500 Help Wanted

CONSTRUCTION BOOKKEEPER
20-30 hrs. Bonus provided. Modern office. Knowledge of A/R, Bookkeeping and Excel. Call Bob (313) 324-6300

CONSTRUCTION EXPERIENCED Sub contractors needed 25 years family company. Call Mr. Bob (313) 421-5700 Livonia Southfield. (810) 349-1818

Construction
FACILITIES MANAGERS
Experienced Maintenance/Repairmen to develop facility managers to manage 3 facilities. Must be able to read blueprints and do minor repairs. Fax resume/letter stating salary requirements to: P.O. Box 8134, Farmington Hills, MI 48333-8134

CONSTRUCTION
FIELD inspectors needed for sub contractors. Must have own car, Will train. Dependable vehicle and good driving record a must. Full time and some Saturdays available. Apply in person: Dobinsky & Equipment Corporation 36251 Schoolcraft Rd. Livonia, MI 48150

CONSTRUCTION heavy equipment operator operating engineers. Steady work/benefits/overtime. Call Local 324 (313) 752-4232

Construction Inspectors
for homes/condos/apts. Must have driver's license/ability to read blueprints and know building practices. Apply in person: Dobinsky & Equipment Corporation 36251 Schoolcraft Rd. Livonia, MI 48150 Equal Opportunity Employer

CONSTRUCTION Project Superintendent/foreman. Crew leader. Steady work, advanced pay, benefits, opportunity. Call Dan between 2-4pm (810) 752-4232

CONSTRUCTION SUPERINTENDENT SERVICE MANAGER
Needed for established residential/commercial/industrial Contractor. Send resumes to: P.O. Box 1113 Dobinsky & Equipment Corporation 36251 Schoolcraft Rd. Livonia, MI 48150

CONSTRUCTION SUPERVISOR
Carpenters & Laborers for commercial construction work. Must have own transportation. Pay is negotiable based on experience. Call (810) 771-4882

CONTROLLER
METCALF Auto construction has opening for controller. Computer knowledge & minority preferred. Call (810) 348-8147
Dobinsky & Equipment Corporation 36251 Schoolcraft Rd. Livonia, MI 48150

CONTROLS ENGINEER
Metcraft's Boat Lift Division has an immediate opening for a controls engineer. Must have good troubleshooting skills and knowledge of PLC's and motor controls. Call Mr. Bob 313-459-7500

CONTROLLER
St. Clair County Community Mental Health has a position opening for an experienced accountant. This is a "hands on" high exposure position. Successful candidate must be able to compile financial statements, prepare budgets and reports, and maintain accounting staff. Must have strong PC knowledge including Windows and MS Office. Advanced knowledge of Windows Spreadsheet and Word is a plus. Salary is commensurate with background and experience. Send resume to: Karen Hoffer, Big Brothers Big Sisters, 132 Tony, MI 48063 or Fax resume to: 810-749-3054

COOK/COOK ASSISTANT & DIETARY AIDES NEW WAGE SCALE
Rest Bucknell Nursing Center has immediate openings for a cook, cook assistant, and dietary aides. Please apply at 8440 W Nelson Rd. Bucknell. For details call Carey Simkins at 810-681-1600

COOKS
The Radisson Suite Hotel is hiring Cooks. Full & part time. Excellent pay & benefits. Must be willing to work flexible hours. Apply in person 31309 Grand River Farmington Hills

COPYING HELP
Large dual printing company has needed copying equipment for assembling short run jobs. Must have excellent pay & benefits. Apply at Eagle Brook National Reproductions Corporation 28400 Nagel Farmington Hills, MI 48331 (810) 476-7400

COPY MAIL CENTER PERSONNEL
ALCO Management Services is expanding its operations in the Oakland County area. We are currently accepting applications for staff positions with an outstanding reputation for quality customer relationships in a business environment. Our Management Services includes Experience preferred but not necessary in photocopying, mail and/or business operations. We need hard working, dependable people who want to work in a fast paced environment with excellent benefits and a competitive salary. Please send your resume to: ALCO MANAGEMENT SERVICES 31180 Bridge Street Suite 94 Farmington, MI 48336-1302 EOE

COSMETICIAN
Responsible for all aspects of cosmetology. Experience in Aromatherapy helpful. Must work well with people. Call Ann 357-4330

