500 Help Wanted General

TAX PROFESSIONALS

SCHWALTZ & COMPANY, PC/NEXIA INTERNATIONAL, among the largest CPA and management consulting firms in the Detroit Metro area, is seeking CPAs for our growing firm. We have the following opportunities:

- International Tax Expert
  This ideal candidate will possess experience in international tax planning, compliance, research & compliance matters, & will have an MST or related experience
- Tax Supervisor
  This ideal candidate will have experience in tax research, tax consulting & review of complex business & individual tax returns. Experience in international practice & an MST or related experience is a plus.
- Accounting & Auditing Position
  This candidate will possess experience in developing audit programs & assisting PPC Practitioners in their efforts to closely field businesses including A&A research & compliance matters

Please send resume to
Personnel Director
SCHWALTZ & COMPANY
P.C./NEXIA INTERNATIONAL
27777 Franklin Rd., Suite 1200
Southfield, MI 48034

WORKPLACE EDUCATION SPECIALIST/TEACHER

Eastern Michigan University's Center for Corporate Training is seeking a Workplace Education Specialist/Workplace Education Specialist/Teacher. The selected individual will plan, organize, coordinate and teach basic skills programs providing academic services to employees at drop-in education bases for UAW represented employees in an industrial setting. This is a grant dependent position.

QUALIFICATIONS: A Master's degree in Education, or equivalent combination of education and experience. Relevant certification is required (Adult/Computer). State of Michigan certification preferred. Three years related work experience is required, as well as familiarity with manufacturing/industrial settings, ability to relate well to adults, mathematics/computers. Interpersonal skills.

We offer an excellent, comprehensive, employer paid benefits package (including medical/dental/life insurance, educational assistance and retirement plan) and competitive salary. Interested person may submit a cover letter, resume, salary requirements and a copy of their resumé to no later than 5pm on June 14, 1996 to: Posting #PTAA0BEC 9613, Compensation & Employment Services, Eastern Michigan University, 310 King Hall, Ypsilanti, MI 48197

An Equal Opportunity Employer

POLICE OFFICER

Eastern Michigan University has an immediate need for a qualified Police Officer to provide for the safety and security functions on the University campus.

QUALIFICATIONS: High school diploma or the equivalent (combination of education and experience is necessary). PPCT Training and MLEOTC certifiable (Persons who do not meet minimum standards need apply). Possession of a valid Michigan driver's license is necessary. An Associate's degree and/or police experience as police officer or other directly related law enforcement experience is desirable.

Salary: $26,542. We offer an excellent comprehensive fully paid employee benefit package (including medical/dental coverage, education assistance, retirement plan).

To apply, submit a cover letter, resume and copy of certification and driver's license to: Posting #PTAA0BEC, Monday, June 17, 1996 to

POSTING #CPBF9605
Employment Office
310 Pierce Hall
Eastern Michigan University
Ypsilanti, MI 48197

Eastern Michigan University is an Equal Opportunity Employer

TEACHER

LIVONIA Kindergarten Teacher has opening for Pre-School Teacher. Send resume to: 29887 Schoolcraft, Livonia, MI 48150

TEACHERS ASSISTANT

In Montessori pre school for elementary classroom. Located in Rochester Hills area. Hours full or part time. Experience with children required 810-375-1701

TEACHERS - Certified in High School Biology, Chemistry, Birmingham Summer School

Call 810-203-3814

TEACHERS

Permanent part-time (AM OR PM) needed at the Community House Early Childhood Center in Birmingham

(810) 644-8154

TEACHER/TUTOR

Part-time. Needed for Psychiatric Hospital in Livonia. Must have teaching certificate/ experience and excellent interpersonal skills and comprehensive strategies. Friendly personality. (810)953-0800

TECHNICIAN - PLASTICS

Technicians needed to operate, troubleshoot & repair high speed, wheel mated plastic injection/blowmolding systems. Requirements include:

- Mechanical, Electronic or Industrial - 2 or 4 yr. degree (1 yr. certificate with experience also considered)
- "Hands On" operns
- Self-Starters
- Team Oriented

We offer:

- Training
- Full Benefit Package
- 401 (k)
- Excitement & Challenge
- Growth Potential

Send resumes to PLASTICS, P. O. Box 85813, Westland, MI 48185

TECHNICIANS - Wanted for 1st or 2nd shift Gas and diesel experience preferred. General $400 weekly. Bonus Benefits. Premium pay for ASE Certified repairs. Apply in person or send resume to Attn. General Manager, Pontiac Auto Body Inc, 781 Lahser, Portage, MI 49002 EOE/M/F

TECHS

Livonia firm needs entry level Boat Lift Installer, salary, Bonus. Experience in Electronics, Computers, Telephone Jobs Available. Call Ryan, Unapproved Union shop. Complete fringe benefits, immediate openings. Call (810) 476-7211 (313) 937-2911 EOE

