EMPLOYMENT

500 Help Wanted General

SERVICE TECHNICIAN
We are a leading manufacturer of ventilation heating environment for industrial manufacturing plants. Position requires technical expertise in electrical, electronic, mechanical maintenance.
Ideal candidate must include a minimum 3 years technical service and maintenance experience. You must be self-motivated and have a strong work ethic. You must be organized and able to work on your own.
Automotive background is a plus.
Please fax resume to (313) 728-2127
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SHEET METAL FABRICATORS
Great opportunity for experienced sheet metal fabricators with sheet press brake and shear experience. Must be able to read blueprints and have excellent reading required. Must be self motivated and have a positive attitude. Overtime and weekends required. Call or fax resume to:
Diamond Sheet Metal
33400 Haggerty Rd
Farmington Hills

SHIPPING RECEIVING
Position open in new expanding facility in Westland
Apply between 10 AM-2 PM, Monday-Friday
KITCHEN GLAMOR

SHIPPING & RECEIVING
Small manufacturing plant having difficulty with some delivery. Must have good attitude and work ethic. Ability to lift, drive, and perform light shipping and receiving. Permanent position. Apply in person: 33034 Franklin Fasteners Co., 27731 Daley, Dearborn

SHIPPING & RECEIVING SUPERVISOR
Duties include: Inventory control, shipping and receiving, warehousing, material management, supervising individuals, supervising shipping, receiving & warehousing, ability to lift 50 lbs. Some overtime. Competitive salary and benefit package. Qualified candidates please fax resume with salary requirements to:
HUMAN RESOURCES
37210 Hill Street
SUITE 200
Livonia, MI 48152

SHAMPRESSER Place new $200 per week minimum. Call Jim at Jim Tissier, Inc. 810-356-6213

SHOP CLERICAL Entry level position. Experience with Lotus and computers necessary. 40 hours plus overtime. Call Jerry at Berkshire Inc. Motion Tech 810-624-0533

SHOP HELP
Hot & Belsaw is based Ann Arbor manufacturer. Has immediate openings for:
GENERAL SHOP HELP Requires good attitude and ability to work with others. Starting pay $7.00 per hour. Will be paid $8.00 per hour after 90 days. Will train. Hours: 7:30 AM-4:30 PM, Mon-Fri. Can add overtime Saturday as needed. Required $9.00 to $11.00 per hour.
AUTOMOTIVE CNC SAW OPERATOR Good attitude and ability to work with others is required. Prefer someone who has worked on CNC saw. Starting pay is $10.00 per hour to start. Will train.
NOTE: HLF provides a full benefit package including health care and 401K. All positions are full time. Interested in eight weeks and are willing to work 6 days per week. Interviews occur every two months. Call to schedule personal interview
(313) 697-3000

SHOWROOM SALES LIBRARIAN
International wholesaler of fine decorative fabric wallcover. Requires sales oriented individual for an entry level position in our showroom. Candidate should have an interest in the home furnishings field, a desire to learn, level and flexibility to learn different assignments in a fast paced environment, and company paid benefits. Please submit resume or call 810-642-0500
BRUSCHING & FALS
1700 Stutz Drive, Suite 29
Troy, MI 48084

SOCIAL WORKER
MSW or BSW with relevant experience. Adoption caseload with focus on permanency planning for children. Ability to work independently and competently. Send resume to: Human Services Coordinator, Attn: Box 40605, Detroit, MI 48240. EOE

SOCIAL WORKER Temporary full time Social Worker needed for small geriatric facility. Please send resume to: Trinity Health Services, 34330 Ver Bern, Wayne, MI 48184. Attn: Rebecca Duffy

SOUTHFIELD BASED property management firm seeking experienced Property Manager for various residential sites in Southfield, Detroit and Ann Arbor. Benefits included. Send resume and salary requirements to: D.L.P. P.O. Box 308, Southfield, MI 48037

SPECIAL ED TEACHER
For Learning Disabled classroom in Allen Park. Private school. Experience and certification required. Orton Gillingham training & style. Call Ann Arbor Academy 313-389-6281

STAFF ACCOUNTANT
Part time 20-25 hours per week. Must have strong Lotus skills. Minimum bachelors degree/relevant experience. Fax resume 810-559-8070

STAFFING COORDINATOR
Great opportunity for an organized, detail oriented individual to manage direct and temporary staffing needs for Fortune 500 company in Troy. Minimum of 1 year in staffing or employment agency recent. College degree or 5 years work experience. Must be professional, polished and self starter. Please mail resume & salary requirements to:
Box #2779
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

STARTERS/RUNNERS
Good money, flexible hours. Please apply in person. Tanglewood Golf Course, 23603 W. 10 Mile South Lyon

STATE OF ASE CERTIFIED TECHNICIANS - Full service dealership repair shop. Top pay, 401k, vacation & other benefits. Call Jerry at Lexus, 313-326-2370

