EMPLOYMENT

500 Help Wanted

ROOFER WORKING FOREMAN M/F Must have hands on experience. APPLY Modified & BITUM process and general roofing skills. Farmington Hills based company. Call (810) 477-4044

SALAD PREP
Full time for position that includes salad prep for lunch. Experience preferred. Must be available weekends, excellent starting wage, benefits include medical with dental & vacation days. Apply in person only Mon thru Fri. Bob Scott

JOE'S PRODUCE
33152 W 7 Mile - Livonia

SALES ASSISTANT
Computer software company consulting firm in Troy seeks part time Sales Assistant for 20-30 hours per week. Job responsibilities: filing data entry, taking order processing and some direct customer contact. Full time benefits package. Excellent pay, experience Knowledge of Windows, Word and ACT software helpful. Send resume to: Sales Assistant P.O. Box 1568, Troy MI 48099

SALES POSITIONS
Immediate openings for full time positions for office equipment dealer. Salary, commission, benefits. Resumes: Self Activator, Wood customer relations, Wordprocessor, Metro West Copy Systems, Inc. 42171 Ann Arbor Rd, Plymouth, MI 48170

SCREEN PRINTER
2 to 3 years experience. Knowledge in point of purchase printing.
(810) 459-1661

SCREEN PRINTING
Graphic artist - large format screen printer. Exp. only. Production assistant. MAC experience required. Plymouth area. 313-453-7850

SEAMSTRESS needed - experience required. Full time, Mon-Fri, 8:30-5:30pm. Mon thru Fri. 313 421 5442 ext 11

SEAMSTRESS PATTERN MAKER - experienced for Westland manufacturer of custom dresses for women's clothing. Flexible part time hours. Call 313 422 2830

SEASONAL LABORER
Carpenter's Helper
Canton Landscaping is accepting applications for Seasonal Laborer Carpenter's Helper. Must have Valid Motor Vehicle Driver's License. Flexible assignments and will begin in May. Some experience preferred. $6 $8 per hr. depending on qualifications. Possession of current valid Michigan driver's license and an excellent driving record with no more than two points. Applicants must be 18 years of age. Apply for his/her driving record, at own expense, through the Secretary of State. Applications must be picked up at the Canton Public Safety Division, 1150 S. Canton Center Road Canton, MI 48188 Call date for completed Canton Township application April 28, 1995 at 4PM. The Charter Township of Canton does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. An Equal Opportunity Employer

SECRETARY/ADMINISTRATIVE ASSISTANT
Troy based insurance and investment firm seeks a motivated individual for quality oriented person. Duties include: Word, Excel, Lotus, Financial Planner, PC compatibles with Microsoft Word. Pleasant telephone manner. Excellent written & oral skills. Please call Linda Gyorke at (810) 362-8000 or fax resume to 810 362 8038

SECRETARY
Light bookkeeping duties. Word Perfect a must. Please call 313 464-0300

SECURITY ALARM INSTALLER
Min 4 yrs experience call for interview 810 661 0464

SECURITY OFFICERS
Industrial security in Northwest Detroit, Huron Twp, Farmington Hills, Plymouth & Detroit. Full or part time available. Must have car & phone. Call DENSI, Inc 810 557 7207

SECURITY OFFICERS
DENSI, INC has full & part time positions in Livonia, Southfield, Oak Park. Seeking those who take the security field seriously & enjoy working with people. Pay wages, good benefits & a career. Call that appreciates employees. Call now for an interview (810) 476 5267

SECURITY OFFICERS
Experienced Security Officers needed for premier Farmington Hills area and Detroit. Must have valid Michigan drivers license and receive transportation service reliable. We offer:
• Weekly pay
• Paid Vacation, & dental insurance
• Paid vacation
• Opportunities for advancement & much more
Apply in person at Guardsmark Guard Service, 18000 W. Eight Mile Rd., Southfield, MI 48075 (corner of 8 & Southfield)

SECURITY PERSONNEL
Premiere account located in Livonia has a position available for a security officer. Hours are 5:30 pm to 2:30 am per hour. Public relations a must. This is a professional position. Interested candidates please respond in person to Metro Detroit Security, Inc., 23800 W. 10 Mile Rd., Southfield. Exit off the Lodge at 10 or call 810-355-0500 ext 113 leave voice mail message. An Equal Opportunity Employer

SELL AUTO, HOME & LIFE INSURANCE - in our offices $100 per week guaranteed during training, then earn $875 per mo. average commission. 855-5-NAGLE

SENIOR HOUSING COMPLEX now taking applications for full time maintenance position. Must have 40 hrs per week availability. Please apply in person at 30301 W 13 Mile, Farmington, Mon thru Fri between 9am & 4pm

SERVICE PORTERS
Apply within Bill Brown LINCOLN MERCURY, 32000 Ford Rd in Garden City

