EMPLOYMENT

500 Help Wanted General

TELEPHONE TECHNICIAN
MIDCOM, a full service telecommunications provider, is seeking a Telephone Technician to perform installation, demand maintenance and operation on the telephone switching equipment used in over forty sales and switch sites, and installation of new and changes to voice and data services.
Qualified applicants must have experience with Northern Telecom key systems, Option 11, and Option 61 PBX and Centrex services.
For immediate consideration, please send or fax resume to: MIDCOM, HR Dept., 26899 Northwestern Hwy., ste. 120, Southfield, MI 48034
FAX 248-945-1805
EEO

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. Hours are Mondays, Tuesdays and Saturdays. Positions available at:
- Detroit-Eastside (Grand and Outer Drive)
- Garden City (Ford Rd. near Middlebelt)
- Madison Heights (14 Mile Rd. & Campbell Center)
- Detroit-Westside (Livernois and 7 Mile)
- New Baltimore
- Livonia (W. 7 Mile near Farmington)
- Redford (Grand River and 7 Mile)
- Taylor (Eureka Road near/Telegraph)
- St. Clair Shores (Harper and 12 Mile)
- Sterling Heights (Schoenherr near Canal Street)

If interested, please call 810-563-8121 for more information and application or stop in at any location.

TITLE INSURANCE
Closers & Processors needed. Full-time benefits. Customer service priority. Fax resume: 248-333-9438 or call: 248-333-8075

TOOL SHOP TRAINEE
High School Grads, steady work. Overtime. Benefits. Advancement. 313-261-3102

TRAFFIC COORDINATOR
Excellent full time hours for working patient 8am-2pm. Mon-Fri. Immediate opening in our Farmington Hills location. Responsibilities include negotiating freight costs, scheduling pick-ups/deliveries & special order Detroit & Troy plants. Misc clerical duties, excel preferred. For consideration submit resume by mail or fax to: Aug Metals Corp. 1750 Stephenson Hwy. Troy 48083 Fax: (248)-542-1433 no phone calls please

TRANSPORTATION COMPANY
Livonia / Plymouth area. Need experienced Hi-Lo Operators, full time. 313-464-3170

TRAVEL AGENT
Full-time. Experienced on World Span Promatrix area. Good hours. Call Barb 313-453-4100

TRAVEL AGENT
Full or part time. Experienced only. World Span Galileo. (248) 653-9750

TRAVEL CORPORATE TEAM LEADER
Total Travel Management, one of the nation's leading travel management companies, is seeking Team Leaders for corporate travel in the Detroit-metro area. Applicants must have experience overseeing 10 agents, at least 2 years corporate travel agent experience, and be committed to excellent customer service. Strong leadership skill, flexibility, and dependability are a must. We offer a competitive salary with one of the best benefit packages in the industry including medical, dental, and 401k. For immediate consideration, please fax or mail a current resume to:
Paul Wisniewski
Total Travel Management
3044 W. Grand Blvd.-Floor 6-101
Detroit, MI 48202
Fax 313-974-8414

TREE WORK
Large railroad contractor seeking Foreperson, Climbers, Bucket Operators, and Heavy Equipment Operators with minimum 2 yrs experience. Must have valid drivers license, CDL preferred. Drug test required. Some travel, expenses paid. Call 800-484-7711 Code 5007
EOE MF

TRUCK DRIVER
Plymouth based metal stamping facility seeks an associate to drive stake and pickup trucks locally Monday thru Friday. Excellent benefits and competitive wages. Apply in person: 7 Mile Stamping, 300 Industrial Dr., Plymouth (across from Unyeka)

TRUCK DRIVERS - Semi-dump and trailer CDL required. Experience preferred. Call between 9am-5pm M-F. Thru Fri. (313) 455-4036

UTILITY SHIPPING
Applicant requires some Hi-Lo. Shipping/Receiving experience. High school diploma or equivalent. Overtime mandatory. Apply in person
PGI Plastics
11625 Mayfield
Livonia, MI 48150
(Plymouth Rd. E/Farmington Rd.)

WAREHOUSE/DRIVER
WESTLAND Location. Heavy lifting required. Wages based on experience. Call (313) 722-8995

500 Help Wanted General

VEHICLE PREPPER
needed for fleet management company. Dealership experience or be state certified. Applicant must have good driving record and be detail oriented. $10/hr to start. Excellent growth potential & benefits available. Call: 248-205-2810

VOICE & DATA INSTALLERS
Growing Communications Company seeking qualified Voice & Data Technicians. Must be EXPERIENCED in CAT 5 and Fiber Terminations. Also seeking Project Managers and Field Foremen. COMPETITIVE RATES, EXCELLENT BENEFITS. Apply in person or call:
ELITE COMMUNICATIONS INC.
30945 W. Eight Mile Rd
Livonia, MI 48152 (248) 474-7020

