EMPLOYMENT

THIS Classification Continued from Page 7D

500 Help Wanted General

TECHNICIANS
ELECTRO-MECHANICAL ELECTRONICS

Technicolor Video Services, Inc., a leader in the home video duplication industry, is seeking several technicians, due to expansion, to service its electro-mechanical, electronic, and pneumatic equipment.

The successful candidates will possess a HS diploma or equivalent, at least one year trade or technical schooling and 2 years hands-on experience maintaining electro-mechanical and pneumatic equipment. Strong mechanical aptitude and good oral and written communication skills also required. These positions will pay in the range of $10-$14.25 hour commensurate with experience plus shift premium. Structured increases will follow. Excellent benefits including fully paid medical and dental, tuition reimbursement and 401K.

If you would like to work for a dynamic growth organization, you are urged to submit your resume and salary requirements to:

TECHNICOLOR VIDEO SERVICES, INC
Attn: Human Resources - ET
36000 Seven Mile Rd
Livonia, MI 48152
EOE

TELECOMMUNICATIONS CSR SUPERVISOR
Respected telecommunications provider is looking for a Customer Service Supervisor. We seek a highly motivated self-starter with excellent customer relations skills who can achieve results in a fast-paced changing environment. The successful candidate will possess a college degree or equivalent experience in technical or business supervision. Competitive salary and benefit package available. Please send or fax resume to:
ULTRACOM INC
25800 Lahser
Southfield, MI 48034
Attn: CPS Manager
Fax: 810-350-6064

TELEMARKETERS - Ticket Sales Experience preferred. Excellent telephone voice. Mon-Fri, evenings/Sat. Start $6-$12/hour. 810-344-4470

TELEMARKETERS
To join team oriented, fast growing company. Experience & excellent phone skills necessary. Earn $400 weekly. Call (810) 855-8058

TELEMARKETER
Wanted - mature, part time telephone workers for day & evening shifts (9am-1pm) (5pm-9pm). Must be experienced, possess good telephone skills & provide own transportation. Call 9am-4:30pm Mon-Fri. 810-552-0370

Telemarketing
Michigan's leading force in the office products industry needs a part time (approx. 24 hr/wk) telemarketing person to prospect for new accounts for office furniture division. PC experience desirable, telemarketing experience necessary. Send resume with salary history to:
MACAULEY'S BUSINESS RESOURCES
7543 Haggerty Rd
Canton, MI 48187
ATTN: Maureen Macauley

TELEMARKETING
NO pressure calling. $7.50 per hour to start. Up to $13. No experience necessary. Pleasant phone voice required.
(313) 453-3100,
1-800-770-0142

TELEMARKETING
TIME WARNER CABLE TV
• Part Time
• Evenings
Call Pamela Wilde after 12:30pm 313-422-2810, ext. 210
An Equal Opportunity Employer

TELEPHONE INSTALLER/ TECHNICIAN
ENTRY-LEVEL & experienced career opportunity. Competitive salary plus a 401K plan, profit sharing & full medical, dental, optical insurance. Apply: 29400 Haggerty Road, Farmington Hills or call for an appointment. 810-489-0220, ext 202

TELEPHONE INSTALLERS
Immediate full or part-time positions available. Must be [illegible] or Fax resume to: Closed Circuit Communications, 27343 Arden Park Circle, Farmington Hills, MI 48334. Fax: 810-473-8963

TELLER
Immediate opening. Must have teller experience. Full-time position with complete benefit package including Medical & Dental insurance, Life insurance & Paid Vacation. Send Resume to Wayne Co. County Teacher's Credit Union. Att: Jane, 8073 Middlebelt, Livonia MI 48150
Or call 313-261-1000, Ex. 610

TELLERS
Part & Peak-Time

First of America Bank's part and peak-time positions are ideal for candidates that do not require benefits and are looking for flexible hours and excellent pay. Candidates must have quality customer service skills and [illegible]. Previous cash handling experience is required. Some sales experience is preferred.

We offer a variety of schedules from 2-5 days and 15-30 hours per week. Candidates must be available for 4 weeks, full-time training. We have openings in the Rochester, Lapeer, Waterford, Downtown Pontiac, Livonia and Ann Arbor offices.

Come meet our First of America Human Resources Representative:

SPECIAL INTERVIEWING DAYS

Friday, November 10, 1995
10:00am-3:00pm
First of America Bank
Carleton Mall
[illegible] N. Telegraph
in Westland
OR
Monday, November 13, 1995
3:00pm-6:00pm
First of America Bank
[illegible]
28000 W. Six Mile
in Livonia

If unable to attend this event, please come to our Human Resources Department located at 400 W. Fourth St. in Royal Oak, on any Tuesday between 9:00am - 12:00 noon. We are proud to be an EEO/AA employer and, in support of our commitment to a drug free work environment, First of America may conduct pre-employment drug testing.

FIRST OF AMERICA BANK CORPORATION

TILE PERSON - Alway & Co[illegible] [illegible] Full time. Benefits. Call 9am-4pm. 9am-5pm. [illegible] or 810-661-0111. An Equal Opportunity Employer

500 Help Wanted General

THE OLIVE Garden currently looking for hard working individuals for one of the nation's fastest growing restaurant. We offer competitive wages, flexible hours, full benefits. Hiring for all positions. Please apply in person between the hours of 2pm-4pm, Monday through Friday. 43300 Crescent Blvd., Novi. EOE

THE Red Roof Inn of Farmington Hills is looking for housekeepers and laundry personnel. We offer -
**Wages up to $8 per hour, depending on experience
**Medical / dental insurance
**Paid vacations
**Fringe benefits
**Training for advancement to other departments
**Safe, clean, pleasant work environment
Apply in person. Located at Grand River and 10 Mile Rd.

TIRED OF LOOKING?
Get your foot in the door of a large growing company. We are looking for good workers with transportation.
• Shipping & Receiving (at least 6 mos. experience)
• Hi-lo Drivers (certified)
Salary starting at $7 based on experience.
We offer VACATION, HOLIDAY & OVERTIME PAY. Benefits available to those who qualify.