COSMETOLOGIST EXPERIENCED
In nail replacement for newly opening in Bloomfield. Call Kathy (810) 433-0818

COUNTER HELP Early morning. Mon-Fri. Possible week ends. Apply Mr. Donut 30000 Grand River Farmington Hills Southfield 313-352-3818

COUNTER HELP
Sub Connection Sandwiches Good pay. Paid holidays. Good working environment. Maple Rd Chesterfield Township. (810) 626-0000

COUNTER HELP WANTED
For most markets in Now.
Part time. Earn 20+. Will train.
Apply within: Lost Knoble Chevrolet 33210 W 12 Mile Farmington Hills. (810) 553-0023

CPA FIRM in Troy has a part time position with potential for full time assistance for a recent accounting graduate. Please send resume to: Karen in 100 E Big Beaver Rd. Suite 132 Troy, MI 48083 or Fax resume to: 810 646-3054

CREDIT ANALYST
National financial services company seeks person with 3-5 years professional experience in consumer lending. Financial statement analysis in the form of credit memo required. Good salary benefits. Send resume to Mark, P.O. Box 8000 Farmington Hills 48333

CLERKS WANTED
MUST have excellent organizational skills. Use to be able to lift 50 lbs. Full time. 5 days week. Wage + mileage. Farmington area. Call 476-1138

CUSTOMER NEEDED for the same brand Community Center at a leading company. Mon-Fri. 8-4 pm. Excellent pay & benefits. Apply at Eagle Brook National Reproductions Corporation 28400 Nagel Farmington Hills, MI 48331 (810) 476-7400

CUSTOMER SERVICE
Person needed to help handle client services for leading investment professional. Experience in computer skills required. Good computer skills preferred. Good salary plus excellent benefits package. Hours Monday & Friday, plus some overtime.
Mail to:
KNC Near Lake Drive Site
Center, MI 48202
Fax (313) 822-0024
An Equal Opportunity Employer

CUSTOMER SERVICE
AERIAL CENTURY is seeking a full time service accounts & bill paying clerk. Full time with benefits. Call Fax: (810) 474-1800 ext. 47

CUSTOMER SERVICE
Person needed for light handle clerical work for Bloomfield Hills. Must be professional. Experience in computer skills required. Good computer skills preferred. Good salary plus excellent benefits package. Hours Monday & Friday, plus some overtime.
Mail to:
KNC Near Lake Drive Site
Center, MI 48202
Fax (313) 822-0024
An Equal Opportunity Employer

CUSTOMER SERVICE
Data Entry & analysis of payroll for large Livonia firm. Must be able to work in a fast paced environment. Call Jeanette at (313) 525-9400

CUSTOMER SERVICE
The leading medical research company in Detroit is opening new production project. Very flexible. Typing Skills.
Shifts: - Pm 5:30-9pm
- Sat. 10am - 6pm
- Sun. 12 - 6pm
- Guarantee 30+ hours
- Pay $5.50 to start
Call Claire 810-646-7862
UNIFORCE SERVICES

Customer Service Representative
Growing Michigan medical health care organization seeks a Customer Service Representative. Duties include assisting customers and other company personnel in providing service, obtaining and handling clinical functions associated with the position. Individual must be a self starter with good organizational skills. Bachelor's Degree preferred. Two years customer service experience and medical or health care related field are also preferred. Interested candidates please forward resume stating salary requirements to:
Mail to: CSR
P.O. Box 1351
Ann Arbor, MI 48107
EOE

CUSTOMER SERVICE REPRESENTATIVES
CUSTOMER Service Rep. (full/part time) needed by a national marketing firm in Southfield. Hours are Mon-Fri 8-5. Duties include data entry, customer service, outbound calls and other duties as assigned. Must have excellent 30 wpm typing skills. Strong telephone manner. Some weekend work is required. If you are interested please call 800-666-8634
Have an ID 3365-01-465
Ideally suited for disabled applicant
Equal Opportunity Employer

CUSTOMER SERVICE REPRESENTATIVES
Our growing company in Southfield has immediate openings for individuals with strong communication skills to provide exceptional customer service. Familiarity with PC and proof reading experience is required. Starting salary $8K+ Benefits. Excellent for recently graduated bachelorette. 401k, 100% college tuition, life insurance, health/dental coverage.
Mail to:
KNC Near Lake Drive Site
Center, MI 48202
Fax (313) 822-0024
An Equal Opportunity Employer