STEEL DETAILER
Structural & miscellaneous steel fabricator is seeking an experienced detailer. Full benefits package. Competitive salary and experience. EOE. Send resume to: Box #2780
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

STOCKBOND BROKERS
Institutional firm back from recovery, up to 80%, call now. Call Lazarus (810) 351-0800 or FAX (810) 351-6016

STOCKBOY (M/F)
Flexible hours for catering company. (313) 481-0088

STUCCO STONE Installers Earn up to $1000 a week. Be your own boss. Year round work. We pay top wages. (313) 459-8353

500 Help Wanted General

STOCK
Full time Assistant Manager position available in large specialty store selling cards and gifts. Flexible schedule required. Excellent benefits package. Apply in person: 32910 Middlebelt at 14 Mile, Farmington Hills 810-855-1117

STOCK HELP
Needed for Oriental Rug store in Birmingham. Must be neat, honest, good bookkeeping & deliveries required. Heavy lifting. Must have valid driver's license. Able to know machine. $5.50/hr. Call Mr. Tozer 810-645-2447

STOCK PERSON
Full or part time for lighting fixtures & decorative hardware. Bring Driver's License. Apply in person: 7740 W. 7 Mile and Newburgh, Livonia

STOCKWAREHOUSE
New York Carpet World is looking for a motivated individual to maintain our stockroom. Ideal candidate will be detail and safety conscious. Available Evenings and weekends (Will be interviewed) Call for appointment 737-7462

SUMMER HELP
Full time to graduate. Light clerical, warehousing & sales. Take pride in your employer's success. Flexible weekends required. Apply: Mr. Rug, 25505 W. 12 Mile Rd., Site 250, Silver Pointe Plaza, Southfield

SUMMER HELP
needed for our Community Sales Team. Full time (Mon-Fri) 9-5. Call Jim 313-459-8020

SUPERINTENDENT
Lexus Dealership in Livonia is seeking a detail supervisor. Ideal candidate will have a minimum of 3 years experience in a high volume dealership. Must be organized and work well with others. Resume required. Fax resume to: 313-513-3415 Attn: Jim Lentz

SURFACE GRINDER Needed for Non stress shop. Experience only. Call Jerry 313-981-8440

SWIMMING INSTRUCTOR Full time & Part time. Competitive Salary. Contact Jim Gaudreau at Livonia Swim School 313-453-2064

TAILORS To pick and mark clothes in Women Coat & Birmingham Estate store. Full time or part time. Call 810-646-1320

TAILOR
with at least 15 years experience for Ladies Apparel. Dry cleaning or alterations experience helpful. Call Bunny, Sandy & Ann at (313) 459-8020. Generous salary & benefit package. Contact Mr. Kaiser 313-871-6060

TANKER DRIVER
Western Wayne County processing company has immediate openings for local driver. Must have CDL with Hazmat and Tank Cleaning certificate (excellent driving record required). Competitive pay and 401K. For more information call:
(313) 207-4901
EOE

TAP TEACHER
Experienced in Jazz, Jazz and ballet. Early Start, Early Act divers, preschool. Fax your resume to: Ballet Arts 810-398-1944 in Westland

TAX ACCOUNTANT
CPA or equivalent with tax and area related full service accounting firm. Excellent salary & benefits package. Interested individuals should have a minimum of 5 years experience in public accounting. Please fax resume to: Human Resources 313-459-1040

TELEMARKETING ONE SALESPERSON
Small Ann Arbor based company seeks one salesperson to work in our office. Ideal candidate will be a self starter with a pleasant telephone manner. Must be able to work independently. Good benefits package. Salary commensurate with experience. Fax resume to 313-994-1234 or call 313-994-1000

TECHNICIANS (Electronics)
- Must be Certified
- Interviews and Start ASAP
- Entry Level Position
- Clean Automotive
- Ann Arbor area

Call or fax resume to Attn: Amy
THE EMPLOYMENT CONNECTION
301 Airport Industrial Dr
Ypsilanti, MI 48198
313-485-3600 1-800-993-7510
Fax 313-485-4219

TECHNICIAN WANTED
Livonia location. Basic mechanic experience preferred. Some computer experience. Maintenance experience helpful. Must have valid driver's license. Please submit resume to PO Box 1606, Southgate, MI 48195

TELECOMMUNICATIONS INSTALLER/TECHNICIAN
(313) 953-2388

TELECOMMUNICATIONS/ DATA CABLE INSTALLATION COMPANY
Looking for cable installers. Experienced in installation, termination, and troubleshooting required. Must have reliable vehicle with valid insurance/driver's license (810) 288-8000

TELEMARKETERS
$15 per hour average. Top producers earn $22 per hour plus. Add and this equals. Call ... (810) 658-4000. Ask for Sherri

TELEMARKETING
For Home Improvement Company. Full time & part time. 401K available. Call (313) 462-2500, ext 123