Strategic Staffing
810-646-2594
NEVER A FEE

TITLE COMPANY
SEEKING Post Closing Processor. Must have experience with mortgage documents. Contact Erica at (313) 462-2668 Ext. 460

TITLE COMPANY wishes to expand staff. Many positions open. Sales, Escrow Officer, Title Dept. Assistant, etc. Experience helpful. If interested call ask for Barb. 810-669-8770

TO OUR CLASSIFIED ADVERTISERS

IS YOUR AD OK?

Please notify us if you find an error in your ad or if your ad failed to run. If you notify us on the first day it was scheduled to appear, we'll make a correction as soon as deadlines permit.

We want to give you the best possible service. But if you do not let us know of a problem the first day, it may continue to run incorrectly.

The newspaper will not be liable for failure to publish an ad or a typographical error or errors in publication except to the extent of the cost of the ad for the first day's insertion. Adjustment for errors is limited to the cost of that portion of the ad where the error occurred.

Please check your advertisement EACH time it appears and notify our Customer Service Department in case of an error.

313-591-0900
810-644-1070
810-852-3222
810-475-4596

Observer & Eccentric Classified Advertising

Thank You!

TOW TRUCK DRIVERS
Westland Car Care towing now accepting applications. Motor club, police, and cash towing-experience a plus! Apply in person only at 8375 Hix Rd. (just S. of Warren)

TRANSPORTATION
Global customs broker seeking qualified candidates for several customs brokerage positions at its Detroit location. Candidates will be considered for management, supervisory, entry & [illegible] positions. Management candidates must have a minimum of 5 years experience & be licensed. Supervisor candidates must have a minimum of 3 years experience. License is a plus. Entry candidates must be technically proficient. Retail experience is a plus. All candidates must be energetic, results oriented, reputable & possess good communication & computer skills. Interested candidates should send resume and/or contact the following: AEI - Radix Customs Brokerage Services, 11400 Metro Airport Center Drive, Suite 100, Romulus, MI. 48174 313-955-6100

TRAVEL AGENCY
needs sharp person willing to train. Travel school and/or some experience desired. Part time position. Fax letter or resume to: 810-738-6054

TRAVEL AGENT
Expanding local agency has openings for corporate/leisure agents. Minimum 2 years experience. Flexible hours, great benefits. Send resume to Lingdale Destinations Travel, P.O. Box 432, Ann Arbor MI 48106 or fax to: (313) 663-7502

TRAVEL AGENT
- full time, career minded, minimum 2 yrs experience. 313-455-6610

TRAVEL AGENT Full-time. 2 years experience in leisure/international. Cruise know/Sabre experience preferred. Benefits, vacations, nice Bloomfield office. Laura 810-646-1430

TRAVEL AGENT/MANAGER
2 yrs. minimum experience. Full-time. Sabre. Benefits. Southfield area. (810) 356-6110

TRAVEL AGENT
TWO years Worldspan experience. Knowledge of Caribbean. Management potential. (810) 650-5500

TRAVEL CONSULTANT
Sabre trained group agent needed. Minimum 2 yrs. experience. Top wages & benefits. Call Tonya at (810) 937-4190

Travel
Reservation Agents
Looking for enthusiastic, career oriented telephone RESERVATIONISTS. TRAINING PROVIDED. Work for a recognized leader in the Travel & Tour industry. Travel/Tours background a plus but not required. Familiarity with a keyboard. Salary plus benefit package. Apply in person Tues. - Fri., 10am-4pm
HMHF TRAVEL CORPORATION
[illegible] Northwestern Hwy.
Southfield, MI

TRUCK DRIVER
Full time. Looking for a local shift driver with "Class A" CDL license. Apply at: 4040 Lilley Rd., Canton, MI.

TRUCK DRIVER
Wanted for Metro Detroit area. Good driving record & medical card required. Benefits. Call Solomon (12-6) for an appointment. (313) 341-4731

500 Help Wanted General

TREE TRIMMING, SPRAYING & GROUNDS PERSONNEL
Applicants should have a minimum of 1 year experience in the green industry, possess a valid driver's license with a good driving record. Starting pay $8-$15 per hour for qualified applicants. Excellent medical & benefits package available. Mountain Top Tree Service
Call Mon. thru Fri., 8am-5pm.
(810) 343-1670

TRUCK DRIVER
Plymouth based metal stamping facility seeks an associate to drive the stake & pick up truck locally. Excellent benefits & competitive wages. Afternoon shift. Apply in person.
E & E Manufacturing
300 Industrial Dr
Plymouth, MI 48170
(across from UNYSIS)

TRUCK DRIVER/ WAREHOUSE DUTIES
Entry level position. Will train. Must know the metro area and have a good driving record. Full benefits.
Call (810) 471-0220, ext. 180
EOE

TRUCK DRIVER & YARD WORKER
Building Materials Distributor seeks motivated individual for challenging position delivering/handling building materials. Must have or be able to obtain CDL license. Offering excellent benefits and opportunity for promotion. Please apply in person at:
Wimsatt Building Materials
36340 Van Born, Wayne

TYPESETTER
PARK WEST Galleries, one of America's leading fine art galleries, seeks part time typesetter. One year experience with Pagemaker 5.0 on PC based computer system required. Proofreading and typing skills a must.
Please send resume with salary requirements to:
PARK WEST GALLERY
29469 Northwestern
Southfield, Michigan, 48034
ATTENTION: TYPESETTER

TYPISTS NEEDED
Part time afternoons - Livonia area. Call Erica at (313) 462-2668 Ext. 400

VAN DRIVER wanted for senior apartments in Novi. 30 hours per week. Benefits/flexible hours. Salary to commensurate with experience. Call (810)669-5330

