Observer & Eccentric

Jobs and Careers

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FREE!
A Value Of Up To $87.00

Help Wanted General 5000

$$ BARTENDER POSITIONS $$ Make up to $300 per Shift in an Exciting Environment. No Experience Necessary. Call 1-800-806-0084 ext. 201 Mon.-Fri.

$13.21 - $28.16 Per hour! Now Hiring Postal Jobs. Paid Training. Full Benefits. No Experience Required. 1-866-898-2195 ext. 363

"MOVIE EXTRAS" $100-$400/day all looks needed. No experience required. TV music videos, film, print. Call Digital Exposure @1-800-260-3949 Ext. 3600

"POSTAL JOBS!" Up to $26.54 hour. Now Hiring for 2003. Free Call. Federal Hire - Full Benefits. Now Testing in your area.
1-800-892-5540 ext. 91

ACCEPTING CALLS 7 DAYS! POSTAL POSITIONS Entry Level/PT Training/Great Card OK. 800-878-5485
Accountement #1075/NAC

Accountant/ Office Manager/ Controller/Multi-task
Exp. in all aspects of GL & Financial Statement preparation. In depth exp. with Quickbooks desired. Construction industry & job costing analysis exp. necessary. Duties include supervising the office & accounting staff & interacting with the sales department, etc. Send resume & salary requirements PO Box 40051, Redford, MI 48240

ACCOUNTING/ BOOKKEEPER
An auto wholesaler needs an exp. bookkeeper for its Birmingham office. Flexible schedule, qualifications should include a familiarity w/Quickbooks, Basic Accounting Knowledge, banking & A/P. Candidate must be organized & detail oriented. Auto dealership exp. preferred, but not required, competitive pay based on exp. Send resumes to: Interlaken Auto 260 East Brown Ste 310 Birmingham MI 48009

ADMINISTRATOR
Part-time for Montessori school in Birmingham. BS or MS required. Montessori experience preferred. Candidate must have strong communication & organizational skills. Salary commensurate with experience & education. Fax resume to 248-645-6394 or call 248 645-6393

AEROBICS INSTRUCTORS
New group exercise director looking for certified aerobics & spinning instructors. Flexible schedules. The Sports Club of Novi (248) 735-8650 ext. 4026

ALARM INSTALLER
Full-Time Needed for Washtenaw & Livingston counties. Low voltage experience required. Call (800) 854-9765

ANIMAL CARE GIVER
Enthusiastic worker for kennel & grooming. Bloomfield area vet hospital 248-646-1660

APARTMENT LEASING CONSULTANT
Full time position at River Bend Apartments in the Westland and Green Hills Apartments in Farmington Hills. Opportunity to work with professional apartment management and marketing team. Experience preferred. Call for an appointment at (313) 565-9550 or fax resume (313) 565-5807

Assistant Product Manager
HaVedics a large supplier of personal care products, has an opening for an Assistant Product Manager. The ideal candidate will have a 4-year degree in Marketing or related business experience and strong proficiency in all Microsoft applications as well as Outlook.
Competitive salary and excellent benefits, including 401(k). Interested applicants must include a minimum salary requirement to be considered for this position. Please fax or email resume to:
HoVedics Inc.
3000 Pontiac Trail
Commerce Twp, MI 48390
Fax 248 863 3329
email: resume@hovedics.com
HoVedics is an Equal Opportunity Employer

Auto
Westside GM Dealer seeks person for shipping/receiving. Some computer experience and inventory knowledge required. GM experience a plus. Pay commensurate with experience. Apply in person or contact Kent G. @Holiday Chevrolet
(248) 474-0500 ext. 246

AUTO BODY TECHNICIAN
CRESTWOOD DODGE
(734) 421-5700

AUTO DETAILER
Experienced interior cleaners & polishers 313-271-1084

AUTO PARTS COUNTER SALES
CRESTWOOD DODGE
(734) 421-5700

AUTO SERVICE ADVISOR
Immediate opening. Benefits, bonus & retirement packages included. Apply at 30250 Grand River, Farmington Hills 248-474-0500

