500 Help Wanted General

SYSTEMS/NETWORK ADMINISTRATOR
TOMRA Systems A/S is the leading worldwide supplier of reverse vending machines and the return and recycle of used beverage containers. Based in Norway, TOMRA exports machines to 25 countries in 4 continents.
The TOMRA Michigan business unit provides sales, service and administration for reverse vending machines and systems in Michigan. We seek a self-motivated individual to provide us with customer business applications, systems administration and customer support, technical support. Individual will provide office systems LAN support in a 400 PC environment (Windows based) with the following experience:
• Bachelors Degree in Computer Science with one of more years of related experience in Support.
• Systems Administration Support for Customer/Accounting Applications.
• Microsoft Office and PC Environment Knowledge.
• Certified Novell Lan Administrator.
• Database Experience such as Paradox, Foxpro, Dbase Desirable.
• Attention to Detail a Must.
We offer a generous base salary and benefits package. Please send your resume to:
Human Resources
TOMRA Michigan
1201 Rankin Street
Troy, MI 48083

TELEPHONE INSTALLER/Technician
Entry-level to experienced career opportunity. Competitive salary, paid 401K plan, profit sharing & full medical, dental, optical, life insurance. 26450 Haggerty Road, Farmington Hills, MI 48331. Call for appointment, 810-489-0000, ext 202

TELLER/MEMBER SERVICES REPRESENTATIVE
Good interpersonal and cash handling skills needed for credit union located in Redford. Competitive wages, excellent benefits.
Send resume to: Teller Position, P.O. Box 555, Bloomfield Hills, MI48303 or call (810) 844-7133 to set up appt. to apply

TELLER
Only persons with cash experience. No phone calls. Send resume & include salary requirements to: Barb at Michigan Schools & Govt Credit Union, 30419 Six Mile Rd., Livonia, MI 48152

TELLER SUPERVISOR
Now accepting applications for a full time teller supervisor at the main office of Ford Motor Credit Union. Candidate must have a minimum of 3 years teller and supervisory experience. Candidate should be a professional in appearance possess strong interpersonal skills, excellent communication skills. Send resume & salary requirements to: Human Resources, Ford Motor Credit Union, 500 E. Hurney, P.O. Box 5050 Plymouth, MI 48170 Attn.: Human Resources.

TILE PERSON
Ceramic/vinyl, install & repair for Southfield Multi-family apartment company. Full-time, benefits. Call Mon. thru Fri., 9-6pm. 810-356-1035. EOE

TILE & SHEET VINYL INSTALLER NEEDED
at large apartment complex. Great work environment & competitive wages. Call Gene 313-729-5652 or apply at The Landings Apts., 7000 Lakeview, Westland.

TITLE INSURANCE agency has opening for full time position. Call Kelly closer. Top salary for qualified applicants only. Call Mike or Charon at 517-299-6110 NST

TITLE INSURANCE
Closers & Processors needed, full time, benefits. Customer service a priority. Fax resume: 810-355-8075 or call: 810-333-8075

TOOLING
Maintenance Manager, experienced in repair & maintenance of steel progressive & stamping dies. Experienced in 4-slide tooling experience a plus. This is a hands-on salaried position with benefits, in a non-smoking/weatable environment. Send resume with salary requirements to: Box #1796
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

TOOL MAKERS & BROACH MAKERS WANTED
8 years experience. Apply at: 24053 Mound Rd., Warren, Michigan.

TRAINING & EDUCATION
Southfield trade association for financial institutions is seeking an individual to manage training, education and training function. Position requires system knowledge, bankers' training needs, designing and marketing programs, facilitating internal and external speakers to present programs, ability to be responsible for writing business plans and budgets and ensuring that these plans and budgets reflect quality, cost effective training development experience and three plus management experience required. Bachelors degree in related field or equivalent experience required, since also required, credit union experience helpful. Please send resume and salary requirements to:
K. Hardtke, SPHR
Box 2010
Southfield, MI 48086-5040

MATURE RESPONSIBLE person for travel agency, part time, flexible delivery, general office, part time. Ask for Kelly, (810) 358-5182

TRAVEL AGENT, Farmington Hills, seeks experienced Travel Agent. Must have a minimum 2 years experience, Apollo preferred. Send resume to Box #1850
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

TRAVEL AGENT
Downtown Detroit Travel Agency has employment opportunity for an experienced individual with excellent organization and communication skills. Applicants must have 2 years or more experience. Fax resume to: 313-961-4022 or call (313) 961-4000 ext. 202

TREE SERVICE WORKERS
Must be reliable.
(313) 522-0344

TREE WORK - Climber & ground person needed. Must have valid drivers license. Call 313-420-0671

