EMPLOYMENT

500 Help Wanted General

TELLER SUPERVISOR
HUNTINGTON Banks of Michigan has an immediate opening for a teller supervisor in Waterford. Requires high School graduate or equivalent, highly developed customer service, oral and written communication skills. Bank teller experience and supervisory ability. Ability to work in a hurry fast paced environment. Flexibility in scheduling is required.
Call our recorded Job Information Line at (810) 244-3528 for information on when and where to apply.
We provide a fun and rewarding environment and pre-employment drug testing is required.
An Equal Opportunity Employer

TELLERS
With the establishment of a new community banking office in Troy, MI, D&N Bank, has an immediate need for dynamic banking professionals. These part-time individuals will be responsible for conducting various transactions between the customer and the bank in a courteous, efficient and professional manner and will be expected to meet and exceed customer inquiries concerning specific customer needs, as well as balancing cash transactions, verifying cash totals and performing other duties as may be necessary associated with the position. Individuals having at least one year of teller line experience preferred.
D&N offers a comprehensive compensation and benefit package. For confidential consideration, submit resume and salary considerations to:
D&N BANK, fsb
Community Bank Headquarters
353 W Big Beaver
Suite 150
Troy, MI 48084
Equal Opportunity Employer
Make Performance Handicapped/Disabled

TILE FLOOR MAINTENANCE
full or part time. Full Time Benefits. Medical. For interview call 8am-3pm 313-722-8683

TILE PERSON Vinyl & Ceramics
Install and repair. Full time Benefits. Call Mark 810-979-7777
810-358-1330
An Equal Opportunity Employer

TITLE INSURANCE ABSTRACTOR
Immediate position available full time experienced title insurance company in Troy. Experience in conveyancing required. 313-362-7377

TOOL ASSEMBLER
Mechanical inclined experience preferred. 58.30 per hour
Apply at U.S. Industrial Tool
11131 Deer Park

TOOL CRIB/CENTRAL STORES COORDINATOR Environmental firm seeks experienced individual to manage tool crib, ability to organize tools & equipment for employees issue. Must have have knowledge of chemical safety, environmental & OSHA. Excellent opportunity. E.O.E. Send resume to: Marvin Windows, 28211 W. Eleven Mile, Farmington, Hills, MI 48070

TOOL MAKER - Mill, Lathe & Grinding. Experienced only. Excellent wages & benefits. Call Gerry Precision (313) 453-5600

TRAINER
ValueRx, a rapidly growing nationwide pharmaceutical benefit management company, is seeking a Trainer for our Operations Division. The successful candidate will be responsible for developing & delivering training needs for selected employees. The successful candidate will have a bachelor's degree with at least one year of experience in training, executing & monitoring training programs, presentation in a classroom setting & customer service environment.
To the successful candidate, we offer a competitive salary & a comprehensive benefit package including a 401(k) plan. For consideration, please forward a letter of interest with salary requirements & resume to:
VALUE RX HR-OT
1825 SOUTH WOODWARD AVE.
SUITE 200
BLOOMFIELD HILLS, MI 48302

TRAVEL AGENT
GREAVES Travel Inc. the world's leading consolidator for British Airways is looking for a travel agent for entry level position in our Southfield office. Excellent customer service skills, phone manner, good math and reading skills required. Computer literate. Excellent salary and benefit package. Send resume to (810) 352-1682 or call (810) 352-8188

TRAVEL AGENT
HIGH volume Royal Oak agency seeking full-time vacation agents. Minimum 2 years experience. Salary negotiable. Benefits. (810) 288-8000

TRAVEL AGENT
Minimum 2 years experience for leisure/corporate accounts. For more info call: (810) 855-1422

TRAVEL CONSULTANTS
TRAVEL agency seeking independent travel counselors for corporate leisure sales. Generous commission track record. Work at your leisure. (810) 288-9000

travel
NOW HIRING RESERVATION AGENTS
Looking for enthusiastic career oriented telephone RESERVATIONISTS. TRAINING PROVIDED. Work for a respected leader in the Travel & Tour industry. Excellent starting ground a plus but not required. Competitive salary & benefits. Salary plus benefit package. Apply in person Tues. - Fri. 10am-4pm

HAWK TRAVEL CORPORATION
23566 Northwestern Hwy
Southfield, MI

TRAVEL PROFESSIONALS
ROSENBLUTH INTERNATIONAL, a leader in the travel management industry, has several exciting positions available with both day and evening hours for experienced Travel Professionals.
Qualified candidates must possess a minimum of one (1) year CURRENT domestic experience in airline reservation systems and thorough knowledge of travel operations.
ROSENBLUTH INTERNATIONAL offers a competitive salary, full benefits package and a pleasant, professional environment. Interested candidates may apply in person, 27717 Haggerty Dr., Farmington Hills.

