Observer & Eccentric

EMPLOYMENT

All Ads Run Online FREE! A Value Of Up To $87.00

www.observerandeccentric.com

500 Help Wanted General

Mortgage

UNDERWRITER

Homestead USA, a division of Guaranty Residential Lending, has an opportunity for an Underwriter to join our team in Southfield, Michigan.

The successful candidate will have 2 plus years experience underwriting FHA/VA Conv. Must possess strong analytical and verbal/written communications skills.

High School diploma or GED required. We offer a competitive salary, and an excellent benefit package including a flexible benefit plan, tuition reimbursement, 401K and retirement. Interested applicant should submit a resume or send a fax to:

HOMESTEAD USA
26400 Lahser, Suite 444
Southfield, MI 48034
Equal Opportunity Employer
Fax: (248) 356-7446
www.guarantygroup.com

NO EXPERIENCE NEEDED! $34,000 First Year Potential! CDL in 15 days! Graduate Employed! Hotel, Transportation, Meals, O.T., Physical Included. 100% Tuition Financing & Reimbursement. 800-555-0418 or www.cdltraining.com

NURSERY MANAGER

Large landscape company looking for Nursery Manager. Knowledge of plant material a must. 3-5 years experience. Competitive wages & benefits available. Mail resume to PO Box 123, Walled Lake, MI 48390.

★ **OIL CHANGE TECHNICIANS**
Penzoil 10 Minute Oil Change. Experienced or will train. Full &/or part-time. Apply in person: 34630 W. 8 Mile, Farmington Hills (N. of Mi. W. of Farmington Rd. Or call for appt. (248) 476-1313.

OPERATIONS MGR.

Tool & Die Company has opening for exp. Operations Mgr. Knowledgeable in progressive and tool or die. This position requires a positive can do attitude, capable of motivating a skilled work force. Competencies: **motivation, team building, cost control, facilities mgt. Excellent compensation pkg. Pkg. includes health benefits and 401K.

DIE DESIGNER

Experienced Die Designer needed for medium to large sized progressive and transfer dies. Must have 5 years. Excellent compensation pkg., includes health benefits and 401K.

Apply at or send resume to: RICHARD TOOL & DIE CORP. 29700 W. Smith Dr. New Hudson, MI 48165 248-486-0900. Fax: 248-486-4660

OWNER / OPERATORS

Midwest based car hauling carrier. Major contracts. Regularly runs East of the Mississippi. Competitive pay. For more info call 972-226-5277, Ext. 15

PAID CDL TRAINING - Get paid while training for placement with major trucking company. Earn big money! Commonwealth Truck Driving School. Call toll free: 877-970-4043

PARTS DEPARTMENT

Immediate opening. Mon-Fri. Must have automotive or motorcycle exp. Starting wage $9/hr. + benefits. Call Mary 734-422-7614

PETITIONERS - Earn BIG $$'s Circulating state petitions. Part time. Paid Network. 1-800-695-0133

401(k) Plan Processor

Michigan's largest privately-owned retirement plan provider, seeking full-time 401(k) Plan Processor. Responsibilities for processing 401(k) plan transactions. Must be detail oriented, have strong math skills. MS Word, Excel & customer service exp. helpful. Fax, email or mail resume/salary requirements to:
(248) 641-7530 or
Freedom One, Attn: DEPP
5435 Corporate Drive #150
Bloomfield, MI 48039
Freedomone1@aol.com
Relocating to:
Clarkston Spring 2003!

PRINTING

Don't miss this opportunity to join the fastest growing printing company in Michigan. We have state of the art equipment and the best people.
CALL US NOW! We need:
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Top equipment, exp. a must.
Robot Printing
and Communications, Inc.
12065 Dixie
Redford, MI 48239
(313) 255-0470 FAX
cwolek@robotprinting.com

PRINTING

West Metro Printing in Livonia, seeks experienced Press Operator & customer service person for mid-size shop. Must have experience. Fax resume to:
734-522-9171 or
Call 734-522-0410

PROCESS OPERATOR/MANAGER
A busy metal finishing shop in Livonia has a produce supervisor/manager position open. Benefits include health insurance and vacation. Please submit your resume with salary requirements to:
Box #1446
Observer & Eccentric
Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

PROFESSIONAL PHOTO FINISHING

Customer Service Rep.-must be computer literate. Knowledge of Adobe & Photoshop helpful. Pay $8-9.50/hr.
Apply at:
NORTH AMERICAN PHOTO
27451 Schoolcraft Rd.
(at Inkster)
Livonia, MI 48150

PROPERTY MANAGEMENT Co. is seeking a hands-on Community Manager for a Manufactured Home Community in the Oakland County area. We offer a competitive salary & a good benefit package. Manufactured housing exp. a plus - property management exp. necessary. Please send resume to: MC, 31550 Northwestern Hwy #200, Farmington Hills MI 48334

500 Help Wanted General

PROJECT STAFF
Health Records Management Company seeks temporary. Full-time and part-time project staff at 1500 E. Wisconsin, Madison Heights. General labor. No exp. req. Pay $8.50/hr. Please call Steve Cohoon at (248) 597-9926 from 9:00 am-12:00 p.m. Eastern time & 1:00 p.m.-5:00 p.m. Eastern time for appt.

