EMPLOYMENT

500 Help Wanted General

MAINTENANCE/PORTER wanted - Full Time, 9PM-3:30AM shift. Benefits included. Apply in person at Commuter Transportation, 27980 Northline Rd.Northern Inkster & Middlebelt, Romulus MI.

MAINTENANCE
Premier West Bloomfield apartment community seeks full time handyman. Technician. Must be reliable, have general maintenance knowledge & HVAC experience. Great pay/benefits. Luxury apartment. Aldingbrooke Apartments (810) 661-0966

MAINTENANCE SUPERVISOR
Property Management company has opening for a Maintenance Supervisor at large apartment community in Canton/Westland/Livonia area. Applicant must be able to demonstrate general knowledge in electrical, plumbing and HVAC. Good supervisory organization and communication skills required. Previous supervisory experience a plus. This position offers an excellent starting salary and benefit package. Many extras included! Send resume to Box 1367, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, MI 48150 or fax resume with salary requirements to: 313-455-1152

MAINTENANCE SUPERVISOR
for heavy duty material equipment repair facility. Must have own tools and CDL. Have Supervisory 2 plus experience. Full time with benefits. Please send resume to: Personnel Manager Attn: Larry, General Car & Truck Leasing, 10101 Ford Rd., Dearborn, MI 48126.

MAINTENANCE TECHNICIAN
For large Southfield/Farmington Hills apartment community. Apply in person

MUIRWOOD
Management Office
26063 Hunter Blvd.
Farmington Hills, MI
(W. corner of Grand River & Drake.

MAINTENANCE TECHNICIANS
luxurious apartment community in Farmington seeking an experienced, self motivated individual to join our team. Must be knowledgeable in all phases of apartment maintenance. Repairs experience preferred or willing to pay for certification. Competitive salary, benefits, 401k. Please call 313-464-6188 or fax resume to 810-644-3874

MAINTENANCE TECHNICIAN
Senior apartment community in Westland. Generalist knowledge of basic electrical, plumbing, etc. On-call, on-site position. Pleasant, professional benefits available. Also 40 hrs/week maintenance. MUST BE A TEAM PLAYER. Call 9am-4pm (313) 261-3000

REGIONAL FINANCE REP
To $150K. Factor commercial/industrial invoices. Call Ray or Pete at 810-542-4600 or fax 542-2461.

BRANCH MANAGER TRAINEE
To $50K. Salary, benefits, bonus. Personnel Plus 810-524-1500. Fax: 524-2461

MANAGER
for fun retail store located in Rochester. If you are bright, a self-starter, organized & energetic, we would love an interview
Call Anna: (313) 641-1244
KITCHEN GLAMOR

MANAGER NEEDED for building supply store. Must have background in construction. Weekend coverage. Salary, medical & dental insurance plan available, commission & profit sharing. Send confidential resume to Box 41440
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

• MANAGERS
ASSISTANT MANAGERS
TRAINEES
Start the New Year
Off Right with Rite Aid!
Rite Aid Corp., one of the nation's largest drug store chains, with over 1,000 drugstore chains has openings available for Managers, Assistant Managers, and Trainees in Metro Detroit City and Surrounding Areas.
We offer on of the most complete management training programs in the industry, learning all aspects of store procedures dealing with:
-Inventory Merchandising
-Personnel Supervision
-Store Administration
-Banking Procedures
Rite Aid offers an attractive company subsidized benefits package along with an excellent salary.
If you seek a promising career and are a conscientious, hard working individual, please send resume to:
RITE AID
Market Office
5400 Corbin Drive
Waterford, MI 48329
Attn: Employee Relations Manager
E.O.E. M/F

MARKETING REP TRAINEE
to $45K. Salary, benefits, bonus. Personnel Plus 810-524-1500. FAX: 524-2461

MECHANIC: Excellent opportunity for experienced mechanic in growing trans portation co. PM and repairs on Ford fleet vans. Gas & Diesel experience preferred. Must have own tools. Competitive wages and benefits. Apply in person Mon-Fri, 8am-4pm at 27950 Northline Rd. between Inkster & Middlebelt, Romulus, MI.

MECHANIC
for growing company. Company. Experience a must. Duties include small engine repair, equipment maintenance, etc. Full benefits, 401(k), good pay. Call ask for Max: (810) 347-2004

MENTAL HEALTH CARE
Working with mentally ill adults, starting at $8.25 an hour plus full medical, dental and optical benefits, after 90 days, with a 50 cent raise. Farmington, MI. Please call Mary Christy for an interview at 810-477-2044

MOLD SHOP in Farmington Hills seeking Toolmaker with 10 years experience in Mold making. CAD/CAM experience a plus. Overtime available. Competitive benefits. Send resume with salary requirements to: Craig Assembly, 20732 Sunnydale, Farmington, MI 48336.