TRUCK, DRIVER - CDL
For busy distribution company. CDL required. Overtime, full benefits. Apply at:
12550 Inkster Rd., in Redford

TRUCK DRIVER
CDL - A1, 12550 Farmington Rd., Livonia Call. (313) 427-7445

TRUCK DRIVER
Plymouth based metal stamping facility seeks an associate to drive sales and deliver product. Excellent benefits and competitive wages. Attractive, stable environment. Apply in person: E & B Manufacturing, 200 Industrial Dr., Plymouth (across from Unryde)

TRUCK DRIVER with experience and a CDL license for pick-up of manufacturing building when not driving. 810 & 8 Mile Area, 33100 Capitol, Livonia, MI 48150

TRUCKING COMPANY needs Yard/Maintenance person. Full time. Livonia/Plymouth area. Call Gary 313-455-4036

★ **UNITED PARCEL SERVICE** ★ WAREHOUSE/DELIVERY Unloaders. Physically demanding jobs. Mon-Fri., 3-5 hours per day. Immediate opening in our Detroit area. Starting at $6.00/hr. Call (313) 931-3342 or 1-888-877-5757 EOE

VALET ATTENDANTS
For Country Club in W. Bloomfield. Full/Part time. Must have own transportation. Great pay. 810-919-5184

WANTED: Full & part time position. Grooming/dog cleaner. (810)437-0689

500 Help Wanted General

VIDEO RENTAL/INDUSTRIAL
Leading Detroit area video communications company is looking for an energetic, ambitious person for their rental division. College degree preferred, but knowledge and experience in industrial and professional video a must. Must have resume and references. Contact Scott to set up an interview at (810) 486-0060

VIDEO TECHNICIAN SUPERVISOR
Full responsibility for maintenance and operation of cable studios and mobile vans. Must have the ability to electronically trouble-shoot cameras, video tape decks (Sony Pneumatic), monitors, and other video equipment. No phone calls please. Apply in PERSON or send resume to:
TIMEWARNER CABLE
15200 Mercantile Drive
Dearborn, MI 48120
Attn: Human Resources
Time Warner Cable is an EEO/AA Employer. Supports a drug free workplace. M/F/D/V

VINYL SIDER
Experienced, Reliable, good worker. $12/hr. Call & leave message: 517-545-5224

WAIT STAFF 4 DAY TIME KITCHEN UTILITY
For upscale retirement community. Apply in person: Food Service Dept. 6712 W. Maple, W. Bloomfield

WAIT STAFF/FULL TIME
$7/hr. Apply at Grand Court Now, 45182 West Rd., Novi. 810-669-5330

Wanted Used Car Detailer, experience with high speed wheel. Also needed shampooer & Lube Driver. Apply written at:
BOB SAKS DODGE
35200 Grand River
Farmington Hills
Ask for Sean Meek

ACO HARDWARE WAREHOUSE 2ND. SHIFT
SHIPPING DEPARTMENT
Un at least 50 lbs., work in variable temperatures, speaking on season, good math and reading skills required. Starting time is PM. Starting pay $8.00/hour minimum depending on experience; pre-employment drug test. Send letter of interest to: Attn: Human Resources/Wshse, 23333 Commerce Dr., Farmington Hills, MI 48335-2784. EOE

WAREHOUSE ASSISTANT
Industrial Distributor of specialty products has an advancement potential for the right candidate. Responsibilities include:
• Shipping & Receiving
• Scheduled Assembly
• General Facility Maintenance
Ideal candidate will possess at least a high school education, reliable transportation and be detail oriented. We will train. Salary range: $6-$8/hr. We offer a full benefits package. Send/fax application or resume to:
Dale Prentice Co.
23311 Hering Ave.
Oak Park, MI 48237
Fax: (810) 399-5531

WAREHOUSE ASSOCIATE
Reynolds + Reynolds, a Fortune 1000 Company, has immediate openings in our Canton facility. The following requirements are necessary to qualify for these positions: a high-school diploma or GED equivalency. Good math & reading skills. A minimum of 2-3 years of distribution/warehouse experience. Prior experience operating warehouse machinery including; cherry picker, Hi-lo or low motor. A license for these machines is a plus. Reynolds offers a competitive starting rate of $9.61 an hour with performance reviews every 6 months. In addition, Reynolds + Reynolds, offers a comprehensive benefits package including medical & life insurance, long term stability & stock options if you feel you qualify for these positions, please send your resume to or drop by & fill out an application at:
41158 Koppernick Street
Canton, MI. 48187

WAREHOUSE
Core Staff of Technicians & locations: Livonia, Detroit & Westland. 3 shifts available. Drug testing done. Must bring variable hours.
Call for appointment: 313-653-3586
Or apply in person: 12601 Southfield Rd. Bldg C, Gateway Industrial Complex, Southfield.

