500 Help Wanted General

WELDER
West side shop looking for certified welders for mig, tig & spot welding. Also looking for welders with mild steel experience. Day & night shift

QC INSPECTOR
For growing Plymouth Floor machine company. Must have SPC. First piece inspection & familiarity of blueprints. Layout inspection experience in G.D. & T. Knowledge & day job of hand have some communication skills

MOLD MAKERS
Well established mid-size manufacturing company has positions available for a journeyman Die & Injection mold makers. Day & night shifts

CHECK FIXTURE BUILDER
Well established, mid-size manufacturing company has a position available for a Check Fixture Builder with 3-5 years experience. Must have knowledge of tools to make fixtures. Apply in person or fax resume to: Carl Van Bragt, President, Van Bragt Tool & Gauge, 31515 Schoolcraft, Livonia, MI 48150

BENCH HANDS
Well established, mid-size manufacturing company has a position available for bench hands experience in mold polishing & grinding

TOOLING ENGINEER PROJECT MANAGER
Growing, mid-size custom molding company seeks project manager with a minimum 3-5 years experience in project management. Must have knowledge of tool design, tool build, and molding processes. Will provide Extensive Customer Contact. Direct applicants to Human Resources Director

SHEETMETAL MODEL MAKERS, PROTOTYPE DIE MAKERS, TOOL ROOM MACHINIST, BORING MILL OPERATORS
An Equal Opportunity To Earn
Call 313-591-0900
Fax 313-591-0900
Are you dependable? Would you enjoy working for a Good Pay, Good Benefits, Good Company? Are you interested Die & Manufacturing of metal stamping dies? Are you interested with Bridgeport equipment? Are you interested in a Production Shop? Are you interested in Prototype & Experimental work? Are you interested in Machine & Equipment Maintenance? Are you interested in Boring & Milling?
All the above positions require proven skills & benefit packages.
Send resume or apply in person to:
GREENFIELD DIE & MFG. CORP.
8301 Dixie Hwy.
Clarkston, MI 48348
Ask HRDS

502 Help Wanted Office Clerical

BENEFITS ANALYST
The Detroit office of a large medical corporation is looking for an experienced benefits analyst to administer benefits programs for over 1,000 employees. Ideal candidate will have a BA degree or equivalent and 3 years of benefits administration experience. Must be organized, detail oriented, self starting, and possess excellent verbal and written communication skills. Knowledge of Excel and Word required. Knowledge of Access and Powerpoint a plus. Salary commensurate with experience. Send resume to: Benefits Analyst, 1000 Oakbrook Drive, Ann Arbor, MI 48104. No phone calls please.

ACCOUNTING ASSISTANT
Detail oriented individual needed for accounting position. Must be well organized, have 2-3 years accounting experience, knowledge of Lotus 123 and Word preferred. Send resume to: Human Resources, 30500 Northwestern Hwy., Suite 425, Farmington Hills, MI 48334

Account Manager
Training edge, started 1984, seeks computer literate self-motivated individual with strong organization and maintenance skills. Need a detail oriented individual who can work independently and part of a team. Salary commensurate. Fax resume to: NEXGO, 6905 Ann Arbor Rd., Suite 200, Plymouth, MI 48170. Healthcare experience and MS Office a plus.

ACCOUNTS PAYABLE SUPERVISOR
Wire sale manufacturing company seeks a full time Accounts Payable Supervisor. Manufacturing experience with accounting software, general ledger & P.O. process is required. Applicant must be organized, deadline-oriented and self-motivated. Excellent communication skills a priority. Send resume with salary history and requirements to: P.O. Box 74, Royal Oak, MI 48068

Motors Insurance
MIC General Insurance Corporation has excellent supervisory career opportunities available in our Customer Service and Underwriting Departments. Qualified candidates will possess proven leadership abilities, experience in the personal lines insurance industry, previous supervisory experience and excellent organizational, interpersonal and communication skills. MIC General offers a highly competitive benefits package. Qualified individuals should send their resume and salary requirements to:
MOTORS INSURANCE CORP.
P.O. Box 33118
Detroit, MI 48232
ATTN: Human Resources
E.O.E.

