Observer & Eccentric

JOBS & CAREERS

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

www.observerandeccentric.com

500 Help Wanted General

Maintenance Technician

Premier apartment communities in Oakland County is seeking organized, professional self-starters for Maintenance positions. Duties include landscaping, make-ready preparation, service request & all general phases. Plumbing, electrical & small appliance repair exp. a plus! A/C certification not required.

We offer top compensation and full medical/dental benefits including paid vacations & 401k. For immediate consideration, please call for appointment, fax resume to:

VILLAGE GREEN COMPANIES
Fax: 248-538-2717

MAINTENANCE TECH

Full time for apartments in Rochester Hills. Experience in plumbing, electrical, drywall, HVAC preferred. Knowledge required. Excellent pay & benefit package. Call (248) 373-4488

MAINTENANCE TECH.

Experience with Allen Bradley, robotics, good electrical skills, competitive wage & benefits. Fax resume to: 734-397-0029

MAINTENANCE TECH

Property Management company has full-time maintenance for various locations. Must have 2 years exp in heating, electrical & gas furnaces, plumbing, carpentry, etc. Benefits. Fax resumes: 248-352-2837. EOE

Maintenance Tech

Needed on 2nd shift for growing Troy Manufacturer. Must work with limited supervision and have basic mechanical knowledge. Competitive wage and benefits. Send resume to Director of Operations, P.O. Box 701130, Plymouth, MI 48170-0954

MAINTENANCE WORKER For

high-rise senior building in Oak Park. Experience & references required. Call Carol Dmitruk at: 248-967-2224

MANAGEMENT

Part time for salt storage assistant manager. Approx 20 hrs per week. Office work computers & light maintenance required. Livonia area
734-422-4600

OFFICE MANAGER

CINTAS is the leader in the uniform rental Industry and a Fortune 1000 Company. We are currently seeking a highly qualified and energetic Office Manager for our Westland location. Candidate must have a minimum 3 years previous office supervisory experience, and high proficiency in Microsoft Word and Excel. Candidate must also possess excellent organizational and interpersonal skills, polished written and verbal communication skills, ability to multitask, and the desire to work in a team oriented environment!

The Office Manager will have a multitude of responsibilities, including overseeing accounts payable and accounts receivable staff, new accounts contract renewal, and Payroll procedures. This position will report directly to the General Manager.

Benefits include medical, dental, optical, life, 401K, profit sharing, and employee stock ownership.

Please send or fax your resume with salary requirements, only qualified applicants will be contacted.

CINTAS
Corporate Headquarters
33145 Webb Dr.
Westland, MI 48185
(Located off Warren Rd., between Merriman & Newburgh)
Fax: (734) 326-1097

MANAGER

experienced, for brand new Hartland Apartments. Great opportunity for right person. Please fax resume to (248)473-5460

MANAGER

Person needed for Farmington, Westland and Livonia apartment communities. Must have prior management experience. Ideal candidate will have strong communication skills and an ability to work with staffs and prospects. Great benefits package including 401(k). Long-term position with growth potential management company. Fax resume with salary requirements to Renee or Farmington and Danielle for Westland/Novi at (248) 569-1508.

MANICURIST - for W. Bloomfield salon. Call Sue at Fri. & Sat. Clientele not necessary. (248) 855-5055.

MANPOWER

Farmington Office
Light Industrial Work House June 24, 2002, 10AM-2PM
30600 Northwestern Hwy., 2nd Floor
(between 12 & 13 Mile Rd.)
248-538-2912

MANUFACTURING LABOR.

Indoor work, good opportunity, some heavy lifting. $8.50/start, health insurance, Wixom area (248) 669-5880

MEANINGFUL CAREER!

Get paid for helping families solve financial problems. High earnings potential. Set your own hours. For more information call: 1-888-449-2825

MECHANIC

Full time for brakes, oil change & tune ups. Must have own tools. Call Craig (734) 354-9400.

MECHANIC - Self-starter, proven record. Motorcycles, mini-bikes, 2 strokes, 4 strokes. Mon-Fri. Please call Rick or Dave Turco for appointment & immediate interview: 313-387-5944.

MECHANICS / TECHNICIANS

Excellent opportunities repairing forklift! Training & company vehicle provided. Contact Phil@810-227-6311. You must have your own tools and 2 yrs. of mechanical experience. Check it out at www.gearheadcareers.com

500 Help Wanted General

MEDICAL BILLING SPECIALIST

Full-time billing position. Minimum 2 years medical billing exp. Must be multi tasked oriented with efficient computer skills. Benefit package. Fax resume to 734-254-0885 Doug Lepo, EDI Healthcisims

MENTAL HEALTH TECHNICIAN

Mental Health Technicians experienced with EI population. Please apply to:

18310 W. 12 Mile Road
Southfield, MI 48076

Modeling Instructor

Experienced instructor of modeling industry. Professional w/teaching skills. Ask for Bernadette of Carrianne (734) 455-0700