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; pre-employment drug test. Send letter of interest to: Alt. Human Resources/White, 23333 Commerce Dr., Farmington Hill, MI. 48335-2764
EOE

WAREHOUSE ASSOCIATES PART-TIME
Join Office Depot, the largest office products company in the U.S. in one of these immediate PART-TIME openings on 2ND SHIFT at our Plymouth distribution center. You must be dependable, a HIGH SCHOOL graduate (or GED) and dedicated to ensuring customer satisfaction through strict attention to detail. STRONG MATH SKILLS and the ability to lift up to 50 lbs also required. A minimum 1 year warehouse experience preferred. We offer a competitive starting wages, holiday, and vacation pay, and a 401k plan. For immediate consideration, apply in person Mon-Fri., 8am-5pm.
909 North Sheldon Rd. in Plymouth
EOE M/F/D/V.
A smoke/drug free environment

OFFICE DEPOT

WAREHOUSE/DRIVER, FULL or or part time, good driving record; no nights or weekends, $6/hr. Benefits. Apply at 20514 W. 7 Mile, Redford or Fax resume to: 313-531-5210

★WAREHOUSE & DRIVERS
Rapidly growing floor covering distributor in Livonia area has openings for full time warehouse people & drivers. Send resume to: Mado Shawmee, Inc. 15632 Stenson Ct
Livonia, MI 48150

WAREHOUSE EMPLOYEES NEEDED
Hiring 2 Warehouse employees with warehouse and computer experience. Light lifting required. Transtar offers 401K, vacation & holiday benefits.
Drug screening required
Apply in person:
Transtar Industries
13111 Farmington Rd.
Livonia, MI
1-800-338-1590

WAREHOUSE
Farmington Hills Fastener Distributor, seeks employees to work at phases of warehouse work. High Lo experience helpful. Dependable with reliable transportation a must. Apply at:
Bamal Fastener, 23240 Industrial Park Drive, Farmington Hills

WAREHOUSE
Full & part-time, day shift positions available at Plymouth warehouse. 313-454-7020, ext. 109

WAREHOUSE
FULL time. All shifts available. $6.50/hr. starting pay.
No experience necessary.
Start immediately.
Plymouth location.
ARBOR TEMPS 453-1166

WAREHOUSE
GROWING beauty supply distributor seeks energetic employees for warehouse. Duties include shipping and receiving. General warehouse duties. Apply in person to: International Beauty Supply, 30403 Beck Rd., Wixom (800) 624-3479

WAREHOUSE HELP
Hi-Lo experience preferred.
Full time w/benefits.
Call Pat 248-352-4400

WAREHOUSE HELP needed for wholesale company. Excellent benefits & pay. Call (248)347-8290

WAREHOUSE HELP needed full time. Must be able to drive Hi-Lo. Apply at: Innovative Floor Coverings, 13250 Newburgh, Livonia. 1 block South of I-96

WAREHOUSE HELP
Part-time for Tool Distributor in Farmington Hills. Call (248) 473-7040

★ WAREHOUSE ★
Immediate opening. Dependable worker needed. Established natural stone supplier and Hi-Lo, some heavy lifting. 40 hour day shift plus benefits. Send resumes to: T&M Stone, 12900 Levergreen Rd., Detroit, MI 48223

Warehouse Opportunities
Heslop's
China & Gifts, is now accepting applications for Receiving, Pickers & Wrappers. Start at $7 an hr. + we offer benefits, 401k, medical & more. Apply in person at: 27790 Heslop Dr., off of 8 Mile between Novi & Meadowbrook Rds. (248) 348-7662

WAREHOUSE
SHIPPING & Receiving, some delivery. Full or part time. Retirees welcome. Lori (313) 522-1062

WARRANTY COORDINATOR
Hands-on position. Residential building experience a plus. Transportable. Call Cindy Mon. - Fri., 248-642-8585

500 Help Wanted General

WAREHOUSE
ROUTE DRIVERS/ DRIVER HELPERS/ ORDER PICKERS
IMMEDIATE OPENINGS for route drivers, driver helpers and 2nd shift order fillers. Experience in route delivery or knowledge of fast paced, warehouse environment a plus. Drivers will operate a 16 foot box truck. 2nd shift hours are 2:00 p.m. - 10:45 p.m. Drivers start at $10.00 per hour, helpers start at $8.00. 2nd shift $8.50. Apply in person between 8:30 a.m. and 11:30 a.m.

