Observer & Eccentric Community Classifieds

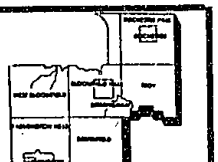
BUY IT SELL IT FIND IT

CLASSIFIED

— Results Closer To Home —

Your Choice Communities:

- Birmingham
- West Bloomfield
- Troy
- Rochester
- Farmington
- Southfield
- Livonia
- Plymouth
- Canton
- Redford
- Westland
- Garden City



Where You Will Find...

Autos For Sale	SECTIONS	D
Help Wanted	SECTIONS	C,D
Home & Service Guide	SECTIONS	C
Merchandise For Sale	SECTIONS	D
Real Estate	SECTIONS	B,C
Rentals	SECTIONS	C

TO PLACE AN AD

DIAL CLASSIFIED DIRECT

Wayne County (313) 591-0900
Oakland County (810) 644-1070
Rochester/Rochester Hills (810) 852-3222
Fax Your Ad (313) 953-2232

Walk-In

OFFICE HOURS: Monday-Friday 8:30 am-5 pm

WE ACCEPT VISA Mastercard

Deadlines

For Placing, canceling or correcting of line ads.

Publication Day	Deadline
MONDAY ISSUE:	5:30 P.M. FRIDAY
THURSDAY ISSUE:	5:30 P.M. TUESDAY

AFTER HOURS: Use Our 24-Hour Voice Mail System

EQUAL HOUSING OPPORTUNITY

All real estate advertising in this newspaper is subject to the Federal Fair Housing Act of 1968 which makes it illegal to advertise "any preference, limitation or discrimination based on race, color, religion, sex, handicap, familial status or national origin or intention to make any such preference, limitation or discrimination." This newspaper will not knowingly accept any advertising by real estate which is in violation of law. Our readers are hereby informed that all dwelling advertised in this newspaper are available on an equal opportunity basis.

INDEX OF CLASSIFICATIONS

HOME & SERVICE GUIDE #1-299
An alphabetical directory of all your service needs. *See Above For Section*

REAL ESTATE
REAL ESTATE FOR SALE #300-364
COMMERCIAL/INDUSTRIAL SALE OR LEASE #365-378
REAL ESTATE RENTALS #400-436
See Real Estate Section For Directory

EMPLOYMENT/SERVICE #500-524
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504 Help Wanted - Office Clerical
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506 Help Wanted Sales
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508 Help Wanted Domestic
509 Help Wanted Couples
511 Entertainment
512 Jobs Wanted Male Female
513 Business Opportunities
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518 Elderly Care & Assistance
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519 Nursing Care
520 Secretarial Business Service
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523 Attorneys Legal Counseling
524 Tax Service

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730 Sporting Goods Exercise Equip
734 Trade or Sell
735 Wanted to Buy
738 Absolutely Free-Monday only
739 Household Pets
740 Pet Services
744 Horses Livestock Equipment

TRANSPORTATION #800-884
Turn To The Autos For Sale Section For A Complete Transportation Directory

FOR THE LATEST INFORMATION ON OPEN HOUSES - CALL:
HOMELINE (313) 953-2020
★Add Attention To Your Ad With *Attention Getters!*

PLEASE CHECK YOUR AD

The Observer & Eccentric will issue credit for typographical or other errors only on the first insertion of an advertisement. If an error occurs, the advertiser must notify the Customer Service Department in time to correct the error before the second insertion.

POLICY

All advertising published in The Observer & Eccentric is subject to the conditions stated in the applicable rate card, copies of which are available from the Advertising Department, Observer & Eccentric Newspapers, 36251 Schoolcraft Road, Livonia, MI 48150, (313) 591-2300. The Observer & Eccentric reserves the right not to accept an advertiser's order. Observer & Eccentric Ad-Takers have no authority to bind this newspaper and only publication of an advertisement shall constitute final acceptance of the advertiser's order.