TELEMARKETER

full time position available for business to business telecommunications sales. 3-8 yrs experience required. Call (810) 557-9000 or 557-1543

TELEMARKETERS

Experienced for local heating & cooling company. Good pay (+ bonus), bonuses plus commissions. Please call Bob at

(313) 937-3600

TELEMARKETERS

$15 per hour evenings, weekends, and holidays $25 per hour plus. Call and Phil while. Call (810) 558-4000, ask for Dean Davis

TELEMARKETING

Full or part time. No experience necessary. Will train. Good pay & Great environment. Ask for Laura or Cliff at

(313) 522-4500

TELEPHONE INSTALLER/ TECHNICIAN

Entry-level & experienced career opportunity. Competitive salary plus 401K plan, paid training & full medical, dental, optical insurance. Apply please Telephone Power, 2100 Pontiac Lake Rd or call for an appointment, 810-488-0000, ext. 302

TOOL & DIE MAKER

Automotive supplier is seeking a journeyman tool maker. We are forming of stamping dies in a neat plus. We offer a competitive wage & benefit package. Apply or send resume to: Michigan Rod Products, 3318 Old US 23, Brighton, MI 48116. (810) 227-6181

500 Help Wanted General

TEMPORARY EMPLOYMENT FOR HARD WORKERS

$13 PER HOUR

The work is tedious, critical and challenging. Most work takes place in a mailhouse or bindery.

Must pay careful attention to detail, specifically numbers and printing quality. Previous production/mailing experience helpful.

Must be able to work a minimum of 20 hours per week, 7am-4pm. Mon-Fri. Work late August through October.

Fax your name, address and a brief paragraph about yourself to (313) 459-4032

MUST RESPOND BY JUNE 14.

TOOL MAKERS

Tool & Die Machinist
Tool & Die Maker
ID/OD Grinder
Wire EDM Operator

We offer competitive wages and benefits. Apply in person or send resume to

ADVANCED STAMPING CO
div. of LAW Engineering
12025 Duse Ave
Redford, MI 48239

TOOL MFR.

Immediate factory job openings
Day Shift Only. Experience helpful
Good benefits & overtime. Apply
9:30am-4:30pm, week-days. 2921 Industrial Road, Troy, between 14-15 Mile Rd. off Coolidge Hwy
(810) 780-1080

TOOL SHOP HAS opening for entry level position, grinding experience helpful. Good pay & benefits.
Acme Grooming Tool
Call John - 313-532-4522

TOW TRUCK DRIVER
Experienced Dart truck. Afternoon & Days Redford Twp area. Commission or salary. Call
(313) 531-1303

TRANSPORTATION COMPANY CHAUFFEURS NEEDED
Due to strong sales growth, The Metro Group, Metro Airport's premier ground transportation company, has immediate and weekend Chauffeur positions available. Chauffeur license & clean driving record required. Clean-cut, courteous individuals interested in a challenging opportunity with a fast paced organization should apply at

The Metro Group
Attn HR
28900 Goddard Rd
Romulus, MI 48174
EOE

TRAVEL AGENT
immediate opening, minimum 3 yrs current experience, comprehensive compensation package.
FAX resume to 810-380-5959

TRAVEL MANAGEMENT CO
Seeks Sales and Worldfare trained Corporate Agents, both with international experience. Minimum 2 yrs experience. Top wages & benefits. 401K plan. Call Kelly @ (810) 827-4055

TREELAWN TECHNICIAN & TREE TRIMMER positions available. Pesticide certification required.
Call (810) 586-0202

EXPERIENCED ENGINE & HEAVY Duty Truck Mechanic with both gas & diesel experience needed. Successful candidate will possess the necessary experience along with a valid drivers license. Please forward resume & salary requirements to P.O. Box, 08070, Detroit, MI 48208

TRUCK DRIVER
CDL required. Part-time. Asphalt experience a plus. Retirees welcome
(313) 459-2550

Truck Driver/Full Time

With CDL Class B license and good driving record

Yard Help/Full Time

Good pay & benefits for both jobs
Apply in person or call
Schede-Son Steel
7240 Jackson Rd, Ann Arbor
(313) 662-1817

TRUCK DRIVER
Heating and cooling distributor seeks highly motivated individual to perform loading/delivery duties. CDL Class B required. Hi-lo experience a plus. Some outstate deliveries. 40 plus hours. Benefit package. Apply: SWAC Distribution, 12650 Inkster, Redford, 48239

TWO PEOPLE for office cleaning in the Livonia area, part time evenings.
313-953-0657

TWO TELEMARKETERS
Needed for carpet store. Tues & Thurs., 4 to 9pm. Sats. 11am to 6pm. Up to $10/hour
(313) 525-5210

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, 90 days $9.00, pre-employment drug test. Send letter of interest to: All Human Resources, 23333 Commerce Dr., Farmington Hills, MI., 48335-2184

FURNITURE DELIVERY Warehouse Help, full time, long term position with excellent benefits. Starting pay $8 per hr. Must be clean, personable & reliable. Heavy lifting required. Must have good driving record. Please send resume to: 13450 Northend, Oak Park, MI 48237 Attn: Kevin

WAREHOUSE ASSEMBLY

Major area freight forwarder needs responsible employees. Two shifts, 5 to 8 days per week. Previous warehouse experience preferred.