CLERICAL
Automatic Data Processing, Inc., one of the largest independent and most progressive computing services companies in the U.S. is currently seeking applicants for the following full-time opportunity in ADP's Allen Park Office.
RECEPTIONIST CLERICAL
Working in a team environment, you will be responsible for providing main switchboard support and administrative backup to designating departments. Essential areas will focus on answering all incoming calls, taking messages, greeting visitors, and providing clerical back up support as needed.
To be considered, you must be a self-starter with effective written and oral communication skills, and have experience in a client service environment, requiring face-to-face and telephone communication. Prior CRT/Data Entry experience is required, as well as the ability to work under pressure. A high school diploma (or equivalent education) is essential.
We offer competitive salaries. For immediate consideration, please mail your resume or apply in person to:
Human Resources
Automatic Data Processing, Inc.
4500 Enterprise Drive
Allen Park, MI 48101
ADP believes that diversity leads to strength.
We are an affirmative action/equal opportunity employer
M/F/D/V

502 Help Wanted Office Clerical

ACCOUNTING CLERK
Experience and success in Collections required. Part time position also includes Account Receivable, billing and file maintenance. Computer experience preferred. Supervisor direct. 810-357-7065
Health Care Professionals

Accounting Clerk/ Receptionist
Plant line Corporation, the industry's largest American-owned printing ink manufacturer has an immediate opportunity for an Accounting Clerk/Receptionist.
Responsibilities will include filing, switchboard relief, mailroom & inventory control duties. Candidates should possess good phone skills, basic computer knowledge & a must.
We provide a comprehensive range of benefit programs including profit sharing. Please forward resume to:
FLINT INK CORPORATION
Human Resources
26111 Greenfield Road
Detroit, MI 48237-3594
An Equal Opportunity Employer

ACCOUNTING CLERK - Full time for W. Bloomfield area. $8-10 per hr. Send resume to: 6343 Farmington Rd. in Bloomfield, MI 48327

ACCOUNTING CLERK - Accounts payable, bank reconciliations, data entry, filing, general office duties. Salary $20-25K. Please fax resume under Livonia office. Sandi Hassan Staffing, 29200 Vassar, Livonia, MI 48150

ACCOUNTING CLERK
Full time position for busy Livonia office. Must have minimum 1 year experience. Duties include accounts payable, bank reconciliations, data entry, filing, general office duties. Send resumes to: Box 42137, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

ACCOUNTING CLERK
$5.50 - $.best
Call 313-591-1630
EMPLOYMENT CENTER AGENCY

ACCOUNTING CLERK
Uniquely Novi company seeks experienced AP AR Clerk. Flexible part time hrs., great opportunities & great work environment. Successful candidate must be detail oriented, self starter, and have experience in Lotus & Word. Computerized accounting & Crystal Reports a plus. Fax resume to: Cindy Carter, 437-15 Mile Rd., Sterling Heights, MI 48310. No phone calls please.

ACCOUNTING CLERK
Full time position for busy Livonia office. Duties include accounts payable, bank reconciliations, data entry, general office duties. Send resume to: Box 42136, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

ACCOUNTS PAYABLE CLERK
Farmington Hills manufacturer with expanding sales seeks candidate with at least 2-3 years experience. Duties include General Ledger posting, vendor inquiries, and preparation of bank deposits and cash receipts. Lotus 123 experience preferred. Excellent salary and benefits package. Fax resume to: Human Resources Manager, 24275 Halsted, Farmington Hills, MI 48334

ACCOUNTS PAYABLE CLERK
Experienced person needed for fast paced environment. Must have computer experience. Send resume to: Box 42139, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

