EMPLOYMENT

500 Help Wanted General

CERTIFIED SOCIAL WORKERS
Health Family Service has 2 open-ings. One requires experience working with families, children and groups. The other requires experience working with older adults. Excellent benefit package. Please Send resume to: Sandy Hyman, Director of Children, Adults and Fam-ilies or Phyllis Schwartz, Director of Senior Services, 24123 Greenfield Rd., Southfield, MI 48075 or fax (810) 559-8828

SPEECH PATHOLOGIST
CA and Tx services for D.D./MI in home/community settings. Prefer DD, but will train. Good salary, excellent benefits. Send resume to: Human Resources, Care Center, 7430 Second Ave. Detroit, MI 48202. Fax 313-871-1805 or call Rick Sober, at 313-871-2337 ext 225

SPORTS MINDED?
Entertainment marketing company needs sales representatives with competitive edge. Great attitude required. (248) 377-0770

ESTATE LICENSED APPRAISER & VALUATION SPECIALIST
Needed for rapidly expanding Birmingham firm. Professional environment, favorable compensation. Please call Ron Gold 433-1818 or fax resume .....(248) 433-3572

STOCK/INVENTORY PERSON
Apply for both international property distribution company. Benefits. Call Mon.-thru Fri., 8-5pm. (810) 349-1030 EOE.

STOCK PERSON
Full or part time for lighting showroom. Good benefits pay. Apply in person. Prose Electrical, 37400 W. 7 Mile and Newburgh, Livonia

Stockroom Manager
Established New Center area employer has opening for experienced Stockroom Manager. Responsibilities include receiving, disbursing & inventory control. Excellent salary & fringe benefit package. Send resume & salary history to: P.O. Box 02728, Detroit, MI 48202

STORE CLERK - part time 30+ hrs. Experienced or will train mature individual with transportation. Must have reliable work history. Pay: Call between 12 noon & 4:30pm (810) 557-9600

STORE MANAGER
Minimum 3 yrs retail experience. Call Burde Bros. at (313) 487-6800

STUDENTS WORK
$12.15
(810) 474-9090

SUMMER CAMP COUNSELOR
Dorothy Shell Management Center needs summer camp counselors. Must have 2 semesters at a college, in summer or fall. Great opportunity for children, and be 18 yrs. of age. Call Deborah at (248) 353-9653 EOE

SUMMER HELP NEEDED
Work with children and live animals in a Dog Daycare setting. Flexible hours available. Ideal for those seeking teaching jobs. Apply for immediate interview. (810) 348-1965 or fax resume to 248-348-2054

SUMMER HELP, no experience necessary. Receptionist, Sales, Clerical. Day shift in Westland. Call Manpower of Livonia (313) 326-2624

SUMMER HELP WANTED
For apartment complexes. Pool attendants and maintenance. Must be 18 years old. Full & part time available. 455-38 25TH. (248) 355-1367 Southfield (248) 668-4792 Oak Park

SUMMER JOB
Looking for college student with transportation and time/energy ability to care for 2 boys 12 & 7 yrs. old weekdays, June 23 - Mid Aug. 810-646-2027, after 6pm.

SUPERVISOR
A $100M, growth oriented precision machining company located in the Detroit area has an immediate opening for a Night Shift Supervisor. The position will manage employees, has responsibility for production, managing personnel issues, keeping high quality standards, contact with customers/vendors and keeping production on time within budget. 5+ years plus machine shop experience, knowledge of profile machining and ROMS preferred. Competitive salary. Our team is going places. Join us!
To apply please send your resume with a cover letter and complete salary history to: Box #1970 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150 EOE/AA Employer M/F/D/V

TEACHER
Livonia child development center needs teachers. Requirements: Bachelors, CDA, Associates or Bachelors. Excellent salary & benefits. Send resume to: 30245 Ann Arbor Road Livonia, MI 48150

TEACHER ASSISTANTS
Needed for accredited childcare center in Birmingham. Part-time (AM & PM) and substitute. Early childhood experience necessary. (810) 644-6154

TEACHER & ASSISTANT needed for Livonia childcare center. Experience required. Full & part time. Small groups. (810) 474-0001

TEACHER NEEDED
For Nursery School, infant room. Full time. (248) 661-5053

TEACHER/PROGRAM MANAGER
For ESL Minimum of 3 yrs. experience in ESL & an elementary teaching certificate is required. Candidate should submit resume & credentials to: Attn: Jim Kaminski, Birmingham Community Education, 2436 W. Maple, Suite F101, Birmingham, MI 48009.

