolverine Gasket, P.O. Box 235, Inkster, MI 48141 EOE

Accounting Department
Livonia based company seeks individual with prior accounts payable and payroll experience. Data entry and clerical knowledge/skills required. Full time position with benefits. Send resume & salary requirements to:
CONTROLLER
36851 Schoolcraft
Livonia, MI 48150
EOE

ACCOUNTING/ OFFICE MANAGER
Responsible for integrated computerized accounting system thru general ledger. Strong organizational, analytical & systems skills required. Detail oriented, documentation, one-step, Professional, self-directed and good interpersonal skills a must. Manufacturing facility. Send resume & pay history to: Box #1917
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTING/ OFFICE ASSISTANT
Needed for private golf club in Bloomfield Hills. A/P, A/R, word processing and computer literate experience. Must have pleasant phone manner, competitive salary & benefits. Please send resume to Attn: V. Mule, Bloomfield Hills Country Club, 1000 Upper Scotsborough Way, Bloomfield Hills, 48304

ACCOUNTS PAYABLE CLERICAL
Opening for individual with data entry and clerical experience. Need to be detail oriented & organized. Full time, excellent benefits & working conditions. Please apply to Joel at: (248) 355-1000
Telegraph at 696 Southfield.

502 Help Wanted Office Clerical

ACCOUNTING

WIXOM contractor has immediate opening for experienced accounting person. Knowledge or hands-on experience of job billing, WIP and job cost in construction environment a plus. BKP 7/LIST Proficient in Windows and Excel. Excellent benefits package.
ACCOUNTING / HR
P.O. Box #30299
Wixom, MI 48393

ACCOUNTS PAYABLE / BOOKKEEPER
to work part-time in fast paced financial office. Two years experience required. Send resume to: HR Dept., P.O. Box 51545, Livonia, MI. 48152 EOE

ACCOUNTS PAYABLE CLERK/DATA ENTRY

Energetic individual that enjoys a fast-paced office. Must possess excellent typing & organizational skills. Prior experience in MS Office a plus. Expanding progressive office that has been in business for over 20 yrs. provides excellent benefits & opportunity for right candidate. Fax resume with salary requirements to:
248-557-1422

ACCOUNTS PAYABLE/ GENERAL OFFICE

Full-time in Westland. Computer typing/knowledge of Windows required. Fax resume to Sarah at:
Fax# (248) 932-4021

ACCOUNTS PAYABLE
Position in the Plymouth Office Minimum 2 years experience and computer knowledge. Self starter with ability to work alone. Send resume and salary requirements to: Office Manager, 1312 Penniman, Ste. 200, Plymouth, 43170

ACCOUNTS PAYABLE CLERK

Temp to Hire Positions
$8 to $9 per hour. We have various positions located throughout the metro area. Some offer free rent. Good data entry skills a must. Call Mel-398-3450 for immediate appointment.
SNELLING PERSONNEL SERVICES

ACCOUNTS PAYABLE

Seeking well-organized, energetic, detail-oriented individual with excellent communications skills who has 2 years accounts payable or clerical or keeping work experience. Computer data input or CRT experience a plus. Associates degree desirable.
Comprehensive benefits include medical, dental, life, MI, 401(k) and tuition reimbursement. Send resume, including salary history, or Fax (313) 416-2683.
Adecco, LLC
HR Dept.
101 Union Street
Plymouth, MI 48170
EOE

ACCOUNTS PAYABLE CLERK

Michigan's foremost residential builder/developer, SAL SILVERMAN HOMES, has immediate opening for entry level clerk. Must have knowledge of Accounts Payable, Word, Excel, Powerpoint & spreadsheets. Residential construction background helpful. Please send resume & salary requirements to:
SILVERMAN COMPANIES
HUMAN RESOURCES-AP-001
30840 Northwestern Hwy.
Suite 270
Farmington Hills, MI. 48334
FAX 248-932-2957

ACCOUNT SPECIALIST
Fast growing, medium-sized corporation seeks self-motivated, detail oriented, customer accounts. Must have computer expertise, organizational skills, pleasant attitude. Send resume to:
Attn: Marketing, P.O. Box 1030
Farmington, MI 48332
Or fax: (248) 442-8555