WAREHOUSE
Livonia warehouse location is in need of a general laborer. Packing & shipping experience, lift truck experience and some heavy lifting are included with this position. 40 hour week, Mon-Fri. Based 3:00pm, $7.00/hour to start. Call to set up an interview.
(313) 207-6955
EOE

WAREHOUSE
Michigan's largest wholesale distributor of tobacco and cigarettes seeks warehouse material handler full time permanent. Will train. Apply at Cor Stores, 39000 Plymouth Rd. Livonia. Call for appointment. (313) 425-5340

WAREHOUSE
NATIONAL Industrial Co. in Wayne area has immediate openings for shift workers. If you have shown a history of stability in a warehouse environment, are cooperative with your fellow workers, and reliable, $6.00/hr to start. Call Lisa, Monday - Friday, 8am-5pm.
(810) 478-7835
UNIFORCE SERVICES

WAREHOUSE/OFFICE HELP
• our company is looking for an individual to work full or part time at our warehouse & office. Contact Lisa
810-650-3400

500 Help Wanted General

TRUCK DRIVER
CDL license required. Machine operators, general labor & plant help. Apply in person at 4301 S. Lakey Road in Canton.

TRUCK DRIVER
Cube Van, for delivery of kosher. Ideal for retiree or semi retired person. (313) 323-0020

TRUCK DRIVER
Quality company looking for a quality driver representative. 4-day work week, 40 hr. plus bonus, good benefits, 2 yrs. recent relevant driver's lic. Call Tues. Fri. 8am-4pm. 313-207-0728

TRUCK DRIVER
Roll-off Dumpster. Experienced only.
313-584-3434

TRUCK DRIVERS NEEDED
Experienced with semi-dump. Van. Class A license. Call Mon. thru Fri. 8-4:30pm. (313) 455-4236

TRUCK DRIVER/WAREHOUSE
CLASS B CDL necessary. Good driving record a must. Great benefits. Located in Wayne. Mr. Pease call (313) 722-7171
An Equal Opportunity Employer

TRUCK MECHANICS
Medium & heavy duty truck repair. Certified preferred. Apply in person (313) 561-4060

TRUCK & TRAILER mechanic needed. Must have experience and tools. Good pay and benefits. Work area. Leave your name and number. Owner secretary or call after 5pm ask for Chris (810) 574-5007

UNION HEATING AND A/R CONDITIONING COMPANY looking for residential and commercial service person. Must have 5 years experience. Top salary and benefits. (810) 352-4650

VALET ATTENDANTS
CLEAN cut and friendly Valet Attendants needed for Valet Parking. Full or part time. Call Brett 1-800-612-5713

VALET PARKERS
EXPERIENCE helpful. Ages 18-28 see for Randy or Luke at (810) 855-9000

VALETS FOR parking facility at Detroit Medical Center Men & Women. Full time, part time, with good driving skills. Flexible hours, great pay, & benefit opportunities. Applications only. (313) 253-2434

VETERINARY KENNEL ASSISTANT needed at veterinary hospital in Southfield/Farmington Hills area. Must be good with people & dogs. Experience preferred but not necessary. Part time hours available $5. per hour to start.
Call (810) 358-7360

VIDEO PRODUCER
TCI Cable Advertising has a position for a Video Producer. Must obtain 2 years practical experience in video production, with emphasis on script writing and client relations. Full understanding of commercial production techniques, and equipment. Experience in cable or broadcast television preferred. High school diploma or equivalent, valid driver's license and good driving record. Please send resume to TCI Cable Advertising, Attn: Personnel Dept., Royal Oak MI 48073. Attn: ADV Personnel. E.E.O.E., M/F/V/H

VINYL SIDING HELPER
Experienced only
Call Don (313) 584-7954

ACO HARDWARE WAREHOUSE
2ND SHIFT
SHIPPING DEPARTMENT
Up at least 50 lbs. work in variable temperatures. Good attendance, good math and reading skills required. Starting time 4PM. Starting pay $6.15 hour. Full benefits after work 90 days $8.00. Send letter of interest to 23733 Commerce Dr., Farmington Hills, MI. 48335-2764. Attn Human Resources.
810-615-2568

WAREHOUSE ASSOCIATES
Detroit & Westland
Immediate Openings
Technicolor Distribution Co. a leader in the home video duplication industry is seeking full time associates for our rapidly expanding warehouse operations. Qualified candidates must be dependable and enthusiastic team players. Work with and loading dolly are required. These positions pay up to $8.25 hour plus shift premium with plenty of overtime. Opportunities are available on the day or afternoon shifts.
In our expanding environment, we offer numerous advancement opportunities, along with associate incentive programs, fully paid retirement plan, tuition reimbursement and 401k.
To find out about joining our team call: 313-581-8508
or stop by our Westland facility at 1625 Newburgh Rd., near Palmer Rd., between 8 AM. - 4 PM. Mon - Fri. to pick up an application.
TECHNICOLOR
DISTRIBUTION CO.
An Equal Opportunity Employer