PROPERTY MANAGER
Experienced in multi family management preferred but, not required. Strong people skills a must. Immediate opening. Confidentiality assured. Contact Bill McShane at 248-705-5415

PROPERTY Service Associate: Full time, reliable & hard working. Good pay, great work environment. (248) 676-8506

PURCHASING CLERK

Wholesale distributor needs person with good organizational and computer skills, to work in a busy office environment.
Prefer 2 or more year's experience in wholesale food, drug or hardlines, in chain or distribution business.
Competitive salary and benefits package.
Send resume in confidence to:
Personnel Manager
P.O. Box 5026
Novi, MI 48376-5026 or
FAX: 248-374-5065.
e-mail: Hrdirector@aol.com

REAL ESTATE

Career Open House. Sat. April 6, at 11 am. Topics:
•Licensing requirements
•Profit sharing/investments
•How to earn 100k plus
•Training/ mentoring
•Network with top agents.
Call Mark Bullard, to reserve a seat, or for private interview.
248-735-5400
Keller Williams Realty.

Receptionist/ Administrative Assistant

Outstanding full-time opportunity for enthusiastic individual possessing excellent verbal communication, organizational skills, and professional attitude. Responsibilities include answering multi-line phone, greeting clients, typing correspondence, and general office duties. Ideal candidate has experience w/Microsoft Word & Excel. Send resume to Box #1445
Observer & Eccentric
Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST

Part time, for exclusive private attorney office. Requires good organizational skills in typing, telephone, and people. Please fax resume to: (248) 356-5255

Retail

HELP WANTED

For Kids Only has immediate need for Managers/Assistants. Retail or apparel management experience required. Top pay, 401k, BCBS.
Fax 248-932-2124

TEMPORARY STAFFING
Agency in SW Detroit seeking:
•Sales Rep •Recruiter
•Experienced Housekeepers
(248) 477-5907

SEASONAL HELP WANTED for Grounds Maintenance. Must be at least 18. No experience necessary. Call Tom at (734) 522-2200

SECURITY GUARDS

now hiring in the Metro Area. Full & Part Time positions available. Please call 1-888-382-4800

★SECURITY★ OFFICERS
NEEDED FOR LIVONIA
Must have high school diploma/GED, no criminal history, valid MI drivers license, 3 yrs. full time work experience and pass a pre-employment drug test.
GUARDSMARK is unlike any international or national security firm because it focuses on career not jobs.
Consequently, GUARDSMARK is unique in offering an unequaled benefits package which includes a matching 401K, retirement savings plan, free comprehensive health insurance to 100% of its full-time security officers, company paid life insurance, paid vacation, tuition reimbursement, free uniforms & numerous awards & incentive programs.
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Call toll free at:
1-888-489-1880
for interview. Located in the SOC Credit Union Bldg., S. of Long Lake off Crooks. Guardsmark is the largest employer of former FBI agents in the world.

SECURITY Professionals
734-240-4810

SERVICE MANAGER
to oversee deliveries, RO's, warranties, parts, and RV Techs. Must be organized, good people skills, competitive wages. Will train-fast track. H. W. Motor Homes, Canton. Ask for Dan (734) 397-0101

SERVICE MANAGER Window / Siding Dept.

Dependable individual needed to perform customer repairs & follow-up. Full-time, truck & tools provided, local work. Full benefit package. Experience helpful but not necessary. MUST HAVE GOOD DRIVING RECORD.
Apply in person or call between 8am-10am:
CHAMPION WINDOWS
31391 Industrial Rd., Livonia
734-427-6560

SOUTH LYON tree climber. Experienced only, full time, valid drivers license. Benefits. Misty Ridge Tree Service.
(248) 486-6115

SUMMER JOBS

WSI's, Lifeguards, sports instructor needed for day camp program in Southfield.
Call 248-357-1740.