ASSISTANT DIRECTOR
Full time. For nationwide childcare center. Must be certified. 810-737-2830

TEACHERS AIDE needed for Montessori School. Full time, part time, permanent. Immediate Start. Contact Laura 313-981-4166

TEACHERS NEEDED
In Science, Theology, French/Spanish, English, Accounting and Computer Applications. Contact Principal Internet. For Private College Prep. (313) 882-8100 ext. 3 Resumes required. Send resume & references to: Box #1969 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

TEACHERS
Secondary English & Elementary for rapidly growing multi-campus center. Full time positions, could eventually lead to full time. (248) 350-2444

TECHNICIAN
Exp. EKG for author service company. Training supplies. Call Amy at: Cardiac Information Systems. 248-360-8400

TELEMARKETERS
Earn more at Maple Woods. Now Hiring! Great compensation & bonus. Work in a great atmosphere. Complete training. Hours are Mon-Thurs 5-9pm & Sat 9am-1pm. (313) 762-9000

TELEMARKETERS
Part time, flexible hours. Start $8 an hour to salary, lands only. Experience preferred. W. Bloomfield. Call 810-737-4000

TELEMARKETERS
Great hourly pay, excellent bonus structure. Flexible schedule near Westland windows. Ask for Laura 313-522-4500

500 Help Wanted General

TECHNICIANS & MACHINISTS
SEVERAL OPENINGS!!!
- Electro-Mechanical Technicians
- Metallurgical Technicians
- Computer Technicians
- Data Communications Technicians
- Dynamometer Technicians
- Transmission Testing
- Electronic/Electrical Technicians
- Welding Technicians
- Mechanics
- Noise & Vibration Technicians
- Welding/Robotics Technicians

Immediate Long term contract and contract to go direct opportunities.
TECHNICAL ENGINEERING CONSULTANTS
391 Kenwyle Industrial Dr.
Ypsilanti, MI 48198
313-485-3000 1-800-999-7910
FAX: 313-483-4218

TELECOMMUNICATIONS COMPANY EXPANDING!
American Communications Network, Inc. located in Troy is seeking aggressive, enthusiastic individuals for our Commercial department. Candidates should have experience in one of the following areas:
- Order processing-must type at least 50 wpm
- Data Entry Analyst-Researches and reviews proposals, customer service - must have good math skills
- Qualified candidates please fax or mail resumes to:

Fax (810) 528-6795
ACN, Inc., Attn: HR
100 W. Big Beaver Rd.
Ste 400
Troy, MI 48047

TELEMARKETING MANAGER
to $40,000, FEE PAID
Good experience for Major Company in Beauty Industry.
EMPLOYMENT CENTER AGENCY
(810) 569-1536

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

TELEPHONE OPERATORS
Join Michigan CAT at its Corporate offices in Novi. We are currently seeking persons willing to work Bespoke schedules on or 24 hour, 7 day a week switchboard.
Applicants must have good communication skills, help customers with pressing equipment concerns (particularly during off-hours), and refer customers to individuals within the company to resolve problems.
Please send you are willing to work including weekends.
Send your resume in confidence to:
Human Resources Representatives
POSITION #70601TO
24800 Novi Road
Novi, MI 48375
OR
Apply in person at the above address
An Equal Opportunity Employer
M/F/V/H

TELEPHONE/RECEPTION Position available, with growth oriented Troy textile distributor. Candidates must be well spoken with professional telephone skills. Full benefits. Send resume & salary history to: P.O. Box 1805 Troy, MI 48099

TELLERS
Credit Union Family Service Centers, has immediate openings for PART-TIME TELLERS. You must have excellent customer service skills, good mathematical aptitude, previous cash handling experience preferred. We offer a competitive salary, paid holidays, paid vacations, and tuition assistance, also includes some evenings and Saturdays.
Positions available at:
- Redford (Grand River and 7 Mile)
- Detroit-Eastside (Gratiot and Outer Drive)
- Madison Heights (14 Mile & Campbell Center)
- Waterford (M-59 & Crescent Lake Rd.)
- Detroit-Northwest (Livernois and Lahser)
- Garden City (Ford Rd. and Middlebelt)
- Taylor (Eureka and Pardee)

If interested, please call (810) 569-4630, ext. 400 for an application or stop in at any location.

TEMPORARY EMPLOYMENT FOR HARD WORKERS
$13 PER HOUR
The work is tedious, dirty, and challenging. Most work takes place in a mailhouse or a bindery.
Must pay careful attention to detail, specifically, numbers and printing quality. Previous proofreading and/or collating experience helpful.
Must be able to work a minimum of 20 hours per week, 7am to 4pm, Mon.-Fri., from late August through October.
Fax your name, address and a brief paragraph about yourself to Debbie Kay: 313-408-4032
MUST RESPOND BY JUNE 12.