STAPLES
STAPLES BUSINESS ADVANTAGE
41554 Koppernick
Canton, MI 48187
An Affirmative Action / Equal Opportunity Employer

WELDER FABRICATOR
Relieves weather
Plymouth area
Call 9am-4.30pm 313-459-5571

WELDER/FITTER
EXPERIENCED. Blueprint reading necessary. Must be 18. Benefits. Aurora Manufacturing, 13301 Northend, Oak Park. Between 8 & 9 Mile E. of Coolidge

WELDER
PARTS Fab & general repair experience a plus. Please call Tom at (248)542-1032

WELDERS / FITTERS
Haden Schweizer Corporation is a world leader in the design, fabrication and installation of industrial paint finishing systems. Immediate positions are available for Welder/Fitters at our Auburn Hills, Michigan facility. Experience in sheetmetal fabrication is desired and experience in arc and mig welding is required.
Interested candidates please call (248) 475-5250, or submit a letter/resume explaining your experience to:
Haden Schweizer Corporation
1309 Pacific Drive
Auburn Hills, MI 48326
Attention: Plant Manager
EOE M/F

WELDER
★ 2 years experience. MIG & TIG. Good benefits. $8/hr.
Apply in person. National Tool & Die Welding, 13340 Merriman Rd., Livonia or fax resume to 313-937-1830

WE NEED HELP!
20 to 30 Welders from home. Trainees $15 to 25 an hour. Manager's $700 to $2000 Weekly. Great company & good vacations. Call (313) 629-0100

WHAT DOING?
Hating your job, making less than $700 a week, working nights & weekends, wearing a badge? But you still want to make a change? Call now! (313) 762-0033

WILL TRAIN
Printing company needs a team leader for Bindery Department. Earn $7.00 to $7.00/HR. Full or part time. Great benefit package 313-451-8600

WIXOM MANUFACTURING firm has immediate opening for full time electronic assembly position. No experience necessary. For consideration, please call 248-380-6264 Ext. 640 or fax resume to: 248-380-6258

WONDER "FALL" EMPLOYMENT OPPORTUNITIES!
We have temporary and temp-to-hire positions available for full & part time positions in the Livonia area.
Industrial:
- Assembly/Production
- General Labor
- Warehouse/Hi-lo

Clerical/Administrative:
- Administrative Assistants
- Word Processors
- Customer Service
- Reception/Secretarial

PERFORMANCE PERSONNEL
"Performance with a Personal Touch"
313-513-58238

XEROX OPERATOR
Large document printer. Some computer experience required. Apply at: Graphic Ctr, 675 Metrolite Drive, Dearborn Heights. Call (248) 208-3300

X-MAS HELP-SUPERVISOR
must order business seeks an energetic individual to head up its order entry dept through X-Mas. Candidate must be good with numbers, PC literate & able to learn our software. No weekends or holidays, 40 hrs/wk with great pay. Send resume or letter with salary to: PO Box 339, Market Pk., Mi 48030-9030

500 Help Wanted General

YARD PERSON
Reliable person to do general labor. Good driving record required. Full time position. Must be able to work without supervision. Call 248-349-2500 to setup appointment for an interview

YOUTH SPORTS COACHES
Ability to work with kids & knowledge of sports. Available afternoons & Saturdays. Farmington YMCA, 28100 Farmington Rd. 248-553-4020
include resume

$1000's POSSIBLE
Part time, at home. For listings, call toll free 1-800-218-9000, Ext R-3673

$11.25 AN HOUR
Full-time with benefits
Automotive accessory installations. Must have mechanical ability & enjoy working with people.
Apply in person:
Mid-West Truck Accessories
25425 Grand River, Redford
(between Beech Daly & Inkster)

502 Help Wanted Office Clerical

ACCOUNTANT
FAST growing real estate development/property management company needs experienced accountant or bright bookkeeper with strong computer skills. Construction draw experience plus. Competitive salary & benefit package. Send resume & salary requirements to: Sherr Development Corp., 31505 14 Mile, Suite 110, Farmington Hills, MI 48334 or FAX: 248 626-4571.

ACCOUNTANT - full charge bookkeeper needed for real estate development company. Peachtree experience is helpful. Fax resume to 248-559-8070

UCCI, a dental insurance company seeks applicants for the following entry level positions.

ACCOUNTS RECEIVABLE - CLERICAL
Duties include data entry, reconcile accounts and communicate with customers. Must have good communication skills, be a self-starter and have 1 year clerical experience. The ideal candidate will have a high school diploma or equivalent, some college preferred.

COLLECTION ASSISTANT - FULL TIME
Duties include posting cash, mailing statements and calling on delinquent accounts. Must have good communication skills, be a self-starter and have computer experience. The ideal candidate will have a high school diploma or equivalent, some college preferred.

UCCI offers an excellent benefit program and competitive wages. Send resume and salary history to: Jolene Rudat, UCCI, 2000 Town Center, Suite 2200, Southfield, MI 48075
EOE

Accounting Administrator
Southfield, MI
Temp-To-Hire, $12/hr.