VIDEOGRAPHERS & EDITORS
Own equipment preferred. SVHS or Hi8. Weekends and part time. 3rd Millennium Prod. (810) 541-1860

VINYL SIDERS
Looking for experienced applicators or will train with construction experience. (810) 350-3550

ACO HARDWARE WAREHOUSE
2ND SHIFT
SHIPPING DEPARTMENT
Lift at least 50 lbs, work in variable temperatures (depending on season), good math and reading skills required. Starting time 4 PM. Starting pay $8.15 hour, good wage progression, 90 days $9.00. Send letter of interest to: Att: Human Resources, 23333 Commerce Dr., Farmington Hills, MI. 48335-2764

WAREHOUSE ASSOCIATES
Detroit & Westland
Immediate Openings

Technicolor Distribution Co., a leader in the home video duplication industry is seeking full time associates for our expanding warehouse operations. Qualified candidates must be dependable and enthusiastic team players. Basic math and reading skills are required. These positions pay up to $8.50 hr. plus shift premium with plenty of overtime. Opportunities are available on the afternoon shift.

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 stop by our Westland facility at 1525 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 HELP
Days, over-time. Great place to work. 313-871-6798

WAREHOUSE MANAGER
Rapidly growing manufacturing company has a need for an experienced warehouse Manager. The successful candidate will have strong initiative and be a hands-on manager with good COL/ASN skills and transportation management experience. Some overtime will be required and chauffeurs license is desirable.
If you are looking for an outstanding opportunity, with competitive wages & benefits, please complete an employment application, or send resume & other significant employment particulars, to:
Hahn Elastomer
Attn: DTJ
14557 Keel St.
Plymouth, MI 48170
Equal Opportunity Employer

WAREHOUSE PERSON NEEDED
Full time, must be able to drive hi-lo. Innovative Floor Covering, 13250 Newburgh, Livonia, 1 block S. of 96.

WAREHOUSE POSITION
Looking for responsible person for shipping & receiving. Computer experience helpful. Full-time. Plymouth area. 313-455-6000

WAREHOUSE POSITION
Looking for responsible person for shipping & receiving. Computer experience helpful. Full-time. Plymouth area. 313-455-8330

WAREHOUSE POSITION
UNIQUE position for temporary special projects with a national catalog distributor of [illegible] products. Work 30-40 hours per week on the afternoon shift. Future full time employment possible. Involves conveying, moving and cutting of product. Previous warehouse experience a plus. You'll have fun, learn and get paid! Send resume and salary history to:
J & L Industrial Supply,
Human Resources - GWL,
P.O. Box 3360,
Livonia MI 48151-3360
FAX (313) 458-1996
An Equal Opportunity Employer

WAREHOUSE/SHOP/DELIVERY
Call Sun Heating & Cooling 810-335-4060

WAREHOUSE TRAINEE
We will teach you to become a professional in warehouse management. You must be energetic, not afraid of work, & have a good head for figures. Call Tom or Jim (313) 336-1123

WAREHOUSE
WELL established paper company looking for a hard working individual for warehouse work. Room for advancement. Full benefits. Starting $6.50. Full-time. Please send resume to: 11900 Farmington Rd., Livonia, MI 48150.

WAREHOUSE/YARD HELP
needed for Westside building center. Full-time. Excellent benefits & wages. Apply in person: 41900 Ford Rd., Canton, [illegible].

WEATHERIZATION HELP
BLOWERS of insulation, siders, and door repair. All Detroit work. Drivers license. Call after 6pm.
313-876-4880

WINDOW INSTALLERS
WORK all year round. Top pay. Call Visions Window Company 810-460-3858

500 Help Wanted General

Welders - SHOP FOREMAN (M/F) & ROAD SERVICE PERSON. TIG Light gage stainless. Mechanical/electrical experience a must. Finishing experience a plus. 810-756-2480, Ext. 224

WINDOW WASHER
FULL or part time. Up to $10 an hour. Immediate opening. 1 (800) 710-4395

WOMEN & MEN - Accepting applications for plastic injection molding firm. No experience necessary. Friendly atmosphere and excellent benefits including pension & profit sharing. Apply Mon-Fri, 9am-4pm. Superior Plastics, 500 E. 2nd St., Rochester

WOODWORKING HELP wanted, woodworking experience preferred, but will train right person. Flexible hrs. Livonia area. 313-462-4914

S WOW S
Holidays are right around the corner... If you need some extra $$... Call us, we are training for entry-level positions in our clean & friendly shop.
• Multiple positions available
• Great wages
• Paid lunch
Call Today for an immediate interview and you could be working tomorrow!

M & T SERVICES
313-261-6311

21st CENTURY JOBS
Space System Technology
E Tech, Chem Tech,
Tech Assembly
New Facility
Temp-to-Perm
No degree required
Arbor Temps 439-1160

$7/HOUR
CASHIER
Part-time positions available.
Apply: Mayflower Party Shop,
824 S. Main, Plymouth

502 Help Wanted-Office Clerical

SECRETARIAL SUPPORT
Community EMS is seeking qualified mature individual with ability to handle a fast paced office offering secretarial support for the management team. Successful candidate will have excellent organizational, communication and analytical skills with a minimum 2 years office experience. Must possess working knowledge of Microsoft Word, Excel and/or Lotus. Knowledge of Kronos time keeping system a plus. Please send resume with salary requirements to:
Attn: CM
25400 W. 8 Mile Rd
Southfield, MI 48034
or fax to 810-356-3094

ACCOUNT EXECUTIVE
COMPOST TECHNOLOGY
Growing, high technology company specializing in disc and tape storage solutions, looking for an aggressive sales professional who wants to earn 6 figures and have fun. Requirements, college degree, 2-5 years sales experience, good business skills and technical aptitude. Please send or fax your resume in confidence to: Compost Technology, 4205 Valleyforge, Bloomfield MI 48301, Attn: General Manager, or FAX (810) 932-3752

ACCOUNTING ASSISTANT
Birmingham Real Estate Development firm has opening for motivated self starter to assist with A/P, A/R & bookkeeping operations. Must have prior A/P experience. Knowledge of MS Excel, Word & computerized accounting software a must. Need to be organized & detailed. Salary starting at $22K plus bonus. Medical/Dental benefits and retirement plan available. Growth potential. Send resume with cover letter stating commencement date and career goals to: Mr. Marcus, 200 E. Brown St., Suite 101, Birmingham, MI 48009-6204

Accounting Clerk
Property Management company is seeking an experienced accounting person for busy office. Minimum 2 yrs. accounting and computer experience required. Send resume to: Accounting, P.O. Box 1720, Birmingham, MI 48012-1720.