Help Wanted General 5000

AUTO TECH Certified tech wanted for afternoons. Excellent pay & weekly guarantee. Experience in drive ability, electrical & A/C required. Ask Night Auto 734-427-3100

AUTO TECHNICIANS
CRESTWOOD DODGE
(734) 421-5700

BOOKKEEPER
Full Charge, part-time, reference excellent pay.
248-477-1234

BOOKKEEPING - Looking for positive person. Part time permanent position. Fax resume to 313 255-4973 or email dan@lscpa.com. 25341 6 Mile Rd. Redford, MI 48240

BUNNIES, MANAGERS, & HELPERS
Needed for this seasonal photo company in local area malls. Please call
1-800 963 2446 ext 495

CARE GIVERS
Experienced and energetic Full or part-time to work with 2 and 3 year olds. Start immediately. Call Jennifer (734) 762-8400

CAREGIVERS Live in, needed now. Part time available. Call now 248-575-8787

CASHIERS
KIDS FOR LESS children's clothing. No exp. necessary. Northland Center Mall, near FJ Mark. Apply within

CHILDCARE - Full & part-time for Farmington Hills nursery school. Paid benefits.
248-476-3110

CHILDCARE PROVIDERS
Flex jobs for Teachers & Pre-Schoolers
Call (248) 471-1022

CHURCH ADMINISTRATOR
Looking for a sharp, mature experienced person with a degree in Business Administration. Good salary & benefits. Call Loretta Mon.-Fri. 9-4pm. 248 213-4770. Ext. 1164

CLEANER NEEDED
in Livonia area. 5 hours a night, 5 days a week
(734) 947-4374

COLORTYME RENTALS ACCOUNT MANAGER
- Salary $28,000
- 5 day work week
- Paid benefits
- Paid vacation
- No Sundays or Holidays

Call or fax resume attn Ron at Fax 734-641-1113 Call 734-641-1100

CONSTRUCTION
Part or full-time for subfloor fastening / repair. Light carpentry experience required. Tools provided. Must be reliable w/valid drivers license. Call 248-345-4088

Construction Superintendent
for small west side residential builder. Minimum 5 years experience. Call 313-319-7733

COSTING CLERK
needed for large GM dealership. Dealership experience preferred. Hospital & Hospitality experience necessary. We offer excellent pay & benefits. Please send resumes to: Box 0473, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

CUSTODIAN Part-Time - Nov. Church. Flexible hrs. Fax (248)349-5716

CUSTOMER SERVICE
Novi company seeks inside csr. Must have good telephone & communication skills, well organized & detail oriented. Computer skills needed. Insurance benefits. Send or fax resume to National Credit Card Processing, Attn: Ron Dowdy 24311 Catherine Industrial Blvd., Suite #215, Novi, MI 48375 Fax 248-305-9828

CUSTOMER SERVICE REPRESENTATIVE
Leading Pool power distributor, in Novi, MI has opportunities for an ambitious person in a fast paced computer focused department.
Responsibilities include phone contact with existing customers and suppliers quoting prices, processing orders, & expediting. Good verbal skills and attention to detail a must, computer skills and knowledge a requirement. Previous experience in industrial distribution preferred but not required. Please fax resumes in confidence to 248 596 2650 Equal Opportunity Employer

DEMONSTRATOR
To hand out samples in local stores. $8.$9/hr. Thurs Sun 1.866.464.6876

DISPATCHER/AFTERNOONS
3:30 to midnight $11-$13/hr to start. Good typing skills a must. Apply in person, ask for Eric O'Connor at Reliable Delivery, 6774 Brandt, Romulus, MI 48174 Email eoconnor@reliabledelivery.com

DISTRIBUTING FLYERS
•To businesses in tri-county area •Must have own car •Excellent Pay
GUARDIAN HOME INSPECTIONS 248-681-8048