WAREHOUSE & DELIVERY
Livonia electrical contractor needs person experienced in warehouse & delivery. Full time. (313) 425-1511

WAREHOUSE/DRIVER
$6 an hr.
Available in a successful, growing building materials company. Excellent opportunities and benefits available. Apply at Siding World
Livonia, 29400 Mt. Elle Rd. or Westland, 5437 Dale Highway

WAREHOUSE/DRIVER
FRAMING supply wholesaler has immediate opening for full time warehouse/driver person. Starting pay is $8.75-$9.00 per hour. Apply in person to 34550 Glendale, off Stark Rd., in Livonia.

WAREHOUSE
Full time, experienced in Inventory Control. Must be 18. Excellent benefits. Apply at Sears, 12931 Farmington Rd., Livonia, MI 48150, or call 313-422-1222 E.O.E.

WAREHOUSE
Industrial distributor looking for energetic individuals. Good benefits, $10/hr and opportunities for advancement. Apply in person, 22717 Haggerty Dr., Farmington Hills.

WAREHOUSE
Livonia warehouse location is in need of a general laborer. Packing & shipping experience, lift truck experience and some heavy lifting are included with this position. 40 hour week, Mon-Fri. Based 3:00pm, $7.00/hour to start. Call to set up an interview.
(313) 207-6955
EOE

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Michigan's largest wholesale distributor of tobacco and cigarettes seeks warehouse material handler full time permanent. Will train. Apply at Cor Stores, 39000 Plymouth Rd. Livonia. Call for appointment. (313) 425-5340

WAREHOUSE
NATIONAL Industrial Co. in Wayne area has immediate openings for shift workers. If you have shown a history of stability in a warehouse environment, are cooperative with your fellow workers, and reliable, $6.00/hr to start. Call Lisa, Monday - Friday, 8am-5pm.
(810) 478-7835
UNIFORCE SERVICES

WAREHOUSE/OFFICE HELP
• our company is looking for an individual to work full or part time at our warehouse & office. Contact Lisa
810-650-3400

500 Help Wanted General

WAREHOUSE MANAGER
National Energy Management Corporation seeks a Warehouse Manager. Duties include:
• Inventory input hourly and computer system
• Load and unload trucks
• Track all inventory (computer literacy essential)
We offer a clean environment, excellent health benefits and a salary of $20,000. Drug and alcohol testing are required. Please send resume or apply in person to: Energy Systems and Service, Inc. 11301 Metro Airport Ctr. Dr., Suite 100, Romulus, MI 48174. Phone (313) 955-2528. Fax (313) 955-2529. For further information about this and other opportunities with Energy, please call our hotline at (800) 542-5933 EOE

Entergy Systems & Service Inc.

WAREHOUSE ORDER SELECTORS
Light work, pleasant working conditions, 40 hours a week. Have to be neat, position with full benefits package. Apply Allen Distributing Company, 43100 9 Mile Rd. Novi

WAREHOUSE PERSON
FAMILIAR with order picking, inventory control, shipping & receiving responsibilities. Full time with benefits. Physical exam. Send resume to Box 61612
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150Attn #1612

WAREHOUSE PERSON
A rapidly growing home communications firm is looking for a person with strong skills in receiving, inventory control, Must have hi-lift licenses. Must be computer literate. Duties include receiving of materials, unloading trucks, inventory and filing orders for shipment to customers. Please send resume and salary history to:
Dover Communications, Inc.
P.O. Box 40
Novi, MI 48376
ATTENTION Warehouse
EEO

WAREHOUSE PERSONNEL
Some experience needed. Full time. Apply in person: 47962 West Road, Wixom, MI

WAREHOUSE SHIPPING & RECEIVING -Heavy lifting involved.
Apply 10-4. Kitchen Glamor, 28175 Grand River, Redford

WAREHOUSE SHIPPING & RECEIVING
Highly motivated, hard working, reliable individual needed. Farmington Hills area. Blue Cross Blue Shield & other benefits. Call Rick 8 30-4. Mon-Fri.
810-478-7575

Warehouse Supervisor
Full time for major automotive after market company. Experience with warehousing operations. Department and monthly inventory helpful, but not necessary. Salary $25,000 - $30,000. Will perform work benefits. Send salary history with resume to:
Box 61620
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

WAREHOUSE WORKER needed. 40-50 hours/week. Duties include: Deals-out Bonus people only. Call Chris 313-416-9500