SERVICE REPRESENTATIVE
Full time positions available in our New Business/Underwriting department for an energetic individual who has a high school diploma/requirement, two years customer service experience, knowledge insurance background preferred but not required. We offer an excellent benefit package and training. Interested? Call Kathy Mondays-Friday 8:30 am - 5:00 pm
Alexander Hamilton
Life Insurance
33045 Hamilton Court, Farmington Hills, (12 blocks between Orchard Lake and Farmington Roads)
Fax Number 810-489-4547
equal opportunity employer

SERVICE TECHNICIAN
For TV, VCR, & Audio Equipment. Full time & full benefits. Call Jerry 810-363-7600

SERVICE TECHNICIAN WANTED
for heating & cooling co in Wayne. Steady work, great pay & benefits to qualified technicians. Call today for interview 313-722 2253

SERVICE TECHNICIANS - immediate opening for Service Techs for expanding dealer. Hourly pay, mileage, & benefits. Customer relations a must. For interview call Kator (313) 455-8790

SERVICE TECH repair/maintain assembled strollers & hoists. Wiring inspecting, trouble shooting, as mechanical. Benefits. Salary commensurate with experience. Send resume to: Box 61046 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

500 Help Wanted

SERVICE/WAREHOUSE PERSON
National company looking for someone with mechanical ability as well as experience in shipping & receiving. Excellent benefit package. Send resume outlining experience & salary requirements to:
Stanley Bostitch, 30469 Beck Rd, Wixom, MI 48393

SEWER CLEANER
WAIST HANDLER
Dependable. Must have or be able to obtain CDL Waiver 313-513-7363

SHIPPING & RECEIVING
Packaging small parts with some delivery. Must have good driving record. Medical, benefits, profit sharing. Apply 8:30-3:30pm. Franklin Fastener Co. 12701 Beech Daly, Redford

SHIPPING/RECEIVING MANAGER
Experienced with computer knowledge helpful. 8:30-4:30. Mon-Fri $7 an hour. Wixom area
810-360-6275

SHIPPING & RECEIVING - temporary to perm in Nov. Days or afternoons. Call 464-7078

ETD Temporary Service
Equal opportunity employer

SHIPPING SUPERVISOR
For day shift. We are a growing co in need of an experienced, organized person to take on this job. Benefits after 90 days. Send resume & salary requirements to:

SUPERVISOR
42642 LONGBARDY
CANTON, MI 48187

SHOE/LAUNDRY HELPER
Full time days. Benefits
Henry Ford Cleaners
(810) 855-2002

SHOP LABOR
General shop labor including welding, steel cutting, painting & fabricating. Full time days. Excellent benefits. Send resume to: Box 1040 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

SINGERS OR SONGWRITERS
Nashville's Independent Label seeks new talent as artist. Response only. Apply 10 to 4 PM Days to: 2350 Carpenter Rd (US23) exit 37A) Ann Arbor 313-668-1225

SOCIAL WORKER - MA OR MSW
Full time to work in m children & families. Providing prevention services. Also BA/BS/MSW full-time afternoon shift in crisis nursery. Bilingual/bicultural preferred. Send resume to S. Douglas 3000 Illinois, Inkster, 48141 EOE

SOCIAL WORKER
SECA is looking for a full time Social Worker to work in a program supported employment program. Salary in low $20 s to start & includes medical & dental benefits. Send resume to Director 2142 Maple Westland MI 48185

SOCIAL WORKER/THERAPIST
To teach parenting classes with high risk population. Sam Sibley Alta & Lee & Wade Lake Psych Oak Park & Walsh Lake sites. Prefer individual with life experience and Masters Degree. Temporary until end July. Could lead to permanent position. Send resume who are recent grads or returning to the workplace. Send Resume to: JCS, 25300 Greenfield Suite 208 Oak Park, MI 48237

Sprinkler Installation & Service
Experience preferred with Trust. Full time Good pay for right individual & hard workers
(313) 425-5554

SPRINKLER REPAIR PERSON
Full time seasonal. Call Mon-Fri 8am-4pm 810-353-3165
An Equal Opportunity Employer

START YOUR REAL ESTATE CAREER - the right way. Career counsel needed at new construction office in Canton 5 days per week. Tuesday thru Sun & must hold license required. Call Kathy
810-620-1000

STOCK CLERK, Packaging Working and receiving. Part time 20 hours a week, $5.50 per hour. In Plymouth 313 455 8300 Email for student or homemaker

STOCK CLERKS
To $7.50/hr. Full time. Benefits. Farmington Hills area. Fee paid by employer
EMPLOYMENT CENTER AGENCY
(810) 569-1636

STOCKING CREW, early morning. Flexible hours, premium pay. Offerman, Farmington Hills only
Call Ken at 810 932 2960

STOCK & LAUNDRY HELP needed for luxury rental store in Livonia. Full & part time. Apply in person
(313) 525-0020