Livonia Birmingham
473-2934 648-8500

Advantage Staffing

WAREHOUSE ASSISTANT
Farmington Hills company. All aspects of shipping, receiving, light Excel and organizational skills, technically & mechanically inclined, some physical requirements. 2 yr. degree preferred $20k plus. Send resume to Human Resources Manager, 37998 Enterprise Court, Farmington Hills, MI 48331

WAREHOUSE/DELIVERY PERSONNEL
Local Distributor seeks self-motivated, energetic warehouse personnel. Will Train. Benefits, 401k, Advancement Opportunity.
J&D Distributing, 11700 Belden Ct., Livonia, MI 48150 (313) 425-5340

WAREHOUSE DRIVER needed for wholesale Co for new builders, need CDL license Class B, air brakes. Full time benefits included. Call (800)722-4406 or Fax resume, (810)347-2284

WAREHOUSE/DRIVER
General shop duties, some heavy lifting. Van & Stake Truck driving experience. Good driving record required. Forklift experience helpful. Good math skills a must. Call Denise between 10am-2pm. (313) 937-3870 ext. 20. Or apply in person at
12360 Beech Daly, Redford

Warehouse & Fabrication

MDI, a leading manufacturer of displays and traffic control products, seeks warehouse shipper and machine operators. Shipping position involves material handling, packaging, computer use, and UPS. Machine Operator requires experience with press brakes and print reading.

Send resume to or complete application at:
Marketing Displays International
Attn: Human Resources
36271 W. 12 Mile Rd
Farmington Hills, MI 48331

WAREHOUSE HELP Full-time, dependable, loading/unloading trucks. Valid driver's license. Start at $7. (313) 462-3254

WAREHOUSE HELP

Full time Mon.-Fri., 8 a.m.-4 p.m. No experience necessary. Must have valid drivers license. Call Wm. Wurl at

800-466-2998

500 Help Wanted General

WAREHOUSE HELP

Light packaging, assembly & shipping. Both part and full time. Wilson area (810) 390-8487

WAREHOUSE HELP, Order Pickers - Days/(Mon - Fri) overtime. Good place to work, good benefits. (313) 471-5292

WAREHOUSE PERSON
for wholesale distributor of building materials. Full time days with required overtime. Shipping, receiving, inventory control & hi-lo experience a plus. Apply in person
Hansen Marketing Services, Inc
1000 Decker Road
Walled Lake, MI 48390
(810)668-2323

WAREHOUSE PERSON

Full time for floor covering co. in northwest suburb. Many responsibilities. Salary dependent upon experience. Send resume or apply in person to P.O. Box, Northville, MI 48167

WAREHOUSE POSITION
Temporary Summer positions available. Full time. Southfield location. Excellent wage. Send resume to: P.O. Box 3061, Southfield, MI 48086

WAREHOUSE POSITIONS
Growing company in search of self-motivated people. Chauffeurs license & good driving record required. Must be dependable. Apply at 31111 Mier Rd., Dearborn 313-945-0070

WAREHOUSE, shipping & receiving. Full-time. 1st & 2nd shifts. Good benefit package. Pay + performance. W. Detroit. 313-934-1211

WAREHOUSE STAFF POSITIONS AVAILABLE

For individuals with a strong desire to work in a high energy environment. Opportunity for long term employment. Full benefit package. Apply in person at: Village Green, 7700 N. Canton, Farmington Hills.

WAREHOUSE STOCKPERSON PART-TIME

Apply:

ORCHARD MALL
Maple & Orchard Lake Roads

WAREHOUSE WORKER, 25 hours, Monday - Friday, seasonal flexible. Hi-lo experience helpful. $7.50/hour. Nov! (810)349-7677

WELDER FITTERS

$8 $10 per hour. Nationwide. 1-06 area. Call 313-432-6923

WELDER FOR maintenance department. Some maintenance experience helpful. Will train. Please call for interview 313-454-9425

WELDER

with stick & MIG welding experience. Knowledge of plasma cutting & the ability to read drawings. Benefits include uniforms, Blue Cross/Blue Shield, life insurance. Presently working 36 hours per week. 175 & 8 Mile area.