ACCOUNTING CLERKS NEEDED IMMEDIATELY
Volt Services group, a national temporary staffing company, is recruiting for Fortune 100 companies in the greater Troy area. Accounting experience is required, including: Data Entry, Lotus/Excel, AP/AR, 10 key by touch. Ask about our new medical insurance. Call today for further information. 810-649-2180 EOE

ACCOUNTING CLERK
UNITIVE Corporation, a Lotus Premium Business Partner and leading provider of Lotus Notes and Document Management system integration services is seeking a full time accounting clerk. Responsibilities include data entry of accounts receivable and accounts payable, invoice preparation, matching and verification of vendor invoices, maintaining and updating of spreadsheets. We utilize the Lotus SmartSuite of applications, Lotus 123, and Solomon.

We are an aggressive motivated company that is well capitalized with clients throughout the US. Excellent benefits package. Fax or mail your resume with salary history to:
UNITIVE Corporation
Attn: HR Manager - AC
31731 Northwestern Hwy., Ste. 250W
Farmington Hills, MI 48334
FAX (810) 855-2475

ACCOUNTING/ DATA ENTRY
Professional individual required to handle multi-plant accounts payable. Must be accurate with numbers and comfortable working with computers. Send resume to:
Human Resources, P. O. Box 38220, Redford, MI, 48239.

ACCOUNTING/ DATA ENTRY CLERK
Immediate opening with an established Troy corporation. Must possess strong data entry skills, and attention to detail. Some Lotus 1-2-3, and accounting experience a plus. Excellent working environment with attractive wage and benefit package. Please send resume to:
Box #1838
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTING/ GENERAL OFFICE
Busy Plymouth office seeks a reliable & personable individual for this full time position. Send resume to:
Box #1846
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTS PAYABLE POSITION
Experienced. Data entry, CRT, 10 key calculator proficient, light typing. Excellent benefits. Send resume to: P.O. Box 848, Troy, MI 48099.
An Equal Opportunity Employer

502 Help Wanted-Office Clerical

ACCOUNTING

PERMANENT
• Accounting Supervisor, Southfield. To $33K
• Bookkeeper/Office Manager, Royal Oak. To $26K

TEMP TO PERM
• Group Controller/CPA, Detroit automotive firm. To $70K
• Controller/Bookkeeper with Great Plains software, Belleville. To $40K
• Financial Analysts, Dearborn, Farmington. To $35K
• Payroll Bookkeeper with Canton, Livonia. To $30K
• Assistant Bookkeeper or Jr Accountant trainee, Detroit non-profit. To $24K
• Billing Clerk, Oak Park. To $20K

TEMP
• Sr. Accountant, Troy, long-term
• Assistant Bookkeeper, Wayne, short term
• Accounts Payable Clerks, East Detroit, Downtown, Troy
• Accounts Receivable Clerks/Collections/Billing, Detroit

We give our Temps first priority when recruiting for permanent openings, and our Temps are being hired at top salaries, with excellent benefits.

Accountants One, Inc
(810) 354-2410

ACCOUNTING PROFESSIONALS
DESIGN YOUR CAREER SETTING

Currently, we have challenging opportunities available for skilled and experienced professionals in the following areas:
• COLLECTIONS
• ACCOUNTING CLERKS
• EXCEL
• BOOKKEEPERS

Olsten, the professional choice. You'll receive an excellent salary, benefits and real growth opportunity. For more information call us today at:

OLSTEN PROFESSIONAL ACCOUNTING SERVICES
810-352-5511

ACCOUNTS PAYABLE CLERK
SKILLED for accounts payable department. Candidate must have at least 2 years experience, a formal understanding of bookkeeping procedures, good interpersonal & analytical skills and some experience with midrange and PC computers preferred. Send resume to:
Human Resources
PO BOx 3080
Farmington Hills, MI 48334

ACCOUNTS PAYABLE - Southfield. 2 Yrs. experience minimum. Lotus, Micro Computer. To $21K. No fee. Betty Hamil Personnel (810) 424-8470 or fax (810) 424-8530

ACCOUNTS PAYABLE
Livonia insurance agency seeks full time individual for carrier payables position. Like experience preferred. Send resume to: CFO, P.O. Box 530309, Livonia MI 48153-0309
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE
person needed for busy auto dealership office. Full time, full benefits, including 401(k) plan. Prior dealership experience preferred but will train the right person. Please fax resume to: (810) 471-3309. Attn: Barb or apply in person at Bill Cook Buick, 37911 Grand River, Farmington Hills

ACCOUNTS RECEIVABLE ASSISTANT
needed to help with cash receipts, deposits & customer detailing on collections. Send resume to: Smeda-Son Steel-AR, 12584 Inkster Rd., Redford, MI 48239

ACCOUNTS RECEIVABLE CLERK
For large, fast paced Farmington Hills apartment community. Must be people-oriented, excellent Lotus & WordPerfect skills. Fax resume to: Joan: (810) 473-8565

ACCOUNTS RECEIVABLE CLERK
With section 8 experience needed for Southfield based property management company. Benefits included. Send resume and salary requirements to: Box #1755
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ACCOUNTS RECEIVABLE CLERK
Immediate opening, full time w/benefits. Non-smoking office, Walled Lake. Resumes to: ITAS/DMK, PO Box 8047, Walled Lake, MI 48390

ACCOUNTS RECEIVABLE SPECIALIST - Private rehabilitation agency has an immediate opening for an Accounts Receivable Specialist. Responsibilities for this position include collections on past due accounts and investigation of billing discrepancies. 2-3 years experience preferred. Computer literate. Qualified candidates should submit their resumes to: P.O. Box 530308, Livonia, MI 48153-0308.