STOCK PERSON

Direct marketing firm is looking for a full time person to fill the dock position. Ideal candidate will be able to work 4:00PM to 12:00AM and weekends. Responsibilities include some lifting, some light duties and assisting on the sales floor. $6.50 to start. Call for an interview at
(810) 489-0557

Equal Opportunity Employer

STOCK PERSON
RECEIVING CLERK
Full time position available. Need highly motivated self starter with exceptional organizational skills.
Experience with furniture handling preferred
Ethan Allen
Home Interiors
15700 Middlebelt
Livonia, MI 48154
313 261-7790

SUMMER JOBS, small tree co Birmingham & area. $8/hr 30-40 hrs a wk. Weekends off. No experience necessary. (810) 354-0366

SUMMER POOL & GROUNDS MAINTENANCE
Ideal for retirees N.W. Suburbs. Call Elaine for Appt (810) 559-8720

SUMMER POSITIONS available in Sport Shop at Laurel Park Place. Would be great for college students. Call 464-7078
ETD Temporary Services
equal opportunity employer

SUPERMARKET A DELI DEPT
Part time hours, high wages. Looking for public oriented individual who believes in customer service. Will train. 24063 Orchard Lake Rd Farmington
Interview by appointment

SUPERVISOR
$7.00 to start
Full time position. Immediately available for a warehouse supervisor at a Livonia based company. Candidate must be responsible & dependable with high co experience. Must also be able to perform general sales duties & drive a small delivery truck. Supervisory experience a plus. Hollandaise Spice offers a excellent referral bonuses offered. Apply in person, Mon-Fri, 9:00-11:30am & 1:00-3:30pm.
ALLEN STAFFING INC
17197 N Laurel Park Dr. # 151
Livonia at 6 Mile & I-275

SUPPLEMENT YOUR INCOME
We are looking for a dependable person to do outside maintenance & landscaping in the Westland/Dearborn Heights area. Flexible hours, part/full time through September.
Call (313) 261-7394

SUPPORTED EMPLOYMENT
CHOICE - is in need of dependable, self motivated Staff to the position of Job Coach. Call Gary Hunter at (313) 595-0139

SURFACE GRINDER
Needed for Rod area shop
(810) 349-4866

500 Help Wanted

SWIM, GYMNASTIC & Tennis instructors, part time, afternoons, evenings, sat. Apply in person at Livonia YMCA, 14255 Stark

SWIMMING POOL renovation help needed for Spring & Summer. Competitive wages. Royal Pools
(810) 268-0080

★ SWIMMING POOL REPAIR COMPANY
Needs trained staff. Must be 18 years of age
(810) 477-4527

SWIMMING POOL servicemen & helper. Full time, seasonal (M & R Pools). 18224 Van Born Rd., Dearborn Hts. Apply within ONLY. No phone calls. Um or ft

SYSTEMS ADMINISTRATOR
Progressive machine shop in Western Wayne County has immediate opening for a Systems Administrator with a minimum of five years experience. Must have Unix operating system and PC networking expertise. Skills in the following would be helpful: EDI Mapping, Windows applications, BASIC, DSP, Audio Cards, IQ Query Mapping, Barcoding. We offer a competitive salary plus full benefits, including medical, dental, 401K and profit sharing. Qualified applicants should submit resume and salary history to: Box 61048 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

TEACHER for 4th & 4th grade. Fall of 1995. Whole language experience. Downtown Detroit private school (313) 259-6722

TEACHER - needed for Livonia area child care center. Experience a must, education preferred. Friendly working environment. Call Pam at 810-474-0001

TEACHERS - ALL LANGUAGES part time permanent positions available for native speakers with degree in relevant field required. Will train. Call 810-642-9335

★ TEACHERS
Full & part time positions available for childcare center. Experience &/or early childhood Full & part time
313-420-3553

TEACHERS - 24 hr Livonia development center, which services the auto industry seeks nurturing teachers afternoon and evening shift. Teachers Associates in child development or CDA certified preferred. Experience desired good pay + benefits. Please send a resume to: Sarah Ann Arbor Rd., Livonia, MI 48150

TEACHING POSITION available Mon-Fri Thurs AM or PM. Exceptional Future full time. 313-522-1024 or 313-473-0655

TELEMARKETER
Park West Gallery
no selling/cold calling provided
$4.25 hr. to start
part time/full time/weekend positions available
Contact Lisa Hershberger
810 324-2343 ext 217

TELEMARKETERS Texas Sales Experience preferred. Excellent telephone voice. Mon Fri, 5-9pm. Start $6 per hr
810 569-4070

Telephone Installer/Technician
Entry level full time position, career opportunity. Competitive salary plus 3 401K plan, profit sharing & full medical, dental, life insurance. Apply 26450 Haggerty Road, Farmington Hills. Call for an appointment. 810-489-0000, ext 202

TELLER
Great Union

Contingent position scheduled when needed by Department Manager. Flexible hours. Must be available weekdays, day shift

Qualifications include 35 wpm keyboard, full 10 key, computer keyboard proficiency & a minimum of one year cash handling experience. Qualified candidates may apply Mon thru Sun 9-12noon