MORTGAGE LOAN PROCESSOR/ CLOSER

Commercial mortgage company seeks individual with real estate experience for processing and closing commercial real estate loans, as well as other administrative and office duties. Residential mortgage or title company experience preferred. Salary commensurate with experience; individual healthcare paid. Send resume with salary requirements in confidence to:

Lawrence D. Hadley, President
Hadley & Associates
41200 Bridge Street
Novi, MI 48375
Or fax to: 248-471-1122

MORTGAGE OPPORTUNITIES

Growing Farmington based mortgage company established in 1988 is seeking experienced and motivated processors & closers to fill expanding positions. Qualified candidates must have working knowledge of the mortgage industry along with exceptional customer service skills. Competitive compensation package. Fax resume to Donel at 248-474-8332.

OFFICE MANAGER TRAINEE WANTED

Full time. Franklin Village area. 248-626-5466

OPERATIONS TECHNICIAN CITY OF SOUTHFIELD

Responsible for repair, maintenance, set-up, and operation of audio and video equipment, tapes and cables for the City's Cable Department. Requires: Associates degree in Radio and Television, Telecommunications or related field or equivalent experience plus 2-3 years related hands on field experience; background in still photography, sound engineering, computer and video camera operation is a plus. General knowledge of cable access operations. Physical condition sufficient to perform essential functions of the position, including bending, pulling, lifting and carrying of equipment, standing on one's feet, walking on variable terrain, and working outdoors under adverse weather conditions, able to work varied shifts and times. Must possess a valid driver's license and a good driving record. Salary range: $33,158 - $40,813 plus benefits. Apply by 5:00 p.m., Wednesday, July 10, 2002 at the City of Southfield Human Resources Department, 25000 Evergreen Rd, Southfield, MI 48076 (Downloadable application available at www.cityofsouthfield.com) EOE M/F/V/H

DRUG FREE WORKPLACE

OPTICAL DISPENSER

wanted. Experience preferred. Canton/Garden City areas. Please call Kathie or Diane at 734-455-3190 or 734-261-6868.

OPTICAL/OPTICAL DISPENSER - Full or part-time. Sylvan Lake. Exp. required. Paul: (248) 682-6448.

PAINTER (Exp.) or Painters Helper

Needed, reliable transportation. (888) 534-1555

Painters & Helpers

Must have own transportation. Good pay. Will train.
Pat - Canton: 734-397-0924
Andy - Brighton: 810-229-8658

PAINTERS WANTED

Part time/full time. Must be experienced & have transportation. (734) 421-6990

PAINTER WANTED - Apartment painting. Part-time flexible schedule. 401K. Paid holidays. Brush & roll. (248) 547-3659

PARTS COUNTER help wanted - exc. pay & benefits, will train, fax resume to 586-979-4550 or call 586-979-4500

PARTS PERSON

Automotive or other parts experience helpful. We are looking for a team player to join our busy parts department. Applicants should have at least 1-2 yrs. parts counter & look-up experience. Fax resume to 810-365-1696 or log on to www.gearheadcareers.com

PEST CONTROL TECH

Needed immediately. Prefer certified but will train. Established route. Apply in person.
1012 Elmsford, Troy bet. 14 & 15 E. off Rochester

PLUMBING / MECHANICAL INSPECTOR

Charter Township of Northville

Northville Township is seeking an individual for the position of part-time plumbing/mechanical inspector. Flexible hours. Pay is negotiable. Applicants must be licensed as a Plumber and Mechanical Contractor and be registered with the State of Michigan Bureau of Construction Codes under Public Act 54 as a Plumbing and Mechanical Inspector or be able to obtain registration within six (6) months from date of hire.

Applications are available and returned completed to:

Human Resource Department
41660 Six Mile Rd.
Northville, MI 48167

Applications accepted until position is filled. EOE

PORTER FOR large RV dealership, work in luxurious motor homes cleaning & moving on our Wixom lot. Full Time with benefits. See Leon at Lunn at General RV, 48500 12 Mile Rd., Wixom. No phone calls please.

500 Help Wanted General

PRESCHOOL TEACHER

A.G.B.U. Manoogian School looking for an experienced Preschool teacher preferably with a ZA endorsement.
(248) 569-2988

PRINCIPAL

Secondary, Grades 6-12 for Charter School. Experience preferred, tax resume to resume to Dr. Buchanan at 248-569-9032

Retail

TRUCK DRIVER

A retail produce market has a position available for a truck driver. Responsibilities would include going to the market, driving the product back to the store and unloading the truck. A CDL license and rear disk brake experience required. Health insurance and vacation come with this full time position. Please send a cover letter and resume with salary requirements to:

Box #1546
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

PRODUCTION COORDINATOR

Full time position available with an aerospace company. Must have experience with scheduling, control background. Must be customer friendly, have good communication skills and attention to detail is necessary. Some accounting background helpful. Flexible hours with good benefits. Please apply below.