500 Help Wanted General

SHOWROOM CONSULTANT

Nature! Stone Importer looking for self motivated individual to assist residential clients with material selections and designers/architects with specifications for commercial projects. Qualifications include interior design or architectural education, ability to communicate well and desire to learn and advance. Please forward or fax resume to:
Dwyer Marble & Stone Supply
Attention: Joe Dwyer
23163 Commerce Drive
Farmington Hills, MI 48335
Fax: (248) 476-5543

SUMMER JOBS

CITY OF FARMINGTON HILLS
The following are part-time and temporary employment opportunities for Summer 2002:
Download application @ www.ci.farmington-hills.mi.us. Apply by 4/4/02

CLASSIFICATION	Hrly Rate
Lifeguard/Instructor	$8.00
Softball Scorekeeper	$7.00
Intern/Hockey Referee	$14.00
Day Camp Aide	$7.00
Summer Fun Coordinator	$10.00
Safety Town Coordinator	$10.00
Soccer Referee	$6.50
Rink Attendant	$6.50
Concessions Attendant	$6.50
Office Attendant	$7.00
Parks/Golf Laborer	$9.00+DOQ

Special Services Dept.
City of Farmington Hills
26600 Eleven Mile Road
Farmington Hills, MI 48336
Equal Opportunity Employer

SUMMER JOBS:

Supervisors, Art Instructor, Counselors & Life Guards needed for day camp in West Bloomfield.
Call: 248-661-3630
Fax: 248-357-6361

SUMMER POSITIONS
W. Bloomfield Parks & Rec is hiring qualified applicants for the following positions:
• Weekend Building Supervisor
• Pool Manager • Assistant Pool Manager • Lifeguards • Pool Supervisors • Swim Instructors • Cashiers • Locker Room Attendants
MAINTENANCE POSITIONS
• Park Maintenance Worker
• Park Ranger/High Supervisor
Will train for all above posted positions. Please call for more information: 248-738-2512

SUPERVISORS & LABORERS

Needed for landscaping, lawn maintenance and golf course crews. Full or part time. Southfield Co. 248-354-3213 or 248-866-0263

SWIMMING POOL CO. seeking exp. service technicians. Pay & benefits commensurate with exp. (248) 477-7727.

ENGLISH TEACHER
Greenhills School

For detailed information, call 734-769-4010, e-mail rforstner@greenhillsschool.org or
jmahoney@greenhillsschool.org
or see
www.greenhillsschool.org.

ELEMENTARY HEAD TEACHER

needed for position as Summer Director for Farmington Hills Nursery School. 248-476-3110

TEACHERS

A.G.B.U. Alex & Marie Manoogian School will accept applications from certified teachers in the following subject areas.

Pre-School Teacher, Elementary teachers for Kindergarten, and Upper School Teachers for Art, Music, Physical Education/Health, Guidance Counselor, Computers, English, ESL, Social Studies, Mathematics, Science, Armenian Language, Art History, and Library Science.

Please mail or fax a resume to the school at:
22001 Northwestern Highway
Southfield, MI 48075
Fax: 248-569-1346
For inquiries call 248-569-2988

TEACHERS

Sylvan Learning Center in W. Bloomfield. Algebra, Geometry, 248-737-8875 Fax 248-737-8220

★ **TELEMARKERS & MANAGERS.** Up to $15/HR. Experienced appointment setters ONLY. Full/part-time 1-9pm. Farmington. 248-553-8831

TELEMARKETERS & Appointment Setters Commission.
Call (248) 357-9935
Ask for Carol

THE LIVONIA COURTYARD by MARRIOTT

is looking for enthusiastic, high-energy people to join our family in the following positions:
• Full Time Sales Manager
• Full Time Maintenance Tech
• Part Time Night Auditor (Night Shift)
• Full/Part Time PM Front Desk Clerk
• Part Time Cook (Mornings)
• Full/Part Time Restaurant Cashier (Mornings)
• Full/Part time Housekeepers.

Please apply in person at: 17200 N. Laurel Park Dr., Livonia or fax your resume to 734-462-5907.
Drug Testing EOE.

TOOL AND DYE SHOP
Experienced Machinist.
Lathe Mill CNC. 734-397-1421

TOP TELEMARKETERS

Join established seminar firm promoting American's top authors & motivators. Appt. setting only. Part-Time/Full-Time $30k-$60k+. Call for details: Waterford 248-383-2000, x502

Towing Manager

Experienced, motivated. Pay depends on experience. Health insurance, uniforms, 401K. Send resume or write for appt.
Box #1418
Observer & Eccentric
Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

Tow Truck Drivers

Experienced only. Good pay. Health Insurance, 401K, uniforms, all shifts. Send resume or write for appt.
Box #1431
Observer & Eccentric
Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

500 Help Wanted General

TRACTOR / TRAILER MECHANICS

Our Plymouth area trucking company is looking for reliable Mechanics. Exp. with Tractor Trailers, State or ASE certification in heavy truck and/or CDL-A certified or the desire to achieve these qualifications for your future with our company. Qualified candidate will be required to have tools, a working knowledge of an perform a variety of repair tasks to include:
• Air & hydraulic break system repairs
• Electrical system diagnosis/ repair
• Perform preventative maintenance
• Driveline diagnosis/repair
• Basic welding skills

We offer paid uniforms and competitive pay with benefits (Medical, Dental, Life, AD&D, 401K, Paid vacations and holidays after 6 months.