Customer Service Advisor
Are you seeking a permanent position with a stable and growing company? Do you have the ability to handle multiple responsibilities? Do you enjoy customer contact? Does the thought of a challenging position with a fast paced environment excite you? Successful candidate will have strong communication skills, work well under pressure, be self motivated and have strong computer skills. Excellent salary and benefits package.
Mail or Fax resume to:
Henderson Glass
(810) 529-4430, x205

CUSTOMER SERVICE
Dynamic employee communications firm is looking for a detail oriented Customer Service Rep who can work in fast paced environment. Excellent opportunity for team player with proven ability to consider customer experience, good attention and people skills, strong and active listening, multi-tasking, and strong computer skills. Ideal candidate will have a minimum of one year of customer service experience. Excellent benefits package. Fax resume with salary requirements to: 637-4714.
Send resume with salary requirements to:
Corporate Office Manager
P.O. Box 1363
Madison Heights, MI 48071-0363

CUSTOMER SERVICE REPRESENTATIVE
$5 PER HR
Part & Full Time
Positions Available
Excellent Customer Service Position available for National Corporation located in Southfield.
- Prior CSR experience
- Excellent communication skills
- Positive Attitude
- Some college education required
- Extensive past training
Don't miss this great opportunity. Call today for an appointment
Olsten Staffing Services
Southfield
(810) 354-0555

CUSTOMER SERVICE REPS
CONNIMETRATH, the largest service advertising in Michigan is hiring qualified applicants to join our customer service team. The successful applicants must possess experience handling customer inquiries, preferably in a telephone/sales setting, with excellent communication skills, attention to detail, and an interest in customer service.
We offer a competitive salary and benefits package including 401(k) and CONNIMETRATH SALE MEMBERSHIP. Please fax resume to: Ms. Kim Hoffman, CONNIMETRATH, 24700 NW HIGHWAY, SUITE 200, SOUTHFIELD, MI 48075 Fax (810) 559-0270
EOE M/F/D/V

CUSTOMER SERVICE REPRESENTATIVE
For fast paced telecommunications company in the area. Must have telecom background. Ideal candidate must be organized and be proficient in Lotus 1-2-3, and word processing. Excellent communication skills. Excellent salary and benefits package. Send resume with salary requirements to: Customer Service Representative, P.O. Box 1351 Livonia, MI 48151-1351

DARKROOM TECH
Fun Work & Fun Bonuses Some Exp. Must know Photo, PS/W, photo processing, MAC based Photo Shop & Quark helpful. Competitive salary. Send resume to:
Production Manager
Tower Publishing 33123 W 8 Mile Rd. Livonia, MI 48152

Customer Service Representative
Dynamic Telecommunications company seeks a motivated individual to provide customer service to customers and other company personnel. Ideal candidate possesses strong communication skills, attention to detail, and an interest in customer service. Excellent salary and benefits package. Fax resume to: Human Resources, SOURCE ONE MORTGAGE SERVICES CORPORATION 27933 Farmington Road Farmington Hills, MI 48334
Equal Opportunity Employer M/F/D/V

DELIVERY AGENTS
Thursdays & Friday delivering magazines. Earn up to $60 per day or more. Delivery vehicle required. Excellent opportunity for all.
(810) 474-1800, Fax 53 or 57

DELIVERY DRIVER for Detroit Area. Experienced person with good driving record. Part time, good pay, company
(313) 431-0332

DELIVERY ROUTE 12 hrs. Route sales. Pre-Production 8 hrs. 24 hours total. $7.50 per hr + Bonus. Company Car. Call leave name & number at
(810) 432-3662

Designers
Detailers, Layout & Designers
At Anser, CADAM CATIA, COIL UNIGRAPHICS
TROY DESIGN INC.
2161 John R. Rochester, MI 48063
810-689-4600 FAX 810-689-1109

DESIGNER - CHASSIS PODS
Chassis, Suspension, Packaging. Designer 1-5 years experience in Automotive Engineering. 16030 Michigan Ave., Dearborn, MI 48126 Fax number 313 846-7278

DESIGNER ENGINEER/DRAFTSMAN
Farmington Hills manufacturer of precision sheet parts has full part time opening. Ideal for student seeking some experience with Pro/Desktop & precision ground sheet metal.
Call Mon-Wed 9-3 - 810-476-6600