MORTGAGE LOAN ORIGINATOR
BECOME AN OWNER
Busy Discount Mortgage Broker, pays top commission and offers stock options to top producers. Call & ask for Mary, (810) 540-1070

MORTGAGE LOAN PROCESSOR
Minimum 2 years experience. Familiar with new construction and Conduit software preferred. Fax: (810) 449-0133

500 Help Wanted General

Mortgage
AMERA Mortgage Corp.
LOAN PROCESSOR
With 1+ yr. experience desired. Related experience will be considered.
POST CLOSING AUDIT
and SET-UP
Clerk. Will train.
LOAN ORIGINATORS
Specific or related experience required. Conventional, FHA/VA, MSHDA plus home equity lines, B/C and conventional products
An Equal Opportunity Employer
Contact: Human Resource Dept.
Charlene Norber
at 810-737-6636 or submit resume
VIA Fax to 810-855-4106
30201 Orchard Lake Rd. #250
Farmington Hills, MI 48334

MORTGAGE ORIGINATOR
Are you looking for the freedom to compete? Concept One's revolutionary pay structure can help you earn top commissions of up to 70% on every loan. PLUS commission overrides & residual income. We can give you exceptional fringe benefits as well as top investors, top products, top pricing and top pay to help you grow. We are one of the BC & BS health insurance in our state of the art office Southfield. At least 2 years experience required. Please contact Ozzie Jacobson at (810) 355-3267

MORTGAGE PROCESSOR-SENIOR
EquiCredit Corporation of MI, one of the nation's largest home equity lending firms, has a position open in its Southfield office. Persons applying should be knowledgeable with legal compliance forms and credit investigations. Excellent company benefits. Fax resume to 810-352-6423
EEO/AA Employer

NC LATHE OPERATOR
Experienced Setup and run precision machined aircraft parts. Full benefits. Hydel Manufacturing Inc., Garden City. (313) 261-8030

NC MILL OPERATOR
Experienced Setup and run precision machined aircraft parts. Full benefits. Hydel Manufacturing Inc., Garden City. (313) 261-8030

OIL CHANGE TECHNICIAN
Penzoil 10 Minute Oil Change. Experienced only need apply. Full and/or part time positions available. Apply in person 34620 W 8 Mile, Farmington Hills, 1 mile west of Farmington Rd. or call for appointment. 810-476-1313

OPTICIAN DISPENSER
Experienced, full or part time. Excellent salary, hours, & medical. Bob, 313 565-5600

ORDER PROCESSOR. Immediate opening. Computer experience essential. Small non smoking office. Full time position, benefits are available, vacation & holiday pay. (517)546-3813

PAGING DEPARTMENT
EXPANDING!!
Troy based telecommunications company is seeking candidates for their rapidly expanding paging department. Responsibilities include activations, modifications, unassigning of paging number, assigning of customer ranges, replacements and repairs. Candidates should have previous paging experience. All positions provide benefits and excellent opportunities for advancement, individuals please send resume by fax (810)528-6795 Or Mail to
American Communications Network
Attn: Human Resources
100 W. Big Beaver Blvd., Suite 400
Troy, MI 48098
An Equal Opportunity Employer

PAINTER ASSISTANT
For high end furniture manufacturer. No experience necessary. Starting salary $8.00/hr. Application accepted between 10-3. Vogue Furniture 30972 Industrial Rd., (313) 422-3890

PAINTER
EXPERIENCED painter needed for residential/new construction. Transportation a must. Start immediately. (810) 661-9620

PAINTER / MECHANICAL
For trucks & machinery. Will train night person, unique position. Call Gordon (313) 459-3053

PART-TIME HELP wanted for our new internet/computer exhibit. Must have some computer background. Detroit Science Center, Wonderland Mall (313) 422-3022

PART TIME position available - flexible hours. Warehousing, etc. No experience necessary. (313) 421-5900

P.C. TECHNICIAN
A large retail chain is seeking a talented P.C. and Printer Technician. This person will be responsible for trouble shooting, repair, maintenance, configuration and installation in a multiple site environment. Basic network wiring skills preferred. Must have good communication skills and be self-motivating. Those candidates with comparable and solid work history will be given top consideration. Excellent benefits and competitive salary. Send resume enclosing salary requirements to:
Recruiter
19600 W Eight Mile
Southfield, MI 48075
Attn: P.C. Tech
Fax: 810-354-2917