ACCOUNTS PAYABLE
Experienced person needed for fast paced environment. Must have computer experience. Send resume to: Box 42138, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

ACCOUNTING
Data Entry General Office
Plymouth Fax & Letter Fax, Inc. is looking for a detail oriented individual who is able to adapt well to a fast paced environment. Ideal candidate will have 1-2 years of accounting experience. Data entry experience preferred. Knowledge of Word & Excel a plus. Send resume to: Human Resources - DC, William St. Manor, Inc., 400 Sunset Drive, Suite 1100, Detroit, MI 48243

ACCOUNTING
ENTRY LEVEL ACCOUNTING
Take our exit on Greenfield, then Northern 300 for STATES, Inc.

Account Manager
Training edge, started 1984, seeks computer literate self-motivated individual with strong organization and maintenance skills. Need a detail oriented individual who can work independently and part of a team. Salary commensurate. Fax resume to: NEXGO, 6905 Ann Arbor Rd., Suite 200, Plymouth, MI 48170. Healthcare experience and MS Office a plus.

ACCOUNTS PAYABLE SUPERVISOR
Wire sale manufacturing company seeks a full time Accounts Payable Supervisor. Manufacturing experience with accounting software, general ledger & P.O. process is required. Applicant must be organized, deadline-oriented and self-motivated. Excellent communication skills a priority. Send resume with salary history and requirements to: P.O. Box 74, Royal Oak, MI 48068

ACCOUNTING/CLERICAL (GENERAL)
General duties in the accounting area. Ability to type are a 10 key adding machine and computer light typing. Must have good attention to detail. Knowledge of Word Perfect a plus. Basic computer skills helpful. Benefits package. Fax resume to:
Allenton Human Resources
AD Machine
23333 Commerce Dr.
Farmington Hills, MI 48335

CLEAN OUT The Attic Clean The Garage Have A Sale!
Call 313-591-0900

502 Help Wanted Office Clerical

ACCOUNTING
TEMP-TO-PERM
Full Charge Bookkeeper/Accountant Premium. Suburban software to $27K
Full Charge Bookkeeper/Accountant. Suburban software to $27K
Sr. Accounts Payable Clerk, downtown to $25K
TEMP
Tax Accountants/CPAs. Southfield/Detroit/Trenton/Short & long term
Full Charge Bookkeeper, Detroit downtown. Computerized
Assistant Bookkeeper, Detroit downtown
Accounts Payable Clerks. Troy downtown
Accounts Receivable Clerks. Downtown Livonia
Call today for this first priority employer!
Looking for permanent opening? Ask about our Temp-to-Perm employees to fill these positions and others!
Accountants One, Inc
(810) 354-2410

ACCOUNTS PAYABLE
Permanent part time. 1:30pm daily 5pm. Light typing skills & calm work environment. Call (810) 585-9440 12-3pm

ACCOUNTS PAYABLE
Permanent position. Flexible hours. Call 37 W. Farmington Rd. in Livonia (810) 433-2232 Ask for Kathleen.

ACCOUNTS PAYABLE CLERK
needed for W. Bloomfield property management company. Must have experience & must. Lotus software experience a plus. Salary commensurate with experience. Call (810) 855-2900 or fax resume to: (810) 855-3182

ACCOUNTS PAYABLE ASSISTANT
Entry level full time position. Southfield. Must have minimum 1 year accounting experience. Duties include General Ledger coding, vendor inquiries and preparation of bank deposits. Excellent math skills. Lotus 123 experience preferred. Send resume including salary requirements to: P.O. Box 5041, Southfield, MI 48086

ACCOUNTS PAYABLE
Accounting team needs a new player. Must have 2 years accounting experience. Duties include General Ledger coding, vendor inquiries, bank reconciliations. Lotus 123 preferred. Salary $20K. Fax resume to: Human Resources, 24275 Halsted, Farmington Hills, MI 48334