DESIGNERS - AUTOCAD
2 year electrical Design experience. Mechanical experience helpful. Automotive Engineering. 16030 Michigan Ave. Dearborn, MI 48126 Fax 313 846-7278

DESIGNERS PDGS
$500 BONUS
Long term opportunity in Livonia. 4-7 Automotive with Euro PDGS background. Interview Monday 2/7 PM Tuesday 8-2. Hyatt in Dearborn. Call Peak Northern 313-591-1234

ACCUTECH
DIE MAKER
Trained grinder - finisher
Carbide insertion experience
(313) 422-4540

DIESEL MECHANIC - Heavy duty diesel. Knowledgeable in Detroit Diesel 3 yrs. experience preferred. Send resume to: P.O. Box 787 Dearborn, MI 48126

DIE SET-UP
Metal stamping company requires person with background in set-up and/or experience in operating. Apply at EPC & Center, Inc/Farmington & plus. High competitive wages, profit sharing, 401 K & dental plan. Send resume to: Cove & Center Industries 5000 East Plymouth, 48170 Attn: Human Resource Manager

DIRECT CARE
All shifts, full time. $5.50-$6.10 start. For work in Plymouth and Ann Arbor. 313-420-0878, for work in Dearborn Hts., call Terrell 313-274-1800, for other location, call 810-477-3307

DIRECT CARE
IMMEDIATE OPENINGS
For group home in Livonia, over 3 clients. No sleep. Full-part time, all shifts. $6.25/hour. Positive training, staff Benefits with growth potential. (313)953-8563 or 341-9423

DIRECT CARE Live-in manager. Weekend. High functioning autistic resident. Excellent salary + room/board. (810) 569-3661

DIRECT CARE STAFF
Need experienced staff. Call 10AM-2PM
Belleville (313)699-6543
of Belleville (313)699-3808
Canton (313)981-9328
Dearborn (313)277-8193
Livonia (313)474-0283
Westland (313)326-4384

DIRECT CARE STAFF
For group home in Northville. High functioning autistic male. Valid Driver's License. Call Mon-Fri. 10am-3pm. 810-981-8796

DIRECT CARE STAFF
Previous experience with developmentally disabled preferred. $5.50-$6.15 an hour to start. Training pays more. Excellent opportunities. Call Training Center at (810) 478-3660
DIVONA GROUP HOMES
313-981-0870 Industrial Center
810-478-3660
BELLEVILLE
313-699-6113
GARDEN CITY/ROSEVILLE
313-513-4131 / 313-642-1950
For future information call
313-292-6298

DIRECT CARE STAFF needed to work in Downtown Hospital group home with high functioning developmentally disabled adults. Afternoon and night shifts. Must be 18 years of age, have good driving record, a high school diploma or GED. Training provided. Competitive salary, medical/dental insurance, pension, etc.
Call
(810) 298-3802

DIRECT CARE WORKERS
Residential facilities for developmentally brain injured adults in the Oakland County area are looking for responsible, dependable, caring individuals. Must have good driving record, be 18 years of age, have a high school diploma or GED. Training provided. Competitive salary, medical/dental insurance, pension, etc.
Call
(810) 298-3802

DIRECT CARE WORKERS
Residential facilities for developmentally brain injured adults in the Oakland County area are looking for responsible, dependable, caring individuals. Must have good driving record, be 18 years of age, have a high school diploma or GED. Training provided. Competitive salary, medical/dental insurance, pension, etc.
TDD Users, call 1-800-649-3777
An Equal Opportunity Employer

DIRECT CARE WORKERS
for Group Home in Livonia. Hours: Saturdays, Sundays, Monday 5p-7a, Tuesday 5p-7a, Wednesday 5p-7a, Thursday 5p-7a, Friday 5p-7a. Call Mr. Rogers at
810-477-3307

DIRECT CARE workers needed, preferred, trained, but will train. Mon-Fri 8-4, Bonus
313-436-8601

DIRECT CARE WORKERS
to work with developmentally disabled adults. Must be MORC trained. Training provided. Competitive salary. $3.75-$7.00 an hr. Bloomfield area. (810) 681-6192