TELEMARKETERS
Research firm seeks no selling or appointment setting. Very easy work. Hours 9am-6pm, Mon-Fri/Fri 9am-Noon. Benefits & reviews welcome. Nearby Montgomery (810) 737-4600

TELEPHONE INSTALLER/ Technician
Entry level & experienced career opportunity. Competitive salary plus benefits, plan, profit sharing & full medical, dental, optical insurance. Apply 24400 Haggerty Road, Farmington Hills or Call for an appointment, (810) 476-0000, ext 202

500 Help Wanted General

TELESERVICES REPRESENTATIVE
Mark Cardamenaris, Inc. highly respected marketing services company is looking for telesales representatives. Ideal candidate has 1 year telesales experience, excellent communication skills, ability to consistently meet or exceed quotas. Company offers competitive salary, benefits, and a pleasant working environment. Please send a resume or apply in person:
Mark Cardamenaris, Inc.
Farmington, MI 48331-2487
Fax: 810-489-5363 ATTN: TEL

TELESERVICES TRAINER PHONE AGENTS
See job at union classification 502
313-261-8220

TELLER Full or part time for busy office. Must be neat, accurate & have good math skills. Call Denise between 10-2 at 313-965-8640 Ext 222

TELLER, PART-TIME
Flexible hours. $8.65 $8.60 per hour to begin. Benefits after 90 days. Training but not required. Send resume to:
SOC
UNITENA
4555 Coolidge, Troy, MI 48098
Attention: Joanne Green

TEMPORARY EMPLOYMENT FOR HARD WORKERS
$13 PER HOUR
This work is tedious, critical and challenging. Must work bases place in a clean environment.
Must pay careful attention to detail, specifically, numbers and printing. Ability to read, write and speak English. Quality assurance helpful.
Must be able to work a minimum 7-10 hours per week. Call Tom Ann or Jim at (313) 459-8020
Fax your name, address and a brief paragraph about yourself to (313) 459-8020
MUST RESIGNED BY JUNE 14

TELE FLOOR MAINTENANCE
Seeking Dependable, Hard Working Individuals. Full time, Part time, Nights. Apply in person at: 30555 Northwestern Hwy, Farmington Hills (313) 722-9644

TIRED OF WORKING LIKE AN ELEPHANT AND GETTING ONLY PEANUTS?
Earn $7,814 an hour having great benefits! Opportunities in area sales. Training provided. Call Doug Aubrey at (313) 426-4553

TIME PERSON Capable of handling all duties in busy office. Call Jane or Jack 313-722-3900

TOURNAMENT PLAYERS Excellent benefits package. Apply at Tournament Players Club, 27000 Beck Rd. Between Grand River & Six Mile. Southwest of Novi

TRAINER
To a drug free workplace. Call Human Resources at (313) 261-8100

TRAINERS Wanted for new program. Trainer agency experience or sales experience required. Must have valid driver's license. Call Tom Ann or Jim at (313) 459-8020

TRAVEL FUN MONEY
Nationwide Research firm is paying $ pay for sales positions. Call Mary 810-415-5040

TREE CARE WORKERS Hardworking to work $10 to $15 per hour based on experience plus overtime wages and bonuses. Pesticide certification and CDL helpful.
Call (810) 588-0202

TREE TRIMMERS
South Lyon area
Call Roger at Arbor Tree Experts
810-437-4339

TRUCK DRIVER
Driver CDL A. Good driving record. DOT qualified. Permanent position. Day Drop deck & flat experience a must! Carry (313) 728-5500

TRUCK DRIVER - Local
CDL Class A License needed. Willing to do plant work. Full time with benefits. Apply in person: 4301 Lilley Rd (½ mile north of Michigan Ave) in Canton

TRUCK DRIVERS
Experience preferred. Union shop. Wide range. Contact Larry (313) 584-4253

TRUCK DRIVERS
Semi-trailer CDL required, experienced only. Call between 7 & 4:30pm Mon-Fri (313) 455-4036

TRUCK DRIVER
Steel brokerage in Livonia. Must be guaranteed local loads. Call Ken 810-546-8118

TRUCK DRIVER
Wanted - private Wixom based company needs full time driver $36,000 per year 401K, medical & dental. 810-624-1550

TRUCK DRIVER & YARD WORKER
Are you interested in earning a good day's pay for a hard day's work? If so, we may have full time positions available right now!
- excellent starting wages CDL A or B + $10 CDL
- health care benefits and uniforms
- overtime available during busy seasons
- work outside & at different sites every
- opportunity for advancement in gain experience in the construction industry
- a professional staff dedicated to servicing their customers

If the description appeals to you please apply in person
VALLEY MATERIALS
1131 Sylvester - Waterford MI
or
36340 Van Born - Wayne MI

TRUCK MECHANIC
Master Rudolph is looking to add an experienced truck mechanic. Applicant should have knowledge of air brake systems, hydraulic experience a plus. Excellent pay along with benefits. Apply between 9am-3pm at
MASTER RUDOLPH
11655 Venture Drive
Wyandotte, MI 48192
(313) 243-6687