DRIVER (CDL A or B)
67 year old wholesaler needs drivers for roof top delivery. Qualified candidates will have
- Stable work history
- Experience w/construction, remodeling, working with heights
- Good driving record
- Be able to lift up to 100 pounds repetitively

$13.50 start (negotiable) BC/BS, 401K & on-going training! Apply at
Wimsatt Building Materials
36340 Van Born Rd.
Wayne, MI 48184

Help Wanted General 5000

DRIVER - Cylinder Route. CDL with HAZ MAT. Full-time, benefits, apply in person: 6435 Highland Rd., Waterford, EOE

DRIVER NEEDED
For Canton mailing service 40 hrs., days. Drug free, 2 points or less. Chauffeurs license. Personable & experienced. Benefits.
734-455-9811.

DRIVER WANTED
CDL type B or higher needed for local delivery company. Good pay & benefits. If you are a people person and have a clean driving record then this is the career for you. For location and time call 1-800-831-2055 between 1 & 4 pm.

eBay Resellers Need!! We Supply Product 80% Below Retail. No inventory. No exp req'd. Call today for more info 1-809-563-1636 ext 4827

ELECTRICAL CONTROL WIREPERSON
w/1 yr exp. in control panel wiring (248) 477-6520 or fax 248 477-6439

ELECTRICAL APPRENTICE
Full-time. No exp. necessary. $8 to start. Livonia. Serious inquirers, only (734) 522-1818

For the best auto classifications check out the Observer & Eccentric Newspaper. "It's all about RESULTS!"

ELECTRICIAN
Minimum 6 mos. exp. Fax resume or qualifications to (734) 261-1427

ESTIMATOR
Insurance repair general contractor in Northville seeking experienced estimator. Minimum 3 yrs exp. required. Please fax resume to 248-465-1441

FABRICATOR
Custom Metal Fabrication Shop. Experience in metal fabrication, Mig, Tig Welding, & layout. Send resume to: DJO, 12811 Hillview Detroit, MI 48227

FEDERAL POSTAL/WILDLIFE JOBS Now Hiring. Free Call. FT PT, Paid Training. Full Benefits. Application Exam Info 877-282-4091 ext 150

FIREFIGHTER
Canton Township is accepting applications for the position of Firefighter Salary $35,807 - $57,783 per yr. High school graduation or equivalent. Associate Degree in Fire Science preferred. Necessary qualifications include certification from the State of Michigan Firefighters Training Council as a Firefighter II, current valid Paramedic certification from the State of Michigan, and successful completion of the Conference of Western Wayne (COSS) written and physical agility testing. Certification in Advanced Cardiac Life Support (ACLS) prior to hire. Must possess a current, valid Michigan Drivers License with a driving history that does not create liability concerns, which includes, but is not limited to convictions for reckless driving, careless driving, suspended license, or convictions involving drinking and impaired driving.
Applications must be picked up at the Canton Township Human Resources Division, 1150 S. Canton Center Rd., Canton, MI 48188 or send a self-addressed stamped business size envelope to the above address to request application (please specify Firefighter application). An application form is also available on the Canton Township website at
www.canton-mi.org.
Job description will be posted at the Township Administration Building. A Canton Township application form must be completed in its entirety and on file in the Human Resources Division prior to 4pm, February 28, 2003. Candidates must provide copies of all certifications and degrees listed on Canton Township application form. No resumes will be accepted. Only Canton Township application form. Faxed or emailed applications will not be accepted. The Canton Township of Canton does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. An Equal Opportunity Employer.

FLOOR INSPECTOR for heavy industrial operation. Must be able to read blueprints & measurements. Will consider experienced lift truck operator. Call (248) 684-0555 4978 Technical Dr., Milford

FREIGHT HANDLERS
Unload trucks at our Wixom food warehouse facility. Some pack experience required. Good pay up to $550 weekly. Benefits include family medical insurance, tuition assistance & many more. Interested candidates should come in and fill out an application at 28175 Napier Rd., Wixom. Go to the will call office at the building entrance. Must be a PLS applicant. Drug free workplace.