The Merchant of Vino Marketplace
The Merchant of Vino is introducing the "Natural Living Department" to our Marketplace specialty grocery stores. We are currently looking for several individuals with experience in the natural products industry. Retail experience in a natural health food store a plus. Knowledge in organic foods, homeopathic remedies, nutritional aids & herbs, aroma therapy, natural health & beauty supplements. Please send resume to:
Merchant of Vino Corporation
30777 Northwestern Hwy.
Suite 101
Farmington Hills, MI 48334
Attn: Human Resources

THE SOUTHFIELD HILTON GARDEN INN is now hiring:
Front Desk Clerks
Servers
Cooks
Dishwasher
Housekeepers
Houseperson
Competitive wage and benefit package offered including Medical, Dental, paid vacation & holidays, and Thrift 401K plan. Apply in person at 26000 American Drive, Southfield, MI or fax resume to (810) 799-7420. EOE

TILE PERSON
Ceramic/vinyl, Install & repair for Southfield property management company. Full-time, benefits. Call Mon thru Fri., 8-5p.m. (810-358-1300. EOE.

TITLE COMPANY
Novi based title company seeking closer/processor with one or more years of experience. Team player, strong organizational skills required. Call Karen (810) 305-8150

Title
TITLE EXAMINERS
Minimum 3 yrs. experience. Troy, Farmer and Port Huron. DOYER SEARCH (810) 645-0600 24 Hr. Fax (810) 615-9903

500 Help Wanted General

TOOL & DIE JOURNEYMAN
Our client, a leading, $20 million automotive part manufacturer for OEM and aftermarket customers, has a challenging opportunity for an experienced journeyman Tool & Die maker at their Novi production facility.
Qualifications include current UAW tool & die Journeyman's card, at least 8 years of practical on-the-job tool & die experience, or successful completion of 4-4 years recognized tool & die apprentice program. Cold Heading and hydraulic press experience is also needed.
Our client offers an excellent benefits package that included health and life insurance, 401k and paid vacation. For immediate consideration, please send your resume and salary requirements to:
Confidential Reply Service, Dept. CC
JTD, JWT Specialized Communications,
3000 Town Center, Suite 1600,
Southfield, MI 48075.
All replies will be forwarded to our client unknown and by telephone calls, please. Our client is an equal opportunity employer.

Toolmaker/Benchhand
Self motivated individual with Experience in tooling, body fixtures & hand-tools.
Must be able to read prints. Machining experience a plus.
Wages equal to ability. Steady work. Health insurance, life insurance, profit sharing.
OXBOW MACHINE PRODUCTS
30 Years of Quality Tooling
01450 9000 Compliant
Apply in person or by fax
12777 Merriman
Livonia, MI 48150
TEL (313) 422-7730
FAX (313) 422-7730

TOW TRUCK DRIVER
Full-time with good driving record. Will train. 248-524-2990

TRAINING SPECIALIST
Salary to $50,000
My client has need for a Human Resource Specialist with 4-5 years experience. Expansion opportunity. No staff, high visibility opportunity.
SEARCH GROUP
Hank LeBeau!!
26555 Evergreen Rd. #1310
Southfield, MI 48076
248-352-5430

Transportation Administrative Assistant
For dealer. Good benefits, growing company. Located near Wayne State. Requirements: Experience in data entry, truck/fleet related knowledge preferred. Send resume: HR-TAA, PO Box 525, Southfield, MI 48037.

CLASS ACT TRAVEL
Immediate opening for two experienced travel professionals. Our clientele is 75% corporate, 25% leisure, a 100% commitment. Some of the art office environment including Windows for Windows. For prompt consideration, fax or mail resume & salary history to: CLASS ACT TRAVEL, 34841 Gr. 16342 W. 10 Mile Rd. Farmington Hills, MI 48335 Fax: (810) 474-2345

TRUCK DRIVER - CDL-B, full time, local work, weekends off, good pay. Benefits, 401K. Apply in person: 39133 Webb Dr., Westland. N of Ford, W. of Hix.

TRUCK DRIVER
Immediate opening for CDL Class A Driver. Home every night.
Call. (313) 294-9000

TRUCK DRIVER
Mechanical contractor looking for a full time truck driver. Must have a good driving record, be at least 18 yrs. of age, a high school diploma or equivalent & be familiar with Southeastern Michigan. Call Johnny for interview: (313) 458-2300 ext 341

TRUCK DRIVER - needed to haul structural steel on flat beds in MI, Ohio & Indiana. $12 per hour to start. Full benefits and 401k provided. Apply in person at: 12600 Arnold, Redford, MI (313) 535-2600.

TRUCK DRIVER Semi & Straight needed for Metro area. 3 years experience & good driving record needed. Apply in person at:
35025 Schoolcraft, Livonia

TRUCK DRIVER wanted. CDL licensed, for shop located in Milford. Call and resume to: PO Box 326, Milford, MI 48381

TRUCKING COMPANY needs Mechanic/Yardperson. Full time. Livonia/Plymouth area. Call Bernom (313) 455-4036

TRUCK MECHANIC. State or ASE Certified, Medium & heavy duty, COL & class A license. Call Mike (810) 437-1133 or phone for interview at: (248) 349-4697.