TYPESETTER
MUST be familiar with:
- Apple Computers
- Photo shop
- Illustrator
- Photostat
- Scanning

Must be a hard worker. $23,000-$40,000 per year.
Call (810) 474-2923

VICTORY LANE QUICK OIL CHANGE is now hiring for full & part time positions. Apply in person at 31751 W. 12 Mile Rd, Farmington Hills. Or call 810-824-9433

WAREHOUSE ASSISTANT
WANTED - Must have good driving record. Call between 8-4:30 313-207-8243

500 Help Wanted General

WAREHOUSE 2ND SHIFT
ACO HARDWARE
SHIPPING DEPARTMENT
Lift at least 50 lbs. work in variable temperatures. Department of Labor Level 1 math and reading skills required. Ability to read, write, & speak English. Pay $8.15 hour 30 days $9.00 pre employment drug test. Send letter of interest to: Human Resources Manager, 3700 Commerce Dr., Farmington Hills, MI 48335-2367

WAREHOUSE ASSISTANT
Established distribution company. Excellent organizational skills, facility & mechanically inclined. Minimum 2 yrs. college degree preferred. Solid work. Send resume to: Human Resource Manager, 3700 Commerce Court, Farmington Hills, MI 48335

WAREHOUSE & delivery person for commercial photography studio. Must be hard worker. Have valid drivers license. Fax to 810-437-7051

WAREHOUSE / DRIVER
General shop duties, some heavy lifting & Class A License. Clean driving record required. Excellent benefits. Apply in person: 33034 Franklin Fasteners Co., 27731 Daley, Dearborn

WAREHOUSE
Experienced Picker Packer. Detail-minded, accurate attention to details. Must have good reading and writing skills. Send resume to: Warehouse PO Box 2587, Southfield, MI 48037-2587

WAREHOUSE HELP
Able to work overtime, medium to heavy lifting. Must have good background & transportation. Dependable & Versatile. Call after 10 AM 473-2931

WAREHOUSE HELP NEEDED with CDL or ability to obtain CDL. Must have good attitude & work ethic. Full time position. HIGAC Heat Exchanger, 30500 Bunkers, Livonia. Call and resume to John 313-261-8100 or fax resume to 313-261-8101

WAREHOUSE HELP
To assemble Wire Products. Company paid benefits. Apply in person 38475 Mentor, Off Grand River, West of Halsted, 475 N. of Ford Rd. & W. of Mail

WAREHOUSE HELP DRIVERS
Full time. Light Warehousing. Must have valid driver's license. Must have previous truck driving experience. Union shop. Excellent benefits package. Apply: Metro Pipe & Supply, 28000 Schoolcraft, Livonia

WAREHOUSE Order filters needed for automotive store. Heavy lifting required. Will train. Apply in person at Lakeshore Auto Parts & Supply, 30145 Schoolcraft, Livonia

WAREHOUSE PERSON
Small warehouse based company needs a hard working full time person for shipping & receiving. Must be able to lift 50 lbs. Call Jerry 313-261-8100

WAREHOUSE PERSON NEEDED
For receiving and receiving of furniture. Must be able to lift 75 lbs. Hours are 7:30 AM - 4:30 PM. Call (810) 855-1600

WAREHOUSE POSITIONS
Temporary and Temp-to-Perm positions available. Full time. Southfield location. Call Jim at Tempco Personnel, 29777 Telegraph, Southfield MI 48086

WAREHOUSE STOCKPERSON PART TIME
Apply
KITCHEN GLAMOR
ORCHARD MILL
Maple & Orchard Lake Roads

Warehouse Supervisor
For battery distributor. Load and unload trucks. Heavy lifting required. Ability to work independently and shift. Benefits. Drug free workplace. Send resume to:
Box #2778
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

WELDER - Custom steel fabrication job shop seeking experienced welder with stainless steel MIG & Arbo experience. Call Jerry 810-476-4624

WELDERS/FITTERS
For light gauge steel metal shop. Qualified MIG TIG & ARC welding for production work required. Must have 2 years experience. Good pay & benefits. Call (313) 272-1866

WELDERS
Livonia sheet metal fab. shop needs welders. Must have 5 years experience required. Benefits include hospitalization, $0.50 holiday & vacation.
(313) 513-3488

WORK AT HOME $200 to $700 weekly. Assemble products at home. Circle opportunity. No sales/selling. Info 24 hrs. 800-467-1000 Ext 1000

WRECKER DRIVER for truck service operation. Capable of hauling cars & other full time duties as required. Apply Days Mon-Fri. Excellent pay. Contact Jerry at 313-722-3800

WRITER
Full time entry level position with strong potential for advancement. Ideal candidate will have a bachelors degree and/or marketing experience preferred. Send resume & writing samples to: D & F PO Box 6419, Brighton, MI 48116