Accounts Payable & Accounts Receivable
Livonia/Southwest/Troy Detroit, part-time, full-time, Temp-To-Hire, competitive wages.

OFFICE PERSONNEL
Madison Hgts. 30-40 hrs/week. Accounts Receivable and general accounting duties needed. Temp-to-perm. 248-399-5704
We offer prescription drug plan, dental coverage, vision services, direct deposit, 401K, stock purchase plan, bonuses
Call or fax resume to
248-550-5090
FAX 248-650-9260
ACCOUNTANTS USA®
A Division of Western Staff Services

ACCOUNTING ASSISTANT
Full charge, must be able to handle accounts Receivable and Accounts Payable. Asst Controller with month end closing. Self-confidence and initiative required. Salary to $25,000 with benefits. Fax resume to 248-305-5704

ACCOUNTING ASSISTANT to $33,000 - 2 year degree, MicroSoft and Excel - 3 years experience needed. Subject Benefit Call Danielle 810-772-8760
SNELLING PERSONNEL SERVICES

ACCOUNTING CLERK - Full-time Farmington Hills area. Experienced in bank reconciliations. Benefits, vacation, holidays. Start immediately. Call Chuck at 248-539-1166

ACCOUNTING CLERK/ GENERAL
Perfect for accounting student. Excellent opportunity to learn A/P, A/R, payroll, Peachtree, Spreadsheet and Word Processing experience & plus. Flexible hours. Mail or fax resume to: Ann Corporation, 1133 W. Long Lake Rd., Suite 200, Bloomfield Hills, MI 48302. FAX: (248) 540-0932

ACCOUNTING ASSISTANT
BOOKKEEPER
FULL time position for construction company located in Plymouth. Strong background in bookkeeping & accounting. Call Christine at: (313) 455-1414

ACCOUNTING
2 full positions, payable & payroll. Experienced with computerized software. Great Plains, Excel, Word preferred. Fast paced office with multi companies. Livonia. Non-smoking office. Resumes to: Box 2307, Observer & Eccentric Newspapers 36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTS PAYABLE CLERK
Full time. $10 an hour plus benefits. Send resume to: 6345 Farmington Rd., West Bloomfield, MI 48322

502 Help Wanted Office Clerical

ACCOUNTS ADMINISTRATION
Long or short term assignments in Auburn Hills, Plymouth and Detroit. Qualified candidates must have:
- excellent people skills
- data entry accuracy
- prior business experience

Call Darlene today.
Farmington/Livonia 248-7661
473-2931
Advantage Staffing

ACCOUNTS PAYABLE
Farmington Hills technical society seeks responsible clerk for multi-company accounts payable, bank deposits, work-in-progress, preparation of Form 1099, daily bank balance maintenance, and other miscellaneous assignments. Position must maintain confidentiality. Candidate must be accurate and detail-oriented and be able to type 45 wpm. Minimum 3 year accounts payable or comparable experience, or equivalent education.
Human Resources Manager- AP
acs
international
P.O. Box 2900
Farmington Hills, MI 48333-9060

ACCOUNTS PAYABLES $28,500 2 years experience. Strong MicroSoft background. Call Danielle 810-772-8760
SNELLING PERSONNEL SERVICES

ACCOUNTS PAYABLE / RECEIVABLE
Romulus Manufacturer Height forwarding firm. Minimum 3 years experience. Duties include accounts payable & receivable plus general ledger. Evaluation hire. To $13/hr. Call Kelly Services at 313-467-5450 FAX: 313-467-1638

ACCOUNTS PAYABLE
Opening for individual with data entry and clerical experience. Assist to be trained on accounts payable. Full time, excellent benefits & working conditions. Please apply to Joel at: (248) 355-1000, Joe Parlian Chevrolet, Telegraph at 696 Southfield

ACCOUNTS PAYABLE CLERK
Part-time. Experienced on computerized payable systems for accounting department. Please send resume & salary requirements to:
Human Resources Dept.
Box #2302
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTS PAYABLE CLERK
Casual office in Farmington Hills needs someone with accounts payable experience. Full time, but flexible hours & good pay. Apply at:
Haber Enterprises
37450 Enterprise Court
Farmington Hills 248-649-0300

ACCOUNTS RECEIVABLE/ DATA ENTRY CLERK
needed for Southfield management company. Full time with benefits. Send resume to:
Box #2304
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTS RECEIVABLE/ PURCHASING
Needed for rapidly expanding Walworth Preferred Dealer. At least 2 yrs. experience in the contract furniture industry, computer proficient & team oriented. Great benefits, cafeteria plan, 401(k) matching, tuition reimbursement. Competitive salary DOE. Send resume & salary history to: Jolene Rudat, UCCI, 2000 Town Center, Suite 2200, Southfield, MI 48075
EOE