(810) 545-4222

WINDOW CLEANER - Experience $11 an Hour - Or
HIGH-RISE WORKER - Will to Train
(810) 624-7333

WINDOW WASHERS - experienced. Flexible hours available. Troy area. Own transportation. $8/hr to start. Call (810) 362-3010

WINE DELIVERY & warehouse workers needed, full time, call Glaser (313-663-1800

WRITER

Consulting company has an immediate opening for a technical writer. Must be able to handle a variety of assignments simultaneously, and meet demanding deadlines. Background in journalism, helpful. Fax resume and writing sample to (810-557-4315 or send to 17250 W. 14 Mile, Suite 200, Southfield, MI 48076. Attn: Writer

YARD LABOR

Construction supply yard in Clarkston seeks dependable applicants for yard labor positions. Must have some construction experience. $8 per hour and up to start, plus benefits. Please apply in person at Kenney Supply, 4060 White Lake Rd between Dixie & Andersonville Rd, before Thursday, 6-15-96

502 Help Wanted Office Clerical

ACCOUNTANT

Immediate Opening. Duties include data entry, accounts payable/receivable, invoicing and general clerical. Working knowledge of IBM personal computers and spreadsheet software is required. Salary and benefit package included. Send or fax resume and salary requirements to

ANCOR
Hill Development
1811 Woodslee
Troy, MI 48083-2294
Fax: 810-740-6025

ACCOUNTING CLERK/ ENTRY LEVEL

$7 - $8 TO START

Continued growth has created an opportunity in our corporate offices.

The person we are looking for will:

- Enjoy a fast paced environment
- Be detail oriented
- Want to learn and grow
- Be conscientious, hard working and dependable

Prior accounts payable/receivable and Lotus experience a plus

We offer a full benefits package including SPA membership and tuition reimbursement.

Join our expanding 40 year old company and grow and learn!

Send resume to

BOB HEWLETT
FITNESS MANAGEMENT CORP
7081 ORCHARD LAKE ROAD
SUITE 200
WEST BLOOMFIELD, MI 48322
FAX: (810) 932-3300
For Telephone Interview, call between 1:30-5:30
(810) 737-4890

ACCOUNTING CLERK and Human Resource position for Wixom area. Exp. in benefits, accounts receivable, accounts payable & general clerical duties. Send details of education, training, previous job duties and salary requirements to PO Box 1004, Wixom, MI 48393-1004

ACCOUNTING CLERK
Full or part time experienced with pegboard. Southfield location. Call (810) 353 2300

ACCOUNTING CLERK
Must have experience rents & billing invoices on the computer. Light bookkeeping is necessary. Will be working in a 8 person billing department. Call for an appointment after 9:30am (810-471-4000
Corrigan Moving Systems,
30600 Telegraph, Office, Farmington Hills (10 Mile / I-275 area)

ACCOUNTING
ENERGETIC person with pleasant phone manner, secretarial skills and basic accounting for manufacturing firm, 9 Mile/Farmington. Call Andrea (10am-2pm.
(810) 356-2823

ACCOUNTING
Part Professional
Birmingham CPA firm seeks Part-Professional for administrative and general accounting position. Variety of duties including WordProcessing, client communication, computerized accounts payable/receivable, general ledger, payroll taxes. Send resume and salary requirements to
Attn Pam Professional
Moore & Moore, P.C.
18208 W. 14 Mile
Birmingham, MI 48025

ACCOUNTS PAYABLE
Fast paced Livonia office seeks entry level Accounts Payable clerk with strong math skills, data entry experience. Familiarity with Lotus and word processing helpful. Apply at
MIDWEST DOOR & WINDOW
Call for Appt.
(313) 462-3000

502 Help Wanted Office Clerical

Accounting

Payable Processor

International Air Cargo Company has immediate openings for the position of Payable Processor. Duties & Responsibilities include processing invoices for payment, vendor contacts, and accurate Accounts Payable experience, accounting courses, and computer knowledge a plus. Interested candidates should send resume or apply in person with salary history, to American International Freight Inc., 542 Willow Run Airport, Ypsilanti, MI 48198 (Attention Human Resources/PYP), FAX (313) 484-7178 EOE

ACCOUNTING

PERMANENT:

- CPA/Tax Accountant for public accounting. To $45K
- ACCOUNTING Supervisor, strong General Ledger skills, degree. To $40K
- ACCOUNTING Assistant, Southfield. Accounts Payable/Receivable, general assistant to head bookkeeper. To $23K

TEMP-TO-PERM

- HRD/Payroll coordinator, Birmingham construction firm. To $32K
- PAYROLL Bookkeeper, Auburn Hills. To $28K
- ACCOUNTS Receivable Clerk, Detroit service firm. To $23K
- Sr. Accounts Receivable Clerk with CRM, CSR experience, Southfield. To $25K

TEMP

- ASSISTANT Bookkeeper, Accounts Payable, Southfield, Troy
- ACCOUNTS PAYABLE Clerk, prestigious Bloomfield firm, long term

ACCOUNTANTS inc
21901 Northwestern Hwy
Suite 510
Southfield, MI 48075
(810) 354-2410