ACCOUNT SPECIALIST SUPPORT
Rapidly growing, expanding company seeking an Account Specialist Support person to provide clerical, data entry, and other general office duties for Administrator. Must have excellent typing, data entry, computer skills. Knowledge of Microsoft Word and Excel. Excellent growth potential for career in purchasing. Send resume with salary history to:
CLOVER
COMMUNICATIONS, INC.
41290 Vincenti Ct.
Novi, MI 48375
Attn: Debbie Mason
www.clover.com
EOE

ACCOUNTS RECEIVABLE
Experienced accounts receivable computer operator. Salary commensurate with experience. Full-time permanent position with benefits. Female area. (248)547-3500

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

ACCOUNTS RECEIVABLE ACCOUNTS PAYABLE
$22,000
This position is for someone that enjoys diversed duties that include some A/R and A/P, bank recon, cost accounting, and computer input. Knowledge of Lotus 1-2-3 a plus.
Diversified Recruiters
248-344-5700 Fax 248-344-5704
Call For Other Openings!

ACCOUNTS RECEIVABLE COLLECTIONS CLERK
Entry level A/R Collections Clerk needed for Auto Dealership. Dependable person will place collection calls to customers, process customer payments, interface w/customers and internal departments, and reconcile accounts. Requires high school diploma, 1 year clerical/office A/R experience, and knowledge of Word and Excel.
Please send/fax resume and salary history to:
HARADA
22925 Ventura Drive
Novi, MI 48375
Fax# 248-374-9100

502 Help Wanted Office Clerical

ACCOUNTS RECEIVABLE

National manufacturer of household products based in Southfield with six manufacturing plants nationwide is seeking:

★ CREDIT ANALYST ★
Applicants must have experience with charge backs taken by customer. Be detailed oriented with excellent math & analytical skills. Ability to use computer based spread sheets.

We offer an attractive, compensation package including 401(K). Send resume & salary history (required) to:
Attn: Linda Tuttle,
Arden Company
26899 Northwestern Hwy. #201,
Southfield, MI 48034

ACCOUNTS RECEIVABLE CLERK - Full time for Auto Dealership. Candidate will be responsible for daily sales input, account receivable reconciliation and collections, accounts receivable schedule analysis and other related tasks. Accounts receivable experience a must. Auto Dealership ERA experience a plus. Excellent pay, benefits and working conditions. Please call Peggy White at Great Campbell Dodge, (313) 536-1500. EOE

ADMIN ASSISTANTS
95% of our employees work at Fortune 500 companies.
You could, too!
Administrative Assistants
$9-11/hr
Responsible $7.50 - $8/hr.
Clerks $7/hr.
Customer Service $8 - $9/hr.
Call today for an interview.
KELLY SERVICES
248-352-5220
Never a fee.
An Equal Opportunity Employer

Administrative Assistant
Working out of model home. Prepare purchase agreements and asset sales sheet. Excellent salary and benefits. Send resume
KEI, P.O. Box 203
Southfield, MI 48037

ADMINISTRATIVE ASSISTANT
Help needed for small company. Salary in mid $20's, plus commission! Send resume to: Box #2138
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
To Director of Modeling School. Duties include managing office, scheduling classes, students, & booking models. Must be disciplined, energetic & enjoy working in fashion and beauty industry. Evening & Saturday hours required.
Mrs Strickland (313) 455-0700

ADMINISTRATIVE ASSISTANT
Emery Worldwide a Global Transportation and Logistics Company is seeking a hard working and motivated professional. You must enjoy working independently and as a integral part of a coordinated team effort.
The position requires diversified administrative assistant duties and strong competence with Microsoft Word, Excel, communications, and strong organization skills.
Good company. Good people. Competitive salary. Comprehensive benefits package.
No drop off's or phone calls will be accepted
Emery Worldwide
1060 Adam Rd.
Rochester, MI 48174
Attn: Global Accounts Office

ADMINISTRATIVE ASSISTANT
Must have experience with Microsoft Office 97 (Word, Excel, Access). Construction experience preferred. Send resume to: Amateo Construction Co., 12811 Farmington Rd., Livonia, MI. 48150, Attn: Estimating Department.
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT

Mature person with excellent organizational skills and 10+ years secretarial experience. Top typing skills and knowledge of Windows, DOS and WordPerfect for Windows. Will also work with databases.
Telegraph & 12 Mile Rd Area
Fax resume to (248) 594-2121

ADMINISTRATIVE ASSISTANT
Southfield small office requires a talented individual to perform duties of a secretary and bookkeeper for a manufacturing rep and small manufacturing firm. Duties will require working knowledge of Word, Excel, Quick books, etc. A good phone voice, composition, filing and customer service skills required. An excellent salary, benefits package and bonuses. Send resume to: Component Associates, Inc., 24901 Northwestern Hwy., Suite 807, Southfield, MI 48075.