ACCOUNTS RECEIVABLE
for property management company. Required: computer experience or knowledge, and numerical ability. Farmington Hills. Call anytime (248) 489-1117, ext. 500

ACCOUNTS RECEIVABLE TO $35,000
Keego Harbor
2 - 4 years experience
Phone: ..... (248) 473-7210
Fax Resume: ..... (248) 473-4548
Greene & Assoc. Personnel

ACCOUNTS RECEIVABLE
This permanent key position is for someone that is detail oriented and does that include A/R, A/R follow-up and collections. Computer experience in MS required. Excellent salary and benefits package. Send resume and salary requirements to: Serta Mattress Co., 2760 W. Maple, Detroit, 48206

ACCOUNTS RECEIVABLE
National manufacturer of household products based in Southfield with six manufacturing plants nationwide is seeking:
- CREDIT ANALYST -

Applicants must have experience with credit & collections, be organized, detailed oriented with excellent math & analytical skills. Able to create complex spreadsheets. Excellent benefits.
We offer an attractive, compensation package including 401(K). Send resume & salary history (required) to:
Attn: Linda Tulpa
Arden Companies
26899 Northwestern Hwy., #201,
Southfield, MI 48034

ADMINISTRATIVE ASSISTANT UP TO $35,000
Excellent opportunity for professional experienced administrative assistants. Must have excellent composition skills & strong administrative background. Excellent growth opportunity. Call for an interview. (248) 426-8300

ADMINISTRATIVE ASSISTANT
No nights computer literate assistant needed part-time, 20-30 hrs/wk. Excellent pay. Call Ann (248) 646-0354

502 Help Wanted Office Clerical

HIGH LEVEL ADMINISTRATIVE ASSISTANTS
Needed in the Livonia, Farmington and Southfield areas. Knowledge and experience using MsWord, Excel, Word-Perfect and Lotus needed. Potential perm employment available. Resumes, tests and references required. Call today for an immediate appointment.
Adecco
THE EMPLOYMENT PEOPLE
The Employment People
(313) 525-0330
(248) 442-7600
Never a Fee EOE

ADMINISTRATIVE ASSISTANT
to support sales & marketing of Madison Heights industrial manufacturer. Proficiency in Word, Excel & Windows 95. Type 40wpm
Fax resume to: Bill Clark
248-585-6923

ADMINISTRATIVE ASSISTANT
New engagement for local company in Novi area seeks mature, self-motivated individual to manage office operations. Duties include: Accounting, light basic computer, and typing a must.
Call (248) 645-8230

ADMINISTRATIVE ASSISTANT
Proficient in Microsoft Word, good bookkeeping, computer literate, good people skills, $8/hr. Must have good driving record.
EOE-MS/F/V/H
Call Pat: ..... (248) 354-9167
Hearing Impaired: (248) 354-4831

ADMINISTRATIVE ASSISTANT
Builder seeks bright, energetic, team player with strong organizational, computer & communication skills. Must have the ability to handle multiple tasks & provide excellent service calls. Home building Milford building. Full benefits. Send resume to: PO Box 308, New Hudson, MI 48165

Administrative Assistant
Working out of model home. Prepare purchase agreements and handle all paperwork. Excellent salary and benefits. Send resume to: KEI, Attn: JDK, P.O. Box 2033, Southfield, MI 48037

ADMINISTRATIVE ASSISTANT SALES
Manufacturer Representative in Royal Oak seeks Administrative Assistant Sales. Candidate should have excellent computer and typing skills, computer software knowledge required in Word, Excel, Access and Database Management helpful. Sales oriented with automotive parts and service experience helpful. Excellent telephone skills a must. Competitive wages and excellent benefits. Please reply with references to: 3765 Rochester Rd., Royal Oak, 48073 Attn: Nelta Bailey

ADMINISTRATIVE ASSISTANT
Mid-size pharmaceutical wholesaler in Troy, MI has an immediate opening for at least 5 years experience at an executive level with aspects of secretarial skills. Will work with two vice presidents. Requires strong interpersonal and organizational skills, using either PC or MAC word processing, database processor/spreadsheet skills. We prefer wholesale, retail or service industry experience.
We offer a professional workplace, varied and challenging assignments and competitive benefits. Some Saturday meetings may be required. Must be able to work in confidence with income requirements to:
Frank W. Neal Company
Attention Eugene C. Newman
PO Box 2900
Novi, MI 48376 or
FAX 248-380-3032
Email: ECN@WEBBERNET.NET

ADMINISTRATIVE ASSISTANT FULL TIME
Good pay, 401k, full benefits. Call Pamela at Sterling Heights 313-268-3000