MOELLER MFG. CO. INC.
30100 Beck Rd.
Wixom, MI 48393
Fax(248) 960-1593
Att: James Lyons

PROGRAM COORDINATOR/ EVENT PLANNER $35,000
2 years outside sales/management experience. Event planning a plus. 4 year degree. Southfield. Call 586-772-6700. Sterling Professional Services

PROPERTY MANAGEMENT COMPANY is seeking a hands-on Community Manager for a manufactured home community in the Oakland County area. We offer a competitive salary, 401K, health insurance & a bonus program. Manufactured housing experience a plus. Property Management experience necessary. Please send resume to: MC, 31550 Northwestern Hwy. Suite 200
Farmington Hills, MI 48334.

PROPERTY MANAGER experienced, for mid-sized company, to oversee multiple apartment communities. Excellent opportunity for right person. Please fax resume to 248-473-5460.

PROPERTY MANAGER

Immediate opening for an organized, assertive and self-motivated individual. Must be willing to learn. Have demonstrated experience in property management, reliable transportation and computer skills. Duties will include diverse supervisory responsibilities over 9 apartment communities located in (metro) Detroit, Jackson (Mi), and Illinois. Considerable growth opportunities with large management group, competitive starting wage, full benefits including dental and 401K.

Forward resume with salary requirements via email to:
Department@_____yahoo.com
Or fax 248-545-1359

OAKLAND COMMUNITY COLLEGE

PUBLIC SAFETY OFFICER

Oakland Community College is currently accepting applications for the position of Public Safety Officer. The Public Safety Officer is commissioned as a special Deputy Sheriff and will patrol jurisdiction only on properties of Oakland Community College.

MINIMUM QUALIFICATIONS: Must be certified or participate thru COLES; a citizen of the United States and resident of the State of Michigan for one year; a high school graduate or equivalent. Associate Degree preferred; and have passed their 18th birthday. Must have weight proportional to height; at least 20/100 vision corrected to 20/20; normal color vision and depth perception in both eyes, and normal hearing. Part-time flexible schedule. 401K. Paid holidays. Brush & roll. (248) 547-3659

Applicants MUST complete an application form and provide copy of COLES certification. Application will be accepted through June 28, 2002. Contact the OCC Job Hotline at (248) 341-2023 and refer to Position 02PS04-10979.

OCC is an Affirmative Action/ Equal Opportunity Employer

RECEPTIONIST

Part time, for exclusive private country club in Southfield. Must be able to work Tues. 4pm-9pm, Sat 8am-3pm & Sun 9am-3pm. Please fax resume to:
(248) 356-5255

REMINDER CALLERS NEEDED FOR TROY

To help organize Fall programs. Fun work! Sunday-Thursday evenings. No Fridays or Saturdays. Call for appointment: 734-427-2900. Ask for Debbie or Chris

REPOSSESSION AGENTS & Transporters needed for expanding company.
Call (248) 664-9499

SALES HOSTESS

For builder, to assist sales person in a busy new construction community in Walled Lake. Flexible hours. Dependable & friendly a must. Fun job!
Contact Wendy (248) 669-7500

500 Help Wanted General

Retail Management

AREA MANAGER TOLEDO/DETROIT

Would you like to enjoy a better balance of work and family life? No nights, no weekends, no major holidays! Join KinderCare as an Area Manager! We are the leader in childcare with a long-established reputation for giving children excellent care while emphasizing whole child development through programs designed to stimulate physical, emotional, intellectual and social growth. The ideal candidate will have multi-unit management experience in retail or restaurant of at least 10 locations with proven P&L results and managing a multimillion dollar budget. Excellent communication skills, a strong customer service background, and computer skills required. Bachelor's degree in Business or related discipline preferred. In this position, you will provide operating support to 14-17 Centers, assist Center Directors with recruiting, training and staff development; financial performance; policies and procedures; motivation and leadership. We offer a competitive salary and benefits, including a generous childcare discount. For consideration, forward you resume and salary requirements to:

KinderCare Learning Centers
6200 Baker Road, Suite 200
Eden Prairie, MN 55346
Fax: 952-294-5750
ATTN: Operation Fitz
EOE
www.kindercare.com

ROOFERS COMMERCIAL/INDUSTRIAL

- Earn while you learn,
- No exp. necessary
- Most major roof systems
- Competitive wage
- Medical/dental insurance pkg.
- 401k plan
- Opportunities & holidays
- Reliable transportation a must
- Pre-employment drug testing
- Must be at least 18yrs. of age