Interested, Dependable Mechanics please call Jeff at (734) 453-5700 ext. 7060
You may also fax or e-mail your resume w/salary requirements to (734) 455-9457
Jschewchuk@wf-express.com

TREE SPADE OPERATOR

Great Oaks Landscaping is looking for an experienced Tree Spade Operator. Must have CDL. Excellent wages and benefits. (248) 349-2922

TRUCK DRIVERS/ CLEANING TECH

Must have good driving record. Call 313-541-2100 or apply in person at 12292 Woodlane, Redford.

TRUCK DRIVERS

Large landscape company looking for full time truck drivers, possibility of overtime available. Wage negotiable. CDL required. Call to apply (248) 669-3032.

TUTORS

enthusiastic dedicated individuals to tutor part-time, all grades/ reading/language arts, comprehension, studies/test skills, writing and math. Reading tutors use multisensory method (training offered). Farmington, Bloomfield and Shelby locations. Resumes Fax 248-645-2335 or E-mail (no attachments) debbie@rlac.com

UNDERGROUND CONSTRUCTION OPERATORS/LABORERS

with minimum 3 yrs. experience. Good paybenefits. Non-union. Call (248) 446-9600

VETERINARY TECHNICIAN/ ASSISTANT - Full-time. Experienced only need apply. Applicant must be outgoing, detail oriented & a team player. Please apply in person: Farmington Veterinary Hospital, 29212 Five Mile, Livonia & ask for Eva.

VET TECH

VCA Animal Hospital looking for full or part time Vet technician. Call 248-569-5210, ask for Cristina

WANTED: We are looking for a dependable CDL class A Driver with 2 years experience willing to work a daily route delivering carpet. Call Rudy at (734) 425-7120

WANT TO CELEBRATE SPRING? Do it from the seat of a Backhoe, Trackhoe, or Bulldozer. Join our Earth Moving program. Great Opportunity! Great Wages! Call 1-800-448-5669

WAREHOUSE/ GENERAL HELP

Organized, dedicated person needed for Design firm. Full time. 8am-4pm. Exp. helpful. Need transportation. Fax resume to 248-816-2451.

WAREHOUSE

SYSCO Food Services is seeking night shift Order Selectors. Starting rate: $13.48/hour with $.75 shift differential paid when applicable (@ 90 days). Shift: Sunday - Thursday, starting @ 6:30 pm. Must be able to work overtime, lift 40 lb. heavy items repetitively and pass drug screen. Night shift only. Applications are being accepted Mon-Fri, 8am-4pm at: D.C.C. Room 179, 5100 Lucas Drive line Road, Southgate, MI. EOE M/F/D/V.

WATCH MAKER

Quality Store needs proficient Watch Maker, guarts/ auto. Dave (248) 682-8573

$$$$$WEEKLY! STAY-AT-HOME. Processing HUD/FHA Mortgage Refunds. No Exp. Req. FREE Information Call 1-800-449-4625 ext. 7507

501 Computer/Info. Systems

STUDENT APPLICATION CONSULTANT

Needed to provide consultant & leadership services for computer-based administrative student systems to the client base of the computer consortium. Candidates must have a Bachelors Degree in Computer Science or 4-yrs. related exp. required. Minimum of 3 yrs-exp. in a consultant in the implementation of computer software required..... Salary: $47,030 - $72,527.

For further information, log on to our website www.resa.net

Send cover letter, resume, credentials and/or copies of unofficial transcripts by 3:00 p.m. Monday, April 15, 2002 to:

Yvette R. Hampton
Wayne RESA
Employee Services Dept.
33500 Van Born Rd.
Wayne, MI 48184
E.O.E.

502 Help Wanted Office Clerical

ACCOUNTING ASSISTANT
3 yrs exp. w/ AP, AR, Billing, GL. Bank rec's.
Simon Galasso & Frantz PLC, Troy, $28-$30K Max.
(248)643-1400 Fax (248)649-9949

ACCOUNTS PAYABLE CLERK

Part-time for Birmingham multi-family property Mgmt. Co. Payable experience required. Excellent starting rate for qualified candidate with references. Fax resume to 248-646-0606.

502 Help Wanted Office Clerical

ACCOUNT ASSISTANT Part-Time

Immediate opening in Mutual of Omaha's Novi Office. Position is responsible for providing general support to Sales and Service staff.

Strong computer, (MS Word & Excel), communication and human relations skills required. Group insurance knowledge strong preferred.

Please send resume, referencing REQ 5843J3
Fax: (402) 351-3028
Careers@mutualofomaha.com
EOE/AA

ACCOUNTING CLERK

Western Oakland County restaurant group seeking Accounting Clerk familiar with AP/AR, bank recon, payroll processing and some general ledger account analysis. Competitive pay and benefits offered. Interested persons should send resume with salary requirements to: HR Dept., Job #JO, 27145 Sheraton Dr., Novi, MI. 48377-3316.