WARRANTY REPAIR PERSON
Needed to handle new home construction, must be able to handle punch lists and schedule warranty work. Please mail resume to:
Lombardo Homes, Inc.
44525 Plymouth Oaks Blvd.
Plymouth, MI 48170

WATER EXERCISE Instructor. Mornings or afternoons. Apply now for Summer & Fall start dates.
Farmington YMCA
810-553-0880 or 810-553-4020

WE HAVE JUST THE TICKET FOR YOU
Great company! Great opportunity for the serious mature minded individual.
as a
TICKET SALES AGENT
QUALIFICATIONS
• Excellent communication skills
• Professionalism
• Enthusiasm
• Ability and willingness to take phone orders.
TICKETMASTER OFFERS:
• Professional environment
• Fantastic benefits
• Excellent training
• Advancement potential
• $5.25 -$7 with commission
Apply at: 30150 Telegraph, Suite 400 Main Bay Pa., Bingham Farms.

WELDER/FITTER
Experienced welder/fitter, plus Pipe welding experience. Must be 18. Excellent benefits. Apply at: Aurora Manufacturing, 13301 Northwest Oak Park Detroit, 8 & 9 Mile Rd., E. of Coolidge.

WELDER/METAL FABRICATOR
needed to help launch great local sports car operation. Fabricate and improve customer product. You should be independent, creative, self-motivated and show proven record of past employing experience. We offer competitive pay and benefits, and the company grows, you grow.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

WELDERS
Door company has full time position with excellent pay & benefits. Apply at 8125 Telegraph Rd., Redford (See Mrs. B)

WELDERS & GRINDERS
Full time position is open for day company. 8-915-8145. Apply at 14400 Prairie or call Ken at 313-246-8021. Base Sam ONLY.

WESTSIDE ROHESTIT at most respectably applicants from experienced wire Climbers & Trimmers. Available. 810-349-4800

X
$100 HIRING BONUS
HOUSEKEEPER
Luxury apartment community in Bloomfield Hills needs full time housekeeper. Salary negotiable. Apply at:
Classic Club Apartments
2550 Cranbrook Circle
Farmington Hills
810-851-6200

500 Help Wanted General

$100 HIRING BONUS
GROUNDS KEEPER,
Luxury apartment community in Bloomfield Hills needs full time grounds keepers. Salary + benefits. Apply at:
Classic Club Apartments
2550 Cranbrook Circle
Farmington Hills
810-851-2200

502 Help Wanted Office Clerical

ACCOUNTANT
Large medical facility is seeking full time STAFF ACCOUNTANT. Must be with general ledger, payroll and accounts payable functions. Candidate should have an associates degree in accounting with minimum of 2 years experience. Knowledge of spreadsheets a must. Please send resume with salary requirements to Box 61573, Attn: DP
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ACCOUNTING ASSISTANT
2 years experience. WordPerfect, Lotus 1-2-3.
Call 810-559-7430
or fax resume 810-559-8070

Accounting Assistant
Downtown Detroit Radio Station seeks an EXPERIENCED A/P Computerized Payroll and Accounts Payable Clerk. EOE
Please send all resumes to
Box 61618
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

WAREHOUSE PERSON

ACCOUNTING CLERK
COMPANY is seeking an EXPERIENCED accounting person for busy office. Must have 1-5 years experience. Computer experience required. Good resume to: Accounting, P.O. Box 1720, Birmingham, MI 48012-1720

ACCOUNTING CLERK
$18,000
SERVICE Charge Card by company Full benefits package. Small company offering benefits needs a motivated self-starter. Computerized accounts payable experience required.
Call 810-399-3450
Sheldon Personnel Service

ACCOUNTING CLERK - Accounts payable/receivable, invoicing. Generate bookkeeping & computer experience. Excellent salary & benefits. Full benefits. Call Barb, 810-772-4750.
Sneiking Personnel Services

ACCOUNTING
PERM
• Construction Bookkeeper, Ann Arbor to 35K
• Job Cost Clerk, Immediate term, Madison Hgts. to 23K
• Accounts Receivable Clerk & Receptionist Accounting clerk, Troy to 23K
TEMP-TO-PERM
• Bookkeeper, Auburn Hills to 32K
• Assistant Bookkeeper, payroll & computer skills, Farmdale to 32K
TEMP
• Accountant for cost analyst project, any, Pontiac to 40K
• Cost Accounting Specialist, mfg term, Detroit/Redford
• Accountants, Detroit & Farmington
• Jr. Accountant/Trainees, Clarkston, Auburn Hills, downtown, Troy
• Assistant Bookkeeper-Trainee, Farming Hills to 25K
• Sr. Accounts Payable Clerk, Detroit, long term assignment
• Accounts Payable Clerk, Plymouth, long term assignment
• Data Entry - Accounts Payable, Detroit, Indefinite
• Payroll Data Entry Clerk, Livonia.
So far this month, we have placed 7 TEMPS on permanent assignments. Many of our TEMPS receive job offers after working for us for only a few days. Why wait you look for a job. Let us help you!
Accountants One, Inc
(810) 354-2410

ACCOUNTS PAYABLE
Accounting
SUCCESSFUL and growth oriented manufacturer located in Plymouth is seeking person for accounts payable activities. Individual must be a self-starter. Credit or customer service experience is a plus, but is not required. Position offers outstanding benefits and pleasant working environment. Forward resume and salary requirements to: P.O. Box 703306, Plymouth, MI. 48170.