TRUCK & TOOLS
Maingroove Earning Company in Livonia is looking for self motivated, to start immediately. Great benefits & pay. Lots of work! Vacation & use of cars. Training.
Ask for Mike F: (313) 422-7100

UNEMPLOYED HOMEMAKERS!
We have job openings in clerical, textual, human services and others. If you are a mature, responsible, motivated, or married to a spouse who is disabled, we can help you get back into the job market. You need not lead a perfect life. Call Virginia at JVS, (810) 559-5000

VETERINARY ASSISTANT
Busy animal hospital needs team members for evening and middle shifts, full or part-time. Experience helpful. Will train right person. Motivated, cheerful, dependability a must. Apply to: Westland Veterinary Care Center, 24429 Grand River Ave., Redford, MI 48239

VOCATIONAL AUTOMOTIVE TEACHER - Part-time
The assignment consists of teaching a two-hour vocational automotive class and a one-hour automotive class. Applicants must have at least a Bachelor's degree from an accredited college or university. A Michigan Secondary Teaching Certificate and must have vocational certification in the automotive area. Send resume to:
John E. Reeves
Assistant Superintendent for Administrative Services
Livonia Public Schools
15125 Farmington Rd.
Livonia, MI 48154
An Equal Opportunity Employer

ACO HARDWARE WAREHOUSE
2ND. SHIFT
SHIPPING DEPARTMENT
Lift at least 50 lbs., work in variable temperatures depending on season, good math and reading skills required. Starting time 4 PM. Starting pay $9.00/hour minimum depending on experience; pro-employment drug test. Send letter of interest to: Art Hussey, Resources/Warehouse, 23333 Commerce Dr., Farmington Hills, MI 48335-2764 EOE

500 Help Wanted General

CUSTOMER SERVICE REP.
Inside sales & order processing for flooring distributor. Must be personable, well computer skills & ability to learn. Opportunity to advance. Excellent benefit package. Income commensurate with experience & ability. Send resume, Enclosure's Flooring & Supply, 1013 Orchard St., Ferndale, MI 48220. Attn: Pat

MERCHANDISING MANAGER
Fast growing, aggressive, multi-branch retailer (10 stores) is looking for manager to direct merchandising activities and include policy development, personnel, training, distribution, product purchasing and more. Computer skills necessary. Mail resume to: Jackson's Flooring Supply, 1013 Orchard St., Ferndale, MI 48220 Attn: Al

WAREHOUSE WORKERS & DRIVERS
If you're looking for long-term employment, we're looking for you! Must be dependable & hard working for warehouse distributor. Must have chauffeur license, 1-5 years experience. Call Pat. (810) 543-9663

WAREHOUSE/DELIVERY
Commercial laundry equipment company seeking a position for warehouse/delivery. Basic tools, work boots, excellent driving record, and good overnight travel are required. $8.50/hr. plus benefits w/50% pay (pay review after 90 days). Apply in person: 30633 W. Eleven Mile, Livonia Between Merriman & Middlebelt

Warehouse Delivery Driver
Hovinga Business Systems has an opening for a Warehouse Delivery Driver. Entry level position offers which include profit sharing through 401k and an employee sponsored pension plan. If you desire to work in a positive environment with an emphasis on customer service and satisfaction, please send your resume to:
Human Resources, Dept. Warehouse, HOVINGA BUSINESS SYSTEMS, 41180 Bridge St., Novi, MI 48375. EOE

WAREHOUSE
Distribution of paper and molding products in Novi needs all-around person full-time to work in office & warehouse. Starting pay $8 per hr. Benefits. (810) 347-6600

WAREHOUSE
Full time. Good starting salary & great benefits. Medical, dental, life. Apply in person:
GLOBE FURNITURE RENTALS
37437 Grand River
Corner of Halsted
Farmington Hills

WAREHOUSE LABOR
$6.90 hour. Apply in person: Burgess Co. 22473 Venture Dr., Novi • (810) 348-8000

WAREHOUSE
Livonia company seeks qualified candidates for packing and packing positions. Pay starts at $7.00 hr. for entry level. Please apply in person or send resume to: 31778 Enterprise Dr., Livonia, MI 48150. Attn: HR/Warehouse. Located on the corner of Merriman & Plymouth Rd.

WAREHOUSE
Livonia Steel distributor is looking for people with good work ethic, for overhead crane experience. Starting salary $12.51 per hr. Excellent fringe benefit package. Apply in person at Contractors Steel Co. 36553 Amrhein (near Plymouth & Levan) Livonia, Mich.