ACCOUNTS PAYABLE PART TIME

Female office. 1 year exp. A/P. General knowledge of computers and exp. w/ Excel required. Fax resume to: 248-414-5276 Or Email to: bsimpson@thermaherwy.com

ACCOUNTS PAYABLE

Accounting firm seeks exp. AP clerk with computer knowledge who is a self starter and detail oriented. Send resume & salary requirements to: Office Administrator, 44744 Helm Street, Plymouth, MI 48170-6023.

ACCOUNTS PAYABLE

Mortgage servicing company in Southfield is seeking accounts payable specialist. Requirements include strong attention to detail, exceptional communication skills, and 5+ years in computerized accounts payable function and Excel. Experience with GREAT PLAINS DYNAMICS preferred. Business casual work environment, great benefits. Be a friend and call a friend if this is not you! Send resume & cover letter to:
adecloux@
progressivesearch.net
Or FAX to: 1-800-219-8502

BERKLEY BASED established business, single person non-smoking office is looking for a person with Accounts Payable & Accounts Receivable background w/computer and e-mail exp. Please fax resume to: 248-398-6334

Accounts Receivable

Birmingham company seeks an accounts receivable specialist. Responsible for all functions of A/R & collections. Detailed oriented and highly motivated a plus. Please send resume with salary requirements to:
Bemal Corporation
ATTN: HR
460 W. Old Woodward
Birmingham, MI 48009
or fax: (248) 433-4712

ADMINISTRATIVE ASSISTANT for Property Management firm. Organized and motivated individual. Immediate opening. Confidentiality assured. Fax resume to 248-655-4104

ADMINISTRATIVE ASSISTANT
Busy Northville property management office offers challenging & responsible position for self-starter. Computer experience a MUST! Attractive compensation & working conditions.
248-348-5100, ext. 127

ADMINISTRATIVE ASSISTANT to $40,000 - Strong MicroSoft Office. Good secretarial skills. 5 years experience. Belleville area. 586-772-6760.
Snelling Personnel Services

ADMINISTRATIVE ASSISTANT
Immediate need - $13. Must have Microsoft Word & Excel & PowerPoint. 2+ years experience and great customer service skills. Fax resume to Danielle: (734) 762-0035.

ADMINISTRATIVE ASSISTANT / RECEPTIONIST needed for IT firm. Proficient in Word, Excel, Internet, e-mails, etc. Minimum 1 yr. experience. Send resume to: Youngcraft Inc., 28815 Five Mile Rd., Sta. 103 Livonia, MI 48152
Fax: 877-477-8393

ADMINISTRATIVE ASSISTANT
Part time, flexible hours. We need a detail-oriented person with telephone & computer skills (Excel, Word & PowerPoint) to work in our small professional Troy office. Competitive pay. Life insurance & brokerage exp. preferred but not mandatory. Wil train. 248-828-2800

ADMINISTRATIVE ASSISTANT

For busy partner at WB law office. Must have excellent organizational skills, and ability to juggle multiple tasks. Fax resume to: 248-865-7409

OFFICE PERSONNEL

NO EXPERIENCE NECESSARY

Entry level positions. We train the right candidates and emphasize promotion from within.

FLEXIBLE HOURS. GREAT PLACE TO WORK!

JOIN OUR WINNING TEAM! - BILL BONDS

GREAT BENEFITS!

• *FULL COMPANY PAID MEDICAL BENEFITS FOR YOU AND YOUR FAMILY* • *401k Benefits*
• *Dental/Vision/Disability* • *Paid Vacations*
• *FREE Paid Training!* • *Furniture Discounts*

GARDNER-WHITE FURNITURE
21100 W. 8 Mile Road • Southfield
or call (248) 357-1380

502 Help Wanted Office Clerical

ADMINISTRATIVE ASSISTANT

Full time for busy, professional dental practice in Southfield (10 Mile/Greenfield). Knowledge of computers & strong communication skills needed. No previous dental exp. necessary, we will train if the attitude is right. Excellent benefits.
Fax resume. 248-354-2486

ADMINISTRATIVE ASSISTANT

Nonprofit Organization. Self motivated individual w/ a min. of 3-4 years exp. - 2 years college in finance/accounting. Experience w/ bookkeeping software, MS Excel, Access & Word. Attention to detail a must.