ACCOUNTING SUPERVISOR

wholesale distributor in Novi/Northville area. Strong background in receivable/payables supervision. Knowledge of Lotus, 3 years experience in service related business. Excellent communication skills and a thorough knowledge of Main Frame & PC's. Position will be a hands on supervisor with a department of less than 15. We are a private company employing less than 200 people in a modern facility. Must have automotive. We offer excellent advancement, competitive benefits in a results oriented work place. Please send resume & salary history in confidence to: Personnel Manager, P.O. Box 8026, Novi, MI 48376 or fax to 810-380-3634

ACCOUNTS PAYABLE CLERK
Two years exp. in accounts payable, general ledger coding. Vendor inquiries and preparation of daily deposits and cash receipts. Lotus 1-2-3 required

ACCOUNTS RECEIVABLE
CLERK - Accounts Receivable experience or an Associates Degree in Accounting. Prior computer experience required, experience in Lotus and WordPerfect required. Excellent math skills required and communication skills a must.

Please send resume to: Human Resources, 32991 Hamilton Ct., 3rd floor, Farmington Hills, MI 48334

Accounts Payable Clerk

Busy Farmington Hills service organization seeks Accounts Payable Clerk with minimum 2 years experience. Responsibilities include computer coding and high volume fast paced accounts payable function. Employee benefits and posting of invoices, expense account calculation, and journal entry preparations. Experience on Macintosh preferred.

We offer an excellent working environment and a competitive salary and benefit package. Send resume with salary requirements to

Attn: Personnel
P.O. Box 9072
Farmington Hills, MI 48333-9072

ACCOUNTS RECEIVABLE
Position for a multi-national industrial distributor in Livonia. Full-time. Ideal candidate will have 1 - 2 years computerized accounts receivable experience. Knowledge of Lotus helpful. Send resume to: Bearing Service Inc., PO Box 530648, Livonia, MI 48153-0648. Attn. Accounting Mgr.

Accounts Receivable

Cash receipts posting, reconciling accounts, computer data entry. Lotus experience a plus. Must be self-starter. (810)478-6220
Or FAX resume to (810)478-4638

A COMPANY in Plymouth seeking aggressive individual for entry level Production Control position involving light data entry. Must have basic computer literacy and be self motivated. Previous experience in a manufacturing environment preferred. Please send resume to:
Box #2759
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

AD AGENCY Accounts receivable/payable, invoicing, billing, payroll. Northwestern Hwy, Farmington Hills. Fax resume to Linda Martin, 810-851-3472, include pth number.

ADMINISTRATION/RECEPTIONIST for Farmington Hills public relations firm. Strong phone & Mac skills required. Send resume to 30833 Northwestern Hwy, Suite 200, Farmington Hills, MI 48334 Attn: Ms Welch

ADMINISTRATIVE ASSISTANT
No experience necessary, good pay and benefits. Plymouth area Call (313) 416-5550

ADMINISTRATIVE ASSISTANT
Looking for full-time employee to assist Accounting Department in fast paced sales & production company in Southfield. Responsibilities include with Microsoft word, strong clerical, outstanding communication skills, organized, detail oriented & multi-task oriented. Please send resume to: 24275 Haggerty Rd., Southfield, MI 48034. Attn: Marci

ADMINISTRATIVE ASSISTANT
International consulting & marketing firm seeking mature, experienced, full time Administrative Assistant. Responsibilities include: Word processing, shorthand, scheduling. Fax resume to (810) 641-2300

ADMINISTRATIVE ASSISTANT
needed for president of multi-state manufacturing company. Must be personal, highly motivated, with strong interpersonal & organizational skills in this position. We offer a excellent benefit program & salaries are based on skills & experience (2+ yrs experience required). Please send resume to: Human Resources Director, P.O Box 721085, Berkley, MI 48072.

502 Help Wanted Office Clerical

ADMINISTRATIVE ASSISTANT

Immediate opening for a part-time Administrative Assistant. The newly created position will provide clerical support to three executives. Responsibilities include typing correspondence, filing, photocopying, opening mail and other clerical functions. Candidates must possess excellent verbal and written skills, strong organizational skills, and reliable transportation. Working knowledge of MS word and Excel a definite plus. Previous office support experience helpful. This is a great opportunity for someone looking for part-time office work with flexible hours.

For immediate consideration, please send resume and cover letter to

VILLAGE GREEN
RESIDENTIAL PROPERTIES, L.L.C.
ATTN: NANET GORDINER
31731 Northwestern Hwy #300
Farmington Hills MI 48334

Village Green

Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT

Looking for a mature, self motivated individual to become my right hand. Duties will be all administrative aspects of my floor covering business. Some sales experience helpful. Full benefit package. Salary commensurate with skills. Will train the right individual.