Warehouse Opportunities
Shipping Department: Forklift & Pallet Jack experience preferred. Receiving & Hi-Lo Driver & Truck Driver. Start at $7.50 per hr., + excellent benefits- 401k, medical & more. Apply at 22750 Heath Dr., off 8 mile, 1 mile between Novi & Meadowbrook Rds. (248) 348-7050

WAREHOUSE POSITION
available for a motivated & organized individual. Full time with benefits.
Call (810) 348-8000

WAREHOUSE SHIPPING & RECEIVING- Full time employment opportunity. Benefits include insurance, paid holidays & paid vacations. Must be detail oriented & able to lift 30 to 75 lbs. Forklift experience helpful. Good math & computer skills are a plus. Applications being taken M-Fri. 10am-3pm. Homedics, Inc. 2240 Greer Blvd., Keego Harbor

WAREHOUSE
Start immediately
1st and 2nd shifts.
$6.00 hr. + $8.00/hr.
Canton location.
ARBOR TEMPS 459-1166

WAREHOUSE STOCK
Scott Stuyvesant
is looking for positive self starter for part-time position, 30-35 hrs. a week in our New Hudson office. Opportunities to go full time with benefits. Apply in person: 43600 W. Oaks Dr., Novi.

WAREHOUSE
Unloading & shipping for Florida retail distribution hub. Some light lifting. Full or part-time. Please call Sean at Kimco Mon-Fri. (313) 981-1717

WAREHOUSE
We are PFS, The PEPSIBCO Distribution Division, servicing Pizza Hut, Taco Bell, KFC restaurants. We have full and part-time opportunities available for the night shift in our warehouse for individuals experienced in the distribution of food products. Positions require the stocking and order filling of food and non-food products, as well as loading trailers. Previous warehousing background is preferred, food distribution background a plus. Strong work ethic, good attitude and the physical ability to lift 30-45 pounds. Willingness to work from 7 days a week, 24 hours a day. Candidates must be able to work nights, weekends and holidays.
We offer advancement potential, and a competitive compensation and benefits eligible Starting salary of $10.25 an hour, with a guarantee of merit to $14.80 an hour. Qualified candidates may apply in person between the hours of 9AM - 4 PM at:
PFS
PEPSICO FOODS SYSTEMS
43600 Gen-Mar, Novi, MI
(810) 347-4000
PFS is proud to support a Drug-Free work environment.
A Division of PEPSICO, INC.
EOE

WAREHOUSE WORKER
Call Burda Brothers at:
(313) 487-6800

WARRANTY PERSON needed for residential builder. Must have own tools and truck, must have drywall and general construction experience. Fax resume: (810)228-2030 or call between 8am-5pm (810)229-2085

WELDER - EXPERIENCED
Mig/Tig to ½.
Call 1-4pm: (313) 366-2450

WELDER/FITTER
General Labor/Assembly
Pleasant work environment. Good Benefits. Medical. Apply in person or submit resume to: Jensen Oven, 24119 Industrial Park Dr. Farmington Hills, 48335 (Freeway Industrial Park), 8 or 10 Mile, bet. Haggerty & Grand River.

WELDER & LABORER
for fabricated steel Plymouth. Full part-time. Call 1-4pm, weekdays: Zeus Manufacturing. 313-254-9387

500 Help Wanted General

WELDER METAL fabricator, maybe experience test required. Set-up operate, press break, iron worker, punch type bending n/c. Experience with ¼" x 2" PLT. UAW Shop, physical drug test required. Hamtramck location. Call Tom (313) 365-2023

WELDER (MIG), LAYOUT FITTERS & HELPERS. Competitive wages. Benefits. Livonia (313) 542-1903
An Equal Opportunity Employer

WELDER - Must read blueprints. Apply to Lakeshore, I.P.S., 1450 Dutton, Troy, (1 blk. E. of Rochester Rd., B. of Maple).

WELDERS, EXPERIENCE & HELPERS. Competitive wages. Call, ask for Bill (810)229-9521

WELDERS MIG for production shop in Troy. Good pay and benefits. Apply at 1770 Maplelawn (16 mile & Crooks) or call: (248) 643-7300

★WELDERS WANTED★
with some experience.
Call: (313) 531-1255

WESTLAND LIGHT Industrial help needed, running CNC Lathes & Mills. No experience necessary. Day & Night shifts available. Located in Westland. Call (313) 326-2564

WINDOW CLEANER
Experience preferred, but will train right person. (248) 489-1483

YARD HELP & TRUCK DRIVER
For local landscaping.
Apply in person: Lumber Mart, 639 S. Mill St. Plymouth

YARD PERSON
Full time position. Apply at: Wayne Oakland Building Supplies, 25018 Plymouth Rd., in Redford.