PEOPLE-PERSON
Fast growing company expanding in area. Seeking a few positive, motivated individuals for several positions. Call 810-552-9943

PERSONAL ASSISTANT "Jack of all trades" needed full time for Orchard Lake family. Errands, secretarial work, child care. Benefits available, call Ann 810-738-1278

PHYSIOLOGY / SOCIAL WORK
Great opportunity for students. Afternoons, midnights and weekend shifts available. Farmington. 810-478-1958

PLUMBING SERVICE TECH
Needed for well established growing company located in Western suburbs. Great exposure to several different aspects of the plumbing industry. company vehicle provided. Excellent benefit package including 401 (k) with match, profit sharing and educational reimbursement. Applicant should have three to five years experience in residential/commercial service. Competitive wages to correspond with experience. Call ray at A.J. Donohoe Son, Plumbing & Heating Company. (810) 477-3626

PLUMBING & SEWER RELATED SERVICES
Guaranteed year-round employment. Earn average $30,000 first year. Benefits included. Call for interview: (810) 685-8285

PORTER
Full time. Various hour duties. Apply at Days Inn Hotel, 30655 Plymouth Rd., between Levan & Newburgh Rd in Livonia.

PORTER
NEEDED to maintain the cleanness of new & used vehicles, inside & outside of dealership. Other duties include: gassing cars & running errands. Must have a good driving record & be able to work full time. Apply in person at:
EHRARD BMW
4065 Maple Road at Telegraph
Bloomfield Hills, MI

POSTING / AR Specialist
Needed for expanding durable medical equipment company. Good benefits and bonus. Call (313) 459-3115

500 Help Wanted General

PRE-SCHOOL TEACHERS
Child care center will be happy to welcome head teachers and assistant teachers for pre-school children, ages infants to 5 yrs. Associates or Bachelors degree is required for head teacher positions. Childcare experience required for all teaching staff positions. Please call Deb at (810) 353-3226 and send resume to: Educational Director, 24000 Lahser Rd., Southfield, MI 48034

PRESS OPERATOR/
DIE SETTER
Clean, efficient metal stamping facility seeks associates experienced in working with progressive dies & automated. General tool room knowledge helpful. Excellent benefits. Salary based on experience. Apply or send resume to: E & E Manufacturing, 2300 Industrial Dr., Plymouth, MI 48170 (across from Unisys)

PRINTING
Computer Prepress Technician. Production person needed to assist art department and production department in preparing files for print. Experience in electronic prepress required, with knowledge of Macintosh & PC. Full time. Convenient Southfield location. Call (810) 356-5003 ext. 33 or FAX: 810-356-5636

PROFESSIONAL OFFICE FURNITURE
driver & delivery person wanted. If you are reliable and good at what you do - let's talk! Ten Penny Furniture, John Ten Penny (313) 421-6070

PROJECT MANAGER TRAINEE
To $30K. Salary, benefits, bonus. Personnel Plus 810-524-1500. FAX: 810-524-2461

PROPERTY MANAGER
Management firm specializing in condominiums is seeking a self motivated responsible property manager who takes pride in their work. Applicants should have some experience, be detail oriented and possess good communication and people skills. Submit resume to Property Manager PO Box 7254, Ann Arbor, MI 48107

PUBLIC RELATIONS
Associate director Farmington Hills agency. Superb writing skills, related degree & agency experience required. Fax resume to:
Manager, Eastwood Managed Care, 20611 Gratiot Road, Suite 3, Eastpointe, MI 48021

START NOW!
Corporate temporary. Expected to fill 15 positions by Jan. 1st. No experience necessary. If not making up to $525 wk, call (810) 524-0201

STORE MANAGER - Immediate full time opening. Retail/resale shop in Birmingham. Experience necessary. Excellent people skills. Salary package based on experience. Send resume to Mr. James/Birmingham Resale, P.O. Box 645, Birmingham MI 48012

SUBSTITUTE TEACHERS
Van Buren Public Schools (Belleville) has openings for substitute teachers. Please call Sub Line at Wilcox Office at 313-699-9123 for an application packet.