ACCOUNTS RECEIVABLE
Production Tool Supply, a leading supplier of industrial tools, has an immediate need for a Credit Services Representative. The ideal candidate will have accounts receivable credit and collection experience, must be a self-starter, able to work independently, capable of making decisions, and have good customer service skills. Competitive starting wage and excellent benefit package available. Please send resume, cover letter & salary requirements to:
PRODUCTION TOOL SUPPLY
8655 E. 8 Mile Rd.
Warren, MI 48089
Attn: H.R.
[illegible]

SOUTHFIELD law office seeking Administrative/Clerical Assistant. Typing skills essential. WP51 experience helpful. (810) 557-3737

ADMINISTRATIVE ASSISTANT
Full time position for property management company. Candidate must be organized, know WordPerfect, have excellent communication skills, and be willing to handle a variety of administrative duties. Please send resume and salary requirements to: 18777 W. Ten Mile Road, Southfield, MI 48075 ATTN: Executive Vice President

Administrative Assistant
Expanding company seeks self-motivated person to provide administrative support. Ideal candidate will have good organizational abilities & solid word processing background. Ada/Ami[illegible] a fast-paced environment but a [illegible] of the [illegible] tasks, such as filing. Apply at:
Vigilante Security
27215 Southfield Rd.
Lathrup Village
or FAX resume to:
(810) 559-1322

ADMINISTRATIVE ASSISTANT / DATA ENTRY
Small but busy sales office. Part-time, Mon.-Fri., 1:30-6:30pm, $6/hour. Must be responsible, energetic, good phone skills, computer literate. Previous office experience. Call Renee for appointment. 313-834-6500

502 Help Wanted-Office Clerical

ADMINISTRATIVE ASSISTANT
Presbyterian Villages of Michigan, a family of retirement communities serving older adults, is inviting applicants for the position of Administrative Assistant to the Directors of Community Outreach and Fund Development. Essential skills include the ability to interact professionally and represent the organization at all levels, coordinate and develop marketing materials, publications and corporate identity materials utilizing desktop publishing, track, monitor and prepare statistical information regarding gifts/donations, and assist in coordinating special events. The successful candidate will also be highly organized, highly motivated and be a leader in our team. Interested applicants, please forward your resume, cover letter and salary history to:
Presbyterian Villages of MI
Ken Harbeck
25300 W. Six Mile
Redford, MI 48240

Administrative Assistant/ Part-Time
Human Resources
Federal APD, Inc., a leading worldwide supplier of parking and revenue control equipment and a subsidiary of Federal Signal Corporation (NYSE-listed), is seeking an experienced, professional Administrative Assistant in our Human Resources Department. This is a part time position, approximately two eight hour days a week, with some flexibility to this schedule. The ideal candidate will be a high school graduate or equivalent, possess a minimum of 2 years of related experience, excellent clerical skills, knowledge of all office equipment, basic mathematical skills, and a good command of Word Perfect/Dos 5.1 or 6.0. Knowledge of Lotus a plus. Some driving for local travel required. Some overtime may be required, and must be able to work 1-2 weeks full time at the beginning of employment for intensive training. Previous personnel and human resource experience a definite plus. Eligible for 401(k) and Pension Plan. If you meet these qualifications and have a strong commitment to excellence then join us at Federal APD. Mail or fax your resume and salary history to: Federal APD, Inc., Human Resources, 24700 Crestview Court, Farmington Hills, MI 48335. FAX (810) 473-1259
No phone calls please. EOE/M/F/D/V

ADMINISTRATIVE ASSISTANT
- a leading computer rental company has an immediate opening for an Administrative Assistant. This is an entry level position and is responsible for the entry order process through collections. Basic accounting knowledge a plus. Hourly rate, commission and bonus plan, plus benefits. Fax/mail resume to: Inacom Computer Rentals, 1333 Wheaton Ave. Suite 500, Troy, MI 48083
Fax - 810-528-5196

ADMINISTRATIVE ASSISTANT - Southfield "Quicken" Accounting Program. Able to organize. To $10/HR. No fee. Betty Hamil Personnel (810) 424-8470/fax (810)424-8530

ADMINISTRATIVE ASSISTANT
Work with creative professionals in the client services department of international firms. Auburn Hills and Farmington locations. Temp to perm. WordPerfect or Word for Windows preferred. We train Power Point. Salary $9-$13/hr.
Call Susan
Birmingham 646-7661
Livonia 473-2931
UNIFORCE SERVICES

ADMINISTRATIVE ASSISTANT
Vice president needs you to coordinate some of his special projects. (matter of fact, he will make the projects yours) must be willing to accept responsibility. (have to manage your time and his), must make your own decisions (and some of his) if you are experienced, like to be in control, have WordPerfect 5.1, can do some spreadsheets and want full-time work with medical benefits and great work environment, call me, and we will arrange an interview. 810-569-6428, Troy location.

ADMINISTRATIVE ASSISTANTS
The Barbara Ann Karmanos Cancer Institute is seeking assistants to provide administrative support for the following programs:
• Development
• Community Outreach
• Research Administration

Candidates must have a minimum of 4 years administrative secretarial experience and 2 years executive-level experience, excellent communications and organizational skills, proficient with WP61.

We offer an excellent compensation and benefit package including medical, life, and dental insurance, 100% tuition reimbursement, and much more.