500 Help Wanted

ACCEPTING APPLICATIONS for full time Bakery Assistants & Baker/Helper. Experience preferred, excellent starting wage, no late night hrs. Closed all major holidays. Full time benefits include medical, with dental & vacation. Apply in person only

JOE'S PRODUCE
33112 W. 7 Mile • Livonia

ACCEPTING APPLICATIONS FOR MAIDS (w/) to clean homes in apartment communities. Day work, car needed, paid holidays, no weekends. Up to $6.60 per hour. Call Mon. thru Fri. between 8am & 3pm. 313-427-4343

Accounting Assistant

National Property Management firm headquartered in Troy is looking for multi-faceted individual who has:

- Property or real estate related administrative experience
- Accounts receivable & accounts payable experience, word processing skills
- Proficiency in Skyline, Rentroll and legal notice filing
- Lotus, WordPerfect and general office background

Candidate must be able to deal with resident concerns in a positive, mature manner. Salary dependent upon ability. It is a full time position with company paid health, life insurance and tuition reimbursement. Send resume with salary history to: The Heyman Company, PO Box 7777, Troy, MI 48007. No phone calls accepted, non-smoking office.

ACCOUNTING CLERK

Excellent opportunity at large distribution company for detail minded person with experience processing large volumes of receivables or payables. Must be familiar with computerized processing systems. Full time position with competitive salary and full benefits package. Send resume in confidence with background and salary history to:

Personnel Manager
P.O. Box 8029
Novi, MI 48376
Or fax to 810-380-3634

ACCOUNTING - part time help needed in our fast paced office. Experience with accounts receivable/payable helpful. Flexible hours. Apply in person at 32900 Capital, Livonia, off Farmington Rd. B. of I-96.

ACCOUNTS RECEIVABLE

Plymouth manufacturer looking for dedicated individual to process cash receipts and monitor all customer accounts for over whelmed supervisor. Position requires collection experience and 10 key proficiency. Send resume and salary requirements to:

HUMAN RESOURCES A/R
P.O. BOX 701248
PLYMOUTH, MI 48170-0961
An Equal Opportunity Employer

ADMINISTRATIVE/SALES ASSISTANT part time UP TO 30 hours/week for Birmingham firm. Well-organized, professional people person needed to manage & grow with our dynamic business. Resume to: Hertzberg Furniture, Inc., 1000 S. Woodward, Birmingham, MI 48009 or FAX Resume to 313-642-2535

ADVERTISING SALES/FUNDRAISER
For local radio station WPON AM 1460. Promotion experience helpful. Full/part time. Commission. Contact Rich Bye, 810-473-5253

ALARM MONITORING CENTER in Southfield has Night Center assistant Alarm Dispatcher for evening, midnight, weekend and on-call shifts. Our Dispatchers handle emergency alarms, as well as the security. Requires a High School Diploma, keyboard familiarity, outstanding spoken English. Must advance to one of 6 police officer positions. $6.67 to start plus incentives. Paid professional training. For hours and pay call Monday-Friday, 8-5 ONLY. 810-367-0223

ALL SHIFTS
NO EXPERIENCE IMMEDIATE OPENINGS
210 People Needed
Livonia, Plymouth, Canton & Wayne.
Transportation + I.D. required
TEMP HELP
13407 Farmington Rd., Bhs.802
313-522-8300

CAREER OPPORTUNITY
Professional photo finishing

Full and part time positions available for general help. No experience necessary. WE WILL TRAIN. Some overtime & Saturday work. Raises and promotions based on job performance. Full time positions $5.50 per hour to start. Advancement potential (up to $9.95 per hour). Casual dress code.

ALSO WANTED:
Printers, Inspectors, Negative Retouchers, and Artists with PRO-LAB experience. Pay commensurate with experience.

Apply in person (no resumes please)

NORTH AMERICAN PHOTO
The world's largest photofinishing laboratory
37451 Schoolcraft, Livonia

500 Help Wanted

Activities Director

Property Management seeking energetic, personable individual for Sterling Hybrid (50+unit) property. Need housing background also. Send resume to: Personnel, PO Box 1720, Birmingham, MI. 48012-1720.

Activity Program COORDINATOR

Presbyterian Village Redford, 17383 Garfield, Redford 48240. Requirements: Experienced in long-term care. Supervisory & leadership skills. Must be innovative & self-motivated. Must have knowledge of documentation required in a skilled nursing facility. Please apply within.

Activity

Resident Service Assistants

Turn work into play!

Oakwood Common Retirement Community has immediate openings for Resident Service Assistants in our Assisted Living division.