ZIEBART ZIEBART
ZIEBART
DETAILER + INSTALLER
Experience preferred, not necessary. Full-time or Part-time. Call Richard. (313) 425-5170

$1000's POSSIBLE
READING MAIL AT HOME
Part time, at home. For listings, call toll free: 1-800-218-9000, Ext. R-3873

$8/HOUR
Guaranteed! Livonia area.
Call: (313) 422-1818

502 Help Wanted-Office Clerical

ACCEPTING APPLICATIONS
for 2 accounts payable positions. Rapid advancement. Apply 41815 Ford Rd. Or call for interview at 313-981-3250

Account Administrator
A Birmingham investment firm has an immediate full time opening for an account administrator. The position's responsibilities include, account maintenance and reconciliation, general administrative support client communications. The ideal candidate will have 3+ years of administrative experience, excellent word-processing and spreadsheet skills, attention to detail, excellent organization and communication skills. Interested parties send resume to:
ACCOUNTANT/BOOKKEEPER
Livonia based company seeks experienced bookkeeper with strong, well rounded general ledger, A/P and A/R experience and computer skills. Send resume & salary requirements to: Treasurer, 29661 Schoolcraft, Livonia, MI 48150 EOE

PERSON NEEDED with experience in Payroll including Payroll Taxes and Purchasing experience. Must be familiar with Word and Excel. Automotive background helpful but not necessary. Salary commensurate with experience. Excellent benefits and 401k. Please send resume to:
Ishikawa Gasket America, Inc.
28677 Northwestern Hwy
Suite 301
Southfield, MI 48034

ACCOUNTING/ ADMINISTRATIVE
Edward Rose & Sons, a large property management firm located in Farmington Hills seeks to fill the following positions:
ACCOUNTS PAYABLE - Position requires an aggressive individual with experience in a manual accounts payable system. Degree and knowledge of property management helpful but not necessary. Direct resumes to A/P Supervisor.
ADMINISTRATIVE ASSISTANT
High energy individual needed to handle various administrative tasks in busy office. Send resumes to Office Manager.
DATA ENTRY - Seeking ambitious individual for immediate entry level opening. Opportunity for advancement. Direct resumes to Data Entry.
Send resumes to:
Director of Property Management
P.O. Box 9154,
Farmington Hills, MI 48333-9154
ACCOUNTING ASSISTANT
We are looking for someone with strong math skills, data entry or 10 key experience with a friendly personality to assist in daily accounting functions. Excellent benefits package. Send resume with salary requirements to:
PO Box 5066, Farmington Hills, MI 48333, Attn: Controller.
ACCOUNTING
Administrative support seeking the following full-time accounting personnel for a growth oriented company:
SENIOR ACCOUNTANT - will assist Controller with monthly financials, reconciliations, inventory, fixed assets, cash flow and annual budgets.
ACCOUNTING ASSISTANT - responsible for preparation and input of A/R and A/P transactions. Will also assist with monthly close and special projects.
Previous experience with Excel and mainframe systems preferred. Send resume with salary history/ requirements by 6/14/97 to:
Ishikawa Gasket America, Inc.
28677 Northwestern Hwy.
Suite 201
Southfield, MI 48034
fax (810) 355-1261

EXECUTIVE SECRETARY ON-CALL POSITION
Textron Automotive Company currently seeks an Executive Secretary to fill in for vacation periods. Qualified candidates must have executive secretarial experience and be proficient with MS Windows including Word, Excel and PowerPoint.
If you meet these requirements and are interested in this high-paying, "on-call" position, please send resume to: TEXTRON AUTOMOTIVE COMPANY, Human Resources, Code: ES/OE, 750 Stephenson Hwy., Troy, MI 48083; Fax: (810) 616-5745. We are an Equal Opportunity Employer.
TEXTRON Automotive Company

502 Help Wanted-Office Clerical

ACCOUNTING CLERK
Clerk needed for A/P & A/R. Computer knowledge of Windows/Word a plus. Experienced need only apply. Please send resume to:
Box #1857
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTING CLERK - Computer experience required. Part-time. Send resume & salary required to fax (810-478-6070 or 24543 Halsted, Farmington Hills, 48335.

ACCOUNTING CLERK - Full/part time. Farmington Hills area. Benefits, vacation, holiday pay. To start immediately. Call Chuck 248-539-1186

ACCOUNTING CLERK
Excellent opportunity to diversify your experience and build your career. Temp to perm. Good computer skills, attention to detail and ability to prioritize or receivable experience helpful. Troy, Farmington and Detroit locations. Call Adia.
Livonia 473-2921
Farmington 646-7661
Advantage Staffing

Accounting Clerks
Bookkeepers
We need your skills!!
Here jobs are coming in daily, 1st, 2nd, 3rd shifts and full and part time in the afternoon. Please call:
ADDICIONANTS ONE
(248) 354-2410
OR
FAX: (248) 354-3082
If you are interested in going to work!
We give our temps first priority when recruiting for permanent positions. Temps are being hired at top salaries with excellent benefits. Call now on the phones and other jobs:
- Accounts Payable Clerks, Detroit mtg., Farmington service area, $25k
- Accounting Assistant, Southfield automotive firm

ACCOUNTING - Growing paper company in Plymouth Hills seeks individual for payroll, accounts payable and misc. other. Experienced only. Please send resume and salary history to: P. O. Box 7112, Bloomfield Hills, MI 48302

ACCOUNTING MANAGER
Good organization, understanding or corporate experience required. Bachelor's degree preferred. Fax resume to: 810-542-7375