ADMINISTRATIVE ASSISTANT
Part time. Farmington Hills area. Send resume to: 32255 Northwestern Hwy., Suite 240, Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT to $35,000 - Major firm. Immediate opening. Microsoft Word knowledge a plus. Call Barb 810-772-8760.
SNELLING PERSONNEL SERVICES

ADMINISTRATIVE ASSISTANT to $30,000 - MicroSoft Word 7.0 a plus. Any database. Construction experience preferred. Call Danielle 810-772-8760.
SNELLING PERSONNEL SERVICES

ADMINISTRATIVE ASSISTANT
Many openings for persons with advanced clerical skills.
ARBOR TEMPS 459-1166

ADMINISTRATIVE ASSISTANT
$12/hrly. - Exciting position with suburban advertising agency. Work in media or human resource department. Must know Word & Excel. Call Danielle 810-772-8760.
SNELLING PERSONNEL SERVICES

ADMINISTRATIVE ASSISTANT
MicroSoft Word, Excel and Access Data Base a plus. Sales atmosphere. Start based on ex. $28-30K. Royal Oak. Call Brooke at 810-447-9690 Fax resume to 810-447-9688
SNELLING PERSONNEL SERVICES

ADMINISTRATIVE ASSISTANT
Farmington Hills area. Windows 95, Lotus & Word. Must be self-starter and have 2yrs. recent related experience. Salary negotiable. Fax resume to: 248-334-8368

ADMINISTRATIVE ASSISTANT
Fast paced, self-motivated individual needed for growing credit union service organization. Full Work week. Good communication, clerical, computer skills required. Send resume & salary history to: Credit Union, 3055 Plymouth Road, Suite 102, Ann Arbor, MI 48105
EOE

ADMINISTRATIVE ASSISTANT
Entry-level position open for professional, dependable individual. Will train. Responsibilities will include phone reception, typing, filing, and some computer use. Benefit package available. Call Paul at (248) 353-1010 or fax resume to: 353-3255

Empire staffing
ADMINISTRATIVE ASSISTANT
- REDFORD LOCATION
- ONE YEAR EXPERIENCE IN OFFICE ENVIRONMENT
- EXCELLENT COMMUNICATION / ORGANIZATION SKILLS
- COMPUTER AND SWITCHBOARD KNOWLEDGE HELPFUL
- FULL TIME POSITION - FLEXIBLE HOURS
- EXCELLENT BENEFITS

FAX RESUME TO PERSONNEL DEPT.
(313) 537-3118

502 Help Wanted Office Clerical

ADMINISTRATIVE ASSISTANT
ADMINISTRATIVE ASSISTANT
Troy Area/Part-time seeks Administrative Assistant. Full-time benefits. Fax resume to 248-649-1888 or send to HRMS, 2100 W. Big Beaver Rd., Ste. 207, Troy, MI 48084

ADMINISTRATIVE ASSISTANT
needed full time for general contractor in Livonia area. Responsibilities include phone, fax, errands, WordProcessing & general office. Must be proficient in Word & Excel. Send resume to: Freeman Daring Construction Co., 34400 Glendale, Livonia, MI. 48150. No phone calls please
E.O.E.

ADMINISTRATIVE
An exciting position in advertising or marketing can be yours if you possess strong MS Word, Excel, Powerpoint and administrative skills including typing. Entry level/clerical positions $22K-$30K + benefits.
248-585-2720, Fax: 248-585-2725
PERMANENT STAFF

ADMINISTRATIVE ASSISTANT Temp to Hire
$12 per hour. Exciting opportunity in a fast paced environment. Full benefits upon conversion. Stable experience, MS/Word, Excel, & Powerpoint a must. Call 248-309-3450 for immediate appointment.
SNELLING PERSONNEL SERVICES

ADMINISTRATIVE ASSISTANT
Experienced, outgoing, detail oriented, self start with organizational skills & good telephone communication skills. Knowledge beneficial. Excellent salary and benefits package. Fax resume or call Nancy Gardner, 18181 West 13 Mile Road, Suite K, Southfield, MI 48076. Or Fax: (248) 842-5075

ADMINISTRATIVE ASSISTANT
for a prestigious Southfield area employer. You must have solid experience as an administrative assistant to management staff along with Microsoft Word and Excel skills. You will receive excellent compensation and benefit plus an opportunity for growth. To apply, call 313-769-1729 or fax your resume to 313-769-0037

ADMINISTRATIVE ASSISTANT
Your all around skills and experience will be rewarded with long term opportunities at mid-sized firms in Detroit, Auburn Hills and Livonia. Candidates should have confidence in their skills. Call Sabrina at
Farmington/Livonia Birmingham
810-473-2931 248-646-7661
Advantage Staffing

ADMINISTRATIVE ASSISTANT
Professional service firm in Farmington Hills seeks a key person for staff. Position duties include typing contracts & letters, assisting with over 50 customers & marketing of firm services, and some accounting. Candidate's profile hours available. Please fax or email resume to: Ann Mueller, Sikich, LLP, 12 Mile Rd., Ste 190, Farmington Hills, MI 48331; or Fax 248-488-1015

ADMINISTRATIVE ASSISTANT
This International firm seeks an individual who possesses the skills that work as a team member of its Sales and Marketing Department. A creative individual with good people skills is required. Microsoft Office a plus.
Diversified Recruiters
248-344-0700 Fax 248-344-0704
Call For Other Openings!