We're looking for enthusiastic individuals to take charge of planning and coordinating activities for our residents implementing new activity programming, maintaining and purchasing activity supplies and equipment, and updating resident bulletin boards and newsfliers. Both positions are 9 AM. to 5 PM., shifts including some weekends.

You should have experience in a variety of activities including woodworking, musical activity programming, cards, crafts and sports. We also require a high school diploma or equivalent and one year of experience in activity programming. In addition, candidate must possess or be willing to obtain a chauffeur's license.

Please apply in person Monday through Friday from 10 AM. to 6 PM. at OAKWOOD COMMON RETIREMENT COMMUNITY, 18331 Rotunda Dr., Dearborn, MI., 48120 or fax your resume to: 313-441-0611.

An Equal Opportunity Employer

OAKWOOD COMMON RETIREMENT COMMUNITY
A subsidiary of Oakwood Healthcare System

ANYONE 18 yrs. & older, ambitious & looking for a job with a future. General Shop & Truck Driver. Apply: Valley Building, 30175 Ford, Garden City, no phone interviews.

APARTMENT MAINTENANCE

Entry-level position with large apartment management company. Apply in person, Monday - Friday 8-10 am & 2-4 pm at River Bend Apartments, 30800 W. Warren, Westland.

APARTMENT MANAGER COUPLE
Well maintained complex. Rover Deli. Maintenance experience. Adv. salary, benefits 810-352-2500

APARTMENT MANAGER COUPLE
For large suburban apartment complex. Must have 3 years experience in property management. Apartment & utilities included. Call Mon.-Fri. 9am-5pm. 810-363-4043
An Equal Opportunity Employer

APARTMENT SERVICE TECHNICIAN

Position at River Bend Apartments. Weekend, Plumbing, heating, electrical and appliance experience required. Must have own tools and transportation. Salary and benefits included. Apply in person Monday-Friday 8-10 am • 2-4 pm River Bend Apartments, 30800 West Warren, Westland.

500 Help Wanted

Administrative Assistant Resume Preparation

Growing Business service company has position for individual in resume preparation department. Strong typing (50wpm), proofreading and customer interface skills a plus. Desk top publishing a plus. Management position for right person. Send resume to: Attn OP Manager, PO Box 436, 19675 West 13 Mile, Southfield, MI 48076

AAA-1987
MI's fastest growing telecommunication company seeks energized for Detroit HQ. Growth & promotion opportunity for a highly motivated self-starter with business degree. Finance degree preferred. We analyze business expenses for target customers, and prepare written proposals clearly showing our savings. Ability to persuade and demonstrate knowledge of prospects operation. Telecom experience plus. We train. Financial analysis, report writing, advanced spreadsheets, and good spelling are required. Must possess excellent PC, spreadsheet, organizational, communication, and analytical skills. Full time position. Compensation will be based on qualifications. Please send resume and letter describing relevant particular qualifications you would bring to this position, to:

Fred Jones
LDMI
8001 Conant St.
Detroit MI 48211-1401

APPLIANCE REPAIR
Work on slightly used appliances. Rent Value Appliances, 20805 Plymouth Rd. Livonia. Workers must be mechanically inclined, earn $7.8-$12 per & hr day - daily pay. Must have basic mechanic tools, not limited to: screwdrivers, wrenches, pliers, ingenuity, stove repair. Call Dennis

APPOINTMENT BETTER
Work with Cupid. Professional introduction service looking for someone to set appts and enjoy talking to people. Part-time evening hours available. Great pay. Great working atmosphere. Telemarketing experience a plus. Call Mrs. Hedrick, 810-559-8500

ARE YOU ENERGETIC, always on the move, real estate may be for you. Call ERC, 313-261-0700

REAL ESTATE ONE
Inquire about our 100% commission

ARE YOU someone who desires a job with a future? Art Van Furniture is currently hiring Warehouse & Showroom helpers. Duties will vary, with lifting required. Full & part-time hours, with great advancement opportunities available. Apply in person: Art Van Furniture, 27775 North Rd., Novi. (Across from Twelve Oaks Mall).