DIRECTOR
KIDS CLUB (Kindergarten - latchkey children) Mon. thru Fri. afternoons, 3:15-6:15pm. Nurturing, high energy, creative person with good development in teaching background. Send resume to: Cathy Hetler Quarton Elementary School 2250 Lahser Bloomfield Hills, 48013 Chesterfield, Birmingham, MI 48009

DIRECTOR
LEARNING RESOURCES AND TECHNOLOGY
Oakland Community College, a four-year private multi-campus business, seeks applicants for the position of Director of Learning Resources and Technology. The Director leads College-wide initiatives in the use of technology to support both instruction and administration. Responsibilities include managing library services, centralized (OCLINK) and distance information delivery systems, telecommunications and other instructional technology (computer and video conferencing for lab and classroom instruction, and student and administrative computing networks (financial systems and application software). As member of the College's senior management team the successful applicant must possess current technical and interpersonal skills and a proven ability to manage service quality through teamwork in a progressive and supportive environment. Experience in academic environment preferred. Bachelor's degree required; MLS and business/sciences degrees preferred. Applications should have an MLS or equivalent degree relevant to the position and 3 to 5 years related experience. Submit a letter of application and resume to Vince Lindell, Vice President Academic Affairs, Oakland Community College, 2480 Opdyke, Bloomfield Hills, MI 48304. Closing date August 15, 1995

DIRECTOR OF CHRISTIAN EDUCATION
Franklin Community Presbyterian Church. Part time, 20 hours per week. Send resume to 32473 Northwestern Hwy. Franklin, MI 48025 Attn: Staff Parish Committee

DIRECTOR of Environmental Services. Experienced housekeeping and laundry supervisor sought for multi-family building. Knowledge of OSHA, OSHA rules/regulations and safety programming required. Certified Executive Housekeeper preferred. Excellent wage and benefits package offered for the right candidate. Fax resume to: Human Resources, 100 Plymouth Court, 100 Hegarty Road, Plymouth MI 48170 EOE

DIRECTOR of Environmental Services. Experienced housekeeping and laundry supervisor sought for multi-family building. Knowledge of OSHA, OSHA rules/regulations and safety programming required. Certified Executive Housekeeper preferred. Excellent wage and benefits package offered for the right candidate. Fax resume to: Human Resources, 100 Plymouth Court, 100 Hegarty Road, Plymouth MI 48170 EOE

DIRECT SALES - I need strong drivers. Dependable vehicle a must. Heating & air conditioning. 3 years experience preferred. Excellent pay, bonuses, health insurance, uniforms, truck, subject training, advancement opportunity. Call Mr. Bob Hoffman Inc. Shv STOR, 30400 Schoolcraft, Livonia 313-420-3773

DISC JOCKEY WANTED
313 815 on the hour Chesterfield appearances Sundays (810) 615-4444

DISHWASHERS & CLEANING
Positions - immediate openings. Fox Hills Country Club. Excellent Compensation wages, free golf privileges, seniors welcome. 313-453-7777

DISPATCH ASSISTANT
General Telephone Sales & orders. Please contact Rich or Gary at
GORDON CHEVROLET
(313) 427-6700

DISPATCHER
Downriver truck load dealer seeks motivated individual to add to its growing operation. We seek a person with good telephone skills, a positive attitude and with some experience. Benefit package, 401-K program, life insurance, paid holidays, vacation. Send complete resume and salary requirements to:
Operations Manager
P.O. Box 91
Taylor, MI 48180

DISPATCHER TRAINEE
Suburban bus line has immediate opening for person interested in being trained and work.
313-421-9600

DOG GROOMER
Experienced groomer needed for part time. Reasonable location.
Call Ann (313) 981-1212

DOG GROOMERS
Experienced
Beginners welcome
Call Marcelle (313) 278-6767

DRAFTING
3 years minimum engineering related experience preferred. Some mechanical experience helpful. Send resume to: Human Resources Manager, P.O. Box 7616, Plymouth, MI 48170