SUPERVISOR
5 to 7 years supervisory experience in heavy equipment manufacturing. This is a hands-on position requiring experience in dealing with large assembly. Knowledge of mechanical/electrical experience is helpful. A college degree is preferred, but not required, but not required. No phone calls. Interested candidates send resume to: Personnel Dept. 28976 Beck Rd., Romulus, MI 48174 Attn WH

TAX PREPARER
Seasonal income Tax Preparer needed for small Livonia office using computerized tax returns. Experience a must. Please call 313-278-5320

TEACHER
Oakland County independent preschool, ages (K-8) seeks Spanish teacher, 4 days per week beginning in January. We are an equal opportunity Employer. Send or fax resume
Attn: Director
Box #1370
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

TEACHER - Part time for college prep high school. Certified in biology or genetics. To start 2nd semester. Call Mr. Bluestone. Send resume & references to: Box #1448
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

TEACHER'S AIDES
Full & Part time positions available. Paid benefits. Call after 10 a.m. 810-473-3111

TEACHERS WANTED
Full time Toddler/preschool child care, Five Mile & Haggerty. Call 313-420-0900

TEACHER & TEACHER ASSISTANT
Needed immediately for Bloomfield pre-school/day care/school-age program. Full or part time. (810) 646-5770

TELEMARKETER
Commercial Insurance agency seeks outgoing, pleasant individual for solicitation/insurance program. Experience preferred. Flexible part-time hours available. Please call Lisa Arthur at 810-540-3131

TELLER
PART TIME
Flexible hours including Saturdays. Experienced preferred but willing to train. Fax resume to: Linda Wallace (313) 962-0631

THE WALL STREET JOURNAL
has immediate openings for part time CARRIERS in the South-field, Farmington, Troy, Bloomfield, Bloomfield & Rochester areas.
SALARY $6.00 AN HOUR PLUS
21¢/mile auto allowance
Start time 2:30AM
Not under 18 yrs. of age
Must have minimum automobile coverage.
Call
The Wall Street Journal
810-689-7448

TITLE INSURANCE, large regional title insurance agency has an opening for a Searcher/Examiner. The position requires experience & knowledge of Southeastern Michigan Livingston County. Competitive salary, company paid benefits, 401(k) and salary offers the latest technology & great work environment for its associates. Please send resume to: Box #5556 c/o The Livingston County Press, 323 E. Grand river, Howell, MI 48843

TOOL & DIE POSITIONS
available for the following:
ID/OD Grinder, Wire EDM, Surface Grind, 401(k) & health insurance available. Apply at: 4965 Belleville Rd., Canton

TRAVEL/ADVERTISING?
COMPUTER REPORTER TRAINEE
To $30K. Personnel Data Report. 810-524-1500; FAX: 810-524-2461

TRAVEL AGENT
Exciting & rapidly growing travel agency looking for a career minded travel counselor with 1-2 years experience required but not necessary in vacation & corporate travel. Must be able to work with minimal amount of supervision. Please forward resume to Uniglobe West Side Travel, 31126 Wayne Rd., Farmington Hills, MI 48331 or Fax to: 810-705-1193

500 Help Wanted General

SECURITY OFFICER
Immediate openings in Canton, Wayne and Oakland County areas. Medical and dental benefits available after 90 days. Call Smith Security Corporation at 313-953-2600

SENIOR ACCOUNTANT
Progressive public accounting firm is seeking a CPA Senior Accountant with a min. of 4-6 years of tax experience. Knowledge in PC systems, Lotus/Excel spreadsheets required. Salary commensurate with experience. Send resume to:
Michael Metzger
Sikkema & Co. CPA's
201 W. Big Beaver, Ste. 1120
Troy, MI 48084

SENIOR BUYER
Equipment manufacturer seeks qualified candidate to coordinate activities involved with purchasing goods and services such as hydraulic, pneumatic, electrical and power train components. Must have purchasing experience in a manufacturing environment. Please submit your resume and salary requirements to:
Cee Press Equipment
5240 Enterprise
Sterling Hts., MI. 48310
Attn: A. Ward

SHIPPING/RECEIVING CLERK
Westside car dealer looking for shipping & receiving clerk with knowledge of Ford, Lincoln, Mercury, Mazda, Nissan, Infiniti, OLDSMOBILE, NISSAN & ISUZU
Call
33850 Plymouth Rd., Livonia

SIDEWALK SHOVELER ROUTES
Must have own truck. 4 wheel drive preferred. Top wages, guaranteed income (313) 422-3232

SNOWPLOWERS
Drivers needed, good wages, guaranteed income. Call (313) 422-3232

SNOWPLOWERS
With own truck. Subcontract work. Top $$$$ + (313)422-3232

CASE MANAGER
in behavioral health. Provide full time and on-call case management services to adult and client population. MSW CSW or MA/LLP required. Competitive salary with excellent benefits. Resume to:
Manager, Eastwood Managed Care, 20611 Gratiot Road, Suite 3, Eastpointe, MI 48021

STAPLES
BUSINESS ADVANTAGE
41534 Koppernick
Canton, MI 48187
An Affirmative Action/
Equal Opportunity Employer