WAREHOUSE
DEPENDABLE, motivated person needed for pulling orders, mailing deliveries. Vehicle and general warehouse maintenance. Valid Michigan driver's license required. Full time. Salary + benefits. Applications accepted between 9am-4pm / Monday-Friday. 32027 Industrial Rd., 1 blk. S of Schoolcraft, W. off Merriman Rd. in Livonia.

Warehouse
Hesslop's
Fine china and gifts is now accepting applications. Shipping Department: Fosmer & Pullers, Receiving Department: Receiving & Hi-Lo driver. Start at $7 an hr. + . We offer benefits: 401k, medical & more. Apply in person at: 32700 Hesslop Dr., off of 8 Mile between Novi & Beck/Haggerty Rds. NO PHONE CALLS WILL BE ACCEPTED.

WAREHOUSE / INVENTORY CONTROL PERSON
for growing dental supply company. Full-time. Please call Dentsplex at: 1-800-842-9818 or send resume to: 12878 Farmington Rd., Livonia, MI. 48150

WAREHOUSE MANAGER
Must have 5 years experience in building trades or college degree. Resume to: 30843 Schoolcraft, Livonia, MI. 48150

WAREHOUSE PERSON
A rapidly growing Novi communications firm is looking for a person with shipping and receiving experience. Must have Hi-Lo license and have the ability to lift up to 70 lbs. Must be computer literate. Duties include receiving of materials, updating inventory, inventory and filling orders for field operators. Please send resume and salary history to:
Clover Communications, Inc.
41290 Vincent Ct.
Novi, MI 48375
Attn: Debbie Mason-PI
EOE

WAREHOUSE PERSON
Part-time - Need person to help with all phases of warehouse duties. Shipping & receiving experience preferred. Must have excellent driving record. Part-time now exceptional full-time in future. (810) 960-3333 or fax resume to: (810) 960-3405 or mail to: P.O. Box 930526, Unit A, Wixom 48393

WAREHOUSE PERSONNEL
needed in a reputable, expanding Livonia retail furniture store. Must be reliable & responsible, some heavy lifting required. Students welcome, full & part time available. Call Henry Mon. thru Fri., between 9am & 1pm for an appointment. 313-522-9206

WAREHOUSE PERSON
Drywall material needed for distributor of building materials. Duties include: picking orders, loading and unloading trucks and handling stock for busy shipping and receiving area. Only dock post year-round work, experience with hi-lo helpful but not required. Full time permanent position with benefit package.
HANSEN MARKETING
1000 Decker, Walled Lake
(248) 669-2333

WAREHOUSE POSITIONS
Order Filler & Stock Personnel needed for Plymouth Company. Full & part-time available. Some heavy lifting. Call Steve at: 313-434-7820

WAREHOUSE/RECEIVING
GREAT opportunity for dependable, detail-oriented person who wants to grow with a fast paced, wholesale distributor. This is a full-time position which includes receiving, stock work, order filling & hi-lo driving. Receiving experience a plus. Job offers a good pay and benefits. Call (810) 931-3342, ext. 232 to send resume to: P.O. Box 810232, Livonia, Michigan 48151. Attention: Warehouse Supervisor

500 Help Wanted General

WAREHOUSE
Superior Carpet Supply, Redford. Stock/Delivery. Call Jerry: 313-537-8414

WAREHOUSE / YARD WORKERS
TOW MOTOR OPERATORS
Large construction supply products distributor needs the best of the best!. Full-time & over-time. Excellent starting rate & benefits for the right pre-employment drug & drug test. Apply at: 22600 W. 8 Mile, Southfield.

WAREHOUSE
$6.50 to $8.50 per hr.
Light work.
Long/short term.
Flexible/convenient
Great opportunities in the Plymouth/Livonia area. Must be hardworking, dependable & capable of heavy lifting.
ARBOR TEMPS: 459-1166

WASTE REMOVAL POSITIONS
LABOR READY has openings for experienced trash loaders & recycling workers, working with the three major waste removal companies. Temp to perm. Early morings & afternoon shifts available.
(810) 437-6983

WELDER, EXPERIENCE in aluminum or steel mig welding. Benefits. Mon.-Fri.
(810)437-1122

WELDER / FITTERS
Automation company looking for experienced Welder/Fitters. Must read blueprints. Located in Livonia. (313) 422-6225

WELDERS
Experienced Mig Welders needed for trailer hitch manufacturer in Canton. Class working environment. Send resume, Apply at Draw-Tite, Inc., 40600 Van Born Rd., Canton, MI.