GENERAL LABOR
$8-$9 per hr. Medical/Dental Lifting required. Apply in person at 30142 Wixom Rd. Wixom, MI 48393 or fax info to Mark at 248 960 9119

GOVERNMENT JOBS $11-$48/hr. Paid Training. Full benefits. Available 7 days/wk. 1-800-320-9353 Ext. 2229

Government Postal Jobs $18.33/hr. Wildlife Jobs $21.60/hr. Paid Training. Full Benefits. No Experience necessary. Application and exam information. Toll free 1-888-778-4266 ext. 151

GOVERNMENT POSTAL JOBS Up to $47,578 per year. Now Hiring. Full Benefits & Retirement. For Application and Info. 1-800-575-8555 Dept G 222 8am-11pm 7 days

Help Wanted General 5000

Graphics/Creative Company
Seeks motivated multi-tasker with these technical skills: graphic design, familiar with prepress, color correction, offset and large-format digital printing, laminating, estimating. High attention to detail. Minimum 3 years experience required. Mail resume & samples of work to Graphic Visions, Inc. 18657 Northville Rd. Northville, MI 48167

HAIR STYLIST - Plymouth salon has chair rental available for independent. Call after 8pm (734) 455-8544

HAIRDRESSERS/NAIL TECHS
Experienced wanted within-tele for prime W Bloomfield location 248-932-3180

HAT & WIG SHOWS
Promotional work. full/part-time for demonstrators. Will train 248-263-2102

Housekeeper
Full-time for Southfield Apts. Experience preferred. Apply at 29235 Lancaster Dr. 248-352-2554

HOUSEKEEPER
part time for West Bloomfield apartment community. Great opportunity for right person. Please call (248) 682 2950

HOUSEKEEPER
Waltonwood at Twelve Oaks is seeking friendly, outgoing personnel for our senior apartment community in Novi. Please apply in person at 27475 Huron Circle, Novi, 48377 (on 12 Mile, E. of Novi Rd.) Fax 248-735-1500

INSTALLING DUCT WORK
Commercial. Experience or will train. Full benefits. Up to $43.67/hr. Good driving record/transportation. Livonia 734-427-4427.

JANITORIAL Now hiring person for night shift. Starting pay $8-$9 per hour. Fax resume to 734-495-5927 or email to job@expressltd.com No phone calls please

LANDSCAPE FOREMAN/SALES
Exp a must. Salary Yr. round position with health insurance. Canton area (734) 455-3220

LEASING CONSULTANT
We are seeking an outgoing, reliable smiling face who enjoys working w/ people to join our team. You would be showing & selling our apts. This is a full-time position. Includes weekends & benefits. Newly owned Apts 734-326-8270 EEO

LEASING CONSULTANT Full Time
Seeking FT Leasing Consultant with professional demeanor for our Thornberry Apartments property. Leasing, sales or customer service experience necessary. Must be detail oriented, flexible with excellent potential for growth. Some weekends required. Flexible weekday hours. Excellent compensation package with bonus potential & 401k
Please fax resume to (248) 661-2170 or call (248) 661-8440 Equal Opportunity Employer

LEASING CONSULTANT
part-time for West Bloomfield apartment community. Great opportunity for right person. Please call (248) 682-2950

Leasing Consultant
We are looking for a highly energetic individual with a great personality to join the leasing team at our Farmington or Novi apartment communities. We offer a great benefit package, competitive wage and commission. Fax resume to Michele Exp Farmington or Danielle for Novi at (248) 569-1508

LGH Insulation/LeadGuard
Experienced, blown-in insulation. Specialist. Top pay. Employee benefits available. Ask for Dave 248 437-3700