ACCOUNTS PAYABLE CLERK
Needed immediately for growing Livonia construction. Innovative Food Cooking. 13200 Northville Rd., Livonia, MI 48150. 1 block S. of I-96.
313-953-4100

ACCOUNTS PAYABLE CLERK
Minimum 2 years experience with posting, handling calls, payments & PC. Salary commensurate with experience. Fax resume: Attn: Personnel, 41741 McBride, Belleville, MI 48111

ACCOUNTS PAYABLE/RECEIVABLE
Immediate Opening. Experienced on Windows. Knowledge of Lotus helpful. Negotiable Pay. Call Ken 10am-7pm, Mon-Fri, at K & B Part Supply, Inc.
(810) 724-8358

ACCOUNTS PAYABLE
PART time, 4-5pm daily. Warehouse location. Must be organized.
Call (810) 828-7744

ACCOUNTS PAYABLE
Entry level position. Responsible for busy Livonia office. Various office duties. Must have 1 year exp. Call 591-8400. Livonia, MI, 48150, Mary Ann 222

ACCOUNTS PAYABLE
Immediate full time position in our Accounts Payable Department. At least two years of accounting experience required. Ability to operate a computerized telephone system and show proven record of past employing experience. We offer competitive pay and benefits, and the company grows, you grow. Send resume:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

WELDERS
Door company has full time position with excellent pay & benefits. Apply at 8125 Telegraph Rd., Redford (See Mrs. B)

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Full time position is open for day company. 8-915-8145. Apply at 14400 Prairie or call Ken at 313-246-8021. Base Sam ONLY.

WESTSIDE ROHESTIT at most respectably applicants from experienced wire Climbers & Trimmers. Available. 810-349-4800

X
$100 HIRING BONUS
HOUSEKEEPER
Luxury apartment community in Bloomfield Hills needs full time housekeeper. Salary negotiable. Apply at:
Classic Club Apartments
2550 Cranbrook Circle
Farmington Hills
810-851-6200

502 Help Wanted Office Clerical

ADMINISTRATIVE ASSISTANT
focus on payroll & invoicing, manufacturing plus. Fax resume to 810-615-4209

ADMINISTRATIVE ASSISTANT
Failed bus office, computer. Flexible, independent, a self-starter. Excellent Essential Resume: Call for interview 810-766-2900

ADMINISTRATIVE ASSISTANT
Expanding pharmaceutical supplier seeking to fill a full time position in our Farmington Hills office. Ideal candidate must demonstrate maturity, enthusiasm and excellent verbal and written communication skills. Duties will include multi-line phone receptionist, typing, filing, faxing & billing. Proficiency with Windows and general knowledge of Word Processing and Spread Sheet software required. Competitive salary and benefits. Please send cover letter and resume to Box 61593.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
WORK with owner in professional in the client services department of international firm. Will perform substantial clerical duties. Salary negotiable. $9.013 DOE. Call Susan 810-645-7561
UNIFORCE SERVICES

ADMINISTRATIVE ASSISTANT
Immediate full time opening. Knowledge of Microsoft Word 6.0 a must. Background in Event & Sales helpful. Call Noel (810) 649-4455

ADMINISTRATIVE ASSISTANTS
International real estate firm seeks experienced administrative assistants with extensive Microsoft Word experience for their fast paced Oak and Novi locations. Temporary-to-hire and short-term positions. Salary $9.00-$12.00/hr. Call Kathy at (810) 345-8210
TEMPORARY RESOURCES

ADMINISTRATIVE ASSISTANT
OUR LIVONIA office has a need career minded candidates with the latest in computer software. Use your excellent skills, professional appearance and decision to be a leader and a company that gives top dollar. Call today for immediate appointment. Call Dawn (810) 478-2700
UNIFORCE SERVICES

ADMINISTRATIVE ASSISTANT
CUSTOMER SERVICE TO $26,000
Major Farmington Hills firm Word-Perfect and Lotus needed. 2 years secretarial/customer service experience. Good communication skills. Excellent benefits. Full benefits. Call Barb, 810-772-4750.
Sneiking Personnel Services