ACCOUNTING/ OFFICE OPERATIONS
Sales firm seeks multi-talented individual for accounting, accounting and office operations. Must have computer skills and full charge bookkeeping experience, A/R, A/P, Payroll, etc. Previous commercial sales experience a plus. We need someone who is detail oriented. Send resume, salary requirements to: Accounting, 3218 Old Farm Lane, Walled Lake, MI 48390 or Fax to 248-624-8820

Accounting Supervisor
General ledger through financials, A/P & A/R on computerized system, other office duties. Send resume to:

Accounting Supervisor
General ledger through financials, A/P & A/R on computerized system, other office duties. Send resume to:
P.O. BOX 810600
Livonia, MI 48151

Accounts Payable Clerk
Large Livonia company is looking for an experienced candidate for its high volume A/P Department. Ideal candidate will have 1-3 years of A/P experience, be computer literate, and enjoy a challenging, stable, competitive benefit package and a chance to expand your knowledge and skills. Please mail or fax resume to: ATTN: HR-A/P, 31778 Enterprise Dr., Livonia, MI 48150. Fax 313-525-9879

ACCOUNTS PAYABLE
25 to 30 hours for Novi builder. Posting, filing, phones, computer experience required. Send resume & salary requirements to: Box 2000, 42094 Ashbury, Novi, MI 48375 Or fax 810-380-9458

ACCOUNTS PAYABLE CLERK
Residential builder seeking excellent computer skills including, PC Systems & Excel. Interested please call Pat at: 248-644-1234

ACCOUNTS PAYABLE
Career opportunities in this rapidly expanding company. Ideal candidate has1 Experience needed. Work or school on manual or computerized system + data entry skills. $9+/hr.
EXPRESS SERVICES
(248) 474-5000 FAX: (248)474-5833

ACCOUNTS RECEIVABLE CLERK
CCN, a Value Health Company and a managed care organization dedicated to improving the quality of life through healthcare, has an excellent opportunity for an Accounts Receivable Clerk. You will process payments and adjustments to customer accounts in a positive, fast paced environment. Open balances and refunds to payors; balance daily deposits and reconciliations of subledger information; maintain accounts receivable files. Three 2-1 years' experience in the following areas: A/R, Accounting, office management or equivalent with 1 year in A/R; aptitude for data entry, numbers and basic math; attention to detail.
CCN offers excellent salaries and benefits. Please submit resume with salary requirements to: CCN, Attn: HRAC, 26555 Evergreen Court, Farmington Hills, MI 48334. EOE

ACCOUNTS RECEIVABLE CLERK
Large Livonia pharmaceutical company needs an A/R Poster (data entry). Pay commensurate with ability. 800-679-0123, ext. 412.

ACCOUNTS RECEIVABLE POSTER
Large Livonia pharmaceutical company needs an A/R Poster (data entry). Pay commensurate with ability. 800-679-0123, ext. 412.

502 Help Wanted-Office Clerical

ACCOUNTS RECEIVABLE
Immediate opening. Accounting classes or experience a plus. $7.50 per hour. Approximately 40 hrs. per week Monday - Friday. Call 8am-3pm. Contact Sandy at 313-641-2727

Accounts Receivable
Growing Livonia firm needs a full time A/R clerk to perform collection calls, daily posting and invoicing. 2-3 years experience and PC skills a must. Send or fax resume with salary requirements to:
H.R., 12933 Farmington Rd.
Livonia, MI 48150
FAX 313-522-1222

ACCOUNTS RECEIVABLE CLERK
Need experienced person to do cash posting. Detail oriented with excellent math skills. Comfortable posting to multi division on computerized system. We offer an attractive compensation package including 401K. Send resume to: Attn: Linda Tulpa, Arbor Components, 26840 Northwestern Highway, Suite 201, Southfield, MI. 48034

ACCOUNTS RECEIVABLE, collections, data input Experience needed in accounting department. 3 years minimum experience required. Knowledge of computerized accounting system, spreadsheets and word processing necessary. Health insurance, paid vacation, Mon-Fri, Livonia office. Send resume to:
Box #1971
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACT NOW!
$100 BONUS ASSEMBLY
50 immediate openings at a fast growing company in Livonia & Canton area. Starting up to $7.00 an hour. Work 40 hours. Possible overtime. (Great work environment). CALL NOW!
(810) 477-1262
ARCADIA

ADMIN. CAREERS!
$24,000 TO $35,000

Presidential Assoc.	$35k
Operations Admin	$30k
Marketing Admin	$30k
Troy Admin	$30k
Entry Level Admin	$24k

Permanent and Temp to Perm!
WALK INS WELCOME!!
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3001 W. BIG BEAVER
TROY, MI 48084
248-649-5797 Fax 649-2496
LIVONIA • SUITE 40
17199 LAUREL PARK DRIVE N.
Livonia, MI 48152
313-591-8700 FAX 591-3130