WAREHOUSE PERSON
WANTED FULL TIME
For furniture store. Paid vacation, Blue Cross, life insurance, 401K. $8/per start. Apply to
Classic Interiors
20292 Middlebelt Rd., Livonia

WAREHOUSE POSITIONS
AVAILABLE
with growing home medical equipment company. Good benefits and wages. Valid drivers license required. Apply in person at: 1150 Rankin Dr., Plymouth (M to A Beck Rd.) Fax: 313-459-8180

WAREHOUSE TEAM
LEADER
Livonia distribution center is looking for an experienced warehouse manager to manage & manage inventory control. Ideal candidate will have 2-3 years of warehouse/distribution experience. $9 per hour. Send resume to: 31778 Enterprise Dr., Livonia, MI 48150 Attn: HR-Warehouse

WELDER
MINIMUM 2 years experience. Experienced in all phases of welding. Please apply to: P.O. Box 765, Inkster, MI 48141

WINDOW SERVICE
TECHNICIAN
Needed. Hourly with good benefits. Please call for interview:
(810) 926-1144 Ext 229

YEAR ROUND WORK
Established Brighton area builder needs experienced rough framers. competitive wages/benefits. (810) 227-5053

$1000 a POSSIBLE
READING BOOKS
Part time, at home. for seniors, call toll free: 1-800-218-9000, Ext R-3673

502 Help Wanted-Office Clerical

ACCOUNTING CLERK
Engineering firm is seeking an entry level, reliable and enthusiastic accounting clerk. Must be proficient with Microsoft Applications a plus, however, will train the right candidate. This full time position offers an excellent benefit package. For immediate consideration, please send resume with salary requirements to: EOE Dept. 34405 W 12 Mile Road, Suite 300, Farmington Hills, MI 48331

ACCOUNTING CLERK
Livonia printing company is seeking a full time, take-charge person. Computer skills required. Duties include: Accounting thru trial balance & must schedule A/P & A/R. Payroll & Inventory Control. Fax resume with salary requirements to: (313) 513-3618

ACCOUNTING CLERK
Bloomfield Township location. Excellent opportunity for experienced candidate or someone returning to work force. Will train on computer software.
Diversified Recruiters
810-344-6700 Fax 810-344-6704

ACCOUNTING
TEMPORARY:
• Full charge bookkeeper, Livonia printing firm. May go permanent.
• Sr. Accountant, Allen Park Hotel chain. May go permanent.
• Accounts Payable Clerk, Bloomfield.
• Tax Accountant, Birmingham, start end Jan '97 thru tax season
PERMANENT:
• Accountants, Sterling Heights, Farmington, Canton Twp., Farmington Hills, Southfield, Bloomfield. These are paid benefits. Salary range $25-30K.
• Full charge Bookkeeper, Novi construction firm, to $30K.
Don't wait until after the New Year to get started looking for that new career position. Our clients are ready to HIRE NOW. Brush up your resume and send it to us right away, don't delay...there may be a great new job waiting for you! Don't let 1997 be finding a new job for your New Years resolution. Do IT NOW!
ACCOUNTANTS One
24901 Northwestern Hwy
Suite 518
Southfield, MI 48075
(810) 354-2410

ACCOUNTS PAYABLE & GENERAL OFFICE
For real estate Computer experience necessary.
Call (810) 647-8555

ACCOUNTS PAYABLE, full time. Some bookkeeping experience desirable. Payroll a must. Apply within: 24587 Phoenix Drive, Redford. (313) 535-4355

502 Help Wanted-Office Clerical

ACCOUNTS
PAYABLE
COORDINATOR
Horizon Health System has an opening in their Accounts Payable Department. Duties include light typing, data entry, processing various clerical duties. Must be an organized individual capable of handling a variety of tasks, not just routine. One who is merely adjusted to working in a structured setting will not be able to respond to the position. Requires accounts payable accounting, as well as willingness to learn new duties available/purchase order computer system
Qualified candidates may forward their resume to:
HORIZON
HEALTH SYSTEM
Human Resources Dept
20100 Civic Center
P.O. Box 5153
Southfield, MI 48086-5153
Equal Opportunity Employer

ACCOUNTS PAYABLE
CLERK
For Livonia firm. 2 years experience required. Send resume to:
HR Department, 31778 Enterprise, Livonia, MI 48150

ACCOUNTS PAYABLE
Farmington Hills firm seeking qualified individual for their accounting department. Qualified candidates must have computer experience and knowledge of Excel.
$10-12 Per Hr.
Temp to Perm
ARBOR TEMPS 313-459-1166

ACCOUNTS PAYABLE
Home medical equipment company in Plymouth - Full time. Fax resume to 313-459-4545, Attn: John