WANTED: local Coffee House with an attitude! Is looking for Artists to display art, Call & leave message 810-461-4200

ARMED SECURITY OFFICERS
Overtime!! has immediate full & part time openings. CCW required. Benefits include
• Medical insurance
• paid vacations
• free uniforms
• Tuition assistance
Apply in person Mon thru Fri, 9am-5pm, 24406 13 mile, Bhs 154, Farmington Hills. 810-553-6900

★ **ASSEMBLERS**
Immediate positions available in the Canton & Belleville areas.
CALL TODAY!
Norrell Services
313-677-2891

500 Help Wanted

APT MANAGER COUPLE

Couple to manage 40 unit apt community. Leasing, Cleaning & maintenance experience required. Either person may have outside job. Salary, apt, utilities provided. 40 KU rental program info available. Send Resume available. Call Mr. Thompson 9-11am daily at (810) 352-3800 or send qualifications to: Karlan Enterprises, P.O. Box 9003, Southfield, MI 48037-9003

ARE YOU WELL organized? Do you like being your own boss? Can you communicate well with others? If you can answer yes to the above questions, you are the one we're looking for! Call Gina, 810-335-7111

ART POSITION

Full time positions available for interior person on photographic, Artistic ability helpful. We will train. Overtime and Saturday work may be required. Raises and promotions based on ability and performance. Full time starting pay $5.80/hr. Apply North American Photo, 27451 Schoolcraft (at Inkster) Livonia.

ASSEMBLER/HELPER

Wanted: individuals with mechanical aptitude.
• Ability to read blueprints and precision measuring instruments required.
• Must be willing to work overtime
• Must have own hand tools.

This progressive company offers a competitive wage and benefit package including 401K.

If you are interested in being considered for this position, please send your work history/resume to:

Human Resources
Attn: D.G.
39075 Smith Rd.
Romulus, MI 48174

ASSEMBLY POSITIONS
FULL & PART TIME
Starting pay $5.50 plus, with benefits. Apply in person 2-4 PM. Blinds & Designs, 29968 Anthony Dr., Wixom, W. of Twelve Oaks Mall.

ASSISTANT - for established upscale Birmingham salon. Great clientele, opportunity!
Call Susan 810-258-5660.

ASSISTANT MANAGER

Property Management company seeking responsible person to be an Assistant Manager at an apartment complex in Mt. Clemens area. MUST have 1 year of experience in leasing and property management.
CALL (810)661-6800

Associate Trainee

Immediate opening for serious, career-minded individual capable of participating on a dynamic team. People oriented organization offers on-job training, excellent benefits, earnings, and choice of locations. Call Q&A at 810-398-7111.

ATTENTION OAKLAND County residents interested in on the job training for:
• Steel Coil Operators, $7 hourly, benefits.
• Many other opportunities.
Call today! 810-334-4331 (TDD)
EOE M/F/V/H

ATTENTION TELEMARKETERS

ARE YOU TIRED OF WORKING:
• In a dead end job?
• In an unprofessional atmosphere?
• At a dead end job?
• For low pay and no benefits?

Many experienced telemarketers find a home at MPI. Cutting edge technology, commitment to growth & quality have made us the established credibility in our profession.

810-380-1700
FARMINGTON HILLS

MARKETING DATABASE SPECIALIST

Gale Research Inc., a leading publisher of print and electronic products for libraries and businesses worldwide, is seeking a specialist for its marketing area to set up and maintain its marketing database and files for promotional selections and tracking as well as provide ongoing training for staff. The successful candidate will possess 1-2 years experience with complex databases and a comprehensive understanding of database marketing techniques and strategies. Bachelor's degree preferred. This position offers a comprehensive benefits package including tuition assistance and immediate health care benefits, paid personal days, vacation and 401K. For immediate consideration, please forward resume and salary expectations to:

Gale Research Inc.
Human Resources, Dept/DS
835 Penobscot Building
Detroit, MI 48226
equal opportunity employer

(E10)

500 Help Wanted

ASSISTANT MANAGERS NEEDED for fast growing wholesale company. No experience needed. Must be pulsing. 810-598-3142

ASSISTANT
WAREHOUSE SUPERVISOR
with financial and inventory experience for Livonia wholesale distributor. Good leadership abilities, organizational skills and a desire to work in a fast paced environment are all assets for this position. Please send resume with salary requirements to:

PERSONNEL DEPT. - WS
BOVENSIEPEN SALES, INC.
34200 AMPHION STREET
LIVONIA, MI. 48150

ATHLETIC APPAREL Trainee to $24K. Salary, bonus, benefits. Rea Marty, 810-624-1500
PERSONNEL DATA REPORT

ATTENTION
Local Cleaning Assistants, full time day positions, hourly plus bonus. 313-459-7370

ATTENTION

Furniture Delivery/Warehouse. Full time position. Valid driver's license. Must have good driving record. Call 313-425-8800 or write to: Jerome's, Westland Shopping Center, 29210 Ford, Garden City.