YARD PERSON
Full time yard worker. Clean driving record. Good pay, benefits after 90 days. Call (810) 478-8400

$100-$1000 WEEKLY
Data! Serviced & maintained in money changing display made in your area. Applications & interviews Tues & Thurs 9-30 Jacobs Vending 10 Mile Southfield, MI Suite 224

502 Help Wanted Office Clerical

ACCOUNTANT. Brighton Heating and Air Conditioning company has immediate full time opening for an experienced accountant. Bachelorson accounting and minimum 3 years of payroll functions, account reconciliations, bank reconciliations, financial statements & trial balance. Excellent benefits package. Please send resume with salary requirements to
David G. Donaldson & Co., CPA's
8700 N. Second Street
Brighton, MI 48116

ACCOUNTING/CLERICAL
MICROSOFT word, filing, posting books and phone relief. Permanent position. Send resume to: 681 Livernois, Ferndale, MI 48220

ACCOUNTING CLERK
Knowledge of basic accounting functions (A/P - A/R). Computer & strong data entry skills necessary. Prefer city in Wixom. Fax resume & salary requirements. Interested applicants please send their resume to: Controller, 30500 Bunkers, Livonia, MI 48150 Fax: 313-261-8101

502 Help Wanted Office Clerical

ACCOUNTING CLERK
Part time position available for accounts receivable, payroll human resources clerical and phone back up. Some experience with accounts receivable and payroll preferred. Excellent clerical and computer background preferred.
Salary negotiable
QUANTUM CONTROLS INC.
Contact Controller Michael Beeman
313-522-3766
An Equal Opportunity Employer

ACCOUNTING CLERK
Must have experience rating & billing process on the computer. Light bookkeeping necessary. Will be training on new computer system. Excellent benefits. Call for an appointment after 8:30am
810-477-4000
Corrigan Moving Systems
29828 Research Drive, Farmington Hills (10 Mile / I 275 area)

ACCOUNTING CLERK
Must have experience using Lotus 1-2-3 and Word. Light bookkeeping necessary. Will be training on new computer system. Excellent benefits. Call for an appointment after 8:30am
810-477-4000
Corrigan Moving Systems
29828 Research Drive, Farmington Hills (10 Mile / I 275 area)

ACCOUNTING
PERMANENT
- ACCOUNTING Assistant Southfield Accounts Payable. Intermediate general accounting experience. Salary $9.00 - $9.50 hr.
- TEMP TO PERM
- SR. Accountant Auburn Hills Very Small Accounting Department. Salary $40K
- HRD/Payroll Coordinator Birmingham construction firm. Salary $35K
- ACCOUNTANT Project Manager. Bloomfield advertising firm. To $40K
- PAYROLL Bookkeeper. Auburn Hills $28K
- SR. Accounts Receivable Clerk with Lotus experience. Southfield. To $25K
- ASSISTANT Bookkeeper. Western manufacturing firm. To $28K

TEMP
- PAYROLL Expert, experienced with computer, general services. Canton, PR Dept. ASAP
- ACCOUNTANT Bookkeepers. Troy, Southfield
- DATA ENTRY Clerk. Madison Heights
- ACCOUNTS PAYABLE Clerks downtown Southfield

ACCOUNTANTS INC
24901 Northwestern Hwy
Suite 518
Southfield, MI 48075
(810) 354-2410

ACCOUNTS PAYABLE CLERK
Detail oriented person with computer knowledge needed for established Ann Arbor based manufacturer. Excellent benefits package. Excellent Opportunity. Employee Call Jerry at
(810) 478-9700

ACCOUNTS PAYABLE CLERK
Progressive Metal Stamping Company in Livonia is seeking applications for a part time Accounts Payable Clerk (4 hours per day). Flexible hours. Ideal candidate will be computer literate and have previous experience in accounting. Wages will be based on experience. Send resume to: 30500 Bunkers, Livonia, 15050 Keel St, Plymouth MI 48170 Attn H R Manager. EOE

ACCOUNTS PAYABLE ASSISTANT
Part time clerk to assist in accounts payable duties. Responsible for processing of invoices for payment, filing & other general office duties. Excellent Range benefits. Equal Opportunity Employer. Call Jerry at
(810) 478-9700

Accounts Payable Clerk
Small business based direct marketing company specializing in products is seeking a full time entry level accounts payable clerk. Responsibilities include processing invoices, data entry & vendor invoices. Please call to schedule an interview appointment
313-207-5855
American
Hand and Wallpaper Linen

ACCOUNTS PAYABLE CLERK
Full time/Ann Arbor office
Responsible for accounts payable, errands & general office duties. Computer experience required.
Call 810-645-2050

ACCOUNTS PAYABLE, shipping & receiving office full time busy relaxed office. Detail oriented. Computer knowledge helpful. Send resume to: The Claymore Group, 210 S. Woodward, Birmingham, MI 48009 Ann Dana