Apply in person: 38750 Ford Rd., Westland. EOE

SALES AND CUSTOMER ASSISTANCE CENTER REP

Needed for a Tier One automotive supplier in Troy. Customer & dealer sales, service & satisfaction. DEM dealer contact & auto industry experience preferred. Proficiency with spreadsheets & database supported building in MS Office required. Competitive salary with health, dental, vision & 401k programs. Please fax cover letter, resume & salary history to 248-288-2202 or email to: employmentang@aol.com.

scholarships/internships

Student Work
$14.05 base-appt.
Local company must fill 97
full and part-time openings in customer sales/service
by July 8th
*PossSible College credit
*Great resume experience
*Make your own schedule
visit: workforstudents.com
*No exp. necessary, we train
Call Mon-Fri. 8-5pm.
Livonia: (734) 522-4140
Troy: (248) 655-0130
Waterford: (248) 673-9281
Brighton: (810) 844-0334
Rochester: (586) 786-1022
W. Detroit: (313) 345-9099

SECURITY GUARD

Full-time with benefits. All shifts including weekends & holidays. Send resume to: Sisters of Mercy, 29000 Seven Mile Rd., Farmington Hills, MI 48336. Or call Mich Dalton: 248-473-1835.

SENIOR LEVEL EXECUTIVE ASSISTANT

D.O.C. Optics has a position available for a Senior Level Executive Assistant at D.O.C. Optics Headquarters in Plymouth Southfield, MI, reporting directly to the CEO. The ideal candidate will be a highly organized, seasoned professional with 5+ years executive level experience. Must have the ability to prioritize an executive calendar along with coordinating meetings. Possess a valid Michigan operator's license. Experience, knowledge and skills include the ability to work as a team player in a multi-cultural diverse working environment. Experience with multi-cultural students and staff preferred. (more detailed information is available for this position on the OCC web site at occ.cc.mi.us)

Applicants MUST complete an application form and provide copy of COLES certification. Application will be accepted through June 28, 2002. Contact the OCC Job Hotline at (248) 341-2023 and refer to Position 02PS04-10979.

OCC is an Affirmative Action/ Equal Opportunity Employer

SERVICE REPRESENTATIVE

Lincare, a national leader in respiratory and medical equipment in the home is seeking a Service Representative. This position requires a motivated, self-starter with a positive attitude who enjoys a challenge and is driven to success.

Responsibilities include delivery of equipment to patient's homes as well as warehouse responsibilities. Lincare provides competitive salary, benefits and vast potential for advancement.

Medical background and delivery experience helpful. Must have good driving record with CDL-Hazmat endorsement.

Please apply in person to:

LINCARE, INC.®
c/o Center Manager
36943 Schoolcraft
Livonia, MI 48150
(734) 459-3115

SHIPPING & RECEIVING

Southfield company needs experienced person for warehouse operations.
Fax resume: (248) 354-5197

500 Help Wanted General

SERVICE SUPERVISOR

New Hudson area diesel engine and bumper-to-bumper RV repair facility looking for a service supervisor. High school diploma required and 1-year certificate from college or technical school plus 3-5 years related experience or training or equivalent combination preferred. Must have strong knowledge of chassis and driveline repairs and recreational vehicle components. Excellent interpersonal and customer relation skills a must. Send resume to Karen Bolt via fax at 248-478-4803 or e-mail at karen.e.bolt@cummins.com. For more information about the company please access our web at site www.cummins.com
Mid-Michigan Power.com
EEO/M/F/D/V.

Shift Manager

Growing manufacturer seeks experienced person for 2nd Shift Manager with strong mechanical skills, ability to manage people and multiple projects. Competitive wages and benefits. E-Q: *Send resume to Box #1549* Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

SIDERS

ALUMINUM, VINYL & SOFFIT Exp. now construction, Full-time. (248) 473-2061

Social Work CASE COORDINATOR

JVS has a full time position in Southfield working in their Adult Day Program. Bachelor's degree in Social Work or related field required. Two years experience working with adults with disabilities. Valid MI driver's license required. Send resume with salary requirements to:

JVS Human Resources
29699 Southfield Road
Southfield, MI 48076
Fax: 248-559-1134 EOE.

Social Worker

Heartland Health Care Center, a leading rehabilitation/long term care nursing center, is currently seeking a full and part time Social Worker to work in a fast paced, high volume atmosphere.

Responsibilities include assisting interdisciplinary team in providing comprehensive social work services to our residents. Must have practical knowledge of obtaining social history, assessments, and MDS. Will also assist with admissions, discharge planning, area resource, and also be a patient advocate. Qualified candidate must possess a minimum of a Bachelors degree in Social Work or related field. Experience in the field of gerontology and/or medical social work is helpful.

We offer a competitive salary and a generous holiday/sick/vacation time.