AT 87.80/HR, Kitchen Help Needed Evenings & weekends. Livonia area. Possible training.
810-471-3965

AUTO CAD 12 OPERATOR
Immediate is looking for a draft industrial manufacturing systems, layouts & details. Submit resume to: PO Box 1067, Farmington, MI 48332

AUTO DEALER needs experienced individuals for the following positions: Cashier/Warranty clerk, data typist for new and used car billing. Experience preferred. Excellent benefits package available. Apply in person at Bob Saks Motor Mall, 33200 Grand River, Farmington Hills.

AUTO DEALER needs full time bookkeeper, apply in person at Bob Saks Oldsmobile, 33300 Grand River, Farmington Hills

AUTOMOTIVE SHEET METAL
Prototype shop needs the following experienced sheet metal:
• SHEET METAL MODEL MAKERS
• SHEET METAL
• TOOL MAKERS
• WELDERS
• SHEET METAL LAYOUT
• WELDERS
• INSPECTOR
We offer:
• TOP PAY
• COMPANY PAID BENEFITS
• OVERTIME
Apply in person 8am-4pm, Mon-Fri: Cymetrix Research, 41150 Plymouth Rd., Novi, (off Meadowbrook between Grand River & 11 Mile).
NO PHONE CALLS PLEASE.

AUTOMOTIVE TECHNICIAN
WANTED Bury Saturn Service Facility seeks dedicated, experienced technician. We offer excellent working conditions, competitive salary, paid bonuses, health insurance, 401K. Top compensation calls please. Send resumes to:
BATURN OF FARMINGTON HILLS
Attn: Mike Mathews
34780 Haggerty Road
Farmington Hills, MI 48335

500 Help Wanted

AUTO DEALER PARTS DRIVER

Must have good driving record, good pay with benefits, and job enhancement for right candidate. Call Chuck Molner at (810) 474-1234.

AUTO GLASS INSTALLER NEEDED
$4.0 Drug free company in Farmington/Novi area. Medical & dental plans in a fast paced environment are all assets for this position. Please send resume with salary requirements to:

PERSONNEL DEPT. - WS
BOVENSIEPEN SALES, INC.
34200 AMPHION STREET
LIVONIA, MI. 48150

AUTO MECHANIC needed for top Mazda Branch. Top in pay, Health & Medical. Experience required in brakes, front end & alignment.
810-625-6131

AUTOMOTIVE PARTS WAREHOUSE
Looking for experienced counter person only. With complete benefits. Call Dave at 313-273-8021

AUTOMOTIVE TECHNICIANS - high volume Corporate Dealership, Must looking for experienced technicians for dedicated positions in Warranty dept. Call Marty at 313-464-4100.

AUTO PORTER
For used car lot in Livonia, services and wash cars. Starting pay $7 per hr. full & part time. Must have good driving record.
TYME AUTO 313) 455-5588

AUTO SERVICE Manager Trainee to $500/wk. Salary, bonus, benefits. Pete Shields Personnel Data Report Corp.

AUTO PORTER

Duties include cleaning shop, washing cars, shuttle driving, plus have good drive record, some overtime. Full benefit. Contact Steve Clement, 313-453-4800

AUTO PARTS DRIVER

Must have good driving record. Opportunity to advance to parts position. Call Mr. Wise for interview appointment after 10AM

LOU LaRICHE CHEVROLET/GEO
Plymouth Rd. - Just West of I-275
(313) 453-4600

AUTO SERVICE ADVISOR

Top 50 customer satisfaction dealer has position for sales service advisor. Complete compensation package includes salary compensation, BC/BS, 401K, weekends off. Call Steve Clement, for interview appointment.