ACCOUNTS PAYABLE
Novi automotive supplier has an immediate opening for an experienced full-time Accounts Payable person. Candidate must be detail oriented, organized, self motivated, and have excellent math skills. Willing to accept new challenges. Excel experience helpful. Pleasant, non-smoking office environment. Offer includes competitive salary and benefits package. 401(k) and education plan. Send resume & salary requirements to:
Accounting Department
Argent Automotive Systems
41131 Vincenti Ct.
Novi, MI 48375-1874
FAX: (810) 473-7115

ACCOUNTS RECEIVABLE
Automotive company seeking high energy, upbeat, dedicated self starter with good organizational skills and strong attention to detail. Accounts Receivable position. Good phone manner, ability to handle backorders, credit and collection experience preferred. Accounting 1 plus. Benefit package available. No phone calls please. Send resume with salary requirements to:
Yves Maillards Interiors, Ltd Inc.
Attn: Dept 112
11844 Hubbard
Livonia, MI 48150
Fax: 313-427-1666

A COMPANY in Plymouth seeking dependable individual for entry level Production Control position involving light data entry. Must be self motivated. Prequal experience in a manufacturing environment preferred. Please send resume to
Box #2789
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

502 Help Wanted Office Clerical

ACCOUNTS RECEIVABLE
Farmington Hills Property Management company seeking highly motivated self-starter for Accounts Receivable and Customer Service. Computer experience required. Must have ability to handle multiple tasks in a fast paced environment. Lotus & Word Perfect experience a plus. For consideration send resume to: Office Manager, P.O. Box 2480, Farmington Hills, MI 48333. Must include salary history or requirements.

ACCOUNTS RECEIVABLE/ INVOICE CLERK Does you have the position unless you want to work in a small office with pleasant co-workers, good working conditions and great benefits. We are looking for a reliable person to replace our existing clerk that is retiring. Education/training from a jr. school or technical school or equivalent combination of education and experience a must. Must also have computer experience. Send letter of interest and resume to: Office Mgr. 24800 N. Industrial Dr. Farmington Hills, MI 48335

AD AGENCY Accounts receivable/data entry position. Call Jean at Northwestern Hwy Farmington Hills Fax your resume to 313-851-3472

ADMINISTRATIVE ASSISTANT
30 hours per week
(313) 721-7166

ADMINISTRATIVE ASSISTANT
New opportunity! Immediate openings for auto supplier division. Auburn Hills and Farmington locations. WordPerfect or Word for Windows. Excellent Lotus 1-2-3. Macintosh Power Point. Temp to perm. Salary $9-$13/hr. Call Sally
Birmingham Livonia/Farmington
646-7661 473-2931

Advantage Staffing

ADMINISTRATIVE ASSISTANT
Major financial institution with Detroit headquarters and 100 locations throughout the area has immediate openings for administrative assistants. Temp-to-perm available. Salary $9.00 - $10.00/hr. Call Sally
Farmington/Livonia Birmingham
473-2931 646-7661

Advantage Staffing

ADMINISTRATIVE ASSISTANTS
Many Openings
Work Temporarily Or Seek Permanent Placement
Clerical Support
Computer Skills Needed
Word Excel
Freelance etc. Call or Fax Resume today to Ann
THE EMPLOYMENT CONNECTION
301 Airport Industrial Dr.
Ypsilanti, MI 48198
313 485-3600 1-800-993-7510
Fax 485-4219

ADMINISTRATIVE ASSISTANT
Part time position. Send resume with salary requirements to: Mechanical Installation Company, 30500 Bunkers, Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Full time position for Telecommunications office. Some bookkeeping, PC and data keyed sense of nature. Some work on medical Bloomfield location. Call Ann at 810 647 6751

ADMINISTRATIVE ASSISTANT
Experience in data entry, word processing, telephone, filing, mail, and other office duties. Excellent opportunity for growth. Call Tracy at
(810) 208-1536

ADMINISTRATIVE ASSISTANT
For Life & Health Insurance Agency. Permanent, full time position. Excellent telephone, organizational and clerical skills. Great opportunity for development for dependable, cheerful self starter. Salary commensurate with experience. Please fax resume with salary requirements to: 810-855-1052 Attn: Personnel. Or mail to: 7800 Northwestern Hwy., Ste. 203, Farmington Hills, MI 48334-1664

ADMINISTRATIVE ASSISTANT
Managed Real Estate sales/investment company has opening for assistant with the ability to assist in processing mortgage company experience. Applicant should possess good communication skills, should have profession telephone communication skills. Excellent salary and benefits for qualified individual.
Call Jessica at (810) 208-1400

ADMINISTRATIVE ASSISTANT
Fast paced engineering company looking for hard working and highly motivated individual with excellent organizational & communication skills. Responsibilities include processing phones, travel arrangements & light bookkeeping. Word Perfect and Excel experience required. Starting at 30 hrs./week with possibility of expanding. Full Benefits included. Send resume to
Brion Engineering, Inc
12100 Hubbard
Redford, MI 48239
Fax 313-532-5317