WELDER - Tube & Flex core Bending shop.
SSL Nancy 810-476-3220, ext. 17

WOOD & VINYL INSTALLERS
WANTED. Top people, steady work, good main and residing skills required. Starting time is PM. Starting pay $8.00/hour minimum depending on experience; pre-employment drug test. Send letter of interest to: Attn: Human Resources/Wshse, 23333 Commerce Dr., Farmington Hills, MI 48335-2784. EOE

WORKING MANAGER
Exterior contractor seeks full-time. $7-$9 an hour. Apply in person:
Carpenet Auto Wash,
34600 W. 8 Mile Rd. (W of Farmington Rd), Farmington Hills.

YARD MANAGER
Detailed, organized individual needed for the right distribution company in Dearborn. Railroad experience a plus. Hi-lo & distribution experience a must. Inside office & hands-on yard work required. Compensation commensurate with experience.
Call 313-561-8180
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

YARD PERSON
Mature, responsible individual needed to do various yard duties for mobile home sales office.
Call: (810) 349-2500

YARD WORKER/WAREHOUSEMEN - construction Co. needs person to assemble, maintain, organize equipment and supplies. Must have knowledge of tools. Hourly rate. (810) 668-2500

$1000's POSSIBLE
Part time, at home. For listings, call Opportunity Knocks (810) 852-8000, Ext. 1

5-COLOR HEIDELBERG 2nd pressman. Full time position, days. Call Jerry and Pat at:
Apply at: 12065 Dixie, Redford
North of Plymouth
West of Telegraph

502 Help Wanted Office Clerical

ACCOUNTANT / CPA
Established Plymouth CPA seeks career oriented CPA or accountant (prior to certification). Excellent working conditions. Non-smoking, Flexible hours. Creative benefits package. Tax Prep a plus. Candidate must be detail oriented, self-starter, pleasant.
(313) 455-1040

ACCOUNTANT
Northern Oakland county marketing company is seeking an Accountant with experience in operation of financial statements and related analysis, accounts payable, accounts receivables to the general ledger, have knowledge of the general ledger & complete & accurate general ledger for a multi-company environment. Computer experience a must and exposure to industry accounting software preferred. Ideal candidates will have formal training (preferably degreed, capable of Bachelors degree). High energy individual can apply.
Mr. Powell, P.O. Box 681, Southfield, MI 48037 or fax 810-352-0016.
Equal Opportunity Employer

ACCOUNT COORDINATOR
Immediate opening in Plymouth/Canton area. Computer experience necessary. Great benefit package. Send resume with salary requirements to: Box #1714
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTING ASSISTANT
Full-time, office position. Ideal candidate will possess accounts payable & accounts receivable & GL reconciliation experience. Applicant must be proficient in WordPerfect 8.0+, Lotus 1-2-3 Windows 5.0 & Microsoft Works 4.0. Candidate must be detail oriented, professional, self-motivated, capable of multi-tasking and possess good communication skills. Please fax salary requirements, cover letter, & resume: Mia, Weeks, 810-489-3062

ACCOUNTING CLERK
Accounts receivable experience is required. Duties include reconciliation of accounts in collection and daily deposits of cash receipts. Windows 3.1 and Lotus 123 experience a plus. Send resume and salary requirements to: D.O.C Optics, 18446 W. 8 Mile, Southfield, MI 48075. Attn. Sharon. FAX 810-354-3017

ACCOUNTING CLERK
Growing packaging company has permanent, full time, entry level opening for an accounts receivable clerk. Experience a plus. Competitive wage, health and 401(k). Send resume to:
Personnel Manager
Packing Material Company
27280 Haggerty Rd., Ste. C18
Farmington Hills, MI 48331

ACCOUNTING CLERK
Professional accounting clerk is needed for Redford Medical Distributor. Ideal candidates will have experience with accounts payable/receivables and collections. Interviews will start the right individual. New grads (associates/bachelors) are welcome to apply. Must have strong interpersonal skills, ability to work independently and meet deadlines. Computer literacy and other great benefits. Please send cover letter to: Mr. Bauer, P.O. Box 691, Southfield, MI 48037 or fax 810-352-0016.
Penske & Moran-recruiter for an Equal Opportunity Employer

ACCOUNTING / CUSTOMER SERVICE position. Candidate must proficient in data entry, Windows, Word, Lotus, Excel, Powerpoint, Internet, E-Mail. Send resume to: Box 1815
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTING
Insurance Adjustment Agency, Full-time, flexible position available in accounting department. Candidate must be proficient in Lotus 123, have good phone skills & be reliable. Send resume to: 15999 W. 12 Mile, #200, Southfield, MI. 48076

ACCOUNTS PAYABLE
Southfield Property Management Company seeks an energetic, entry level, full-time, no experience, entry level person for its Accounts Payable Dept. Send resume with salary expectations to: CMI, P.O. Box 685, Southfield, MI. 48037-0685