(810) 442-7299

Administrative Assistant
Milford insurance agency seeks well organized individual to assist in all aspects as Administrative Assistant. Computer knowledge and Microsoft Word required. Life insurance experience helpful. Non Smoking office. Please send or fax resume to:
James W. O'Neill & Co., Inc
P. O. Box 849
Milford, Michigan 48381
Attn: Tracy Gardner
Fax (810) 684-1275

ADMINISTRATIVE ASSISTANT/ SECRETARY
Church office. Strong interpersonal skills. Independent worker. Word-Perfect 6.0, data base, newsletter, layout experience. Salary & benefits commensurate with ability. Resume to: Office Manager, Church of Christ, 30000 5 Mile, Livonia, MI 48154

ADMINISTRATIVE ASSISTANT

Excel or Lotus and Word Perfect MS WORD
Arbor Temps 810-1186

ADMINISTRATIVE ASSISTANT
Large Westside Dodge Dealership has an opening for a self-starter and hard working individual. Excellent Data Entry and Computer Skills a plus. Must be a well organized and hard working individual. Excellent benefits. Apply in person or fax Carl Jim White
BRUCE CAMPBELL DODGE
(313) 538-1500

ADMINISTRATIVE ASSISTANT

New opportunity! Immediate openings for energetic individuals in international auto supplier division Auburn Hills and Farmington Hills. Word Perfect or Word for Windows preferred. We train! Career Point Temps to perm. Fee paid. $9-$15/hr. Call Sara
Birmingham Livonia/Farmington
645-7661 473-2931

Advantage Staffing

ADMINISTRATIVE ASSISTANTS

Many Positions Available
With The Big 10 Firms!
Computer Skills Needed
PowerPoint, Excel
Freelance, Word
Lotus 1-2-3 Others
Fax/Mail Resume to Ann
THE EMPLOYMENT CONNECTION
391 Airport Industrial Dr
Ypsilanti, MI 48197
313-485-3000 1-800-999-7910
Fax 485-4219

ADMINISTRATIVE ASSISTANTS

$10-$14/hr.

- Excellent positions available with companies throughout the metro area. Must be dependable and able to handle multiple tasks. Good phone and communication skills required. Microsoft Word knowledge a must! We offer competitive wages, benefits, long term & temp-to-hire.

Farmington Hills 810-615-0660
Bloomfield Hills 810-540-0760
Madison Hgts 810-545-2550

Western Staff Services

ADMINISTRATIVE

An immediate opening for permanent full-time position with fast paced growing consultant firm. Strong Word Perfect skills. Some accounting preferred but not mandatory. Benefits. Call

(810) 569-4500

ADMINISTRATIVE ASSISTANT
Part-time for busy real estate agency. Prefer bilingual English/Spanish. Require basic word processing skills, pleasant telephone voice (810) 557-0704

ADMINISTRATIVE ASSISTANT/ RECEPTIONIST
Farmington Hills service company position is seeking a self starter with strong clerical & light bookkeeping knowledge. Knowledge of Word, EXCEL & Quickbooks most helpful. A great company to work for.
Call (810) 473-6000
OR Fax resume (810) 473-6006

ADMINISTRATIVE ASSISTANT
National company located in the Telegraph area has an immediate administrative assistant position available for someone with strong interpersonal skills, ability to communicate effectively in professional environment, able to work accurate, well organized, people oriented team player, 65 WPM, Windows 95, MS Office environment, good math aptitude, Personal and claim clerical experience a plus. Full benefits. Send resume and salary requirements and references to

Personnel Director
30150 Telegraph Rd #183
Bingham Farms, MI 48025
or FAX (313) 337-1850

ANSWERING TELEPHONE & light office work, part time, will train. Must have good phones skills & pleasant sally. Farmington Hills. 810-476-7121

502 Help Wanted Office Clerical

Administrative Clerk

Part time - 30 hours/week in Recreation Department. Records and reconciles cash using computer software system. Responsible for supplies, maintain payroll records and office fees. High school graduate with at least 1 year experience in office procedures and computer. Apply in person at Rec. Department, 27731 Shagbark, Southfield, MI 48076

BOOKKEEPER (PART TIME)
With computer experience for Plymouth medical office. Call Penny
(313) 451-0070

BOOKKEEPER PART-TIME

Flexible schedule. Excellent compensation. Computer expertise required. Troy location

Call Mr. Cunn
(810) 649-1171

BUBBLY RECEPTIONIST

$6 $9/HR
ARBOR TEMPS 458-1155

BUSY CAR dealership, rental office seeks dependable individual to type, file, sales tax, & payroll taxes. Salary based on experience & ability. Benefits. Phone Trudy 810-498-9410

clerical

First of America Bank is adding more specialized, product and service, and more professionals with strong sales skills to their commercial banking roles. Join our progressive $21 billion institution for Banking & Financial Services. Salaries may exceed even your own high expectations.