LOU LaRICHE CHEVROLET/GEO
Plymouth Rd. - Just West of I-275
(313) 453-4600

AUTO TECHNICIAN

For clean, high volume Goodyear shop. Blue-of-the-art equipment. Benefits. Call Mark at 313-564-0440

500 Help Wanted

AUTOMOTIVE MECHANIC/Light Truck. Must be experienced in engine R&R and general repairs. 5 day work week. $25K plus commission/medical benefits. 313-522-3328

AUTO TOTING PROGRAM COORDINATOR
Clarion Corporation of America, a leading tier one supplier of audio systems and components, has an immediate opening for an experienced Program Administrator. To be considered, candidate must have 3-4 years of sales administration experience, excellent computer skills and a college degree or equivalent. Familiarity with an IS AS400 system a plus. Individual will be responsible for the preparation of monthly sales reports, inventory projections, order/post information and maintenance of shipping/delivery documents, in/out projections, customer purchase order, etc. Salary and benefits commensurate with experience. Send resume to:
Clarion Corporation of America
41140 Bridge Street
Novi, Michigan 48375
Attn: Director of Sales
(No telephone calls please)
E.O.E./D.

AUTO TECH Trainee to $330/wk. Pete Shields, Personnel Data Report Corp.

AUTO VALET WANTED. Saturn retail facility seeking dedicated enthusiastic individual for entry level position of Auto Valet with potential to move into service writer position. We offer excellent working conditions, health insurance, 401K, bonus, benefits. Apply in person at:
SATURN OF FARMINGTON HILLS
34780 HAGGERTY ROAD
FARMINGTON HILLS, MI 48335

A-1 CLEANIK\ Systems is hiring Window & Construction Cleaning Staff. $7.50-$8.50/hr. to start. No experience necessary. 810-855-1071

AUTO VALET WANTED

Saturn retail facility seeks dedicated, enthusiastic individual for entry level position of auto valet with potential to move into service writer position. We offer excellent working conditions, health insurance, 401K. No phone calls. Apply in person at:
SATURN OF PLYMOUTH
ATTN: DREW PLANT
8201 N. Lilley Rd.
Plymouth, MI 48170

BABYSITTER needed full time. My Sheldon township. Salary negotiable. Days, call (313) 223-3764

BARTENDER - (dependable) cocktail waitress. Wanted for part time week. Must be available weekends. Apply in person Holiday Inn Southfield, 26555 Telegraph.

BATTERY REPAIR PERSON for Industrial firm. Mechanical ability & experience helpful but will train. Excellent benefits. Call 810-624-1414

500 Help Wanted

AUTO PARTS COUNTER person needed for auto parts store in Farmington Hills. Some experience required. Benefits. Call 8- 1pm: 810-471-7222

AUTO TECHNICIANS, MECHANICS, Helpers & Porters
Tools or experience helpful. Immediate openings. Apply in person at Lee Johnson, Sales manager.
CHEVROLET FORD
41001 Plymouth at Haggerty

BEAUTY SUPPLY
★ To $7.50 hr. Sales/Warehouse openings in glamorous atmosphere. Benefits. Employer pays fee. Farmington Hills area.
EMPLOYMENT CENTER AGENCY
810-569-1626

BINDERY

Printing Co. in Livonia seeks Bindery Workers & Press Helpers on 2nd & 3rd shift. Long term. $5.50/hr. Reliable transportation is a must.
INTERIM PERSONNEL
(313) 261-3830

BOOKKEEPER - Bookkeeping full and part time employees. No experience necessary. Flexible hours. Call Mr. Wise at 313-464-4100

BOOKKEEPER/ADMINISTRATIVE ASSISTANT
Approximately 16-20 hrs. per week. Assist with payroll, accounts payable, call statements, bank reconciliation & filing. Must have a bachelor's degree or equivalent, experience with the following: Lotus, spreadsheets & WordProcessing. Up to $14 per hr. Send resume to: 313 (3 hole)Northwestern Hwy., Ste. 222 Farmington Hills, MI. 48334 or Fax to 810-851-3427

★ **BRIDGEPORT MILL**
with prototype
GRINDER HANDS
5 yrs. minimum.
$5 hour plus, ben. ben continued.
10 Mile & Haggerty
HAP, Dental, Life Ins., 401K, SPECIAL TOOL & GAGE
Eves, leave message, 810-474-8150.