PROVIDENCE
Hospital & Medical Centers

EMPLOYMENT SERVICES
22255 Greenfield, Ste. 310
Southfield, MI 48075
An Equal Opportunity Employer

TELLER part time position. Previous cashier experience preferred. Must have a pleasant telephone voice. Apply at Lincoln Park Sav & Loan, 1400 Southfield, Lincoln Park

THE HERTZ CORPORATION
DETROIT METRO AIRPORT
BUILDING 959 D (LOCAL) DRIVE SHUTTLE) DRIVERS needed. We are looking for full time & part time drivers. Hourly wage + tips. Apply Mon thru Fri 9-5. Equal Opportunity Employer

A WORLD CLASS company that manufactures small to medium stamped parts for the automotive market is looking for an experienced, motivated Tool & Die Maker to be the Manager to supervise a tool & die shop. Must have a degree in supervising others, know the trade inside & out, experience in quoting, be able to read blueprints, take ownership, be a responsibility for work & be a team player. Send resume to Human Resources, PO Box 274, Ionia MI 48846

DO YOU have a good math background ? If you are looking for a full time job in the Plymouth area with excellent benefits. We are a metal stamper for automotive industry. Ideal person for you but coordinate measuring machine full time. Must have solid background in reading blueprints, with GD&T proficiency & geometry & trigonometry a must. Excellent benefits are provided. Send resume to Personnel Manager, PO Box 709, Novi, MI 48376

Tool & Die Maker
Automotive supplier has opening for a full time Tool & Die Maker. Must be able to run of of bridgeport equipment, read blueprints, with GD&T proficiency & geometry & trigonometry a must. Excellent benefits are provided. Send resume to Personnel Manager, PO Box 709, Novi, MI 48376

TOW & DIE
P.O. BOX 51218
LIVONIA, MI 48150-0218
An Equal Opportunity Employer

TOOL ROOM HELPER & BORING MILL HAND - Minimum 5yrs experience. Opportunity for advancement. Excellent benefits & working environment. 720 E. Bassett Rd., Northville, MI 48167
(810) 349-2580

TRAILER MECHANIC for repair shop. Experienced preferred but not necessary. Apply 18230 S. Telegraph Romulus (313) 265-4860

TRAILER MECHANIC for repair shop. Experience preferred but not necessary. Apply at 18230 S. Telegraph Romulus (313) 265-4860

TRANSMISSION REBUILDER
Must be experienced and up on electronics Good pay Call and leave message
313-980-0067

TRAVEL AGENT
Looking for group sales specialist to establish group department. Call after 2 days in Office Minimum 1 year experience. Call Penny
(810) 360-6940, Commerce Twp.

TREE SERVICE
Climber, Apprentice Climber and Groundman (Mr.T) Will train
810-358-3421

TRUCK DRIVER and/or Warehouse Clerk. Must have valid CDL license. Competitive salary and benefits. Must pass drug screen. Dexter Paint Co., 13503 Auburn, Auburn Twp.
313-513-8020

TRUCK DRIVERS & GENERAL HELP needed. Apply within. Community Thrift Store, 29270 Plymouth Rd., Livonia

500 Help Wanted

TREE TRIMMING, SPRAYING & GROUNDS MAINTENANCE
We are looking quality-oriented & motivated individuals for a long term career oriented position. Applicants should have a minimum of 1 year experience in the tree industry, must possess a valid driver's license with a good driving record. Starting pay $8-$13 per hour for qualified applicants. Excellent medical & benefits package available. Call Mountain Top Tree Service. Mon thru Fri, between 9am-3pm
(810) 349-1870

TRUCK DRIVERS (CDL)
We take care of our drivers. Benefits include
• $29 a mile starting pay
• Guaranteed start with advance earnings
• safety bonus
• paid vacation
• full health coverage
• guaranteed home weekends
Applicants must be drug free with a history of safe driving. Call or write:
Sprinter Services, Inc
3000 Broadway
Grand Island, NY 14072
1-800-968-2118

TRUCK DRIVERS NEEDED
Immediate openings for experienced, trained, Class A license. Call Mon thru Fri, 9-4 30
(313) 455-4030

TWO POSITIONS
SUMMER JOB With possible permanent position. Must be Engineer Boat Renter. Mechanical ability, some handing required
Service Reliable
Must have own tools. Mechanical ability required. Seasonal position marked only (810) 356-2477

TYPESETTING & COMPOSITION
Company in Plymouth has a position open for a person with MAC experience. Call 313-459-5530

UNIQUE OPPORTUNITY available. Company in Livonia to take resin stations, market, dispatch and paperwork. Will train. Salary open. Send resume to 4772 Tara Ct., W Bloomfield, MI 48323

WANTED - 2 housekeepers & 1 dietary aide for Plymouth Town Apts. Full time, call Mon, Tues, Thru Fri 8-4
313-451-0700