ACCOUNTS PAYABLE CLERK
WANTED: Full time position. Lotus & Word Perfect. Full or part-time. Up to $10/hr. Send Resume to:
C3423 Farmington Rd.
W. Bloomfield, MI 48322

502 Help Wanted Office Clerical

ACCOUNTING MANAGER
Performance Enterprises, Inc. of Warren has an immediate opening for an interest full time accounting manager. The successful candidate must have a minimum of 3 years supervisory experience managing people with a general ledger processing, payable, payroll, receivable, billing, inventory, month and closing, cash management & financial statement preparation. The position reports directly to the President. CPA preferred but not required. Experience in an fast-paced, organization a plus. MS Excel & Computer Software knowledge experience highly preferred. Salary negotiable. If you are a highly motivated person who enjoys working in a fast paced high energy environment experiencing tremendous growth, opportunity, challenge, cover letter & salary history to:
Parker & Co. P.O. CPA
24339 Northwestern Hwy. #250
Southfield, MI 48075
Attn: Ron
FAX: (810) 356-9380

ACCOUNTING
Peachwood Inn is looking for someone to work in our accounting department full time. This is an entry level position, approximately 20 hours a week, willing to train. Please apply in person, ask for Matt.
Peachwood Inn
3500 W. Maple Blvd.
Rochester Hills, MI 48309

ACCOUNTING
PERMANENT:
• Jr. Accountant-Trainee, downtown manufacturing firm. Will work in costing, inventory, general ledger. Bkrnd Econ, Bus, or acctnt, in accounting with good GPA. To mid $20s.
TEMP TO PERM:
• Accounts Receivable/Collections, Allen Park Hotel chain. To $13K.
• Accounting Payable Clerks, Southfield automotive and Oak Park engineering firms. To $mid 20s.
TEMP:
• Accountant/Auditor, Dearborn, 12 months.
• Billing Analyst, Rochester subsidiary for this leading Detroit area company. Temp-to-perm. Long-term.
• Sr. Accounts Payable Clerk, Farmington, short term.
• Accounts Receivable Clerk, Rochester.
ACCOUNTANTS CWB
24901 Northwestern Hwy.
Suite 318
Southfield, MI 48075
(810) 354-2410

ACCOUNTS PAYABLE
Are you a detailed Accounts Payable person that is an organized and have you, professional? Do people say you're a pleasure to work with? Do you have 2 years experience. Then send your resume to:
Box #1786
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTS PAYABLE
Looking for a new member for our accounting team. Must be experienced, detail oriented, & reliable. Please send resume to:
Robe Printing Services
22006 W. 8 Mile Rd.
Southfield, MI 48034
or FAX: (810) 827-2522

Accounts Payable Clerk
Your ideal paced construction property management company! Must have experience with computer accounting software. Must be proficient in Lotus and Word. Experience good organizational skills and ability to meet deadlines. Fax resume: Attn: Controller, 810-355-8075 Send resume with salary requirements to:
Sport Development Corp.,
31255 14 Mile, Suite 101,
Farmington Hills, MI 48334
or FAX to 810-626-4571

ACCOUNTS PAYABLE CLERK
Entry Level
Farmer Jack Supermarkets located in Detroit, has immediate openings for entry level accounts payable in Accounts Payable. Must have excellent math skills, doing adding machines and have a good math aptitude. Personal computer experience a must. Full employee benefit program including life insurance, medical, dental, optical and prescription coverage. Interested candidates should send their detailed resume to:
Farmer Jack Supermarkets
General Accounting Manager
P.O. Box 1844
Detroit, MI 48232-5446

ACCOUNTS PAYABLE/RECEIVABLE CLERK
Phone experience a plus. Full time position with benefits. Call Kathryn at: 810-478-7222 or 810-478-7223

ACCOUNTS PAYABLE
Entry level full time position available in Livonia. Ideal candidate will provide accounts payable and data entry support. Send resume to One Town Square, Suite 1913, Southfield, MI 48076. Attn: DS, or fax to 810-352-9607

ACCOUNTS RECEIVABLE
Experienced person needed for Ann Arbor company. Must have knowledge of AIA billings, Sworn statements, and other construction documents. Based in Livonia, Detroit sections, & customer service. Must thru Fri. Fax resume & salary requirements to: 810-220-4900

ACCOUNTS RECEIVABLE
Growing wholesale distributor in Livonia looking for a detail oriented application & customer follow up experience. Benefits. Call Sue for interview 313-261-7800.