ADMINISTRATIVE ASSISTANT
Opportunity to assist the front office of a major company. Headquarters is in New York, and you will be the contact person. Sales and administration of the local office. Responsible self-starter with good computer skills required.
Diversified Recruiters
810-344-6700 FAX 810-344-6704

ADMINISTRATIVE ASSISTANT
Busy Downtown Office looking for experienced Administrative Assistant. Ideal candidate would have a college degree or equivalent combination of bonds, a minimum of 3 years of working experience, be a self-starter, be flexible & comfortable with WordPerfect and Quattro Pro. Excellent salary and benefits package.
(313) 537-0300
or Fax resumes to (313) 393-1017

ADMINISTRATIVE ASSISTANT
Person needed to provide administrative support for busy medical practice located in the DMC. Bachelor's degree or equivalent education and experience is a plus. Knowledge of accounting principles helpful. Excellent communication and written skills. Excellent compensation and written skills. Qualified applicants submit resume to:
CODE 100
3803 Woodward, Ste 600
Detroit, MI 48201
AAEOE

ADMINISTRATIVE ASSISTANT
Ernst & Young LLP is seeking a self-motivated, team oriented individual who thrives in a fast-paced environment to provide support to several executives. Knowledge of Microsoft Word required and experience with Lotus Notes a plus. You must be willing to multi task and have excellent organizational and written skills. Qualified applicants submit resume and salary requirements to:
Ernst & Young LLP
Attn: Administrative Assistant
Position
Suite 1700
500 Woodward Ave.
Detroit, MI 48226-3425
We are an equal opportunity employer

ADMINISTRATIVE ASSISTANT-SECRETARY
Excellent computer skills a Plus. Resume to: 14707 Keel, Plymouth, MI 48170

ADMINISTRATIVE ASSISTANT
for small office. Computer experience, word processing a plus. Call Mrs. Ken-Fa, Beverly, 313-525-4411

Administrative Assistant
For busy automotive repair facility. Must have computer literacy, strong accounting knowledge/aptitude & customer service skills. Salary based on experience. Send resumes to: Box 61332
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
Detail oriented, self-starter, self-motivated individual needed to fill full time position in our Farmington Hills Corporate office. Very organized, able to multi-task, strong communication skills, computer literate, able to learn new software, and be able to work independently and as part of a team. Knowledge of accounting helpful. Send resume and salary requirements to: P.O. Box 7066, Troy, MI 48007-7066

ADMINISTRATIVE ASSISTANT
Individual received time & cost reports, maintains accounts payable, computer skills, type at least 60 wpm, work well with people & have good telephone skills. The ideal candidate will be an organizational & communication skills with 5-6 yrs experience. Interested candidates send resume & salary requirements to:
Box 61634
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
Troy firm seeking self-starter with strong communication skills, word processing, and administration skills to assist in marketing department. Must be computer literate and possess college degree or equivalent experience. Excellent salary and benefits package with long range potential. Send resume and salary requirements to: Box 61763
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

502 Help Wanted Office Clerical

ADMINISTRATIVE ASSISTANT - RECEPTIONIST
for medical office. Must have pleasant interaction with principals & customers via phone. Competitive salary. Send resume to:
Box 61529
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
INC, a national computer consulting firm, has recently opened a Midwest office in Novi. We are looking for an administrative person to handle general office duties including telephone, WordPerfect, filing & duplication, data entry, mailings, other related tasks. The candidate is a self-starter & has excellent people skills. Position could lead to other responsibilities. Salary & benefits offered. Please forward your resume to:
Human Resources Manager,
33000 Orchard Hill Place, Ste. 340,
Novi, MI 48375
No telephone calls please

ADMINISTRATIVE ASSISTANT
Manufacturer's representative, Inc., a Farmington based Japanese sales company, is looking for the position of auto-related technical assistant. Candidate should be an experienced Administrative Assistant. Responsibilities include writing letters, invoices and POs, light bookkeeping, receptionist duties, and other duties as assigned. Several years of related experience including intermediate use of word processing, spreadsheets and bookkeeping software are required. Experience with Japanese corporations and or familiarity with Japan a plus. This exceptional opportunity offers an excellent compensation and benefits package.
Qualified candidates forward resume, letter, and salary history in confidence to:
Manufacturer's North America, Inc.
27200 Haggerty Rd.
Suite A-10
Farmington Hills, MI 48331
Attn: Mr. C. Hoshino
or Fax to: 810-848-1841
Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
SALES ASSISTANT
Full time, Monday-Friday, position available. Experience in Windows, MS Word, 4.0, Lotus or Excel, accounting, filing, typing, typing minimum 75 wpm. Automotive & engineering industries helpful. Send resume only with salary requirements to: Box 61633, Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, MI 48150