ACCOUNTS RECEIVABLE
Department has openings for part-time and full time positions. Must have full time position DME Medicare B billing. Must have Medicare Part B experience. Apply at or send letter of application to SPS, INC., attn: Mgr. Accounts Receivable, 33310 Schoolcraft Rd (N.W. corner of Farmington Rd & Schoolcraft) Livonia, MI 48152

ACCOUNTS RECEIVABLE
ACCOUNTING CLERK
Excellent benefits. Seeking individual with some accounts receivable experience. Need to be detail oriented & organized. Responsibilities include: Banking & working conditions. Non smoking office. Full time position. Call after 10 a.m. 810 355-1000, Joe Parsan Chevrolet, 25111 Telegraph, Southfield.

ADMINISTRATIVE
ASSISTANT
Farmington Hills manufacturer seeks amicable detail oriented support person with excellent math and writing skills for full time position. Duties include answering phones and helping run front office. Experience with Windows and Word Perfect desired. Ability to speak Spanish a plus. Please call 8:30-5:30 hours a day: 810-788-6231.

ADMINISTRATIVE &
ACCOUNTING ASSISTANT
For CPA firm in Birmingham. Computer, Microsoft Word, ATB, typing & general office duties. Overtime salary plus Apr. 15 Flex time & good benefits. Call Deborah (810) 642-6651

Administrative Assistant, full time position w/customer service skills/telephone manner. Multi-phone line, strong organizational & multiple task skills. Good pay plus benefits. Fax resumes to: 313-537-3676/ mention this ad

ADMINISTRATIVE
ASSISTANT
Organizational skills needed to assist the project management team at large national & international automotive interior supplier. Word Processing, Excel, Lotus notes, budget & scheduling experience. Excellent salary requirements to: Triad Performance Technologies, 30101 Northwestern Hwy, Ste. 330, Farmington Hills, MI 48334 EOE

ADMINISTRATIVE ASSISTANT
& BUSINESS SAND INTERIORS
Positions available, in our fast paced office. Are you an organized individual, Sand resume to:
Association Benefits Company
24000 Northwestern Highway
Southfield, MI 48075
ATTN: Ms. Rose

ADMINISTRATIVE
ASSISTANT
Controller for automotive manufacturer in Westland seeks an administrative assistant. Must have MS Word, and Excel experience. Excellent organizational and time management skills required. Please fax your resume to Mr. Ryan at 313-595-9279 or send resume to:
33035 Wabb Dr. Westland, 48185

Administrative Assistants
NEW 1997 OPPORTUNITIES!
Many of our prestigious clients are seeking experienced, polished Executive Assistants. Top Executive Assistants for their beautiful Farmington Hills, Southfield & West Bloomfield offices. MS Word & Excel preferred. Terrific salary & benefits! Call/Fax resume. Gloria Bobinsky: 810-932-1170. Fax 810-932-1212
Harper Associates, 29200 Northwestern Hwy, Suite 100
Farmington Hills, MI 48334

ADMINISTRATIVE
ASSISTANT
Southfield based commercial real estate company seeks an experienced individual. Qualified candidate should have experience in WordPerfect Windows 6.1, Excel and have an organized, detail oriented, team player and strong interpersonal skills. Shorthand experience a plus. Send resume in confidence to Andrew Mills, 27777 Inkster Road, Suite 950, Southfield MI 48034 or fax (810)352-0788.

ADMINISTRATIVE ASSISTANT/
CLERICAL
Full time position with a fast growing company in the Plymouth area. Seeking an individual with self-starter with customer service and administrative skills. Job duties include: Answering phone, processing company reports from data sheets and acting as contact person and dependable transporter. Strong organizational skills and attention to detail are important. Previous in a fast paced environment. Knowledge of Windows 95 and MS Word, Excel and Access is required. Send resume and references to: Product Action International of Ann Arbor, Human Resources Manager, 8715 Kincaid Dr., Suite 1290, Fishers, IN, 46038-9791.

ADMINISTRATIVE/
SECRETARIAL
Positions Available
Immediate openings in the Livonia area. Must be proficient in Word & Excel or Word Perfect & Lotus. Professional applicants should call or fax resume today!
Diversified Recruiters
ENTECH PERSONNEL
Phone: 313-464-6196
Fax: 313-464-6795

AUTO DEALERSHIP
Accounts payable dealership experience. Excellent pay and benefits. Bob Dussault, Lincoln Mercury, Farmington. Kathy Dee (810) 474-3170

AUTO DEALERSHIP - full or part time. cashier/switchboard position available. Benefits available, please apply in person Blackwell Ford, 41001 Plymouth Rd. Plymouth, 313-453-1100