LIFT TRUCK OPERATOR NEEDED
Distribution facility seeks experienced Lift Truck Operator for 1st shift. Benefits include 401(k), prescription plan, vision, discount, dental, medical, dental/life insurance, tuition assistance & many more. Interested candidates should come in and fill out an application at
Stow Industries, Inc.
41065 Ecorse Rd. #400
Belleville, MI 48111
EEO/AAE/M/F/V/D
Employer

LIGHT ASSEMBLY AND MANUFACTURING
Dependable. Ability to use basic tools. Days. Apply in person:
Aggressive Systems, Inc.
24385 Indoplex Circle
Farmington Hills, MI 48335

LOAN OFFICERS WANTED For busy Detroit office. Top commissions paid. No experience necessary. Call Matt 248 569 3800 ext. 222. Email: mchonacki@tln.com

Earn extra $$ advertise with O & E 1-800-579-SELL

Help Wanted General 5000

LOCAL DRIVERS NEEDED
Transportation company looking for professional truck drivers in the Detroit Metro area. Need CDL Class A License with Hazmat and minimum of 2 year experience in a tractor-trailer
•EXCELLENT BENEFITS
•NO TOUCH FREIGHT
Call 313-584-2590 ext 250 for information or locations to apply in person or fax resume to 313 584 2627

LUBE TECHS
Immediate opening. Benefits, bonus & retirement packages included. Apply at 30250 Grand River, Farmington Hills 248-474-0500

MACHINE OPERATORS
CNC operators (lathe and VMC) with set-ups and edit experience. Also seeking manual machine operators with only basic skills. Both day and afternoon shifts

We offer a full benefits package, a clean work environment and a regular, full time schedule. No regular overtime. Must be able to lift 20 lbs routinely

Send resume or apply in person. Must include desired wage and shift

ACE Controls - HR Dept.
23435 Industrial Park Drive
(which is located next to the Holiday Inn on 10 Mile near Grand River)
Farmington Hills, MI 48335
Fax 248-476-2470
E-mail: HR@acecontrols.com

MACHINISTS
Our co. has excellent opportunities for experienced persons.
•GRINDER •MANUAL LATHE
We offer excellent benefits
Apply at 29632 W Tech Dr.,
Wixom or fax resume to
248-960-8018

MAINTENANCE POSITION
For small luxury community in Southfield. Only exp need to apply. Apply in person at Park Lane Apt.'s 23344 Park Place Dr. Southfield. Between 10-1pm. Mon.-Fri. 248-355-0770

MAINTENANCE
Canton Apt. complex needs **EXPERIENCED** part-time Maintenance Assistant. 25-32 hrs. Must have own tools. (734) 455-7440

MAINTENANCE
Full-time for Birmingham Apts. Must have own tools. 248-646-9889

MAINTENANCE Machine equipment repair person. Exp in heavy industrial helpful. Must have own tools. Call (248)684-0555 4978 Technical Dr., Milford

MAINTENANCE SUPERVISOR
For Canton apt. community. Excellent salary and benefit package. Must have minimum of three years experience in apartment community maintenance. Please call 313-562-3938 or fax resume 313-274-1927.

MAINTENANCE SUPERVISOR
for W. Bloomfield apt. community. Excellent salary and benefit package. Must have minimum of three years experience in apartment community maintenance. Please fax resume to 248-474-6716

MAINTENANCE TECHNICIAN
Immediate placement for ambitious goal oriented self-motivated professionals with nationally recognized property management company. Applicants must evidence basic maintenance skills and willingness to learn. Previous experience preferred, but will train the right individual. Exceptional attitude a must. Excellent benefits program, growth opportunity. If you love providing legendary customer service, fax your resume to 248-348-2066

Maintenance Technician
Needed for Farmington apartment community. Prior maintenance experience required. HVAC experience a plus. Responsibilities include interior and exterior building maintenance including snow removal and being on call. We offer competitive wages, benefits program and a great benefits package that includes health insurance, 401(k) and paid benefit days. Position can include an apartment. Call Michele at (248) 569-8880