Fax resume w/ salary requirements to: 248-597-7084 Or Email to: dmorris@jfcs-cd.org

Administrative Assistant/ Bookkeeper

Macomb County law firm has immediate full time opening for experienced, detail-oriented individual to handle administrative & bookkeeping tasks. Duties would include: data entry, A/P & general administrative functions. Quickbooks a plus. Fax resume with salary requirements to: 586-726-0971

ADMINISTRATIVE ASSISTANT

needed full or part-time for K & G Landscaping, Inc., located in Milford, to answer phones, type correspondence & proposals, schedule sales meetings & coordinate landscape jobs. Candidate must possess exc. interpersonal, problem solving, communication & telephone skills. We require proficiency with Microsoft Office. Must be well organized.
Please send resume & cover letter w/salary requirements via
Fax: 248-685-7725
or e-mail: kgrinalds@yahoo.com
Attn: Nicole
No telephone calls please.

ADMINISTRATIVE/ RECEPTIONIST

F/T, 8-5, $13/hr. Manager support, customer service, back-up phones, variety of duties. Must have advanced skills (Word, Excel, Powerpoint). Great place to work! Qualified professionals fax resume 248-354-3370

OFFICE ADMINISTRATION

A full time office administration position is open in a Southeastern Retail market. Responsibilities include answering phones, data entry and general office duties. Experience with Word, Excel and some accounting helpful! Please send cover letter and resume with salary requirements to:
Box #1446
Observer & Eccentric
Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

AXIS MUSIC ACADEMY

Seeking light help, retail office staff, part time eves. Weekends. ASAP. Paid training.
248-799-8100

BOOKKEEPER

computer literate bookkeeper, for 11-2 daily, $11 an hour in Livonia. (734) 425-2730

BOOKKEEPER

Experience needed with Quick-Books and similar computer accounting knowledge. Law firm experience preferred. Flexible hours & part time a possibility. Competitive salary/benefits. Fax resume attn Peggy Pitt: 248-398-9804

Business Service Representative

Our professional, dynamic, Southfield Insurance Company is looking for a dynamic "Business Service Representative". Our job is to provide telephone supportive service to our clients. We are continually recognized as the best in the industry! You must carry personal staff, be great with people, excellent communication skills and problem solving a must! Salary plus bonus package exceeds $30,000. Benefit package includes Blue Cross. Great opportunity for the right person. Send resume to, Attn: Human Resources, 24600 Northwestern Highway, Southfield, MI 48075, fax (248) 356-5689 or, email judith@actionbenefits.com

CLERICAL OPPORTUNITIES

Clerks-typing & computer skills required. $8-10/hr. Data entry, CSRs, administrative assistants. $8-12/hr.
EXPRESS SERVICES
734-487-5450

CLERK • Filing/Mail, computer skills a plus. Benefits. Livonia area. (888)444-4248

CUSTOMER SERVICE & RECEIVABLES - Part time

Production co. Must be exp. & energetic. Full-time. Benefits. Novi area. Fax 248-449-9101

CUSTOMER SERVICE

Personal Lines Customer Service Rep. Needed for insurance agency in Novi. Insurance experience and computer background required. Excellent working environment and benefits. Send resume to: NuStar Insurance Agency, 39555 Orchard Hill Place, Suite 130, Novi, MI 48375, or fax resume to : 248-380-6178

502 Help Wanted Office Clerical

Collections Specialist

Medium sized Company in Farmington Hills is seeking experienced Collections Professional with a proven track record, preferably in a wholesale environment. Candidate must have a minimum of 5 years Credit and Collection experience, excellent written and verbal communication, computer experience and strong attention to detail are key. Salary commensurate with experience. Fax resume to: (248)476-3828

CUSTOMER SERVICE/ ADMINISTRATIVE ASSISTANT

Full-time position in a corporate office. Looking for energetic, upbeat person to provide customer service within our organization. Duties also include computer work in Word/Excel, maintenance of web site data, and providing administrative support to small staff. Fax resume with salary requirements to Jeanette at 248-644-1466

FILE CLERK/ Clerical Support

Wanted for Southfield law firm. Full time. Please fax resume to (248) 353-4640

FILE CLERK for AV rated law firm. Duties include: filing, copy jobs, light typing, and court courier. Fax resume to: 248-644-2941

FRONT OFFICE POSITION

Established Internal Medicine practice is seeking full time individual to fill an open position for the Canton location. This individual must be multi-task oriented, organized, and possess good written and verbal communication skills. Previous medical office experience required. Competitive benefit package offered. Interested candidates should fax their cover letter and resume to (734) 981-0653 Attn. Clinical Nursing Director.