If you are interested in joining our professional administrative support staff please send your resume to:
Karmanos Cancer Institute
Human Resources
110 E. Warren
Detroit, MI 48201
EOE/M/F/H/V

ADMINISTRATIVE ASSISTANTS
$10-$13/HR
RECEPTIONISTS
$7-$9/HR
Full/part time, Temp-to-Hire positions available immediately in Farmington, Auburn Hills & Sterling Heights areas. MS Word, Excel and other computer skills needed. Must be reliable & organized with good communication skills. Experience a plus!
CALL NOW!
Farmington Hills....810-615-0660
Rochester Hills....810-650-5660
Madison Hgts....810-545-2300

Western STAFF SERVICES

ADMINISTRATIVE ASSISTANT - for Livonia construction contractor. Computer accounting skills a plus. Resumes to: Gille Electric, 34400 Brabon Dr., Livonia, MI 48152.

ADMINISTRATIVE ASSISTANT
Full-time position for busy retail store in Rochester. Computer literate. Good growth potential. Call for an appointment. 810-546-0053

ADMINISTRATIVE ASSISTANT
20-30 hours for fast paced, creative agency. Word 6.0, accounting support and proofreading. Call: 313-464-1199 or send/fax resume to: 42317 Ann Arbor Rd., Plymouth MI 48170. FAX: (313) 464-1277

ADMINISTRATIVE ASSISTANT/ PART TIME
Farmington Hills in home office. Computer knowledge in Wordperfect & Excel necessary. Office experience required. Non-smoker. Send resume to: Mrs. Odenak, 36408 Windsor, Farmington Hills, MI 48331

ADMINISTRATIVE ASSISTANT
N. Oakland county Ad. agency. Full-time. Competitive pay & benefits. Office experience, references. Industry experience preferred. Apply at: 1601 Clubview Dr., Rochester Hills.

ADMINISTRATIVE HELP
Part-time in Farmington. Must know WordPerfect.
Call for interview. (810) 473-8300

502 Help Wanted-Office Clerical

ADMINISTRATIVE ASSISTANT/ DATA ENTRY
Small but busy sales office, part time Mon.-Fri. 1:30 & 30, $6/hour. Must be responsible, energetic, good phone skills, computer literate, previous office experience. Call Renee for appointment. (313) 834-6500

Administrative Assistant
Leading machinery sales/service company seeks an experienced, responsible, detail oriented individual capable of coordinating service activities and assisting in sales efforts. Assertive personality, ability to work independently and professionalism required. Proficiency in WordPerfect with general computer literacy a must. Please respond via cover letter and resume only to:
Parpas America Corp.,
38121 Schoolcraft,
Livonia MI 48150

ADMINISTRATIVE ASSISTANT TEMPORARY
Detroit Testing Laboratory, one of Michigan's largest independent testing laboratories is seeking to hire a highly skilled temporary administrative assistant to support our Senior Vice President of Certification and our Chief Financial Officer. This very challenging position requires five or more years of experience, strong Dictaphone skills, typing 60 plus wpm. Candidates must have a good working knowledge of Word Perfect and Paradox for Windows. A strong fit for the position will be someone with the ability to effectively communicate with clients, association contacts, and managers in a friendly and prompt manner. This position is expected to last 3 months with a chance of it becoming a permanent position. If interested, please send your resume and salary history to:
Att: Angela Casano
DETROIT TESTING LABORATORY
7111 East 11 Mile Rd.
Warren, MI 48092
An Equal Opportunity Employer M/F/V/D

ADMINISTRATIVE SECRETARIES
Experienced in either WP 6.0 or Microsoft 6.0. Excellent grammar & professional image to work for top-notch company in Southfield area. Call for appointment.
HUMAN RESOURCES
810-553-7710

ADMINISTRATIVE SALES SECRETARY
Large construction equipment company is seeking a full-time administrative sales assistant to provide clerical support for two managers and sales staff. Exceptional secretarial, organizational, and inter personal skills a must! Qualified candidates will possess minimum keyboard skills of 65 wpm and knowledge of MS Word and Excel. Responsibilities include greeting customers, processing credit applications, answering customer phone inquiries, generating letters for sales staff & working with quotations - finance contacts.

We offer an excellent compensation and benefit package, plus 401(k). If you enjoy and informal fast paced team atmosphere in a progressive environment, please forward your resume to:
Patricia S. Ilvy
AIS CONTINENTAL
56555 Pontiac Trail
New Hudson, MI 48165

ADMINISTRATIVE SECRETARY
for growing CPA firm. Looking for person with WordPerfect, telephone & clerical skills. We offer good salary, flexible hours & room for growth. Bouvenu & Company, PC, CPA's
30700 Telegraph Rd., #2675
Birmingham, MI 48025-4527
FAX 810-647-4770

ADVANCE YOUR CAREER as a legal secretary. Senior/managing partner seeks legal secretary with excellent organizational and take charge skills, willing to accept numerous responsibilities. Insurance defense experience. WordPerfect 5.1. Fax resume to Administrator (810) 932-2008 or mail to P.O. Box #255002, West Bloomfield, MI 48325-5002

AGENTS ASSISTANT
NEEDED for insurance agency in Plymouth. Wide range of marketing, customer service, and telemarketing activities. Must be comfortable working with people; goal oriented and eager to learn. Will train. Full-time. Send resume to C. Fletcher, PO Box 87042, Canton, MI 48187.