MAINTENANCE TECHNICIANS
Premier apartment community in West Bloomfield is seeking organized professional self-starters for Maintenance positions. Duties include landscaping, make ready preparation, service request & all general plumbing, electrical maintenance. Plumbing, electrical & small appliance repair experience a plus! A/C certification not required.
We offer top compensation and full medical/dental benefits, including paid vacations & 401k
Please fax resume to 248 661-2170 or call (248) 661 8440 Equal Opportunity Employer

PHOTO LINK 1-800-579-SELL

Help Wanted General 5000

MANAGER
Experienced Regional Property Management Professional needed to supervise suburban Detroit apartment communities individuals with single-site or multi-site experience with a proven background of success will be considered. Competitive salary great benefits, 401(k). Send resume in confidence with salary requirements to:
P.O. Box 248
Southfield, MI 48037-0248

MANICURIST
Upscale salon. Benefits package. We have clients (248) 442-4999

MECHANIC
Manufacturing plant in Dearborn is looking for a mechanic. Candidate must have a background in punch press (5-10 ton) and machine repair. Competitive salary and benefits. Send resume to PO Box 1486, Dearborn, MI 48121

MECHANIC / HEAVY DUTY
25 year established retailed service business seeks motivated individual full time for repair and maintenance of company owned equipment. Experience with hydraulics, electrical, diesel, and fabrication a plus own tools and clean driving record a must. Hourly pay $15-$18. Excellent benefit package including 401K. A drug free workplace.
Call Ron Fri 8-5
313 937-7933 Redford

Model Builder Prototypes
Product design firm needs experienced model maker to convert computer generated 3D appearance models, mockups & prototypes in a variety of hi-resist materials to finished work. fax info to 248-360-6999 or call 248-360-3800

Mortgage Closing Analyst
Washington Mortgage Co. in Southfield is looking for a full-time individual for our closing department. Experience and great communication skills required. Duties include preparing closing documents, working directly with clients, title companies, processors and investors.
Benefits include Medical, dental, 401(k) and a pleasant working environment.
Please fax / email your resume & salary requirements to Heather M Sanders
(248) 827-4124
hsanders@washingtonmortgage.com

OAKLAND COUNTY SUMMER JOBS
$8.34-$15.45
Must be at least 16 years old. Various summer positions available. No resume required. Some college, specialized work experience or training or are limited to students, seniors, citizens or veterans.
CONTACT
Oakland County Personnel, 1200 North Telegraph Rd., Dept. 440, Pontiac, MI 48341-0440 (248)858-0530 http://www.co.oakland.mi.us
An Equal Opportunity Employer

OPERATORS needed. Heavy industrial metal forming operation needs operators. Must be willing to work any shift. We will train. Call (248)684-0555 4978 Technical Dr., Milford, 48381.

PORTERS
Immediate opening. Benefits, bonus & retirement packages included. Apply at 30250 Grand River, Farmington Hills 248-474-0500

Production Line Leader 2nd Shift
An expanding packaging facility is looking an individual with strong leadership skills that is willing to learn in the fast pace of the business. Qualified candidates will have a minimum of 2 years of technical training and/or knowledge of automated packaging equipment, knowledge of liquid fillers is a plus. This is a full time 2nd shift position that offers a competitive wage. Medical Benefits, Insurance, 401k, Profit Sharing and more.
Send resume to
#14 Line Leader
PO Box 21428
Plymouth, MI 48170
Or Fax to (734) 416-3810
EOE

PRODUCTION SUPERVISOR
for area manufacturing. Supervision, computer skills experience required. Outdoor work 40-50 hrs/wk. Apply in person at Hoover Treated Wood Products 7500 E. Davison Ave., Detroit or fax resume to 313 365-9580