Accounts Receivable
Looking for experienced person to manage our office. Duties include purchasing, inventory, reports & other office functions. Salary equal to experience. Benefits include paid vacations. Wixom area. Please call Ed at 313-486-8700

ACCOUNTS RECEIVABLE
A high volume, Detroit based, wholesale distributor is seeking an individual with 2 + years accounts receivable experience. Primary duties include: Cash application, bank receipts posting, collection & month end closing. Computer literacy, detailed, organized & possess strong inter-personal skills required. Please resume Mr. K. Director of Personnel, Kingsun, Carney & Greenbaum, 32000 Northwestern Hwy., Suite 275, Farmington Hills, MI 48334.

ADMINISTRATIVE ASSISTANT
Part time Administrative Assistant needed for 20-30 hours per week for office building in Warren. Responsibilities include typing, phone receptionist, collections, tenant relations and sales preparation. Fax resume to: Brandon at (810) 879-3440

ADMINISTRATIVE ASSISTANT
Progressive Birmingham video production company seeks individual seeks Administrative Assistant. Must be motivated, energetic and team oriented. Duties include phone, word processing and reception. Must have some computer experience and good people skills. Salary negotiable. FAX resume to: 810-647-5540

ADMINISTRATIVE ASSISTANT.
Oakland Medition Center has part-time opening. Computer, bookkeeping, and strong organizational skills essential. Send cover letter & resume to: Box 7011, Farmington, MI 48302 or fax: 810-333-0480

502 Help Wanted Office Clerical

ADMINISTRATIVE ASSISTANT
You are expanding our office staff and are in need of a full-time person with general office background. Pay commensurate with experience. Please contact John at: (313) 261-8601

ADMINISTRATIVE ASSISTANT
needed for Wholesale Jeweler. Entry Level position with opportunity for growth. Must be detail minded and highly organized. Send resume to:
Weisnesser Co.
1330 Stephenson Hwy.
Westland, MI 48185
Attn: Lin

ADMINISTRATIVE ASSISTANT
Full Time. Qualified candidates must have 2-3 years of administrative experience and an Associate's Degree minimum. Must be proficient in Microsoft Word, Powerpoint & plus. Call Susan for interview.
Birmingham Farmington/Livonia
646-7661 473-2931
Advantage Staffing

ADMINISTRATIVE ASSISTANT
ADVERTISING AGENCY
Work with creative professionals in the client services department of international agency. Duties include: Mac Hasnilcon or PowerPoint a plus.
Call Susan for interview.
Birmingham Farmington/Livonia
646-7661 473-2931
Advantage Staffing

ADMINISTRATIVE ASSISTANT
Your all around talent and experience will be appreciated with long term opportunity and mid-range terms. Candidates should have experience and confidence in their skills.
Call Susan
Birmingham Farmington/Livonia
646-7661 473-2931
Advantage Staffing

ADMINISTRATIVE ASSISTANT
NOVL InterOffice, the nation's largest executive suite provider, is looking for an experienced Administrative Assistant for our Southfield location. Position requires proficiency in Word, Excel, PowerPoint, strong organizational and communication skills. Excellent salary and benefits. Fax resume: 810-347-1863

ADMINISTRATIVE ASSISTANT
HR has a seasoned, self-motivated sales Administrative Assistant to provide sales support. Must be organized, detail oriented and flexible. Position requires excellent communication skills, proven grammar skills, good people skills. Realtors and property experience helpful but not mandatory. Ideal candidate will possess: excellent Word & Word Processing, Transcribing and Spread Sheets. Salary commensurate with Sales. 22700 Haggerty, Suite 101, Novi, MI 48375 or Fax: (810) 349-0786

ADMINISTRATIVE ASSISTANT
Prestigious Southfield CPA & Consulting firm seeks a professional, organized individual to join our team of individuals. Duties include word processing or presentations, preparation of reports, creation of spreadsheets, scheduling of meetings and other administrative duties. We have great communications/ people skills. Must be able to work independently and be self directed. Competitive salary and benefits.
Plante & Moran, LLP, Mr. Phillips, P.O. Box 691, Southfield, MI 48037 or fax 810-352-0016
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANTS
To provide secretarial / administrative assistance to sales and/or operations managers. Must have good qualifications: High School Graduate or GED, one year secretarial studies or related experience; proficiency in typing & PC skills including word processing, presentations, and Spreadsheets; Customer service; good interpersonal, verbal, written and telephone communication skills. Salary commensurate with experience and company benefits package offered. Send resume and salary requirement to:
Salary Administration
PO Box 2922
Detroit, MI 48231-2922
An Equal Opportunity Employer

ADMINISTRATIVE ASSOCIATES
At Ameritech New Media, we're redefining the way people, business & schools are supporting our cable TV subscribers.
You will perform a wide variety of secretarial / clerical administrative support duties, including gathering data, prepare / organize documents and filing. We offer a generous salary with previous office experience including knowledge of word processing software, such as Microsoft Word. Proficiency in Excel and data manipulation/summarization and database management a must. Typing and organizational skills are critical.
We offer a competitive compensation and benefits package including wage increases every 6 months.
For consideration, please call Sam Kaplan at:
1-800-566-5032
Ext. 260-L6A.
Equal Opportunity Employer
AMERITECH New Media