AGENT STATE Farm office in Southfield would like responsible person experienced in personal lines. Potential for advancement. Please leave message. 810-300-1818

APPLY TODAY WORK TOMORROW
We have many Data Entry positions available in the Farmington area (DAYS & AFTERNOONS)
For an immediate appointment CALL
FUTURE FORCE SERVICES, INC.
(810) 353-6300

ARTS & CRAFTS DIRECTOR
For senior high rise apartments located in northwest suburbs.
Call (313) 538-0380
EOE

ASSISTANT CUPID
Intelligent, outgoing, organized person needed to assist the matching department of introduction service. Hours: Mon-Thurs, 6-9pm. Sat. 10-8pm. $7.00/hr. Call Ms. Evan after 1pm. 810-258-8033

ASSISTANT FOR small office, phones, typing, filing. Learning opportunity. Macintosh computer knowledge helpful. 35 hours/week; $8/hour. Send resume to: 346 Park Street, Suite C, Birmingham, MI 48009

ASSISTANT TO RECORDS MANAGER
For Birmingham law firm. Must have excellent organizational skills; computer, phone & people skills required. Send resume to: Administrator, 260 W. Maple, Suite 200, Birmingham, MI 48009

ATTENTION PLYMOUTH RESIDENTS...
We have several long term, possible permanent positions available for secretaries with Microsoft Word, Excel, Access. Call now to find out more information on these immediate openings.
EMPLOYERS
(810) 353-7050
An Equal Opportunity Employer

AUTO CASHIER
needed for busy auto dealership office full time, full benefits, including 401 (k) plan. Prior dealership experience preferred but will train the right person. Please fax resume to: (810) 471-3309 attn: Barb or apply in person at Bill Cook Buick, 37911 Grand River, Farmington Hills.

AUTO DEALER
PART TIME CLERICAL POSITION
Apply in person: Bill Brown Lincoln Mercury, 32000 Ford Road, Garden City.

BANQUET CENTER
BOOKKEEPER - PART TIME
Experienced. 2 positions 3 days/week. Must have good communication and clerical skills. Pay commensurate with experience. Call Vince/Tina at (313) 963-9734

502 Help Wanted-Office Clerical

BENEFITS ADMINISTRATOR
Our client is seeking a reliable, experienced applicant in the Walled Lake area. Health care background helpful. Must be familiar with insurance enrollment applications, claim forms, payments & reviews. Full time, Temp-to-Hire, benefits. For immediate consideration. Call 810-615-0660

Western STAFF SERVICES

BILINGUAL SECRETARY
(JAPANESE) 813-5171w
ARBOR TEMPS 459-1166

BILLING CLERK
Experienced computerized Billing Clerk needed for a large company in Oak Park. Pay rate $8 & up. Temp-to-Perm position. Must have resume.

Contempra
810-583-8500 Madison Hgts

BILLING CLERK
Experienced. Data entry - CRT, 10 key calculator. Excellent fringes. Send resume to: P.O. Box 908, Troy MI 48099 EOE

BILLING CLERK
Immediate opening for experienced billing clerk. Must possess excellent customer service attitude, attention to details, accuracy & ability to meet deadlines.

This is a new position & initially will be a full time temporary position up to 90 days - with likelihood of continuing employment afterward for right candidate, including excellent benefit program.

Interested candidates are invited to forward resume including salary history & current salary expectations to: Box #1975
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

BILLING CLERK
Invoicing, filing, data entry. For more information please call (810) 442-0240

BOOKKEEPER/ACCOUNTANT
16 HR/WK. Farmington company seeks qualified applicant for position. Responsibilities include payroll, A/R, A/P, involving general ledgers posting on computerized systems, previous experience required, salary negotiable based on experience & ability. Send resume: 33730 Freedom Rd., Farmington, MI 48335

BOOKKEEPER / Clerical. Part time. Fast-paced Birmingham office seeks motivated, highly organized individual w/2 yrs. bookkeeping experience. Call Mrs. Viviano 810-258-9897

BOOKKEEPER
FULL CHARGE
Only experienced need apply. Must have 5-10 years experience. Associates degree in Accounting or Business. Must have experience in all phases of bookkeeping, general ledger and financial statements. Send resume to: B. Harmon, 23800 W. 10 Mile Rd., #220, Southfield, MI, 48034

BOOKKEEPER - Full charge through financial statements, payroll tax experience a must. 1040 / 1120 experience a plus. 810-855-1870

BOOKKEEPER - FULL CHARGE
3 yrs. general bookkeeping overall experience. Highly skilled in Accounts Payable & Receivable and General Ledger, computer experience may include Solomon, ACC/PAC, WordPerfect, etc helpful. Professional in appearance and attitude. Reply to: Box #1958
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

BOOKKEEPER
Full charge through general ledger for a West Bloomfield synagogue. Please submit resume & references to:
Box #1808
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BOOKKEEPER
Full time for accounting services firm. Strong organizational skills required with a computer background preferred. Please send resume and salary requirements to: Office Manager, 45211 Helm, Suite C, Plymouth, MI 48170-6023

BOOKKEEPER - PART TIME
Computer experience, hours flexible. 14 Mile & Orchard Lake area. (810) 855-0303

BOOKKEEPER
Part time. Computer knowledge, payroll and sales, tax through trial balance experience. (810) 855-8720

BOOKKEEPER
Part time, for Telegraph-Twelve Mile accounting firm. Call (810) 258-8220

BOOKKEEPER - PART TIME
for Birmingham interior design firm. Must have experience in Accounts Receivable, Accounts Payable and Payroll thru Quarterly Reports. Some computer knowledge helpful. Will train on our system. Call for interview: (810) 646-0910

BUSINESS Manager, part-time, human services agency. Accounting, computer, phone work. Resume: Capes, 30000 Hiveley, Inkster, 48141

CASHIER
POSITION available for an experienced Cashier who is hardworking, friendly, outgoing & enjoys working with the public. If you have these qualifications call 313-453-7300, Ext. 281 and ask for Robin

IMMEDIATE OPENING
Part time assistant for real estate relocation department. You will need excellent clerical skills with knowledge of word processing and data entry to perform various duties in this exciting fast paced department. Call Judi at Chamberlain Realtors (810) 641-1680 Monday through Friday, P.A. between 9am and 3 pm.