ADMINISTRATIVE ASSISTANT ADVERTISING
Long term assignment immediately available with International Detroit agency with excellent benefits. Experience is meet with clients. Creative flair toward Power Point a plus. To $28,000/yr. Call Sarah today.
Birmingham Farmington/Livonia
646-7661 473-2931
Advantage Staffing

ADMINISTRATIVE ASSISTANTS
(Leasing & Construction)
Major suburban office development seeks 2 experienced personnel to assist Leasing & Construction Depts. in document prep, filing, correspondence and general administration duties. Must have strong knowledge of MS Word & Excel and comfortable in fast paced work environment. Please fax cover letter and resume to:
(248) 350-2266

ADMINISTRATIVE ASSISTANT/ OFFICE MANAGER
Successful growing Property Management and Development firm (since 1980) seeks experienced individual for varied position. Must have good basic accounting knowledge, accounts payable, accounts receivable, typing, organizational and communication skills. Must be computer literate, experience with Windows 95, Word, and property management software preferred. Salary, benefits, smoke free environment. Fax resume with salary requirements to:
(313) 261-5494

Administrative Assistants Secretaries $25-$35K
Exceptional career opportunities in Farmington Hills & Bloomfield Hills area! your a Tax department of prominent property management firm seeks longevity in employment history & expertise in Windows 95, Word & Spreadsheets, a international manufacturing company requires MS Word & Excel, Bloomfield Hills smokers welcome! Well respected financial services firm requires proficiency in MS Word, Excel, Powerpoint & Access in Bloomfield Hills & Farmington Hills, Salthouse.
Call or fax resume to Dale:
248-932-1170; Fax 248-932-1214
Harner Associates, 20670 Middlebelt, Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT
Love People? If you enjoy meeting people and you are highly skilled at word processing, this may be your career opportunity. We're Jeffrey R. Saunders, P.C., a law firm committed to helping people achieve their estate planning goals. We are clients oriented, quality-driven and we're looking for someone with poise, confidence and exceptional interpersonal skills to work closely with our valued clients. If you're the right person, you'll have a strong background in word processing and you'll also have strong written & verbal skills. No law firm experience is necessary. On-the-job practice, located in Birmingham, is an energetic, highly-professional environment. We'll offer the right candidate a competitive salary. Call our 24-hour message line for interview details.
1-800-954-1717

ADMINISTRATIVE SECRETARY
Real Estate Development team seeks experienced, highly motivated self-starter with excellent organizational and communication skills. Proficiency in WordPerfect 6.1 and Lotus with accounting background required. Applicants must be able to handle multiple projects in fast paced environment. Resume to: Office Manager, P. O. Box 6158, Southfield, MI 48086-6158
EOE

502 Help Wanted Office Clerical

Administrative Assistants
$12-$14/hr.
IMMEDIATE OPENINGS TEMP-TO-HIRE
Top companies throughout the metro area. Seeking candidates with word processing and spreadsheet experience. We offer competitive wages, bonuses, prescription drug plan, dental coverage, vision services, direct deposit, 401K, stock purchase plan.
Farmington Hills 248-615-0660
Rochester Hills 248-650-5690
Western STAFF SERVICES.

ADMINISTRATIVE ASSISTANT
ACRO Service Corp., a $50 million organization is one of Michigan's fastest growing staffing companies. We are currently seeking an experienced administrative assistant to join our team at our corporate office in Livonia. Responsibilities include providing full administrative support to the President, processing and preparing confidential documents, preparing internal and external correspondence, coordinating travel arrangements, overseeing the telephone system, supervising two receptionists and special projects, as needed. Candidate must possess at least 5 years experience in executive administrative support, proficiency in Word and Lotus for Windows and type at least 70-80 wpm. We offer an excellent compensation package, competitive benefits and 401(k). Please mail or fax your resume to the address listed below:
ACRO Service Corp.
Human Resources - SB
17187 N. Laurel Park Dr., Ste 165
Livonia, MI 48152
FAX: (313) 591-1217
ACRO SERVICE CORP.