Please fax, e-mail, or mail resume with salary requirements to:

Kenya Drew,
Human Resource Director
Heartland Healthcare
Ann Arbor
4701 E. Huron River Drive
Ann Arbor, MI 48105
FAX: 734-677-5857
E-mail: 4262-hr@hcr-manor.com
Phone: 734-975-2600
EOE M/F/D/V

SOCIAL WORKER PROGRAM DIRECTOR POSITIONS

Jewish Family Service has two Program Director positions available in the Clinical Services Department:

Program Director of Substance Abuse: Full time. Must have a Master's Level, with a C.A.C. certification. Requires a minimum of three years experience in substance abuse treatment, and two years of experience in supervision and program administration.

Program Director of Outreach: Full time. Must have a Master's Degree (prefer MSW/CSR.). Requires experience in identifying and developing programs related to community needs. Must have a minimum of five years clinical experience.

Resumes only with salary requirements to: Sheryl Stoddard, Jewish Family Service, 24123 Greenfield Rd., Southfield, MI. 48075, fax to: 248-559-9858, or email to stoddard@jfsdetroit.org. An EEOC employer.

Social Work
YOUTH SPECIALIST

Full-time direct care position in Southfield. Requirements: Knowledge of therapeutic mental health interventions, degree and experience preferred. Salary range $9.25-$10.25/hr.

Send resume to:
St. Vincent & Sarah Fisher Center, Attn: (YS)
27400 W. 12 Mile Rd.
Farmington Hills, MI 48334-4200. E.O.E.

STAFF ACCOUNTANT II

Trinity Continuing Care Services has an exceptional opportunity! Responsibilities include preparing financial statement, related analysis and budgets, reconciliations monthly depository and payroll accounts, financial audits, and tax returns. Qualifications include a BS in Accounting, along with 2+ years' accounting experience, with proficiency in Excel. E-mail or fax resume and salary requirements (those not containing $ will not be considered) to:
tccsjobs@trinity-health.org
Fax: (248) 305-7905
E.O.E.

SUPERVISORS & LABORERS

Needed for landscaping, lawn maintenance & irrigation crews. Full or part time. Southfield Co. 248-354-3213 or 248-866-0283

500 Help Wanted General

SWIM/ASSISTANT COACHES

MCSL team seeking assistant coaches for age-group competitive swimming. Contact USSC@ultiasheilbyswim club.com or fax 586-752-4537

TEACHING & ASSISTANTS

Early childhood. Experience required. Livonia.
248-474-0001

TELEMARKETER

Hourly + commission for South-field service firm. Promotional opportunities. (248) 358-4330

TELEMARKETER PART-TIME eves., Livonia.

Hourly + commission.
(734) 591-9009

TELEMARKETING

Part or full time. Experience preferred but not necessary. Great hourly pay & excellent commissions. Call Mon-Thurs. 9am-4pm. (248) 557-3200

TELEPHONE INSTALLER

Experienced, Full time in Farmington Hills. 248-473-5530

TRADES

SHOWER DOOR & MIRROR INSTALLER

Experienced only. 248-477-3434

TRAILER MECHANICS, experienced with some welding. Good benefits. 401k. Call Jerry at Kincaide. (734) 947-1811.

TRANSMISSION TECHNICIAN needed by Ford Dealer in Northville. Experience necessary. Contact Rick Bojeh or Steve Cowie at McDonald Ford. (248) 349-1400

TRANSPORTATION MANAGERS MIDNIGHTS & AFTERNOONS

Immediate full time openings available for responsible persons to manage the resources of growing transportation company. Must be independent worker, have problem solving skills & basic computer skills, will train qualified applicants. Salary/benefits based on experience & successful completion of training program. Call Paul at 734-595-7700 Ext. 200 palberts@reliabledelivery

TREE & LAWN TECH

Prefer certified but will train. Apply in person:
1012 Elmsford, Troy, Bet. 14 & 15 E. off Rochester

TREE TRIMMER & GROUND PERSONNEL

needed. $10 to $16/hr. & up depending on exp. All applicants must have a valid drivers license with a good driving record. Exc. benefit package available. Call Mountain Top Tree Service, Northville. 248-349-1870

TRUCK DRIVER

Part time for Jewelry Maker. Exp. Strong MicroSoft Office. Property management back-ground a plus. Call 586-772-0700. Snelling Personnel Services

TRUCK DRIVER

3 axle dump truck company seeks Semi Truck Driver. Must have minimum 5 yrs exp with tankers/dumps preferred, completion of DOT requirements & corporate road test. Full time with benefits including 401K. Send resume to: P.O. Box 970263, Ypsilanti, MI 48197

UPPER SCALE SALON in West Bloomfield seeking full and part-time Receptionist and Stylist Assistant. Please call Tuesday-Saturday (248) 683-5550

VINYL FLOOR INSTALLERS needed to service builder projects. $4.50-$6.50/yd. plus extras. Comp & liability insurance required. Material cut & delivered to job site. Contact Paul 248-353-4050, Ext. 3080

WAREHOUSE ORDER PULLER & DRIVER

Lifting requirement 40 lbs. $10.00 hr. plus benefits. Wixom area. (248) 446-4500

WAREHOUSE PERSON

wanted for Westland wholesaler. Good pay & benefits needed. Call Ken (734) 326-2900

WAREHOUSE

Plymouth-based publisher seeks motivated people for various shipping/warehouse positions. Looking for someone with hi-lo experience, order fulfillment. Fax resume with wage requirements to: 734-455-3901.