Administrative Assistant
Manufacturer seeks an energetic, dependable person (player with good math, organization & written & oral communication skills. Requires professionalism answering phones & greeting customers while completing other secretarial & data processing responsibilities. Send resume to: Cope & Clamps Industries, 15050 Keel, Plymouth, MI 48170. EOE

ADMINISTRATIVE ASSISTANT
Immediate opening for an administrative assistant with excellent communications skills who possesses Windows computer skills, WordPro and/or Word/Excel. Previous medical experience preferred. Qualified individual may send or fax their resume to:
IHS/ Samaritan Hospice of Michigan
24445 Northwestern Hwy., ste 105
Southfield, MI 48075
CALL: (248) 355-9900
FAX: (248) 355-5705

ADMINISTRATIVE ASSISTANT - for luxury apartment community in Auburn Hills. Full or part time. Must be service oriented & detail. Unique position involves much variety. Please call 248-377-2200

502 Help Wanted Office Clerical

ADMINISTRATIVE ASSISTANT/ COORDINATOR

Responsibilities will include setting up truck shipments, customer scheduling, expediting and express freight requests, preparing bills of lading and bill of lading and Customer papers. Candidate will also be responsible for data entry, investigating inventory discrepancies, receiving vendor carrier billing plus input of inventory adjustments/transfers. Strong communication and organizational skills a must. Fax resume & salary requirements to:
Attn: Linda Tuttle,
Arden Company
26899 Northwestern Hwy. #201,
Southfield, MI 48034

ADMINISTRATIVE ASSISTANTS
Many openings for persons with Administrative Skills.
ARDOR TEMPS: 459-1166

ADMINISTRATIVE ASSISTANT

Part time, 20-30 hrs/wk. Recruiting experience required. (248) 476-2581

ADMINISTRATIVE ASSISTANT to $45,000 - Recruiting experience. Microsoft Office needed. Supervisor background a plus. Call Barb 810-772-6767
SKILLED PERSONNEL SERVICES

ADMINISTRATIVE ASSISTANT
For busy general contractors office. Phone, accounts receivable, Word & Lotus. Construction experience preferred. Send resume to:
28700 Woodward Ave. Ste. 209,
Bloomfield Hills, MI 48304

ADMINISTRATIVE ASSISTANT/ PROPERTY MANAGER
For Farmington Hills office building. Must be computer literate, have strong work some accounting experience. Fax resume to: 248-932-3521 or call 248-932-3500

ADMINISTRATIVE ASSISTANT

$31-38,000+ benefits. Keego Harbor. Support Vice President.
Fax resume: 248-473-4548
Phone: 248-473-7210
GREENE & ASSOCIATES

★ADMINISTRATIVE ASSISTANT★
Part-time needed for Bloomfield Hills area executive office. Word processing and office experience required. Good salary & benefits for the right candidate. Fax resume with cover letter & salary requirements to:
313-462-1974

ADMINISTRATIVE ASSISTANT
Personable, organized professional needed for full-time office position. Must have good telephone & computer skills. Knowledge of QuickBooks/ MYOB/Quattro Pro & general accounting. Management opportunities. Send cv to: Box 4138
(248-594-7331) Attn: OM
31700 Telegraph Rd. Suite 140
Birmingham, MI. 48025

ADMINISTRATIVE ASSISTANT

Construction company in Troy seeking reliable office help. Ideal candidate should have good general office skills with computer experience, specifically Word & Access programs. Call Mon-Fri 10-12 only. (248) 680-1300

Administrative Assistants
Professional Coordinator
for leading marketing firm with multi locations. Requires strong computer skills, knowledge of Windows, Access, Powerpoint, MS Word & Excel. Some professional office experience required.
Call/Fax resume to Gloria
248-932-1700,