ACO HARDWARE WAREHOUSE
2ND SHIFT
SHIPPING DEPARTMENT
Lift at least 50 lbs, work in warehouse environment. Flexible hours, season, good math and ready skills required. Competitive wage. Call Mary Ann Arbor Rd., Livonia, MI 48150

WANTED - 2 housekeepers & 1 dietary aide for Plymouth Town Apts. Full time, call Mon, Tues, Thru Fri 8-4
313-451-0700

WAREHOUSE
Helpers, a fine china distributor, is currently seeking entry level employees for its facility. Duties will include pulling & packing fine China & also assisting in receiving in shipments. Experience is plus. $5 per hr to start, full time, 7:30-4pm. Parcel benefits & paid holidays. If you are a self motivated individual person, please apply at 22790 Heslip Dr., Novi, MI (810) 348 7050

WAREHOUSE INVENTORY Control Position available for someone willing to track & inventory warehouse stock. (810) 552-2200

WAREHOUSE/MAINTENANCE - For warehouse work, office maintenance & equipment repair. Must have good driving record. Send work history to Dennis Douglas, 35367 Schoolcraft, Livonia, MI 48150
No calls or walk ins

WAREHOUSE POSITION
Responsibilities include shipping heavy lifting required. Excellent medical benefits. Call Mon-Fri 8-5 excellent benefits
810-437-8409

WAREHOUSE to $7.50 hr. Full time permanent. Benefits farmington. Now area. Fee paid by employer
EMPLOYMENT CENTER AGENCY
(810) 569-1636

WATER PROOFER/CARPENTER
10ft inside basement water proofing. Own transportation a must. Call 334 8733

WE ARE SEEKING - driver assistants to fill full time permanent positions. Prior transportation industry experience preferred, but willing to train the right individual to D.O.T health & drug screening individual must be bell person/driver team players who are interested in learning self improvement. We offer a full benefits package & competitive wage. $5.50 $6 per hour if experienced, please call Bell Transportation Van Lines
810-352-1150

WEEKEND RENTAL AGENT - for well operators in Westland. Every other weekend. Call 313-459-7100

★ WELDER/FITTER - TIG, MIG & stick welding. Apply within 9200 Grand River, Novi. Please call for interview
810-471-0199

WELDER
Immediate opening for a MIG & TIG welder experienced with aluminum. Must be able to read blueprints. Call shift 8am-4pm. (Mon-Fri) Excellent benefits. Call: (810) 408 5737

WELDERS
MIG & FIXTURE
Competitive wages & benefits
Call between 8-5 (313) 595-9500

WELDERS
Our Inkster, Livonia & Wayne clients are seeking MIG, TIG & ARC Welders Pay ranges from $6 75-HR to $8-HR. Temp to perm positions All shifts available
INTERIM PERSONNEL
(313) 721-6515
(313) 261-3830

WENDY'S (12 Mile & Orchard Lake Rd), Orchard Lake area. Day jobs up to $7.00/hour. Nights up to $6.25/hour. Call John, 313-674-7300 Or apply in person

WINDOW CLEANER - Commercial & residential. Full time. $10 per hr. Laborers - $7 per hr. Willing to train
(810) 473-7333

WINDOW SERVICE PERSON needed for wholesale building material company. Must have experience with wood & vinyl windows.
(313) 458-4780

WOMEN & MEN
Accepting applications for plastic injection molding firm. No experience necessary. We offer family atmosphere and excellent benefits including pension. Apply within. Fax resume to 313-937-3138. Apply Mon-Fri, 9-4:00pm - Superior Plastics, 500 E. 2nd St., Rochester

WORKERS NEEDED full or part time for our delivery service. Ideal job for someone who enjoys cleaning. Pays well. Royal Oak, Call anytime
(810) 548-4033

WORK ON Machines Island - the island House Hotel and Rana's Fudge Shops. Now accepting applications for Sales Clerks, Wait Staff and Dock Porters. Housing available. Bonus program. The Island House, 31181 Kercheval, Frazer, MI 48026
1-800-620-6324

500 Help Wanted-Clerical Office

WRITER
Full time entry level position with trade magazine. Must have proven writing ability, detail oriented, strong desire to enter writing career. Some education/writing experience preferred but not required. Send Resume to: PO Box 54, Bingham, MI 48116

502 Help Wanted-Clerical Office

ACCOUNTANT / CONTROLLER
Single Family Home Builder/Developer seeks individual with presentation/analytical/accounting experience. Growing company is located in Troy. Salary is open and benefits and requirements to: Attention CFO, 810-229-9092 or mail to P.O. Box 810, Brighton, MI 48116