Warehouse Support
Fastenal Company is now hiring for 2 Warehouse Support positions. Call (248) 426-8778

501 Computer/Info. Systems

JAVA PROGRAMMER

with 3 to 5 years mainframe experience. Full Time position. COBOL skills a plus. Must be a self-starter and take charge person. Excellent opportunity for advancement in a fast & fast growing company. Call Bill Carter at 248-538-7895.

502 Help Wanted Office Clerical

ACCOUNTING CLERK

Contract position located in Farmington Hills seeks individual for reconciliation of invoices in our Accounts Payable Dept. Candidates must have some accounting background, attention to detail, 10-key skills, exceel and be able to work in a fast paced environment. Opportunity for advancement. Fax or email resume to:
Controller, 248-932-9040
Jobs@Burns-Wilcox.com

ACCOUNTS PAYABLES

$28,000 to $30,000 - 2 years exp. MicroSoft, Excel, General Ledger journal entry, 10key's bank reconciliation. Suburbs. Call Donna 586-772-6760. Snelling Personnel Services

ADMINISTRATIVE ASSISTANT

Troy based sales agency seeks experienced Administrative Assistant. Experience with Microsoft product & customer contact necessary. Resume to Attn: Operations Manager, 1421 Piedmont, Troy, MI 48083

ADMINISTRATIVE ASSISTANT

Full time for large apartment community in Farmington Hills. Please call 248-471-6000 or fax resume to 248-476-0800

502 Help Wanted Office Clerical

ACCOUNTS RECEIVABLE

We are currently accepting applications for an Accounts Receivable clerk.

As part of the largest automobile dealer group in the area, you will have considerable resources to draw from and the opportunity to grow within our organization. Applicants MUST have dealership experience.

We OFFER:
Competitive Pay Plans
401K
Paid Vacations
Health Benefits

Consistent hours opportunities for advancement. Please respond in complete confidence to:

Suburban Collection
P.O. Box 8065
Novi, MI 48376
Fax (248) 477-7973

ADMINISTRATIVE ASSISTANT

Project coordination, phones and assist manager with general office tasks. 3+ years clerical experience, Microsoft Word & Excel is a must. Email your resume to Heather at employer@pobox.com.

ADMINISTRATIVE ASSISTANT

A Troy, Michigan financial planning firm is looking for someone with experience in the financial field to help with client account paperwork and maintenance. Experience with Microsoft Office and Schwab a plus. Some legal experience in estate planning also a plus. Must be organized and have a pleasant personality. Full or part-time is acceptable with flexible hours. Pay will be contingent upon experience. Please fax resume & salary requirements to: 248-641-7405, or email to: mike@fin-ed.com

ADMINISTRATIVE ASSISTANT

The Rehman Group, a regional accounting and consulting firm in Michigan, is seeking a full-time administrative assistant for its Troy, MI Employee Benefits office. We have an immediate opening for an individual with 1+ years experience as a Pension Plan Administrator/ Administrative Assistant working with defined contribution plans. The ideal candidate will have 401 (k) plan record keeping, strong MS Word and Excel Skills with a desire to learn other specialized programs; experience typing proposals/client correspondence events and client mailings.

Please send resumes to
The Rehman Group,
Attn: EB, Dept. 498
Legacy Parkway,
Lansing, MI 48911
FAX (517) 316-2401

ADMINISTRATIVE/EXECUTIVE ASSISTANT to $42,000 - Project management exp. Work for CEO. Flexible hours. Excellent exp. Strong MicroSoft Office. Property management back-ground a plus. Call 586-772-0700. Snelling Personnel Services

AS OF JUNE 2002 Clients are selective but interviewing now!

ADMIN Sales Support $38K
Good job tenure, 5yrs plus
OEM Sales Manager $70k
2-5yrs exp. degreed
TRDY EXEC SEC $45k
5yrs tenure, MS Office skills
ACCOUNTS PAYABLE $28k
2yrs accounting, Southfield
DATA ENTRY $28K
Excel, a year plus automotive
PART TIME Admin $14/hr
Insurance agency experience
WAREHOUSE Manager $40k
Degreed, 2 years job tenure
LEGAL Secretary $36k
Medical Mal Practice exp.
SALES Rep's base $33k
Degreed, trainee positions.
LEGAL SECRETARY $36K
Litigation experience