ACCOUNTS PAYABLE CLERK
A Manager position with major Farmington area corporation. Candidate with at least 1-2 years experience. Duties include General Ledger coding, vendor inquiries and preparation of bank deposits and cash receipts. Lotus 123 experience preferred. Excellent salary and benefits package. Fax resume to: Human Resources Manager, 24275 Halsted, Farmington Hills, MI 48334

ACCOUNTS PAYABLE CLERK
Experienced person needed for fast paced environment. Must have computer experience. Send resume to: Box 42139, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

ACCOUNTS PAYABLE
Experienced person needed for fast paced environment. Must have computer experience. Send resume to: Box 42138, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

ACCOUNTS RECEIVABLE CLERK
Full time position available immediately. Excellent phone sales and ability to work with the public required. Knowledge of Lotus a plus. Must be detail oriented. Fax resume or apply in person:
NORTHLAND CONTAINER
ATTN: DAVE
3070 GENERAL DR.
PLYMOUTH, MI 48170
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE CLERK
Wire sale manufacturing company seeks a full time Accounts Receivable Clerk. Manufacturing experience required. Position requires some customer service, data entry, and general office duties. Applicant must be organized, detail oriented and self-motivated. Excellent communication skills a priority. Send resume with salary history and requirements to: P.O. Box 74, Royal Oak, MI 48068

ADMINISTRATIVE ASSISTANT
Permanent full time position with a Livonia office. Hours: Mon. - Fri. 9am to 5pm. Strong telephone & data entry skills. Call Ellen at 313 591 6230

ADMINISTRATIVE ASSISTANT
Part paced medical office. Experience preferred. Computer knowledge. Salary commensurate with experience. Office duties. Office furniture experience a plus. Mail or fax resume to: PO Box 2700, Bloomfield Hills, MI 48302. Attention: Sales Manager

Administrative Assistant
For busy, pleasant Farmington Hills office. Must be organized, detail oriented, very computer knowledgeable and able to deal with people. Salary and benefits. Fax resume and salary requirements to: (810) 324-1846

ADMINISTRATIVE ASSISTANT
For growing automotive machinery operation in Livonia. Candidate should be of a high experience & knowledge of Word, Excel, Lotus 123, Powerpoint, grammar, business communications & telephone skills. Fax your resume to PO Box 8085 Livonia MI 48151 EOE

ADMINISTRATIVE ASSISTANT
A local manufacturers representative firm in Troy is currently seeking a detail oriented individual to assist the president in computer sales support. Must be proficient in computer skills, numbers and with various aspects of office procedures. Duties also include answering phones, taking messages, typing, filing, and other duties as assigned. Need to work well in team environment. Please fax resume with salary requirements and a list of computer experience to: (810) 649-5348

ADMINISTRATIVE ASSISTANT
Clayton Environmental Consultants, Inc. is one of the nation's largest and most respected environmental consulting firms. We are currently looking for a self motivated Administrative Assistant to provide administrative support to our corporate attorney and will be responsible for contract administration, contract support for legal counsel. Specific responsibilities include generating legal documents, preparing resolutions to subcontract, preparing resolutions & minutes of meetings, setting up litigation files, handling subpoenas, and other matters as assigned, maintaining corporate records. Qualifications include at least 5 years of related experience, experience in contracts, experience in a law office, bachelors degree preferred, must have minimum typing speed of 60 wpm, must know PC skills in Word Perfect for Windows and Word for Windows. Excellent salary and benefits package. Please send your resume and salary requirements to: Clayton Environmental Consultants, Inc., 47887 Galleria Drive, Suite 200, Canton, MI 48188, FOCUS AD Code: Clayton Environmental Consultants, Inc., 47887 Galleria Drive, Suite 200, Canton, MI 48188, FOCUS AD

ADMINISTRATIVE ASSISTANT
Needed for a non-smoking environment. Must be able to type 40 wpm. Send resume to: Box 42140, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