ADMINISTRATIVE SECRETARY
For Temple Israel in W. Bloomfield

WE INVITE YOU TO JOIN A WARM AND NURTURING ENVIRONMENT. Strong organization and people skills required. Knowledge of computers a plus. Good salary and benefits. Forward resume to:
Temple Israel
5725 Walnut Lake Road
W. Bloomfield, MI 48323
Or Personnel

ADMINISTRATOR
Medical Office in Livonia. Discriminate. Excellent organizational skills. Windows, word processing. Familiar with insurance billing. Typing 50 wpm. Medical office experience. Well manage 2 locations. The person will be the person's "right hand" person.
Fax resume (810) 258-5873

ADMINISTRATIVE ASSISTANT
National service co seeks organized, take charge problem solver, with basic math, pc & people skills. Top $24K with growth potential. Send resume to: 31700 Haggerty, #311, Northville, 48167

ADMINISTRATIVE ASSISTANT
General office experience is recommended & knowledge of Computer WordPerfect 5.1 & basic accounting knowledge. Salary range depends on experience plus benefits. Mail resume to: E.L. Safety & Co., 23555 Northwestern Hwy., Ste 202, Southfield, MI 48075 or fax resume 810-358-5828

APARTMENT SEARCH
FARMINGTON HILLS
Part-time Marketing Associate (Receptionist). Must have pleasant, friendly, enthusiastic, articulate and outgoing person. Computer experience and excellent phone skills a must. Evenings and weekends. Great atmosphere. Call Jim Cook, Sam Andrew at (810) 737-7818
EOE

Apply Today
Work Tomorrow!
Employment Opportunity Renewal
Data Entry Operators needed in Southfield and Farmington Hills. $8.00 an hr to start!! 30 experienced typing & short term assignments available.
ADIA
the employment right
(810) 442-7800

ARE YOU:
Enthusiastic, Motivated
Skilled & Eager?
Do You Need to Brush Up on Some of Your Office Skills?
If you answered yes — come see us TODAY!
We have many openings available for RECEPTIONIST, ACCOUNTS PAYABLE/RECEIVABLE, WORD PROCESSING, DATA ENTRY, Typing Speeds, but will train. Strong people skills & phone skills absolutely important. Full time, Part time & temporary assignments available. Call us today and we'll help you find the type of job you want!
(810) 474-6000
ask for Cheri
EXPRESS
Personnel Services

ASSEMBLY
Days in Farmington. $6.50 or $6.00 to start.
Call 313-464-7070
LTD Temporary Service
Equal opportunity employer

ASSISTANT ACCOUNT Administrator. Must be proficient in Microsoft Word & Lotus. Responsible for billing & receiving orders & bank deposits. Salary commensurate.

ASSISTANT TO PAYROLL CLERK
Busy multi branch retail service company in Farmington Hills seeks motivated detail oriented individual to assist payroll clerk in processing of our payroll data. Some payroll experience preferred. Must be proficient on calculator, type, and have good attitude. Salary commensurate. Fax resume to: 810-478-8229

502 Help Wanted Office Clerical

ASSISTANT OFFICE MANAGER
EXPANDING metro dealer seeks an experienced individual with accounting experience. Willing to go the extra mile to get the job done. Competitive pay plan, DCI53, 401(K), 3 weeks paid vacation, excellent benefits. Please send resume to:
Box 61539
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ATTENTION
Part time office assistant for Southfield tech music management company. (810) 442-2170

AUTO DEALERSHIP
LOOKING for Self Starter, Certified Switchboard. No weekends. Benefits available. Experienced preferred but will train right candidate. Please apply in person to:
BLACKWELL FORD
41001 Plymouth
Plymouth, MI 48170

AUTOMOTIVE
AFTER market company seeks experienced person with a minimum of 3 years previous office experience. Full time position in small office with Farmington Hills address. Walled Lake Commerce area
Call
(810) 669-5472

AUTO PAYROLL CLERK
Large automobile dealership looking for experienced Payroll Clerk. Excellent wages & benefits available. Please send resume to: 8301 Massey Dr., Plymouth, MI 48170, Attn: Donna McKinney

AVAILABLE IMMEDIATELY
WEEKNIGHTS/EVENINGS
MARKET RESEARCH
NOVI AREA
FULL OR PART TIME
FLEXIBLE DATE DURING INTERVIEWING UNTIL 7 PM, AUG. 21 & AUG. 23
Call
SPENCER PURCKNEL INC.
(810) 449-1100

BILLING CLERK
Part time for Southfield law firm. Legal experience preferred. Fine working conditions. Call Janet (810) 354-0644

BILLING CLERK
Primary duties include weekly & monthly invoicing, posting cash receipts and check investigation. Neg No phone calls. Send resume to:
ROSALIND JOHNSON
WYCO
26555 EVERGREEN, SUITE 675
SOUTHFIELD, MI 48076