FULL-TIME RECEPTIONIST

Needed for busy, fast paced Farmington Hills Real Estate Office. General clerical and computer skills needed. Monday thru Friday 9-5. Contact Barb Sieler at 248-851-6000 or fax resume to 248-539-0872

GENERAL OFFICE/ RECEPTIONIST

Bob Sellers Pontiac-GMC is looking for a General Office/ Receptionist. This position is a part time position with possibility of full time during summer. Work hours are Monday and Thursday 12:00 to 9:00 P.M.
Bob Sellers Pontiac-GMC
38000 Grand River
P.O. Box 2070
Farmington Hills, MI 48333-2070
(248) 478-8000

HUMAN RESOURCES - Farmington Hills staffing firm. Minimum requirements: 1 yr. Staffing exp+associates degree. Clerical placements a big plus. Salary + commission. Benefits + full benefit package. Fax resume ATTN: BC 734-474-6833

Jack Doheny Supplies a world leader in the heavy industrial equipment sales & service industry, has an immediate opening for a dynamic individual who possesses superior telephone & administrative skills. Working knowledge of Microsoft Word, Excel & ACT a plus. We offer competitive salary & full benefits. 7 Mile & Haggerty Rds. Please send resume to: Jack Doheny Supplies, Inc., P.O. Box 809, Northville, MI 48167. Fax: (248) 349-2774 E.O.E.

LEGAL

Integrity and 35 years of service is why the best law firms in the area trust us - you should too. For career opportunities, call us for temporary, permanent & temporary.
HILLSTROM & ROSS AGENCY, INC.
CALL: 248-626-8188
FAX: 248-626-8434.

LEGAL SECRETARIES & RECEPTIONISTS

Experienced only for perm/temp placements. 1-5 daily assignments available for top notch candidates.

JOANNE MANSFIELD
Legal Personnel
755 W. Big Beaver #209
Troy, MI 48084
Phone: 248-362-3430
Fax: 248-362-4881.

LEGAL SECRETARY

Immediately/exp. full time legal secretary for bankruptcy firm. Requirements: MS Outlook, Word, Internet, organized & polished, to support partner. Benefits offered. Send resume & salary requirements: 248-377-0800 mburton@kaalaw.com

LEGAL SECRETARY NEEDED

part-time for a lawyer in downtown Birmingham. Flexible hours, comfortable office. Call (248) 644-1114

LEGAL SECRETARY

Part time for Southfield attorney. Flexible hrs. 15-24hrs. Knowledge of computer skills, legal exp. desired, but will train. Call Mr. Greenspon, Inc. at 248-559-5378 or fax resume: 248-559-2180

LEGAL SECRETARY to $39,000 - This Southfield firm needs 3-5 years litigation exp. Good computer skills. Full benefits. Call Donna 586-772-6760. Snelling Personnel Services.

MAILROOM CLERKS -Southfield. Mailroom experience required. Sort, meter & process certified mail. Lift 50lbs. MS Word experience. $8.50/hr.
EXPRESS SERVICES
734-487-5450

MARKETING COORDINATOR

Join a major company and assist with Ford Marketing programs. Seeking good computer and people skills. Exp. with printed material a plus. Degree required.

(248)344-6700 Fax(248)344-6704
Email: jobs.drc@prodigy.net

OFFICE ASSISTANT

Property Management firm in Troy needs part to full time person. $10/hr. Fax resume to 248-740-9298

502 Help Wanted Office Clerical

OFFICE ASSISTANT

20-24 hrs. per week for custom home builder. Potentially full time. Duties include answering multi line phones, filing, copying, MS Word & Excel. Previous office exp required. Construction exp helpful but not essential. Fax resume & references to 248-681-9559.

OFFICE CLERICAL

Busy Rochester Hills office looking for mature individual capable of handling customer orders & dealing with vendors. Good telephone skills required. Full time position needs organized person proficient in Windows, Word, Excel, etc. Send resume to: Hilton Sales
6841 Rochester Rd.
Rochester Hills, MI 48306
Fax: 248-656-0802

OFFICE PERSON

For accounts payable & receivables. 3 yrs computer exp. using Lotus & Check Book Solutions required (knowledge of Dental, Discount Vision, Life, AD&D, 401(k) a plus). Small family company matching. For immediate consideration, please fax your cover letter and resume to:
Colonnade Properties
30600 Telegraph Road,
Suite 1388
Bingham Farms, MI 48025
Fax: 248-642-9181
E-mail:
adunn@colonnadeproperties.com

OFFICE RECEPTIONIST

Computer experience. Full and part-time. No Saturdays. Blue Cross dental-401(k) plus tax med. paid vacation. Keford Collision and Towing, 30586 Grand River, Novi (248) 476-7815

PARALEGAL TO $50,000 - 4-5 yrs. estate planning exp. Must be certified. Friendly Southfield firm. Outstanding opportunity. Call Barb 586-772-6760. Snelling Personnel Services.

PARALEGAL $35-40,000 Prominent downtown firm. Must be ABA certified. Degree a plus. 1-3 yrs. corporate exp. Benefits. Call Barb 586-772-6760 Snelling Personnel Services.

PARALEGAL $35-40,000 Friendly suburban firm. Strong civil litigation exp. Product liability, personal injury, medical malpractice. Microsoft Word. Benefits. Debbie 586-772-6760 Snelling Personnel Services.