ADMINISTRATIVE ASSISTANT
Part-time for 4 hours per day, Mon. thru Fri. Must have excellent skills (Word) and knowledge of Windows.
Looking for a team player, associate, 3-5 years office experience. Word Excel, Accounting experience.
Order Entry a plus. Send resume with salary requirements to:
B. Rumble, 24350 Indoplex
Farmington Hills, MI 48335

ADMINISTRATIVE ASSISTANT
Administrative assistant needed to help with typing, filing, answering phones. No experience required. Ideal candidate will be: Human Resources, Marlee Industries, Inc., 2917 Watchtower Dr., Rochester Hills, MI 48307 or fax 810-852-9607

ADMINISTRATIVE ASSISTANT
For fast paced concrete products company. Must have experience with computerized accounting, Quattro & Pro, proficient in EXCEL & WORD, Must have good organizational skills & pleasant phone manner. Full time. Excellent benefits. Send resume with salary requirements to:
Office Manager, P.O. Box 185,
Southfield, MI 48037-0185
or FAX to: 810 353-0543

ADMINISTRATIVE ASSISTANT/SECRETARY
Birmingham based advertising company seeks motivated, responsible person with good phone skills. Ideal candidate must possess phone and people skills, be organized, must be comfortable with computers, specifically Microsoft Office and Windows. Creativity and attention to detail are important. Please phone 810-647-7100 for an interview, or send resume to:
Ralph Manuel Associates, 1521 W. Maple, Birmingham, MI 48009
FAX: 810-647-5504

ADMINISTRATIVE/Sales Assistant. 25 to 40 Hrs. Wk. Basic phone & typing skills, computer experience helpful, must. Assist sales staff w/purchase orders & sales order entry. Fax resume P.O. Box 553, Novi, MI 48376

502 Help Wanted Office Clerical

ADMINISTRATIVE ASSISTANT (Livonia)
National Home Improvement Company seeks professional individual with exceptional interpersonal aspects. Responsibilities will include assisting the window installation manager with the processing of customer service requests, receivables, filing, answering phones, maintaining customer profiles, transposing report information and other general office duties. Professional demeanor a must. Major medical, dental, life insurance, 401k, vacation. For personal interview, contact Susan, weekdays, 8am-5pm at:
(313) 953-1355

Administrative Assistants Receptionists Data Entry
Temp-To-Hire positions available in the Livonia area. Competitive wages, top companies, benefits, direct deposit, 401K, stock purchase plan. Not an agency, we are a direct hire.
810-615-0660
Western STAFF SERVICES.

ADMINISTRATIVE ASSISTANT
with automotive supplier in Troy/Auburn Hills area. Must have 3-5 yrs secretarial experience, proficiency in Windows, Word 6.0 and Excel 5.0, excellent verbal and written communication skills, excellent customer service and telephone skills, efficient while handling a multitude of detailed functions, audio transcription a plus. Excellent benefits, competitive wages. Send resume & salary requirements to:
Box 1816
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE SECRETARY
Use approached to perform all around skills and executive level experience. Ideal candidate will possess excellent skills with major Oakland Cty. firm. Call Susan
Birmingham Farmington/Livonia
646-7661 473-2931
Advantage Staffing

ADMINISTRATIVE SUPPORT NEEDED
We are seeking high-level professionals for administrative support opportunities. Ideal candidates will possess knowledge of Word, Excel, Powerpoint, Access. Resumes needed. Call now to set up an appointment. Ask about our signon bonus!
Adecco
THE EMPLOYMENT CENTER
(810) 442-7800
(313) 525-0330
EOE Never a Fee

A/P DATA ENTRY CLERK
Part-time, flexible schedule, between 9am-5pm. Send resume to: Accounting, 29355 Northwestern Hwy., #200, Southfield, MI 48034.

APPOINTMENT COORDINATOR & TRAINER, PHARMACEUTICAL SALES
Olen Mills Studios, Full & Part-time. Evenings & weekends required. Will train. Call Ann
(810) 348-5018

A/R BILLING CLERK
Responsible for A/R, including billing, debit/credit entries and answering customer inquiries. Excellent opportunity, excellent pay and cover letter listing your salary requirement and the position for which you are applying to the address below. If you enjoy the challenge of being on the leading edge, then this position is a part of American Yazaki Corporation, a trend-setting, industry leader.
AMERICAN YAZAKI CORPORATION
Attn: HR-TS
6700 Haggerty Road
Canton MI 48187
Fax: 313-981-3410
American Yazaki Corporation
An Equal Opportunity Employer