BILLING/PAYROLL CLERK
Farmington Hills company seeks person for invoicing, billing, & general office duties. Light computer work. Send resume to: 36611 Cedarcrest Ct., Farmington Hills, MI 48331

BLAIR TELEVISION looking for a entry level sales assistants. To assist account executives with day to day responsibilities. Full time with full benefits. Must be organized & pleasant personality. Knowledge computer entry & answering phones, or a keenness to learn. Fax resume:
(810) 637-8600

BOOKKEEPER/ACCOUNTANT
FARMINGTON Hills CPA Firm looking for a motivated individual experienced in computerized write up, payroll tax deposits, sales tax applications, general ledger, and financial statement preparation. Send resume to: Box 61533
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BOOKKEEPER, Excellent opportunity. Southfield/Berkley area. (810) 557-0060

BOOKKEEPER
Experience in quick books. Flexible hours - 30 hours per week. Office located in Birmingham/Bloomfield area. Submit resume and letter of application to:
Ms. S. M. Inglis
23920 Trailwood Court
Franklin, MI 48025

BOOKKEEPER
Experienced in quick books. Flexible hours/30 hours per week. Office located in Birmingham/Bloomfield area. Submit resume and letter of application to:
Ms. S. M. Inglis
23920 Trailwood Court
Franklin, MI 48025

BOOKKEEPER - For Bloomfield area condominium firm. Experience in computer accounting, knowledge of financial statements, 32 hrs. per wk. Non-smoking office. Start now. Excellent pay. Contact John Palmer, (810) 645-2111

BOOKKEEPER
Immediate opening for experienced individual to maintain books of several small companies. Must have complete package available. Apply in person at Sue Bates Dodge, 35300 Grand river in Farmington Hills.

BOOKKEEPER/INVOICE Insurance sales needed for RV dealership. Duties include: Invoicing, billing, accounts receivable, sales support, insurance background a plus, and team work. Inv Pkl, some data entry. Knowledge of Lotus, Word Perfect preferred. General Trailer, 48000 12 Mile, Wixom, MI 48393

BOOKKEEPER NEEDED In Northville hills. Tuesday-Thursday. Must have computer experience. Be bilingual/spoken and deportable.
Call (313) 420-3063

BOOKKEEPER
Needed to record daily activity, prepare bank deposits, and do light small g.g.ness need plus word chart. Must possess computer knowledge. Please send resume to: 81118 Dacian, Southfield, MI 48034

BOOKKEEPER - Part time. W Oakland location. Insurance company. Diverse responsibilities. Computer literate. Knowledge of Lotus, work hrs. 9:30am-3:30pm. Start 8/28/95. Salary $10/hr. Fax resume or send resume to: P.O. Box 290018, W. Bloomfield, MI. 48325.

BOOKKEEPER - PART-TIME
For Southfield CPA office. Prior CPA experience preferred.
(810) 424-6300

BOOKKEEPER
Pontiac, Birmingham, Full time charge. Tuesday & Wednesday. Monday hours. Experience preferred.
810-646-0900

BOOKKEEPER/RECEPTIONIST
Thru Jul. October. Insurance company. Diverse responsibilities. Computer literate. Knowledge of Lotus, work hrs. 9:30am-3:30pm. Start 8/28/95. Salary $10/hr. Fax or send resume to: P.O. Box 290018, W. Bloomfield, MI. 48325.

BOOKKEEPER/RECEPTIONIST
For CPA firm. Light bookkeeping experience, good phone manner. Call Beth.
810-737-4300

BOOKKEEPER/SECRETARY
Leading Farmington Businessweek seeks a Bookkeeper/Businessweek Secretary for 1 person office. Minimum 2 years experience in bookkeeping. Must be proficient in Word Perfect. Contact Peter Rutz or Pat Gardner. (810) 358-1800

BOOKKEEPER - SECRETARY - FULL-TIME - REWARDS
Multi-site computer Rentals, Lease & Franchising International Regional Corporate office. Bookkeeping, Accounting, Payroll, payroll, sales tax, Word Perfect, Lotus, Excel, Powerpoint, Lotus Notes, Internet, Email, Lotus Notes, Internet, Email, Lotus Notes, Internet, Email, Lotus Notes, Internet, Email, Lotus Notes, Internet, Email, Lotus Notes, Internet, Email, Lotus Notes, Internet, Email, Lotus Notes, Internet, Email, Lotus Notes, Internet, Email, Lotus Notes, Internet, Email, Lotus Notes, Internet, Email, Lotus Notes, Internet, Email, Lotus Notes, Internet, Email, Lotus Notes, Internet, Email, Lotus Notes, Internet, Email, Lotus Notes, Internet, Email, Lotus