500 Help Wanted

DISTRIBUTION
It is the responsibility of the individual in the Distribution Center, and oversee our food buying system as well as other single items. Excellent opportunities for advancement out there daily and 7-30 hours per week delivery checklist, in addition to overseeing the trucking operation. Pay includes will be the direct supervisor liaison with the warehouse directing them on how and when to load and to be on time and what loads. The individual will coordinate with the warehouse the receiving of stores orders at the beginning of the week and be sure that the food and non-food items packed and in order to make them available for any emergency situations that may arise at the Distribution Center. Coordinating of any and all the Distribution Center will be done by the individual in order to provide timely delivery. Directing the activity to minimize the effect of any unexpected delays, breakdowns and contact. Emergency procedures and policies will be implemented in the event of any unexpected delays, losses by truck drivers or single items. Contact the Distribution Center. Responsibilities include the Distribution Manager delegating the papers. Candidate should have some experience with computers, Word, Excel, Lotus. Good management skills is essential, the ability to work with people, be able to make quick and accurate decisions. Applicants send resumes to Ronald J. Kaminski, Dairy Queen, P.O. Box 43605, Detroit, MI 48243

DISTRIBUTION PROFESSIONALS
FAST growing food distributor seeks individual a working experienced person to fill a position within our organization. Competitive compensation and benefit package. Excellent opportunity for fresh graduate looking for a career. Fax resume to: Human Resources, Quality Sales, Repair Technicians, and Warehouse/Delivery positions available. Please respond via resume or letter to:
Box 81486
Oberweis & Eccentric Restaurant
36251 Schoolcraft Rd
Livonia, MI 48150

DON'T BE JUST ANOTHER FACELESS NAME IN THE CROWD...
Personalize your classified ad with your company logo.
Century 21
Kroger
Ask your salesperson for details
Observer & Eccentric
313-591-0900
810-644-1070

DRIVER A CDL
Local contract freight line from Detroit & Toledo. Earn $600 to $800 + bonus per week. Call Mr. Bob Hoffman Inc. Shv STOR, 30400 Schoolcraft, Livonia. Need 1 year experience.
1-800-423-6620

DRIVER/DELIVERY PERSON
PART-TIME. Be an hour.
Page 810-315-8874
& leave number

DRIVER FOREMAN for local petroleum bulk wholesaler requiring eligibility for Class B CDL. Supervision of 15 CDL Class B Drivers. Good salary and benefits package. Fax resume to Mr. George, P.O. Box 30218 Detroit, MI 48230

DRIVER FOR SHOW
Part time, flexible hours. Must have experience. Will train. Hourly wage. Good driving record. Call Dave (810) 540-0117, ext. 300

DRIVER - FULL-TIME
Horse health agency. Wages & benefits. Call 313-761-1601

DRIVER
GARDENER Wanted. Furniture is being experienced drivers EOE. Call Mr. Bob 7700 S. Huron, Taylor Drug free workplace

DRIVER
Growing Transportation Company seeks Class A Experienced driver. Good pay & many benefits, including 401K. Must have good driving record, good holding experience a plus. Apply in person at
J & K Transportation Inc.
7800 Jackson Road, Ypsilanti
Or call Mon 8-4 313-485-7400

DRIVER
IMMEDIATE opening for a driver with a valid Michigan driver's license. Must have CDL & license. Lots of overtime available.
313-591-0017

TELEMARKETING REPRESENTATIVES
Do you have good telephone skills? Looking for a job that offers good financial reward?
O&E we are looking for several people to assist us in soliciting new advertising business over the telephone on a part-time basis in the afternoon and evenings. No experience necessary; we will provide all the training. These positions pay $6 per hour plus a generous commission. We offer a great working environment. EOE. To apply, call Jeanette at (313)953-2277

500 Help Wanted

Retail
PROJECT #899:
BUILDERS SQUARE FRONT DOOR

Join Those Who Make It Possible At Builders Square

As one of the nation's largest home improvement chains, with over $2.5 billion in sales and 160+ stores, Builders Square has been helping people realize their dreams for over a decade. Now it's our turn to realize a dream of our own:

The Grand Opening
of our newest home improvement store in
Livonia

Isn't it time you realized your *dream* by joining us as we seek to staff our new store with the following positions:

SR. SALES ASSOCIATES - ALL DEPARTMENTS
SALES/DESIGN MANAGER & CONSULTANTS
CASHIERS

You will enjoy an attractive compensation package, a fast-paced environment, growth potential, AND the satisfaction of helping others. Interested candidates may apply in person Monday-Sunday from 8:00 am to 5:00 pm at:

BUILDERS SQUARE
Builders Square
30000 Plymouth Rd.
Livonia, MI 48150
Equal Opportunity Employer

Automotive
PUT YOUR CAREER IN HIGH GEAR.