CLERICAL/DATA ENTRY
Somerset area - Troy. Resume weekly requirements. P.O. Box 835, Birmingham, MI 48012-0835

CLERICAL/DATA ENTRY
Experience in bookkeeping and inventory control, preferably in a retail environment. Windows PC skills are essential.
For immediate confidential consideration please fax resume to:
Ethan Allen
16700 Middlebelt
Livonia, MI 48154
We Are An Equal Opportunity/Affirmative Action Employer
M/F/D/V

CLERICAL
Full-time, full benefits for title company. Good phone & typing skills. Please call Diane at 313-207-0500

CLERICAL
General office skills needed for busy construction company. Knowledge of word processing & data entry helpful. Mon-Fri, 8a-5p. Salary based on experience. Benefits available. EOE. Send or fax resume to:
Barnes & Bagley
P.O. Box 336
Novi, MI 48376
FAX: 810-349-0128

CLERICAL JOBS
• Phones, 35 wpm.
• Data Entry Clerk
• Administrative Assistant
•Project Manager
Harvard Graphics Inc. Call 539-0000. Earn up to $8-12/hr.
HUMAN RESOURCE
(810) 553-7710

CLERICAL - manufacturing company needs a multi task person to perform various office duties. Computer knowledge helpful. Full time, benefits. Fax resume: Marie Bartlett
(313) 274-6100

CLERICAL
Must be honest and reliable. Computer skills required. Windows, Excel & Word. Wage is based on experience. Unemployment benefits.
Call (810) 532-2131

CLERICAL PART TIME
Part time clerical assistant needed for fast paced corporate credit office. 20-25 hours weekly. Primary responsibilities include answering phones, processing credit applications, typing & filing. Knowledge of Microsoft Office products a plus. Apply in person or send resume for Cov. C. Gooch, Dir. Credit, Kingsun, Carney & Bloom, 32000 Dix Ave., Dearborn, MI 48120
(313) 849-2271 EOE/AA

CLERICAL
Retail company seeking very detailed person for full-time Clerical, Inventory, & Data Entry duties. Must be computer literate & flexible. Competitive wage & excellent benefit package. Send resume & salary requirements to: PO Box 48356, Drawer 7, Oak Park, MI 48237

502 Help Wanted Office Clerical

BOOKKEEPER
We are a public accounting firm seeking an experienced full charge bookkeeper dedicated to client satisfaction and enjoy working in a relaxed atmosphere. Computerized accounting knowledge required, proficiency in Creative Solutions software a definite plus. We offer excellent working conditions, competitive salary, paid holidays & vacation in addition to a 401k program. Please send resume to:
Avent Accounting
43446 Ford, 10 Mile Rd.
Novi, MI 48375

CAREER OPPORTUNITIES
Excellent opportunities are available in the Livonia area. We are looking for people with enthusiastic attitudes and a desire for change. Immediate, full-time openings available in:
• Reception
• Entry Level Clerical
• Administrative
• Secretarial
Call for an immediate interview!!
PERFORMANCE PERSONNEL
"Professionals at Your Service"
313-513-5823

CHIROPRACTIC ASSISTANT
Permanent part time position available for person seeking a family office. Mon., Tues., Wed. & Fri. 8:45am to 12:30pm., Tues. 8:45am to 1:30pm. Clerical skills necessary, computer skills helpful. Will train the right person. Send resume to: Box 1814
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CHRISTIAN EDUCATION SECRETARY
Bloomfield Hills church seeks a committed Christian to join the fast-paced creative ministry team in the Christian Education Department. Excellent clerical skills in Microsoft Word and Publisher required. Must be detailed-oriented and have excellent people skills. Full-time salary and benefits. Send resume, fax or call: Rev. Mark Davis, D.R.E., 1340 W. Long Lk Rd, Bloomfield Hills, MI 48302. Fax 810-628-4924

CLERICAL
American Yazaki Corporation, a leading automotive supplier of electrical Distribution Systems (EDS) and wiring components, is a rapidly growing Engineering, Sales and Production firm that is always searching for creative, motivated individuals with a desire to work hard and succeed. We have the following immediate openings:
Engineering Assistants
Candidates must have a high school education, preferably 1-2 years of college education, basic math and computer skills, organizational and technical skills and a strong mechanical aptitude required. Basic job duties would include: documentation control, support to design group, development activity relative to drawing, documentation, investigations and clerical duties.
We offer a competitive salary and benefits package including medical reimbursement and 401(k). Please send resume and cover letter listing your salary requirement and the position for which you are applying to the address below. If you enjoy the challenge of being on the leading edge, then this position is a part of American Yazaki Corporation, a trend-setting, industry leader.
AMERICAN YAZAKI CORPORATION
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