ACCOUNTANTS
BOOKKEEPERS
CLERKS
Our staff of financial professionals have the expertise to offer you a challenging career with the employment opportunities you are looking for in a company, profit and perm. We specialize in the placement of accounting and financial personnel at all levels. If you are unemployed, we can assist you with short or long-term projects while you continue your permanent job search for you
POSITIONS CURRENTLY
AVAILABLE
We offer top pay, vacation and holiday pay as well as the opportunity to network with some of the areas best companies. If you're looking to partner with a professional staffing firm that can assist you with your employment search, call now!
Accountants Connection
(313) 513-7600

ACCOUNTING CLERK
Rapid paced manufacturer is looking for experienced full time person to perform accounts receivable data entry, A/R & A/P required. Competitive wages & benefits. Send Resume Box61029
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ACCOUNTING CLERK
$7.00 hr. Major company in Livonia area. Knowledge of 10 key adding machine required.
EMPLOYMENT CENTER AGENCY
(810) 569-1636

ACCOUNTING CLERK
Rudolf Development seeks a self starter to assist with accounting functions. Duties include entering accounts payable, accounts receivable, filing, bank reconciliations, general ledger. Windows and spreadsheet experience required. Competitive salary and benefits. Fax resume to (810)626-4371 or mail to:
Rudolf Development
31555 W 14 Mile Road, Suite 101
Farmington Hills, MI 48334

ACCOUNTING CLERK
ENTRY LEVEL
$7.00 PER HOUR

The person we are looking for will

• Work in our Corporate Accounting Department
• Be an energetic self starter with a good attitude for math
• Have duties that include filing, data entry and mailing
• Have previous follow experience
• Accounts Payable experience helpful

Our benefits package includes

• Health & Life Insurance
• Tuition Reimbursement
• Sick Benefits

Applications can be submitted to
W. Dale Hearn
Forest Management Corp
7091 Orchard Lake Rd. #203
West Bloomfield, MI 48322
8:00 am - 5:30 pm

ACCOUNTING
PERMANENT
• FULL DUTIES Bookkeeper, Supervisor, assistant controller. To $35K
• SR. ACCOUNTS Receivable Collection Supervisor. To $30K
• SR. BILLING Coordinator. 3+ years exp. Manufacturing. To $27K
• COST Accountant. 3+ years exp. To $30K
TEMP TO PERM
• SR. FINANCIAL Analyst, MV automotive. To $40K
• AR ACCOUNTANTS - Detroit, Auburn Hills, perm to $23K
• PAYROLL - payroll coordinator, Dearborn, perm to mid $20s
TEMPS
• ACCOUNTS Payable Clerks, Southfield, Montreal
• COLLECTORS - Auburn Hills, Livonia, Downtown
Fresh college grads. Become an Accountants One TRAINEE
• obtain full time, perm position, experience as a TEMP
• SKILLS which will expedite your job search,
• Call for our support as your first REFERENCE

CALL TODAY:
(810) 354-2410

ACCOUNTANTS ONE
24901 Northwestern Hwy. Ste 516
Southfield, MI 48075

ACCOUNTS PAYABLE
Established Property Management company seeking individual with experience handling accounts payable, bank reconciliations, general ledger. Computer experience necessary and knowledge of Windows preferred. Fax Box #25262 Pewabic Bloomfield, MI 48325-2562

ACCOUNTS PAYABLE for Romulus company. Must have payables experience & knowledge of Windows preferred. Fax resume to 12030 Pleasant St., Detroit, MI 48217

ACCOUNTS RECEIVABLE
For phone collections & related duties. Some experience helpful. For appointment call Kerry Sheel Inc.
810-352-0000

ACCOUNTS RECEIVABLE/SECRETARY
With 3-5 years experience in accounts receivable. Knowledge of & secretarial skills needed for Wordperfect Windows. Knowledge of Wordperfect Windows experience preferred. Salary to mid $20s. Call 313-459-3030. Please send resume & salary requirements to: Heather Roberts & Associates, 30 W. Big Beaver Rd., Suite 180, Troy, MI 48098-2630. Fax: 313-459-3030

ACCOUNTS RECEIVABLE, (preferred). Westland Printer looking for a self starter (MUST) Excel & Hewlett Packard to $23K. NOTE!
BETTY HAHN PERSONNEL
810-424-8470 Fax 810-424-8536

ACCOUNTS RECEIVABLE CLERK
Full time for Southfield property management company. Computer experience desired. Fax resume to: 810-352-3184

ACCOUNTS RECEIVABLE
Established privately managed company seeking responsible individual for computer accounting department. Call Kathy at
(810) 358-3777

ACCOUNTS RECEIVABLE
General Office, invoicing & typing help, experienced. Salary negotiable.
(313) 534-4814

ACCOUNTS RECEIVABLE/Collections, part time. Plus Marketing Corp., 32660 Capitol, Livonia, MI 48150 (313) 427-5520

502 Help Wanted-Clerical Office

ADMINISTRATIVE ASSISTANT
$10 TO START
Temp-to-perm position immediately open in Westland area for Fortune 500 company working in human resources department. Must have the following: Ability, Word for Windows, Excel, type 55 wpm, excellent communication skills & exceptional phone manner. Great pay, opportunity with excellent benefits. Call for more information
313-591-1100
Acro Service Corp.