502 Help Wanted-Office Clerical

BOOKKEEPER
ACCOUNTS payable/receivable, payroll. Salary commensurate with experience. Excellent benefits package. Please send cover ltr. resume and salary requirements. Box 1431 Observer & Eccentric Newspapers 36251 Schoolcraft Rd
Livonia, MI 48150

BOOKKEEPER / ACCOUNTS
RECEIVABLE/ BILLING
PERSON with good computer skills needed for distributor in Oakland County. Additional duties include customer service, ordering and collections. Good salary and benefits. Resume with salary requirements to
Human Resource Administrator
34119 W. 12 Mile Rd., Ste 355
Farmington Hills, MI 48331

BOOKKEEPER
Farmington Hills Property Management firm has immediate opening for a bookkeeper with one or two years experience. We are looking for an intelligent, upbeat person with some computer experience, a team oriented outstanding working environment with well benefits and pay for the successful candidate. For immediate consideration please fax your resume with salary history to Certified Realty, Inc. at (810) 474-2345 or mail to 38345 West Ten Mile Rd Suite 200 Farmington Hills, MI 48335

BOOKKEEPER- Full or Part-time. Must have previous accounting firm experience & be self-motivated with attention to detail. Call (810) 855-1670 or Fax (810) 855-4642

BOOKKEEPER - Full time. Experienced with Peachtree. 11 W. 12 Mile #201, Southfield. Call Kashal Accounting: (810) 352-5320

BOOKKEEPER
Immediate opening available for excellent entry level opportunity. Must be detail oriented. Knowledge of computerized bookkeeping experience desirable. Competitive wages and benefits. Send resume and salary requirements to P.O. Box 430074, Pontiac, MI. 48342
An Equal Opportunity Employer

BOOKKEEPER
needed with 5 years exp. Fax to: 313-981-3265 or write to 45467 Augusta Dr., Canton, MI. 48188

BOOKKEEPER
POSITION available immediately. Full time. Full charge through trial balance. Strong organizational skills. Office experience necessary. Call Cindy 313-454-6961

GENERAL OFFICE. Answer phones. Flexible duties, computer literate, must speak English. Call Mr. Ali & Mr. Mockbeth area. Call Linda 313-531-1120

GENERAL OFFICE
Full time position available. Leadership experience a plus. Apply in person: Bill Collins Lincoln Mercury, 32000 Ford Rd., Garden City

GENERAL OFFICE
to handle daily & weekly reports, payroll, typing, customer service. Salary based upon experience. Full time with benefits. Please send resume to: Box 1408, Observer & Eccentric Newspapers 36251 Schoolcraft Rd
Livonia, MI 48150
EOE M/F/D/V

HUMAN RESOURCES
SECRETARY
Seasoned person with professional demeanor. Must be growing long term. Temp to Perm
$10-$12 per hr
ARBOR TEMPS 313-459-1166

LAW OFFICE RECEPTIONIST
Full time for small Southfield law firm. Polished appearance and good "people skills" required. Very pleasant working environment. $9/hr plus benefits. Fax resume to: Office Manager 810-352-7606 (or mail to 18236 Mackenzie Rd., Suite 202, Livonia, MI 48152)

LEGAL
INTEGRITY and 30 years of service is why the best law firms in the area trust us - you should too. For support staff job placement, perm and temp.
HILLSTROM & ROSS
AGENCY, INC.
810-626-8188
FAX 810-626-8434

LEGAL SECRETARIES
Experienced only for permanent & temporary placements. 1-5 day assignments always available for top notch candidates
JOANNE
MANSFIELD
Legal Personnel
755 W. Big Beaver
SUITE 209, TROY, MI 48084
810-362-3430
FAX 810-362-8881

LEGAL SECRETARY
Bingham Farms law firm seeks partime secretary with litigation experience. Must be proficient in Word Perfect 6.1 for Windows with letters. Microsoft Office 97 a plus. Positive attitude a must. Competitive salary. Please fax your resume to Ray or Debbie, fax Fax 810-642-7557 Or call at (810) 642-7733

LEGAL SECRETARY
Full time for large suburban defense litigation firm. Excellent benefits. Salary commensurate. Call Judy, Farmington Hills, MI 48333

502 Help Wanted-Office Clerical

CUSTOMER SERVICE
REPRESENTATIVE
Mature person for very busy office. Computer experience helpful but not necessary. Good phone voice. Pleasant live work environment. Must be able to handle pressure. Competitive salary. Good benefits. Apply in person. Self-Tit Glass Distributors, 11950 Globe Rd., Livonia