PROPERTY MANAGER
needed for Troy area with extensive condo experience and knowledge of accounting and maintenance. Flexible schedule, competitive pay and benefits. Fax resume and salary requirements to: HR 248 879 5907 or mail to Manager Trust Management Group Attention: HR 990 South Rochester, East Suite 100 Troy, MI 48083.
NO PHONE CALLS
Equal Employment Opportunity Commission

PROPERTY MANAGER
New Plan Excel Realty Trust Inc., nationwide owner/manager of shopping centers seeks fully motivated Property Manager to oversee approx. 9 properties in Michigan area. Minimum 3 yrs. community & neighborhood shopping center management experience required. Fax resume and salary history to 248 852-7648

RESIDENTIAL HVAC TECH
Exp in heating & cooling. Full benefits. 40+ hrs/wk. (248) 349-0373

ROLL OFF DRIVERS
Experienced needed for afternoon shift (3-12.) Please call (313) 931-1200

Help Wanted General 5000

Shop Foremen/Fabrication
Custom metal fabrication shop experience in supervision, fabricating, blue print reading. Send resume & salary requirements to: Dept. 12511 Hillview Detroit, MI 48227

SIDERS
ALUMINUM TRIM & SOFIT
Exp. new construction.
Full time 248-473-2061

STEEL SERVICE CENTER
In Wixom now hiring
- Slitter Operators
- Set up person
- Exc. benefits/work environment/salary. Contact Metal Supermarkets in Wixom at 248-668-6100

SWIM POOL - Gunite Construction, experience required, all positions, year round benefits. Livonia area. B&B POOLS CONSTR DIV 313-274-3242

SWIM POOL PLUMBERS, Service Persons & Helpers; Commercial & Residential Work. B&B POOLS 313-274-1242

TEACHER/CENTER DIRECTOR
For Sylvan Learning Center in West Bloomfield. BA and 3 years experience in management and recruiting students. 248-737-4875
Fax 248 737-8220

VISIT HOMETOWNLIFE.COM

THE LEUKEMIA & LYMPHOMA SOCIETY'S Team in Training program is seeking candidates for a campaign coordinator position based in Madison Heights area. Responsibilities include: event coordination, managing multiple tasks in fast paced environment, public speaking, managing volunteers, some travel working with the public and most importantly enthusiasm! Candidate must be detail oriented, reliable, a team player and have good written and communication skills as well as 1 year fundraising experience.
Please fax or e-mail resume and cover letter with salary requirements to:
248 582-2925
or dugueteti@lls.leukemia-lymphoma.org

Title Examiner
Tele One Inc is looking for experienced title examiner. Knowledge in abstracting & examination of title. Excellent benefits 401k. Livonia area
Call Jay Sessa between 9-11am for interview
734-427-8006

TRUCK DRIVE-WAREHOUSE
Person, good driving record. Ask for John or Sandy
248-437-9900

UNION MASONS needed Interim area. Experienced at Fendutto and field stone. Ask for Joe 313 843-8440

Computer & Information Systems 5210

INFORMATION TECHNOLOGY
Established marketing and reference information Company is looking for an IT Manager to provide support to IT operation. Network administration and application support. Experience required, accounting applications a plus. Full time position with benefits. Fax resume and salary history to Ed at (313) 674-3510

Office Clerical 5420

ACCOUNT COORDINATOR AUTOMOTIVE
Manufacturers Rep seeks a high performance individual with strong interpersonal skills. Must be familiar with A/P, A/R and PPAP process as they relate to OEM and Tier accounts. Must be detail oriented with a positive work ethic and have strong computer skills. Successful candidate will be responsible for program management, processes and data entry on maintaining existing and new accounts.
We offer a competitive salary with medical, plus 401k. Mail, fax or email your resume with salary requirements in confidence to: Office Manager 22765 Heslip Dr., Novi, MI 48375, by fax to 248 349-0750 or by email to angie@Wilmmore.com

ACCOUNTS PAYABLE CLERK
Immediate opening for a full time clerk in Novi, West Bloomfield office. Minimum 3 yrs exp. Apply on line at www.commtechs.com or fax resume to 248 855 3192