ADMINISTRATIVE ASSISTANT
Join Innovision Technologies, Inc. a premier information technology company. Come and discover what you can become with an organization that encourages enterprise, team building and rewards achievement.
We are seeking a highly organized motivated, reliable professional with excellent secretarial and communication skills. Must possess computer knowledge. Must have 5+ years of experience.
We offer career advancement opportunities along with an excellent compensation package.
Mail or fax resume to
Innovision Technologies, Inc
39555 Orchard Hill Place
Suite 227
Novi, MI 48375
FAX (810) 449-7624

ADMINISTRATIVE ASSISTANT
Excel or Lotus and Word Perfect MS Word
Arbor Temps 458-1168

ADMINISTRATIVE ASSISTANT
Established property management firm is seeking a motivated and organized individual for a fast paced office. Good communication skills and word processing a must. Excellent benefits. Please send confidential resume to PO Box 721044 Berkley, MI 48072-0044

ADMINISTRATIVE ASSISTANT
For non-profit musical organization. 2Plus/W, $8.61/hr. WordPerfect Excel Exp. Mon-Fri 9-5 Flexible. Resume fax: 560 Sherman Dr. Apt 70 Royal Oak MI 48067

ADMINISTRATIVE ASSISTANT
Part time. Flexible hours, must have excellent computer skills using Word and MS Excel. Top pay. Call Edsa at 313-466-1841 to arrange an interview or fax your resume to
313-420-6240

502 Help Wanted Office Clerical

ADMINISTRATIVE ASSISTANTS
TEMP-TO-HIRE
Top company is seeking energetic minded person for our Farmington location. Qualified applicants will possess the following skills: Mac Word, Lotus, Harvard Graphics, excellent telephone skills and the ability to work independently. Call for immediate consideration
810-615-0660
Western
STAFF SERVICES

ADMINISTRATIVE ASSISTANT
High energy person who enjoys people contact. Entry level position includes a variety of duties: telephones, interviewing, filing, job orders, etc. Must be detail-oriented. Part-time with full time potential. Send resume and SALARY REQUIREMENTS to:
Lifetime Personnel Services
32950 Five Mile, Suite 2
Livonia, MI 48154

ADMINISTRATIVE CLERK
For fast paced Southfield financial institution. Part time position. Mon-Fri, 10am-2pm. Must be proficient in MS Word with excellent organizational and communication skills. Send resume to:
CCCU
P.O. 5022
Southfield MI 48086-5022
Or Fax to (810) 351-2122
An Equal Opportunity Employer

ADMINISTRATIVE COORDINATOR
Must have excellent customer service skills and good phone manner. Good PC skills required. Arts Pro Freelance Graphics and Lotus very helpful. Long & short term assignments. Full time AND part time. Possible permanent placement. Manpower offers Life and Health Insurance, holiday and vacation pay, 401K and more! We look forward to hearing from you!
MANPOWER
(810) 471-1870

ADMINISTRATIVE SUPPORT
AUTO LEASING
A major automotive financing company has an immediate opening for an administrative support. Competitive salary & benefits. Great career opportunity for creative self starter. Fax resume to HR 810-737-0646 or call 810-737-2240 to arrange interview. Must have computer skills. Be comfortable working independently, great desire to work in supportive environment. Competitive salary & benefits. Great career opportunity for creative self starter. Fax resume to HR 810-737-0646 or call 810-737-2240 to arrange interview.

ANIMAL HOSPITAL is seeking a RECEPTIONIST. Must be dependable, good communication skills, and be able to juggle multiple problems. Team player. Positive, pleasant and tactful. Veterinary experience desirable but less important than people skills. Part time including Saturdays
(313) 480-8584

ASSISTANT-SECRETARY
Small office. Hours flexible. Mon - Fri. Growth opportunity. Mature person.
(810) 662-1500

ASSISTANT TO THE PRESIDENT
Full or part time in presidents home in Bloomfield Hills. Computer, typing, writing, filing, phoning, customer, research, librarian, register, archival skills. Must be organized, self starter, contact. Benefits. Fax resume & references to (810) 647-1565

ATTENTION: Small W. Bloomfield office needs a person with versatile skills for our team. Phone & computer ability a must. Call (810) 661-2570

ATTENTION! ATTENTION!
Bright, talented people who are looking for a better way to spend the summer than spending it on a beach! If you have been thinking about working in two or more of these programs
- MS Word + Powerpoint
- Access + MS Excel
- Freelance + Harvard Graphics

Manpower Automotive wants to talk to you! Gain valuable experience working for The Big 3. Great pay & benefits.
Call us today 1-800-367-3243, or fax your resume to 313-271-8431