DAY

Day Personnel, Inc.
Suite 119, 3001 W. Big Beaver Troy
Go to WWW.DAYINC.COM
email: Dayinc@AOL.com
248-649-6707 Fax 649-2496

AUTOMOTIVE BUSINESS ASSISTANT OFFICE MANAGER

Previous retail automotive experience necessary, including payables, receivables, costing and payroll. A great opportunity to join a large multi-location dealership group. Dealership located in Oakland County. Outstanding pay & benefits available. Please fax in confidence your resume, salary history and cover letter to (248) 473-2194

Billing / Dispatching

Full-time starting at $9/hr.
(734) 398-6971

BOOKKEEPER

For Troy law firm. Responsibilities include: generating invoices, processing accounts payable and receivables. Candidate should be organized, able to work within established deadlines, and possess strong interpersonal skills. Competitive benefits. Salary commensurate with experience. Forward resume to: Controller, 801 W. Big Beaver Rd., Troy, MI 48084 Fax: 248-362-1358.

BOOKKEEPER (Full-Time)

Minimum 2 yrs. experience, degree helpful. Full-time, needed for luxury apartment complex in Auburn Hills. Nice benefits package. Resume to: Attn H.R., 2017 Deacon Hill Dr., Auburn Hills, MI 48326 or fax (248)373-9490

Business Service Representative:

Our dynamic Southfield health insurance agency is looking to add a top-notch Sales & Service Representative. Our job is to consult and serve our association member companies. You must be professional, great with people, excellent communication, problem solving and numeric aptitude a must! Starting salary package exceeds $30,000. Benefit package includes Blue Cross, 401K. Send resume: Attn Human Resources: Fax: (248) 356-6589 or email: judith@actionbenefits.com

CLERICAL OPPORTUNITIES

West suburban openings for Data Entry-$10. Receptionist-$8-10. Administrative Assistant-$12-15. Book-keeper-$9-11. EXPRESS SERVICES 248-474-5000 Fax 248-474-5833

502 Help Wanted Office Clerical

CLERICAL AIDE (FULL-TIME)

Seeking a clerical aide to perform general office duties, delivery/pick-ups, and operation of office equipment. Must have working knowledge of Microsoft Office applications. Must have a valid driver's license and good driving record. Please forward resume and salary requirements in confidence to Attn: Kelly L. Jackson, Orchard, Hiltz & McCliment, INC., 34935 Schoolcraft Road, Livonia, MI 48150 or FAX (734) 522-8427 or email us at: hr@ohm-eng.com. EOE

CLERICAL ASSISTANT

Part time. Engineering Dept., Detroit Athletic Club. Computer proficiency, organizational and follow-through skills required. Prior experience in construction or skilled trade preferred. Fax resume 313-964-7597.

CLERICAL HELP NEEDED

Several Clerical positions available at Red Holman Pontiac for Vehicle Preparation, Cashier, Switchboard and Filecterk. Above market wages paid based upon experience. Excellent benefit package. Apply in person 35300 Ford Rd. Westland.

Clerical Position

Full time, Novi area company taking applications. Must be experienced with numbers. Have excellent computer skills. Switchboard and Filecterk. Above market wages paid based upon experience. Excellent benefit package. Apply in person 35300 Ford Rd. Westland.

CLERICAL

Troy based company has an immediate opening for a reliable person who is self-motivated, has excellent communication skills and ability to handle multiple projects. Duties include: order entry, customer follow-up. Candidate must be organized and work well against deadlines. Send resume to:

Sales Coordinator
248-362-1535 or call Linda at: 248-362-5060, ext. 224.

ACCOUNTS PAYABLE

Immediate opening, require significant prior A/P experience in a high volume environment. Prefer, but not require, experience with a residential builder or sub-contractor. Ample position is open due to internal promotion. Fax resume with salary requirements: 248-642-1566, Attn: Charmaine.

COORDINATOR

Leading catastrophe restoration company is now accepting applicants for future positions. Must be a detailed, organized individual to do scheduling & billing. Please fax resume to Sarah at 734-453-4330

CUSTOMER SERVICE

We need a mature, reliable, helpful, friendly, professional, self-starter person to help us with our busy insurance office. We will provide all training and a professional workplace. Work hours for this position are Mon-Fri., 8:30-5:00. Permanent position with growth potential.

Call, fax or email resume to:
phone: (248) 478-8135
fax: (248) 476-1881
email: georgia@alma.b0kr@statefarm.com

DATA ENTRY & CLERICAL

Now body shop has an immediate full time opening. Apply in person: Bob Brown Body Shop, 30400 Plymouth Road, between Merriman & Middlebelt (formerly Terrace Theater) Livonia.

Data Entry Clerk

For payroll department of an accounting firm. Prior experience preferred. Send resume & salary requirements to Office Manager, 44214 Helm St., Plymouth, MI 48170-0019.