ADMINISTRATIVE ASSISTANTS
Needed in the Troy area. Knowledge of Microsoft Word & Excel required. Call 313-362-8000

TODAYS TEMPORARY
(810) 649-4455
EOE

Administrative Assistant
$30,000 $35,000 Great Benefits
Confidence with the CEO. Golden opportunity with the CEO. Golden opportunity with this growth company. Learn sales, marketing and operations. Call Ann Arbor Staffing, Inc. Attention Ann, 313-995-1511. Fax 313-995-1515. Resume to: 30500 Northwestern Hwy., Suite 425, Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT
Employment agency seeking individuals for a key temporary position in Southfield. Must be computer literate with knowledge of Word, Excel, Lotus, and Powerpoint. Excellent typing skills and ability to multitask required. Strong communication and telephone skills. Ability to work independently and be self-motivated. Flexible hours. Pleasant work environment. Please fax resume & salary requirements to: Staff Leasing, 27725 Stansbury, Suite 250, Farmington Hills, MI 48334, Fax 810-476-1594

ADMINISTRATIVE ASSISTANT
To Administrator of a busy home care agency. Must be organized, detail oriented, have strong organizational skills & be able to multitask. Ideal candidate will have 2 years of experience in public relations or a variety of projects. Excellent salary & benefits package. Fax resume to: Carol Ann Care (810) 229-5683

ADMINISTRATIVE ASSISTANT
Fast paced, computerized company seeks an intelligent, motivated individual with excellent math skills, strong proofreading, spreadsheet and word processing skills. Ideal candidate will be data oriented, detail oriented, and have strong communication skills. The young, growth oriented company offers opportunities to people who the desire to excel. Management skills a plus. Excellent benefits. Please send resume with salary requirements to: Atlanta Life Insurance, 1040 Beech, Detroit, MI 48202. Fax (313) 491-1403 or Fax to: 1-800-477-5394

ADMINISTRATIVE ASSISTANT
New dentist office seeking full time Administrative assistant. Must have prior experience in dentistry or medical office. Excellent salary & benefits. Fax resume to: (810) 229-5683

ADMINISTRATIVE ASSISTANT
Fast paced, computerized company seeks an intelligent, motivated individual with excellent math skills, strong proofreading, spreadsheet and word processing skills. Ideal candidate will be data oriented, detail oriented, and have strong communication skills. The young, growth oriented company offers opportunities to people who the desire to excel. Management skills a plus. Excellent benefits. Please send resume with salary requirements to: Atlanta Life Insurance, 1040 Beech, Detroit, MI 48202. Fax (313) 491-1403 or Fax to: 1-800-477-5394

ADMINISTRATIVE SECRETARY
Rochester-Bloomfield Development firm seeks individual with Word Perfect experience with Windows and word processing experience. Must be able to handle pressure and be self-motivated. Send resume to: Box 42164, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
Entry level for small accounting office in Southfield. Word Perfect 5.1 experience required. Excellent benefits. Call 810-948-8866

ADMINISTRATIVE ASSISTANT
Growing Rochester Hills office seeks motivated team individuals to handle administrative duties. Duties include client contact with 1-95 passing, time organization, computer input. Computer experience preferred. Please mail resume & salary requirements to: 1000 Oakbrook Drive, Suite 300, Ann Arbor, MI 48104. Or Fax to: 313-913-3623

ADMINISTRATIVE ASSISTANT
Fast paced, computerized company seeks an intelligent, motivated individual with excellent math skills, strong proofreading, spreadsheet and word processing skills. Ideal candidate will be data oriented, detail oriented, and have strong communication skills. The young, growth oriented company offers opportunities to people who the desire to excel. Management skills a plus. Excellent benefits. Please send resume with salary requirements to: Atlanta Life Insurance, 1040 Beech, Detroit, MI 48202. Fax (313) 491-1403 or Fax to: 1-800-477-5394