ADMINISTRATIVE ASSISTANT
Bright, Motivated, Self Starter
Organized, detailed, accounting and computer skills a plus 810-557-4880

ADMINISTRATIVE ASSISTANT
Goodwill Industries of Greater Detroit is recruiting for an Administrative Assistant to the President and CEO. The position requires a minimum of education in a business or secretarial studies, plus a minimum of 3 years Administrative/Secretarial experience, exceptional communication skills and knowledge of computers. Salary is 6.0 The successful candidate must be capable of maintaining confidential information, possesses strong organizational skills and thrives in a busy work environment. The successful candidate will be responsible to supervise a pool of clerical staff including the receptionist and an inbound operator. Goodwill Industries of Greater Detroit is a dynamic, growth oriented company. Please resume with salary history and cover letter to: Dale Duncan Smith, President & CEO, Goodwill Industries of Greater Detroit, 2142 Trumbull Ave., Detroit, MI 48216

ADMINISTRATIVE ASSISTANT
PLYMOUTH
Bookkeeping and computer skills along with Windows ability needed to assist fast paced company in Plymouth. Career opportunity, send resume now to: Administrative Assistant, 17250 W 12 Mile, #104 Southfield MI 48076
Fax to: 810 623-3234

ADMINISTRATIVE ASSISTANTS
Temp to Hire Positions
$10.50 - $12 per hour depending on experience International Fortune 500 companies are in need of top notch professionals. Stable experience. Windows/Word a must. Call Sylvia 810 355-3400
SKILLING PERSONNEL SERVICES

Administrative Assistant

IMMEDIATE OPENING!
Knowledge of Word 6.0 and must type 70-2-3 a plus. Previous experience required

Call Now: 810-649-4455

ADMINISTRATIVE ASSISTANT
Fast paced, high energy, new $450 million company on the New York Stock Exchange is seeking an administrative assistant for our contemporary Troy office. Position requires professional attitude as well as exposure to word processing and accounting. Ideal candidate has knowledge of Windows environment and Lotus. Immediate openings includes great pay and benefits. 401K and EOP. EOE. Call today
Robert Half
201 W. Big Beaver, #310
Troy, MI 48084
Phone: (810) 524-3100

Administrative and Computer Literate?
Looking for strong administrative assistant who enjoys working in an automotive environment. Must have some experience in the following: computer experienced (Lotus 1-2-3 and Windows), Sales Finance Graphics and Word Perfect 5.1.
Please call
(810) 242-9650 or
Wed and Thurs 8-12 noon
(810) 338-0338 and ask for Judy Ortiz. Or fax your resume to
(810) 293-9740

ADMINISTRATIVE ASSISTANT
Intern Personnel now has several administrative assistant positions available. Word Processing (Wordperfect, Lotus, Windows, Word), great organizational skills required. Will be responsible for persons with Accounts Receivable & Accounts Payable experience. Call recruiter at Intern Personnel, experience Call today for an interview.
INTERIM PERSONNEL
LIVONIA (313) 261-3830
WESTLAND (313) 721-6515

★ Administrative Assistant
Office Depot Business Services Division has an immediate full time position for an Administrative Assistant for our new Distribution Center in Plymouth. Applicant must have excellent telephone manner, have excellent written and verbal communication skills, have strong organizational skills, and a proficiency in computer skills including Word, Excel and Powerpoint. You must be able to handle stress, multi tasks and handle office pressure.

Individuals interested in learning the "nuts and bolts" of an interesting and expanding business are invited to fax a resume and cover letter to
(313) 563-0057 or forward to:

Sylvia
Attn Human Resources
151 W. Fort
Detroit, MI 48226
EOE

ADMINISTRATIVE ASSISTANT
For the Junior League of Detroit/Windsor. Light organizational skills necessary. Machines: phone, calculator, copier a must. (College degree & detailed publishing preferred) Send resume to Attn A. V. President, JLD, 123 W Brown St, Birmingham, MI 48009

ADMINISTRATIVE SECRETARY
Be appreciated for your all around skills and executive type duties. We have many long term opportunities with Oakland County. $9.00 $13
Call Sue Sullivan
UNIFORST SERVICES

Administrative Secretary
Secretarial skills geared for the high tech environment. Position requires experience in the operation for Windows and Excel. Great benefits package. Fax resume to enhance their computer skills.
Diversified Recruiters
810 344-6700 Fax 810 344-6704

ADMINISTRATIVE SUPPORT
Ann Arbor retailer seeks an independent individual to prepare proposals and develop spreadsheets. Must have excellent Word and Powerpoint $25-28K to start FAX resumes to 313-591-2338 or send to HRMS, 39111 W Six Mile, Livonia, MI 48152