DESKTOP PUBLISHING

Romulus. Part time, 4 hour & 8 hour days/week. PageMaker. Create brochures & electronic files. To $10/hr.
EXPRESS SERVICES
248-474-5000 Fax 248-474-5833

ENERGETIC PERSON wanted who can handle light bookkeeping, office, shipping & receiving. Computer exp a must. Located in Novi. $20,000/yr to start. Please call Cliff at Brighter Life Products: (248) 349-0600

EXECUTIVE ASSISTANT To $55,000

President of major company seeks assistant fluent in German. Must be take charge with experience at executive management and benefits!
Dept. Code: 41 Hermann
(248)344-6700 Fax(248)344-6704
Email: jobs.drc@prodigy.net

Executive Assistant

Sigma Assoc., a Detroit angel-backing firm, needs a polished professional to support our President/CEO. Must have exp. reporting directly to president, degree, & excellent computer, organizational, scheduling, & writing skills. Email resume w/salary requirements to lyle@sigmaassociates.com or fax to (313) 963-7626. EOE.

Executive Assistant

Sterling Heights area, Birmingham. Must be extremely well organized and efficient with strong skills in Outlook, Word, Excel, Graphics software and Email. You will keep a detailed business and personal calendar, make travel arrangements, and perform a variety of tasks for a very busy executive. Full time. Salary commensurate with experience. Fax confidential resume with salary requirements to 586-772-0760 or email to: mcdaniel@dfrs.com

FAST-PACED CARPET company looking for dependable, mature office help. Must have Word, Excel, computer knowledge. Call (248) 735-1873 or fax resume to (248) 735-8873

FINANCIAL & ESCROW ASSISTANT

Multi-office real estate company in Sterling Heights seeks full-time accounting clerk to process post-closing files, disburse proceeds, commissions and escrow funds. Accuracy and data entry skills a must. Fax resume with salary requirements to:
L.J. (586) 268-3480.

502 Help Wanted Office Clerical

GENERAL OFFICE WITH DATA ENTRY

skills needed for insurance agency in Novi. Computer experience a must. Part or full time. Fax resume to (248) 380-6178 attention Dave or Larry.

LAW FIRM

With offices in South Lyon and Ada seeks part-time bookkeeper/administrator. In Southfield office, days and hours flexible. Accounting responsibilities will include accounts payable, time & billing (Timeslips), cash receipts, knowledge of human resource record keeping and reporting, and general computer system maintenance. Previous law firm experience preferred. Please send resume in Word format to George.Dumn@HCSAfirm.com or fax to (248) 213-0008

RECEPTIONIST/ CLERICAL

NATIONAL Law firm seeks experienced receptionist/clerical for its Bingham Farms office. Must have excellent communication & typing skills. Competitive salary and benefits. Fax resumes to Jeff at 248-593-5608

LEGAL ASSISTANT

Needed for creditor rights law firm. Knowledge of foreclosure & real estate a plus. Knowledge of Microsoft products required. Full benefit package available. Fax resume with cover letter to Potestivo & Assoc.
586-795-1946

LEGAL ASSISTANT

Needed for fast-paced law firm. Ideal candidate would possess a two-year degree along with 3+ years experience. Must have document-intensive litigation based discovery and trial experience. Construction litigation experience a plus. Excellent writing, organizational and computer skills a must. Forward resume/salary requirements to: Administrator-Legal Assistant position: Box #1511
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL

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

LEGAL SECRETARIES & RECEPTIONISTS

Experienced only for permanent temp placements. 1-5 day assignments available for top notch candidates.

JOANNE MANSFIELD
Legal Personnel
755 W. Big Beaver #209
Troy, MI 48084
Phone: 248-362-3430
Fax: 248-362-3431

LEGAL SECRETARY

Experienced for Troy firm. Fax: (248) 649-2316

LEGAL SECRETARY for AV rated law firm, 3yrs commercial litigation exp. Word exp. required. Fax resume to: 248-644-2941

LEGAL SECRETARY

Growing Farmington Hills litigation firm seeks experienced legal secretary. Call 248-489-1100 or fax resume to 248-489-9660

LEGAL SECRETARY

Needed part-time (afternoons preferred) for Southfield law firm specializing in labor law. 2-5 years experience required. Send resume to: 400 Galleria Officentre, Suite 117, Southfield, MI 48034; Fax# (248) 354-9656 Email: dyoung@kemsanc.com

LEGAL SECRETARY

Oakland County law firm seeks a motivated & organized Legal Secretary with minimum 2 yrs litigation exp. Position requires a strong knowledge of WordPerfect & the ability to successfully handle multiple priorities. Competitive salary & benefits available to the right candidate. Reply with resume & salary requirements to: Box #1513
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY

SOUTHFIELD LAW FIRM seeks full-time EXPERIENCED legal secretaries. Must have 5+ years litigation experience, strong grammar, writing and organizational skills. Ability to handle heavy workloads and work