ADMINISTRATIVE SUPPORT
A leading company in the temporary help industry is seeking an Administrative Support person for our Detroit office. Qualified candidate will have computer experience and good customer service skills. Entry level opportunity into clerical operations/placement positions. Send resume with salary requirements to:
Entech Personnel
363 W. Big Beaver
Troy, MI 48084
or fax: (248) 528-6981

ADMINISTRATIVE SUPPORT
NBD Bank is seeking team members to provide support services for Bank officers. The high-profile department provides services for areas that include, but are not limited to, corporate finance. This position requires:
- Proficiency in MS Office (Word, PowerPoint, Excel, and Access)
- Ability to work in a fast-paced environment
- Ability to establish priorities and handle work assignments simultaneously
- Excellent grammar, proofreading, and transcription skills
- Associates Degree in Office Systems and/or a minimum of 5 years related experience

NBD offers a competitive salary and benefits package. Send resume to:
NBD BANK
Or apply in person
Mon-Fri, 8am-4pm
An Equal Opportunity Employer

ALL CLERICAL POSITIONS ARE NOW AVAILABLE!!
you should know the ABC's of MS Word, WordPerfect, Excel, Lotus, Quickbooks, Data Entry
WE NEED YOU!!!
PAY RATE $8.00 AND UP
APPLY IN PERSON
OR FAX RESUME TO:
Corporate Personnel Resources
1163 S. Wayne Rd.
(Between Cherry Hill & Palmer)
Phone ..... (313) 722-7090
Fax ..... (313) 722-8135

ASSISTANT
needed part-time temp to permanent full time. General office duties. Minimum computer skills. Bloomfield Hills/Troy location. Fax resume to corporate office 615-771-6301

RECEPTIONISTS
Several immediate full-time openings in the Farmington area for individuals with excellent communication skills to answer multi-line phones. Responsibilities will include general office duties including computer/word processing. Pay DOE up to $10.00 per hour.
Call
(248) 477-1262
ARCADIA STAFF RESOURCES

ASSISTANT MANAGER
2 days week, 10-2 hrs.
For Troy area: 248-588-3398
For Livonia area: 248-476-6444

ASSISTANT
needed for two busy Realtors in Plymouth. Must have strong computer & organizational skills. Ideal person has to be self motivated, able to handle multiple tasks promptly, and work with little supervision. Real estate license and/or experience preferred but not required. Call Candace:
(313) 459-6222

ASSISTANT OFFICE MANAGER
Busy Livonia distribution, non-smoking office looking for an individual with at least 5 years office experience. Knowledge of WordPerfect 7.0 and spreadsheets required - light accounting skills, familiarity with office communication equipment, general secretarial duties. Benefits, 401k. Send or fax resume to J&D Distributing, 11700 Belden Ct., Livonia MI 48111, Attn: Joan, Fax: 313-425-7063

ASSISTANT WANTED
General Office, Wordprocessing. Full-time. Livonia executive suite. Fax resume to: 313-462-1974

502 Help Wanted Office Clerical

ATCHISON FORD is looking for a detail oriented person to process state paper work in a fast paced environment. Typing skills a must. Dealer experience preferred, but will train the right person. Please call for an appointment. (313) 537-8181

AUTO BILLER
Excellent opportunity for individual with experience in auto billing. Excellent benefits and working conditions. Non-smoking office. Send resume to Box #2311
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

AUTO DEALER BOOKKEEPER
Duties to include: Deal costing, sales commissions, luxury & sales tax returns, etc.
ADP and auto dealer experience a big plus.
Excellent benefits. Competitive salary. Immediate opening available.
Fax resume to Ramsey at 1-810-642-6517, or call 1-810-642-6505 to apply in person.
ERHARD BMW

AUTO DEALERSHIP is currently expecting applicants for a full and part time receptionist. Excellent working conditions with room for advancement.
Duties include:
- Answering a 20 line phone system
- Data entry on our ADP system
- Excellent organization skills
- Great customer relations skills

Please send resume:
Bohnsider
P.O. Box 38
Northville, MI 48167

BILLER - PART TIME
Computer literate, accounting, mental health experience helpful, well train. Birmingham area. Call Human Resources, 33290 W. 14 Mile, #427, W. Bloomfield, MI 48322

BLOOMFIELD HILLS
Payroll/accounting clerk seeks entry level secretary. Good office and interpersonal skills needed. Mon-Thurs. 12-8. 300pm and Fri 8.30-5. Part-time experience and good dual customer service skills. Entry level opportunity into clerical operations/placement positions. Send resume with salary requirements to:
Entech Personnel
363 W. Big Beaver
Troy, MI 48084
or fax: (248) 528-6981

BOOKKEEPER / ACCOUNTANT
Full charge thru trial balance for public accounting office. Must have knowledge of payroll & governmental payroll tax forms. Computer knowledge a plus. Excellent pay & fringe benefit package. Send resumes & salary requirements to:
Human Resource Dept.
31731 Northwestern Hwy. #255