PARALEGAL $37,000 - Well known Southfield firm. Must be certified or degreed. 3 yrs. medical malpractice/personal injury exp. Call Kathy 586-772-6760. Snelling Personnel Services

PHONE TECH - Southfield. Coordinate phone services, install & transfer phone & ISDN lines. Troubleshooting, repair. Minimum 1 yr. exp. $15+/hr.
EXPRESS SERVICES
734-487-5450

RECEPTIONIST - Energetic, neat person needed for Editorial facility. Duties include answering phones, and administer computer tests. Fax resume to (248) 687-1561

RECEPTIONIST

F/T position, hrs. 8-5 Mon.-Fri. Answer multi-line phones, set mail, light word processing & clerical for multi-tenant office. Need professional appearance, exc. phone skills and exposure. Great place to work! $11/hr. Fax: 734-524-4914.

RECEPTIONIST - Full time Mon thru Fri, for financial institution. Must be friendly & people oriented. Call Mark
(248) 350-1144, ext 20

RECEPTIONIST New Birmingham Office

Industrial auctioneer/appraisal firm looking for an enthusiastic individual w/professional, courteous phone manner, word processing, 10-key, and filing skills. Microsoft Word & Excel mandatory. Excellent salary & benefits. Email or fax resume w/salary requirements to Pat Ulrich.
williamsupton@hotmail.com
or FAX 248-540-7093.

RECEPTIONIST - part-time needed for busy doctors office in Farmington Hills. Exp. preferred. Call for appt. 248-474-0040 or fax resume to 248-474-0575

RECEPTIONIST - Phones, some typing. Small office. $7-$8/ hr. 5/Telegraph. Resume to: kal@hasengineering.com

SALES ASSISTANT

Pulte Homes, the nation's leading home builder, seeks Sales Assistants for Canton, Rochester and Macomb locations to contribute to the growth of its Michigan Division. Great customers and administrative work as directed by Sales Counsel. Blue Cross/Blue Shield conventional coverage. Dental treatment, production benefit, option allowance, bonuses. Fax resume to 734 453-0256

ATTENTION
All RDH, exp. Assistants & Receptionists. Call 586-997-6360 for positions in your area.

DENTAL ASSISTANT - For Farmington Hills. People-oriented, experience preferred, relaxed atmosphere. Mon-Thurs. Benefits available. Call for interview: 248-553-9303.

DENTAL ASSISTANT
Full-time, experienced for Rochester Hills family practice. CDA, RDA or 5 yrs. exp. Mail resume: Box #1427, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150.

DENTAL ASSISTANT
Pediatric Dentist. Experience preferred but willing to train. Must be reliable. (248) 553-3260

DENTAL ASSISTANT
Looking for a challenging position to make you happier? 248-646-5743.

DENTAL ASSISTANT
Modern Novi office. Experience preferred, 30-35hrs./wk. Benefits.
Fax resume 248-442-0400

DENTAL ASSISTANT & PATIENT COORDINATOR - Needed full-time for a friendly & team oriented office. Exc. benefits. Call Sherry at: 1-800-487-4867 ext. 6046.

DENTAL ASSISTANT
for progressive Bloomfield Hills office. Experience preferred, no weekends, part-time. Please call (248) 645-9797

DENTAL ASSISTANT
Your experience, positive attitude & dedication to professionalism bring you Mon.-Thurs. daytime hrs., excellent pay & superior benefits. Only mature need apply. Long established Warren office. 586-756-7900, ask for Lydia.

- DENTAL FRONT DESK - Professional exp. person for a busy Novi practice. Exc. benefits. Call Sharon at: 248-442-0400

503 Engineering

BUILDING ENGINEER
BE PART OF OUR GROWING TEAM!

Colonnade Properties has a challenging opportunity for an Engineer II to provide maintenance at our Bingham Office Center.

JOB DUTIES INCLUDE:
Assist in performing preventative maintenance on HVAC, some electrical, carpentry, plumbing, ; and other duties as assigned. You must have the ability to work well independently, have excellent verbal communication skills, and the ability to effectively interact with tenants, co-workers, and management regarding day-to-day operational issues.

WHAT WE OFFER:
Colonnade Properties offers its employees a very competitive salary and bonus opportunity. Our comprehensive range of employee benefits includes Medical, Dental, Discount Vision, Life, AD&D, 401(k) Plan, Tuition Reimbursement, Company matching. For immediate consideration, please fax your cover letter and resume to:
Colonnade Properties
Attn: Ric Adkins
30600 Telegraph Road,
Suite 1388
Bingham Farms, MI 48025
Fax: 248-642-9181
E-mail:
adunn@colonnadeproperties.com

CIVIL ENGINEERING

B.S.C.E. EIT not necessary, full time, salary commensurate with exp. Benefits. Email:
jarmit@aol.com
Fax: 734-722-4420
Phone: 734-722-5530

Engineering

**OE QU