ADMINISTRATIVE SUPPORT
to the controller of large suburban firm. Associate in business or accounting. Accounts receivable, basic assists & spread sheet experience. Excellent salary & benefits. Fee paid.
PERMANENT STAFF
Farmington Hills 810-737-5750
Troy 810-585-2720

ASSISTANT
Real estate training center seeks person with good phone skills and typing ability to assist with recruiting & office operations. Full or part time. Hours are very flexible depending on class schedule. Call Gina, 810-356-7111

502 Help Wanted-Clerical Office

ADMINISTRATIVE SUPPORT
Expanding international Southfield firm seeks an assistant to assist the manager of information systems. Must have experience with many disciplines in a fast paced environment. Career opportunity. $24-26K to start. Benefits. Fax resume to 810-643-1888 or send to HRMS, 1900 W Big Beaver, Suite 220, Troy, MI 48084

Are you looking for a challenge? Are you a self starter with 5 years of experience as a secretary? Are you a quick study, reliable, well organized and have variety? If the questions you send us your resume. We are looking for an experienced secretary with a high career of work experience which includes a thorough working knowledge of WordPerfect for Windows and Lotus 123 We are a computer consulting firm located in Plymouth Township with a smoke-free environment. If you would like to be considered for this position, please send a cover letter, resume and salary history to: Office Administrator, Wade-Trim/O, Box 701428, Plymouth, MI 48170-0964 EOE, AAE.

ARE YOU STUCK IN A DEAD END CAREER?

Changing jobs is not always simple, but we make it easy. If you feel you have any of the following skills you may have a job for you:
• Word
• Excel
• Lotus
• Windows
• Word Perfect
• Microsoft Word
• Mac
• Data Entry
• Typing
• Typing

Full and part time, temp and perm positions available.
Apply today - Work Tomorrow
SNELLING
Personnel Services
Livonia, 313-464-2100
Southfield, 810-352-1300
Auburn Hills, 810-373-7500
Taylor, 313 284-0777

VERY BUSY west side dealership seeking full time sales person. We offer excellent pay, Blue Cross, dental, vision, disability, paid vacation & 401K retirement. Apply in person Pat Malaney Ford, 9600 Telegraph Rd. Redford

BILLING CLERK/RECEPTIONIST
Full time position available for an individual with excellent phone & general office skills. Previous billing or bookkeeping experience helpful but not necessary. Must be detail oriented, accurate & possess good typing skills. Send resume with salary requirements to:
Office Specialists
36251 Schoolcraft Rd
Livonia, MI 48150

BOOKKEEPER - Eastern Detroit suburbs. Must have computer skills, light work environment. Salary commensurate and salary requirements to Samuel Marshall PC CPA, 20555 Evergreen, Ste 1500, Southfield, MI 48076

BOOKKEEPER - Entry level position. Full time. Send resume to: Attn Controller, 15100 W 10 Mile Rd. Oak Park, MI 48237

BOOKKEEPER - experienced bookkeeper for law firm thru that because must be knowledgeable in computerized legal billing systems. Send resume to: Box 61047 Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

BOOKKEEPER - Part time. Full charge Westside residential builder. Computer literacy a plus. Pleasant situation. Salary open. Send resume to: Box PO Box 1028 Novi, MI 48376-1028

BOOKKEEPER part time 20 hrs/wk. Construction bookkeeping experience a plus. Send resume to: Tinin Corp. P.O. Box 1713, Bingham, MI 48012

BOOKKEEPER
Wanted for Farmington Hills CPA firm. Accounts receivable & accounts payable experience required
Call 810-626-2400

BOOKKEEPER
with background in computerized of general operations and attitude company. Must include month and procedures (payroll taxes, preparation of financial statements). Must be able to operate IBM compatible computer. Send resumes to: Box 744, Northville, MI 48167-0744

Bookkeeping/Accounting Clerk
The area's fastest growing wholesale baking company is seeking a self motivated individual with some experience, organizational, mathematical & accounting skills, phone etiquette communication skills, familiar with computers, to handle a variety of administrative duties. Fax resume to 810-827-7505 or mail to: Bookkeeper, 30887 W 8 Mile Rd., 48337, Southfield MI 48076

BOOKKEEPING/OFFICE position available in a growing high-volume company located in Auburn Hills area. Familiarity with inventory, computer skills, payroll, general ledger essential. Windows, Wordprocessing and Lotus experience preferred. Computer literacy. Full benefits package. Salary commensurate with experience. Excellent benefit program and a pleasant work atmosphere. Applications being accepted at 1200 Adams Road at the corner of Adams Road and Doyle. Mon-Fri between 8am-3:30pm or fax resume & salary requirements to (810) 858-7777, Attn: Office Manager
An Equal Opportunity Employer

BUBBLY RECEPTIONIST
$8/HOUR
Will Train
ARBOR TEMPS
313-459-1166

CASHIER WANTED
Some office duties. Full or part time. Downtown Plymouth. Please call
(313) 453-6250

CHURCH SECRETARY-Part Time. Will be proficient in