CLERICAL ASSISTANT
Enthusiastic, cheerful person needed for full time position. Must have good communication skills, Microsoft office experience required.
Extension 201.
CUSTOMER/TECHNICAL SUPPORT OPERATOR
to handle incoming support calls and manage database. Must have good communication and organizational skills. A strong knowledge of DOS, Windows & Microsoft Office a must. Extension 310.
INFOTRONICS....810-474-8600

CLERICAL COORDINATOR
needed immediately for group home management office in Garden City. Must have previous clerical experience & be computer literate. WordPerfect & Excel preferred. 30-32 hours per week. Please call Theresa today! 313-522-7146 EOE

CLERICAL/DATA ENTRY
Big Beaver/Coolidge, Troy. Resume & salary requirements: P.O. Box 898, Birmingham, MI 48012-0898.

CLERICAL - Full-time. Duties include answering phone, typing, filing, computer literate, good phone skills required. (810) 888-6910

502 Help Wanted-Office Clerical

CLERICAL

DATA ENTRY OPERATORS
Days & Afternoons

Corning Clinical Laboratories, the largest diagnostic laboratory in Michigan is currently seeking DATA ENTRY OPERATORS to work full time days and afternoons. The qualified applicants must possess excellent data entry skills (45 wpm).

We offer a competitive salary and benefits package, including life, health and dental insurance, 401K and CORNING stock option plans. For immediate consideration, please apply Mon. - Thurs. 11 AM-3 PM (please come prepared for testing) at Corning Clinical Laboratories, 4444 Giddings Road, Auburn Hills, MI, EOE M/F/D/V

CLERICAL - General office. Accounts receivables/payables, computer knowledge helpful. Southfield 810-559-3587

CLERICAL HELP
Full time position for person to do various office functions. Must be good with figures. 8 Mile and Lahser area. Call Miss Regan. 810-353-0180, ext 3225

CLERICAL HELP
Looking for part time assistance to support branch and commercial service managers. Working knowledge of PC including Lotus and WordPerfect a plus. Salary commensurate with experience. Only self motivated people need apply. Contact Gary Shore at
313-525-5200

CLERICAL JOB OPPORTUNITIES
If you are dependable & hardworking and are looking to work in a professional office setting we have a variety of opportunities available.

SECRETARIES
WORD PROCESSORS
SWITCHBOARD
RECEPTIONISTS
DATA ENTRY CLERKS
CUSTOMER SERVICE
FILE CLERKS

We offer vacation pay, holiday pay & referral bonuses. Please call for an appointment today!

Contempra
810-583-8500 ...... Madison Hgts
810-650-8600 ...... Rochester Hills
313-583-5900 ...... Dearborn

CLERICAL

MEDICAL / CLERICAL OPPORTUNITIES
• LIVONIA OFFICE

Due to increased growth, HealthCare COMPARE Corp., the leader in managed care, has openings for motivated individuals with good clerical skills at our Livonia office. We have two different positions that involve processing workers compensation claims using an EDS system. Candidates should possess a High School diploma or GED, 1 year of clerical office experience preferable in a medical/insurance environment, accurate typing of 25-30 wpm, and good attention to detail. Knowledge of medical terminology and ICD 9 codes is essential.

We offer a competitive salary & excellent benefits, including 401(k) & stock purchase plans. For confidential consideration, please send or fax a resume and salary history with cover letter to:
Human Resources, Dept. PG584, HealthCare COMPARE Corp., 3200 Highland Avenue, Downers Grove, IL 60515-1223
HealthCare COMPARE
708-719-0076
eoe m/f/d/v

CLERICAL - part time, Mon. thru Fri., 4pm-8pm. Answering Sale. 1-5pm. Must type 45wpm with good phone etiquette & good customer service skills. EOE (313) 522-3612

CLERICAL PART time. Must know WordPerfect 6.0. Send resume to: C. Parker, 30000 Hiveley, Inkster, MI 48141 EOE

Clerical/Phone Sales
WILL TRAIN!
If you are a high energy, self-starter and can answer the phone 6 hours a day, you can earn an average of $8-$12/hour. Last week our top phone rep earned $17/hr. Our customers call you! No cold calling! Must have sales ability, 6 months+ retail or sales experience a plus. Salary+ incentives and Benefits. Call Monday-Thursday, 9am-12:30pm.
(810) 353-3120 ext 333

CLERICAL - Phones, word processing & outside sales
HUMAN RESOURCES
(810) 541-0600

CLERICAL POSITION
Part time, Livonia manufacturing company. Experience with basic clerical functions. Hours Mon-Wed-Fri, 1pm-5pm. Call between 9am-1pm. 313-981-1041

CLERICAL POSITION
Cap Gemini America, a global leader in Information Technology, has an immediate opening for a receptionist. Mature woman with at least 2-3 years experience preferred. This is a permanent full-time position with complete benefits. Microsoft Word and Excel experience would be helpful. Please forward resume to: Unit Administrator, Cap Gemini America, 25330 Telegraph Road, Suite 200, Southfield, MI 48034 or fax to 810-350-1611. We are an Equal Opportunity Employer.

CLERICAL/ RECEPTIONIST
NEW YORK CARPET WORLD is looking for a reliable person who has pleasant telephone manners. We will train you to use our technical system for general office duties. Part-time, evenings and week-ends. Apply at:
665 S. HUNTER BLVD.
BIRMINGHAM

CLERICAL - Word processing of quotes, letters, legal documents, sort & deliver mail, bank deposits, faxing, filing, proofing invoices, ordering office supplies, etc. Mon-Fri, 8am-5pm. Salary based on experience. Benefits available. EOE. Send resume to: Barnes & Sweeney, PO Box 538, Novi, MI 48376.

Clerical
WORD PROCESSORS
for Troy location, 6 months to 3 years experience. Must have:
• Strong organizational skills
• MicrosoftWord for Windows 6.0
• Typing skills of 50-60 wpm
Submit resume with salary requirements to: WP-1, PO Box 99384, Troy, MI [illegible]

CLERK
Needed for full time general office work in Troy. Must have excellent numerical & alphabetical skills. Light typing & various office machine experience. Transportation required for local mail delivery with mileage compensation.
Call 810 [illegible] EXT [illegible]
An Equal Opportunity Employer