PROOF MACHINE OPERATORS

You will process a variety of transactions on our NCR 7165 proof machines (no less than 1800 fields per hour). Requires 4-6+ months of proof experience; an understanding of debits and credits, and the ability to process branch as well as external transactions speed and accuracy are important. Hours are Monday-Friday, 8pm to close

OPERATIONS CLERK

Statement Rendering

You will prepare statements, verify checking accounts, file checks, reconcile general and assist with ODA inventory. Requires strong customer service and communication skills, accurate keyboarding and 10-key calculator skills, and the ability to lift 40 lbs. Variety of shifts available: 7am-3pm and 11pm, the last day and first 4 or 5 days of each month

OPERATIONS SPECIALIST

Wire Transfer

You will accept, verify and process wire transfer requests. Requires Confirming codes and authorizations, processing transfer requests by phone and accurate keyboarding and ten-key calculator skills. Hours are 8am to 4 least 3pm two days each month

Discover more about these opportunities

Tuesdays, June 11 & 18
Wednesdays, June 12 & 19
9:00am - 12:00 noon
First of America Bank
Human Resources Dept
400 W. Lafayette
Royal Oak, MI 48067

Applications and interviews will take place in person only on the times and dates listed. Resumes will not be accepted sent to the above address. Attn: JEC. We offer competitive compensation and opportunities for professional growth. We are proud to be an EEO/Affirmative Action/DFWP employer and our commitment to a drug free work place. Minimum three years of banking conduct pre-employment drug testing

FIRST OF AMERICA BANK CORPORATION

CALL HOMELINE FOR MORE OPEN HOUSES

313-953-2020

24 HOURS A DAY
With New Listings
Added right up to
The Weekend

See Large Display Promo in This Section for instructions

502 Help Wanted Office Clerical

BOOKKEEPER - Full charge needed for discount Birmingham real estate investment firm. Must be experienced through financial statements for the last moving, pleasant atmosphere. Computer knowledge a definite plus for non-smoking office. Send resume to: Bookkeeping, Suite 100, 27261 Shagbark, Southfield, MI 48076

BOOKKEEPER/RECEPTIONIST
12 Mile/Farmington Rd CPA firm needed individual with strong computer skills - WP & spreadsheets. Experience in accounting/accounting, AR, sales tax, & payroll taxes. Salary based on experience & ability. Benefits. Phone Trudy 810-498-9410

BOOKKEEPER/RECEPTIONIST
Mature professional to work between executives and customers. Duties include, billing, shipping/receiving, good math skills. $8 - $12/hr DOE based on experience. Forward resume answer letter to: P.O. Box 34, Southfield, MI 48037

ANIMAL HOSPITAL
Seeks receptionist. Must be dependable, have pleasant telephone skills and be able to juggle promises. Team player. Veterinary experience desirable but less important than people skills. Full time. Includes Saturday. Redford area 313 538-0900

AR/AP CLERK

for large Heating & Cooling Equipment/Construction firm. Position requires experienced person with strong data entry & PC skills. Benefit package. Salary commensurate with experience.

Reply to AR/AP CLERK
The Berkshire Group
Suite 200
850 Stephenson Highway
Troy, MI 48083

ARE YOU LOOKING FOR WEEKEND WORK???

Data Entry Positions
$6.00 $7.50 an hour
8:00am-5:00pm, Sat & Sun
Immediate Openings
Through Mid-August

Corporate Employment Services, Inc
(313) 722-7990

ASSISTANT

Approximately 15 hrs wk./$10-$12/hr with excellent computer and organizational skills required. Must be self-starter, self-motivated, very successful. Must sales background. Work in home office near Franklin/Quadrum. Call Maria at (810) 693-5743

ASSISTANT - Experience Professional, organizational, & clerical skills with a pleasant personality needed for rapidly growing company. Competitive salary with excellent benefits. Background in sales helpful. Send salary requirements Respond by mail to: ADC, 31535 Schoolcraft Rd, Beverly Hills, MI 48025. Attn: Cindy Kelly FAX 810-258-1340

ASSISTANT to sales manager - Troy area, advertising, heavy typing. Windows 95, Word, Excel, Powerpoint, transcription, fee paid. Temp to hire. $26,000

ADMINISTRATOR to sales manager - Troy area. Hrs 3 yrs automotive experience, G E M microsoft, Lotus, interface with Personnel, Marketing. Temp to hire. Fee paid. To $33,000

RECEPTIONIST - Warren, must be good on phones, Windows95 & 6.0 & 1, Excel, professional. To $22,000 Fee paid

LOIS RAY PERSONNEL
(810) 646-5580

ATTENTION Email W. Bloomfield office needs a person with versatile skills for our team! Phone & computer experience a must. Call (810) 661 2570

BILLER - FULL time position available immediately. Willing to train. Must be detail oriented, have good math skills. Send resume to Northwestern Hwy, Attn: Fred 9070 General Drive, Plymouth, MI 48170

BILLING CLERK

Manufacturing company has an opening in our Westland facility for a Billing Clerk. Position includes data entry, customer service, telephone and 10-key. Accounts Receivable experience a plus. We offer a very good full benefit and wage package. Please send resume to Human Resources and express interest to P.O. Box 85815, Westland, MI 48185 (EOE)