AUTO DEALERSHIP has a bookkeeping position available for A/P, A/R. Need a good dependable person with nice personality. Previous dealership exp a plus. Please apply at Holiday Chevolet, 30250 Grand River, Farmington Hills

AUTO DEALERSHIP seeks professional person to fit a part time switchboard operator/receptionist position. Some nights. Light clerical & computer skills necessary. Apply in person at: Marty Feldman Chevrolet, 42355 Grand River, Novi. (248) 348-7200

BOOKKEEPER
Exc. public wood company. Full or part time. Fax resume to (248) 427 9953 or call (248) 427 9950

BOOKKEEPER / SECRETARY PART-TIME
For a construction CPA firm. Must know Quick Books, Lotus and Word. Call Margaret (248) 471-7848

ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE CLERK
We are currently accepting applications for an Accounts Payable and an Accounts Receivable Clerk.
As part of the largest automobile dealer group in the area you will have considerable resources to draw from and the opportunity to grow within our organization.
We OFFER
Competitive Pay Plans
401-K
Consistent opportunities for advancement
Paid Vacations
Health Benefits
Please respond by faxing or sending your resume
THE SUBURBAN COLLECTION
25100 HAGGERTY RD.
P.O. BOX 8055
NOVI, MI 48376-8055
ATTN: CONTROLLER
Fax (248) 427-7977

ADMINISTRATIVE ASSISTANTS
Start @ $14-$20/hr
Phones, Data Input, Accounting, Word, Excel & Access 2nd, PC Network Support. Full time, BC/BS, Dental, 401k, Vacation, holidays, schools. NW, Detroit, near 5 Mile & Telegraph. $500 bonus after 90 days
Fax resumes 313-535-5150

ADMINISTRATIVE/SALES
Mfg. Co. seeks an energetic, extremely detail-oriented and highly organized person for Administrative/Sales position within Parts Department. Must be motivated and take initiative. Prefer knowledge of Microsoft Office Suite. Required experience includes phone sales, customer service and office administrative responsibilities in a multi-tasking environment. Fax or e-mail resume to:
bcopes@belangemix.com

Attorney in Troy has immediate openings for:
EXPERIENCED LEGAL SECRETARY
Excellent computer and litigation skills required. Benefits available
EXPERIENCED PARALEGAL
Excellent skills in writing, drafting and research required. Benefits available
Fax resume & salary requests: 248-641-7073 or email: levithlaw@aol.com

Legal Secretary
2-3 days per week, for a 5-attorney Southfield law firm engaged in estate planning, corporate law & business transactions. Work for one attorney. Flexible hours, excellent salary & benefits
Fax resume & cover letter to Kathy Hayes at 248-386-5949

Legal Secretary
3-5 years litigation experience. Southfield law firm. Great working environment, salary & benefits. Fax resume to 248-358-9729

LEGAL SECRETARY
Birmingham law firm seeks a motivated and organized legal secretary with a minimum of two years litigation exp. Position requires a strong knowledge of WordPerfect. Apply in person at: Marty Feldman Chevrolet, 42355 Grand River, Novi. (248) 348-7200

LEGAL FIRM: Southfield and Livonia. Legal Secretary with Word knowledge. Fax resume to 248 358 7200

LEGAL SECRETARY - needed full-time for plaintiff medical malpractice firm 2+ yrs experience preferred. Microsoft Word & Windows 98. Send resume to 26000 W 12 Mile Rd., Southfield MI 48034 or fax to 248-355-5674

Marketing Coordinator
to $40,000 A top Major Co. seeks some background in Marketing or Advertising. Degree and M.S. skills required. Great benefits.
Diversified Recruiters
248 348 6780 Fax 248 348 6784
diversified@voicenet.com

Bookkeeper, Full Charge
for progressive downtown organization. Full benefits. Salary commensurate with experience. Fax resume to 248-476-0181

Clerical/Office Assistant/Scheduler
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