BRIDGEPORTE OPERATOR
Quality shop, machine tool operator for tool & fixture work. Days, evenings, benefits. 12600 Merriman Road, Livonia

BRIDGEPORT MILL HANDS
Entry Level
Livonia area
313-422-9890

BRIDGEPORT OPERATOR
5 years experience
Overtime & excellent benefits
Wayne, MI. 313-729-8400

BRIDGEPORT OPERATOR
Proto-trak experience helpful. Manufacturer firm. Benefits, Job shop. Competitive wages. Benefits. Call 313-534-9800

EMPLOYMENT OPPORTUNITIES

CUSTOMER SERVICE REP. (TELLER): Business Center Branch, shift: 11:30 a.m.-8:30p.m...MUST have 2 years of experience in Bank CSR position or the equivalent.

CUSTOMER SERVICE/CD PROCESSOR: Operations is seeking an experienced customer Service employee who ideally has banking Customer Service in their recent employment background. The position reports to the Loss Prevention Department.

PART-TIME ADMIN. ASSISTANT: Training and Service Quality is seeking an applicant with strong computer skills and excellent administrative abilities to assist busy Training Director. Schedule can be flexible if necessary.

LOCKBOX PROCESSOR: Items Processing is seeking applicants for this new department position. Applicants must have proven ability to use sound judgment, initiative and positive customer service background. Some typing, filing, use of microfilmer, faxing and routine form and data processing will be a part of the job.

BANK SALES REP.: Looking for highly motivated sales professionals for commissioned positions selling corporate checking services and associated bank products to local businesses and professionals. Must be resourceful, self-starter geared for success with excellent oral, written and presentation skills. Previous sales and/or bank experience with established business relationships helpful.

LEGAL SECRETARY: This position requires providing secretarial support for in house legal department and its two attorneys, with an emphasis on all phases of litigation. Strong emphasis on clerical skills, knowledge of court systems, civil litigation, garnishments, collections, foreclosure, Michigan and Federal systems of litigation. Position requires word-processing from dictation, litigation file maintenance, filing of papers and documents with courts, scheduling depositions etc. Candidate must be proficient with Word Perfect 5.1 and Lotus 123. Minimum of one year experience in a legal department or law firm environment, and 3-4 years secretarial experience are necessary.

RECEPTIONIST: Franklin Bank is looking for a full time receptionist to work Monday-Thursday 8:30 a.m.-5:30 p.m. and Friday 8:30 a.m.-6:30 p.m. in Birmingham. Great hospitality skills and previous phone experience required.

Applications from qualified applicants are accepted in person between 10:00 a.m. - 3:00 p.m. Mon. through Fri. applicants may FAX resumes to 1-810-350-1404 or mail to Employee Services, Franklin Bank NA 24725 West 12 Mile Road, Southfield, MI 48034.

Franklin is an Equal Employment Opportunity Employer.
All qualified applicants will be tested for substance abuse.

Establish a career with the nation's largest department store.

JCPenney, Twelve Oaks and Westland, are now accepting applications for full time commissioned and non-commissioned selling specialists and sales associates. Westland is also accepting applications for full and part-time fine jewelry salespeople.

Experience preferred, but not necessary. We're a national retail chain, known for our friendly people and generous benefits program (merchandise discount, medical/dental insurance, paid vacations/holidays, sick pay, savings and profit sharing plan).

Apply in person, JCPenney Personnel Office, TWELVE OAKS or WESTLAND, Monday through Saturday, 10 to 9, Sunday, 11 to 6.

An equal opportunity employer. M/F/V/H

JCPenney

500 Help Wanted

AUTO PORTER

Full time, excellent pay & benefits, clean environment. Call Lee Johnson, Sales manager.
CHEVROLET FORD
41001 Plymouth at Haggerty

BEAUTY SUPPLY
★ To $7.50 hr. Sales/Warehouse openings in glamorous atmosphere. Benefits. Employer pays fee. Farmington Hills area.
EMPLOYMENT CENTER AGENCY
810-569-1626

BINDERY

Printing Co. in Livonia seeks Bindery Workers & Press Helpers on 2nd & 3rd shift. Long term. $5.50/hr. Reliable transportation is a must.
INTERIM PERSONNEL
(313) 261-3830

Banking full and part time employees. No experience necessary. Flexible hours. Call Mr. Wise at 313-464-4100

BOOKKEEPER/ADMINISTRATIVE ASSISTANT
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