BOOKKEEPER/ ACCOUNTS PAYABLE CLERK

Troy advertising firm seeks full-charge bookkeeper/accountant and strong accounts payable clerk. Applicants should possess general ledger, cash management skills and knowledge of financial statement concepts, payroll tax reporting and administration of business insurance. Individual must be a self-starter with strong computer literacy skills, detail oriented and able to work independently with little supervision. Competitive salary and full benefit package. Submit your resume to

Mary Bartlett
Controller
27777 Franklin Rd., Suite 1200
Southfield, MI 48034

BOOKKEEPER
Experienced, full or part time. Salary, benefits
Call (313) 453-8109

BOOKKEEPER
Experienced in accounts payable & basic bookkeeping skills. Challenging position in growing medical facility. Good computer skills a must. Work flexibility in dealing with Excessive workload. Pay & benefits. Send resume to: Human Resources, P.O. Box 82177, Rochester, MI 48306

BOOKKEEPER for industrial company in Wixom, full or part time. Must have experience with computerized bookkeeping through tree balance. Send resume to: Box #2725
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

BOOKKEEPER
Full-time for floor covering co. northwest suburb. Must have experience on Galaxy 2000 computer. Salary dependent upon experience. Send resume to P.O. Box, Northville, MI 48167

Valassis Communications, Inc., recently named "One of the Fortune Hundred Best Companies to Work for in America" has the following immediate openings:

DEPARTMENT SECRETARY

This full-time position is responsible for maintaining department reports, preparing correspondence, processing invoices and answering phones for our fast-paced Scheduling and Traffic departments.

Qualified individuals will possess a high school diploma, minimum two years of experience, strong attention to detail and excellent communication skills. Computer spreadsheet experience preferred.

PART-TIME RECEPTIONIST

The responsibilities of this part-time position include greeting visitors, answering phones preparing correspondence and coordinating the interview process. The hours of the position are 8am-1pm, Monday-Friday.

Qualified candidates will possess a high school diploma, one year clerical or administrative experience and strong customer service skills.

Valassis offers an outstanding work environment with competitive salaries. Interested candidates should send a resume and cover letter with salary requirements to:

47585 Galleon Drive
Plymouth, MI 48170 • Attn: Human Resources

VALASSIS COMMUNICATIONS, INC.

Equal Opportunity Employer/Drug Testing Employer

502 Help Wanted Office Clerical

BOOKKEEPER
Full time for floor covering co. northwest suburb. Must have experience on Galaxy 2000 computer. Salary dependent upon experience. Send resume to P.O. Box, Northville, MI 48167

CELEBRATE DIVERSITY DAY

Join ADIA for an
OPEN HOUSE
Celebrating ethnic desserts

Accepting walk-in applications from 9-2pm
Friday, June 14

AVAILABLE POSITIONS INCLUDE:

- general labor
- accounting clerk/data entry
- receptionist
- word processor
- typist (excellent wordperfect)

All applicants MUST bring two forms of I.D., one form with a photo

ADIA
Establishment Point
32744 W. Grand River Ave
Farmington
810-442-7807

CHURCH SECRETARY
Part time, flexible, 30 hours. Computer and communication skills required. Send resume to: Faith Community Church, 27000 Church, P.O. Box 1, Novi, MI 48375-0001 (810)349 3666

CHURCH SECRETARY - Part time Mon - Fri approximately 9 to 1. Agreeable interpersonal skills & pleasant phone manner. Experience in Word Processing and secretarial proficiency. Salary $10/hr. Send resume to: Rev. Bob, Salem Church, 33424 Oakland Ave, Farmington, MI 48335

CLERICAL

DON Olds Dealer needs assistant office manager. Must have GM Dealership experience. Duties include payroll & Payroll & Payroll taxes, General proficiency Salary. $10/hr. Send resume to: Rev. Bob, Salem Church, 33424 Oakland Ave, Farmington, MI 48335

CLERICAL

General clerical position available for property management company. Responsibilities include office phones, filing, word processing, Lotus, customer service, Basics & 401K. Call (810) 569-9600, or send resume to Overhead Door West, 2001 Dalavo, Walled Lake, MI 48390

CLERICAL HELP
Casual assignments, office Phones, filing, word processing, Lotus, customer service. Basics & 401K. Call (810) 569-9600, or send resume to Overhead Door West, 2001 Dalavo, Walled Lake, MI 48390

502 Help Wanted Office Clerical

Clerical

BILLING CLERK

The position requires a typing speed of 40 wpm and ability to operate a 10 key calculator. Must be familiar with CPT-4, MUPC, UB92, and participating hospital manuals. Overall knowledge of Business Office procedures and hospital policies preferred. HS diploma required. Must have knowledge of 3rd party payors/commercial and have a minimum of 1-year insurance billing experience in a hospital setting or similar medical facility. Southfield location.

Qualified candidates may forward their resume to

HORIZON HEALTH S