CUSTOMER SERVICE
Looking for an Order Processor with good phone skills and basic computer knowledge. Will train. This is a fast paced environment. Benefits. Fax resume 810-477-5798, or mail 23290 Commerce Dr., Farmington Hills, MI 48335. Attn Tammy Moss

CUSTOMER SERVICE
CAREERS
New full time part time openings
Automatic raises. Promotions
Temp to perm available
Days or evenings
Some weekends
Keego Harbor, Troy, Southfield, Plymouth, Auburn Hills
Detroit and Redford
Join America's fastest growing career opportunity. No technical training, add to your earnings. Bring your: • Excellent communication skills
• Typing 30 wpm
• Flexibility & willingness to learn
Call Connie today
645-7061 473-2931
Advantage Staffing

CUSTOMER SERVICE
Must be experienced in Windows 95, Spreadsheets, CRT. Full time. Send resume to: Box #1392
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

DATA ENTRY
Growing companies in
Plymouth & Livonia is search
of data entry operators.
$8-$9 per hr.
ARBOR TEMPS 459-1166

EXECUTIVE ASSISTANT
wanted for automotive sales and marketing office. Must know WordPerfect 6.1 with Windows & Lotus with Windows. Contact Box #1394
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

FILING CLERK
Part time position in Southfield-Farmington Hills area. Responsible for filing, research, applying checks and other office duties. Call Sandy at 810-476-10
HR 3, 26778 W. 12 Mile,
Southfield, MI 48034

GENERAL CLERICAL
Scheduler needed in a small office in Livonia. Hard working, dependable person with good telephone skills. Office experience necessary.
Call Cindy 313-454-6961

GENERAL OFFICE
Fast paced office seeking Dealership experience a plus. Apply in person: Bill Collins Lincoln Mercury, 32000 Ford Rd., Garden City

GENERAL OFFICE
to handle daily & weekly reports, payroll, typing, customer service. Salary based upon experience. Full time with benefits. Please send resume to: Box #1408, Observer & Eccentric Newspapers 36251 Schoolcraft Rd
Livonia, MI 48150
EOE M/F/D/V

LEGAL SECRETARY
3 attorneys downtown Detroit seek legal secretary. 3 yrs. law office experience, experienced with Word Perfect 6.0. Send resume to Gary Nightingale, 3610 Cadillac Tower, Detroit, MI 48226

MORTGAGE PROCESSOR
EquiCredit Corporation of MI, one of the nation's largest home equity lending firms, has a position open in its Southfield office. Must type 45 wpm and have good organizational skills. Six months office experience in home mortgage or mortgage helpful. Excellent company benefits. Fax resume or apply in person: Attn: Human Resources Dept.
810-352-3400
EEO/AA Employer

NO OFFICE POLITICS
ALLOWED!
Fun, fast paced, office needs energetic, self-starter. Detroit Lake front hours & pay. Contact Laura after 12 noon at 313-459-8127

OFFICE MANAGER
For large cleaning service. Full time, medical & life $8 to start. Full time
Mon-Fri days. Computer & phone experience. Call for more details.
AMERICAN FREEDOM CLEANERS
810-3111

OFFICE ASSISTANT
Part-time for
Troy Substitute Company firm
Call Gail (810) 689-9300

OFFICE ASSISTANT
Entry level position available for energetic individual to perform various duties in an office environment. Great high school position. Pleasant atmosphere
Call System Controls 313-427-0440

OFFICE PERSON
Full time, for insurance repair company. Immediate opening. Must know Word & have basic computer office work & be computer literate, plus good phone manner. Great opportunity for right person. Good wages & more. (313) 535-7660

PARA-LEGAL/LEGAL
SECRETARY
For fast paced, non-smoking collection law firm. Please FAX resume to John at 810 353-4840. Silver & Nelson. Minimum 2 yrs experience
NO PHONE CALLS PLEASE

RECEPTIONIST - experienced, mature person part time for light typing, computer, scheduling, phones Call 641-0335.

Sales Opportunities
With the Nation's Largest Department Store!
JCPenney, Westland and Twelve Oaks now has openings for new sales associates. Apply now, and discover the advantages of working for the nation's largest department store! We offer excellent training programs to sharpen your selling skills. High earning potential based on personal sales in some departments. Generous merchandise discounts at any JCPenney location. Plus, you only have to average 25 hours a week to qualify for these great benefits:
■ Medical and Dental Insurance
■ Savings and Profit Sharing Plans
■ Paid Vacations and Holidays
■ Term Life Insurance...and more!
Applications are being accepted at the JCPenney, Westland and Twelve Oaks Personnel Office, during store hours.
JCPenney
An Equal Opportunity Employer M/F/V/H