AUTO DEALER
Needs experience office help. Payroll experience a plus, salary based on experience. Full benefits package. Fully paid BC/BS. Call Kathy Mateer for appointment
CHARNOCK OLDS
(313)565-6500

AUTO DEALERSHIP CASHIER
Immediate full time, Monday Friday 8-0 starts at $7.50/hr or more based on experience. Call Ann at Lexus Dealership for experience necessary.
HAHN & PARK LINCOLN MERCURY
Send Resumes Attn: Controller
30900 Ford Road
Garden City, Michigan 48170

AUTO DEALERSHIP needs experienced Parts Man to assist in Car Body Bookkeeping and/or Accounts Receivable. Respond in person or with resume to:
Tamarack Buick Honda, Inc
30580 Telegraph Rd
Bloomfield, MI 48034
FAX: 810-540-7054

AUTO RENTAL Company in the Suburban Detroit area is looking for qualified individual for accounting office manager position. Must be familiar with preparing financial statements & all other aspects of accounting. Send resume in P.O. Box 305, Northville, MI 48167

BILLING CLERK
Growing distribution firm seeking a full time billing clerk. Computer experience preferred, accounts receivable and file experience helpful. Excellent salary and benefit package. Please fax resume to 810-557-0404. Dudek, Wagner & Kenney P.C. Attn Human Resources INC. 1 Woodward Ave. 10th Floor, Detroit, MI 48226

BOOKKEEPER
A manufacturing plant with offices in Farmington Hills needs complete change. Bookkeeper to take up accounting department. Flexible hours, pay is dependent on ability.
810-932-9870, ext. 11

502 Help Wanted Office Clerical

BILLY BOB'S
Now Hiring
General Office/Customer Service
$7 to $10per hour based on experience. Apply in person
Fri, Mon & Tue between 1-3pm
4250 N. Woodward
Royal Oak, MI

BOOKKEEPER (EXPERIENCED)
Small Ann Arbor area. Must have Lotus and WordPerfect skills. Send resume with salary requirements to: Box #2772
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

BOOKKEEPER
For building development company. Bookkeeping with computer experience necessary. Send resume and Box 1078 Royal Oak, MI 48068

BOOKKEEPER for industrial company in Wixom full or part time. Must be experienced in computerized bookkeeping through trial balance. Send resume to: Box #2775
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

BOOKKEEPER - minimum 2 years experience with A/R, A/P, general ledger, bank recs & some cost analysis. Seeking enthusiastic self-starter willing to accept responsibility & committed to the position. Send resume & salary requirements to HRM PO Box 31430, Livonia MI 48150 EOE

BOOKKEEPER/OFFICE OPERATIONS
Sales firm seeks multi-talented individual for computer accounting and office operations. Must have computer skills and bookkeeping experience in AR, AP, PR etc. We need your help. Full benefits package. Send resume to: DFT, 4505 Bluebird, Commerce MI 48382

BOOKKEEPER (PART TIME)
Small Ann Arbor based company. Good PC skills required. Arts Pro Freelance Graphics and Lotus very helpful. Long & short term assignments. Full time AND part time. Possible permanent placement. Manpower offers Life and Health Insurance, holiday and vacation pay, 401K and more! We look forward to hearing from you!
MANPOWER
(810) 471-1870

BOOKKEEPER - Part Time
Tues of Wed only. Full charge thru general ledger. Experience with QuickBooks Deadline Troy
AGI Services 810 589 3830

BOOKKEEPER
Part time, flexible hours. Non profit organization. Uses Quickbooks Start ASAP. Submit resume by June 30th, to Big Friends Care 640 N. Woodward Suite 102, Birmingham, MI 48009

BOOKKEEPER - Part time
Worked with excellent commerce sen skills and ability to use computer. Send resume to PO Box 500 Walker, MI 48141 Attn Kelly

BOOKKEEPER PART-TIME
Southfield CPA firm seeks individual with strong computer skills and prior experience in CPA office. Flexible hours. Excellent benefits. Send resume to CPA 21751 W. 11 Mile Rd., #100, Southfield, MI 48076

BOOKKEEPER. Part time position available with an accounting services company. Experience with Lotus & word Perfect preferred. Accounting helpful. Please send resume to: First American Title Insurance Co. P.O. Box 1289, Troy, MI 48099. Attn: Marge Pupe

BOOKKEEPER/PAYROLL
Firm seeking organized, mature professional with computer & bookkeeper skills. Will handle payroll, payroll functions taxes, reports & A/P. Call Carol Kaiser at 810-557-2220 Ext 22 for an appointment. Hours are 8:30 AM - 5:30 PM, Mon-Fri. Salary based upon ability, high school graduate or equivalent, one to two years of previous related experience (municipal government experience helpful), minimum of one year bookkeeping using Microsoft Office products (Word, Excel and Excel for Windows), Access, dBase III+ or comparable software programs, ten key typing/calculating speed of 45 wpm. One year of post high school training/education is preferred.