At Montgomery Ward's Auto Express, we offer the best name brands, state-of-the-art equipment and exceptional customer service. Plus, as a part of our nationally acclaimed automotive team, you will enjoy an excellent outstanding career. Immediate opportunities are available in SOUTHFIELD:

AUTO CENTER COMMISSION SALES ASSOCIATES
AUTO INSTALLERS
AUTO TECHNICIANS

Previous automotive experience preferred.

At Auto Express, you'll experience career challenges and growth opportunities along with competitive compensation, excellent benefits, savings & profit sharing plans and merchandise discounts.

APPLY IN PERSON OR SEND RESUMES TO:
Montgomery Ward, Ed Tenbrink
28500 Telegraph Road, Southfield
NO AGENCY, EOE.

AutoExpress

CUSTOMER SERVICE
COMPUTER MANAGER
Do you have at least 2 years of post experience working with computer databases, computer operating systems and data processing procedures? Are you familiar with word processing and spreadsheet data input and formatting? We are seeking an individual with this experience and excellent "people skills" to supervise customer service and clerical support staff, including hiring, training and evaluating of staff. Must be able to develop a team environment and motivate others. Responsibilities will include operation and maintenance of the computer system, generation of reports, responding and resolving to customer inquiries, accounting for cash receipts. Familiarity with newspaper circulation department activities is preferable, but not essential. We offer a competitive starting wage and excellent benefits package. EOE. To apply, FAX resume to: (313) 591-9292, ATTN: Human Resources Department, Vacancy #95-48.

RECEPTIONIST
We are looking for several people with good typing skills, the ability to greet customers in a friendly manner and answer the telephone in a professional manner to work on an "as needed" basis. We find ourselves short-handed when our receptionists are on vacation, call in sick or need a day off. The people selected would need to be able to work on short notice in some of these situations. Openings are available in various offices located in Oakland and western Wayne counties. We pay an excellent hourly wage, exciting work environment and will provide training. This is a great opportunity for someone looking to gain work experience. EOE.
To apply, call Jeanette at (313) 953-2277

Marketing
Project Directors
Marketing and Creative Services
The nation's leader in performance improvement has a unique opportunity available in its Michigan Marketing Service Group.

You will work with our Account Managers to develop, structure, and deliver Performance Improvement Programs for our clients. This involves conceptualizing, planning, and writing presentations and internal communications materials, developing solutions and coordinating activities with all supporting departments.

Qualifications include a related Bachelor's degree, 3-4 years of solid business communications experience and strong organizational, interpersonal and communications skills. Knowledge of the automotive industry is a plus.

For consideration, submit your resume and salary history in confidence to:

MARITZ® PERFORMANCE IMPROVEMENT COMPANY
1000 Prudential Town Center
Suite 1200/Attn: KW
Southfield, MI 48076
An Equal Opportunity Employer M/F/D/V

GRAPHIC DESIGNERS
Design your future at Waldenbooks! As a leading retailer in the book industry, we currently have new opportunities at our Ann Arbor, MI headquarters for Graphic Designers.

As a member of the Marketing team, you'll develop creative concepts, coordinate with free-lancers and outside agencies in the execution of marketing and corporate projects including store sign packages, direct mail pieces, newsletters, and in-house, multi-media presentations.

Qualified candidates must have a BA/BS degree in Graphic Design/Fine Arts; able to work with various departments under pressure and within strict deadlines; 1-3 years work experience in a graphic design capacity; and proficiency in Macintosh (Quark XPress or Pagemaker) are necessary. Candidate will also be required to operate a variety of equipment and be able to interface with outside vendors. Actual hours will vary and candidate will often be required to stay until jobs are complete. Quality samples must be submitted. Only resumes with salary requirements will be considered.

GRAPHIC DESIGN MANAGER
Responsible for managing the Graphic Design Department. Minimum 5 years experience.

We offer full benefits including personal and vacation time, insurance and a 401(k) plan. To apply for these positions, please fax/mail your resume, including salary history and cover letter to: Human Resources Fax (313) 913-1868 or Waldenbooks, Graphic Designer Positions, 811 Maynard, Ann Arbor, MI 48104. We are an equal opportunity employer. M/F/D/V

Waldenbooks