LAW FIRM ADMINISTRATIVE Assistant/Receptionist
Full-time position for Royal Oak firm specializing in estate planning. Excellent organizational, communication and customer service skills. Diverse computer background, multi-task oriented and strong attention to detail required. Environment is very challenging and fast paced. Excellent opportunity for growth. Non-smoking office.
Fax resume to: 248-398-9771
Or send to:
Manager Client Services
25020 Evergreen
Royal Oak, MI 48067

REFERRAL SERVICE Organization seeking COLLEGE STUDENT for summer employment. Excellent phone and interpersonal skills a must. Computer knowledge and knowledge helpful. Call Kim: 810-296-7757

Administrative Assistant: Real Estate development office seeks professional individual for various office duties. Microsoft Word and Excel a must. Hours and wages negotiable. (810) 352-4600

Administrative Assistant
Distributor has immediate need for personable, quick learner with data entry, clerical, phone skills. Full time, Mon-Fri. Insurance, 401k. Send resume to 37733 Enterprise Ct., Suite 5006, Farmington Hills, MI 48331.

ADMINISTRATIVE ASSISTANT
1-2 years experience. Typing 65 correct wpm required. Computer knowledge is essential. Ambra & Excel knowledge preferred. Good proofreading & grammar skills. Professional work environment offering good salary & benefit package. Fax resume to: 313-663-8001 Attn: Annette

ADMINISTRATIVE ASSISTANT
Office manager for construction office. Some bookkeeping. Accounting experience needed. Call Ben: (313) 420-1071 or Fax: (313) 422-1079

Administrative Assistant
Walled Lake area law firm. Windows 95 experience a big plus. Evaluation hire. $10-/hr.
Express Services
248-474-5000 FAX: 248-474-5833

Administrative Assistant
For computer services company. Word Perfect & Lotus preferred. Contact Linda at: (248) 362-2200 Or fax resume: (248) 362-9966

ADMINISTRATIVE ASSISTANT
Highly motivated individual needed by individual to be my right hand for my Livonia office. Computer literate, Corel Suite, Computer & typing helpful. WE HAVE the right people. Full time. Benefits. (810) 560-5858

ADMINISTRATIVE ASSISTANT/ RECEPTIONIST
Busy downtown Birmingham CPA firm. Computer, bookkeeping, CPA office experience a plus. Good benefits. Call Deborah in MLS & Co. (810) 642-0651

502 Help Wanted-Office Clerical

ADMINISTRATIVE ASST.
38-912HR
Livonia, Novi, Wixom and Farmington Hills. Must have good verbal and written communication skills. Word Excel and Office a plus. Please call 313-261-3030 for an interview.
INTERIM PERSONNEL

ADMINISTRATIVE ASSISTANT for busy residential builders non-smoking Farmington Hills office. Computer experience necessary. Excel, Word. Diversified duties to include: Cost analysis & scheduling, data entry, telephone operator. Good salary & benefits (248) 661-0900

ADMINISTRATIVE ASSISTANT
PART-TIME, Mon-Fri, 1pm-5pm, for Real Estate office in Troy. Will be an organized person, type 50-60 wpm & have Wordperfect experience. Resume to: Teresa Langston, 630 Stevenson Hwy., Suite 615, Troy, MI 48083.

ADMINISTRATIVE ASSISTANT
Sales Support Department. Sales Secretary with 5+ yrs. office experience. Strong organizational skills, 60+ WPM & Windows experience required. MS Office preferred. Fax resume: (248) 362-5809 or send to: DCWH Technology Group, 38705 Seven Mile, Ste. 420, Livonia, MI 48152

ADMINISTRATIVE ASSISTANTS
$25,000. Service charge paid by company. Small company offering family atmosphere in Ann Arbor has immediate need. Data entry experience is a must. Call 248-398-4530 or fax resume to 248-399-3539 and we will call you.
SNELLING PERSONNEL SERVICES

ADMINISTRATIVE ASSISTANT
SETTER. fast paced sports marketing firm in Plymouth has an immediate opening for an administrative assistant. Responsibilities are multi-faceted and include answering phones, coordinating schedules, secretarial and office management duties. Impeccable telephone skills and proficiency in Windows and MS Word a must. Please fax resume to PAM at 313-414-0337 or mail to 44450 Pinetree Dr., Ste 103, Plymouth, MI 48170

ADMINISTRATIVE ASSISTANT
Local headquarters of worldwide company seeks customer service oriented individual with strong communications. Good computer skills and knowledge of import/export documentation a plus. Top benefits include 401k and profit sharing.
Diversified Recruiters
810-344-8700 Fax 810-344-8706

ADMINISTRATIVE ASSISTANT
National corporation seeks self-starter with proven ability to multitask wordknowledge of Windows 95, Word/Perfect 5.1, Lotus 1.2.3, Excel and any graphic knowledge a plus. Duties include training staff on software, managing daily business functions,