500 Help Wanted

CUSTOMER REPRESENTATIVE
CP Systems needs Customer Representative to schedule equipment for the Family Portrait Company. Business hours are Monday - Friday 8:30-5:00 pm. Our home office and warehouse, staff more than a great place to work, has an immediate full-time opening. If you are at least 18 years old, have a high school diploma or GED, have good communication skills, a pleasant telephone manner, and a dependable car, call us! 1-800-422-3089 Ext. 434

CUSTOMER SERVICE REPRESENTATIVE
Opening in payment department of Southfield health association. 2 years of medical office experience required. Knowledge of computer entry and excellent verbal and communication skills a plus. Medical terminology knowledge helpful. Send resume and salary requirements to: S. Sabet, P. Box 5242, Detroit, MI 48205

CUSTOMER SERVICE REPRESENTATIVE
Insurance Underwriting company has an immediate opening for in-house customer service representative position. Experience in executing a variety of customer service functions is a plus. Send resume to: PO Box 916, Southfield, MI 48037

CUSTOMER SERVICE
Ad agency seeking detail oriented, highly energetic people with good communication skills. Computer experience a plus. Must be dependable. Apply in person at: The Landings, 30400 Telegraph, Bldg. 40, Suite 250, Bloomfield Hills, Between 9-5.

CUSTOMER SERVICE REPRESENTATIVE
Data Document Corporation seeks customer service representative for our department. Time equivalent school education and two years customer service experience required. Knowledge of equipment or supplies a plus. Computer experience helpful. Excellent interpersonal, written and verbal skills are mandatory. Send resume and salary history to: DDC, Customer Service, 400 Galleria Officentre, Suite 200, Southfield, MI 48034

CUSTOMER SERVICE REPRESENTATIVE
A growing service provider for Fortune 500 companies is seeking full time customer service representatives to start our Southfield office. Duties include placing equipment in our customer's facilities, with benefits. Applicants must possess excellent communication skills, customer service experience & ability to work in a team environment. Send resumes to: Jackie Davis, Sr. Customer Service Rep., P.O. Box 231, East Pointe, MI 48021, FAX: 313-775-7963

Customer Service Reps
Open House
Monday, August 7, 1995
10am - 9pm
The Market
Big Beaver/I-75
97-5PV
Positions available in customer service, telemarketing, sales, & clerical.
Temporary assignments available.
Please bring 2 copies of your resume to:
810-540-4552
Olsten Staffing Services

CUSTOMER SERVICE REPS
Opening immediately, the largest provider of temporary help is looking for customer service representatives. Ideal candidates possess excellent communication skills, a pleasant telephone manner, and have a minimum of one year of customer service experience. Excellent opportunity to work in a fast paced environment. Send resume and salary requirements to: Customer Service Reps, 30400 Telegraph, Bldg. 40, Suite 250, Bloomfield Hills, MI 48025. We offer a competitive salary and benefits package, including life insurance, 401k and profit sharing plans. For immediate consideration, call Jackie Davis at 313-540-4552. EOE

CUSTOMER SERVICE
for retail store. Good communication skills. Flexible hours. Apply in person: 913-304-6399

CUSTOMER SERVICE COORDINATOR
Budget Rent A Car is looking for dependable individuals to work as Customer Service Representatives at our Southfield location. The positions require a bilingual (Spanish) ability to provide customer service, process and prepare data, maintain exterior for rentals.
- Supply physical labor
- Strong communication skills
- Flexible hours

BUDGET RENT A CAR
Metro Airport
8113 Wickham Road
Romulus, MI 48174
An Equal Opportunity Employer

CUSTOMER SERVICE POSITION
Full time/part time positions available in Southfield. Send resume to: Attn: Ann, P.O. Box 780947, Lathrup Village, MI 48076

CUSTOMER SERVICE
Livonia full time, 35hrs. Fast paced environment. Computer experience required. Data entry, multi line phone system. Call 313-464-3170

Customer Service
Customer service representative, energetic, motivated individual, strong skills, where must have excellent phone manner. Call Mike Davis at: 810-327-1293

CUSTOMER SERVICE REP.
DSL is rapidly expanding company in Southfield providing goods and services to all public libraries in the area. Position available immediately. Must be organized, have an attention to detail, and be able to work in a fast paced environment which may lead to a career in the company. Ideal candidate will have a minimum of one year customer service experience. Forward resume and salary requirements to: DSL, Customer Service, Human Resources, 30400 Telegraph, Suite 200, Southfield, MI 48034

CUSTOMER SERVICE REPRESENTATIVE
A growing service provider for Fortune 500 companies is looking for customer service representatives to start our Southfield office. Duties include placing equipment in our customer's facilities, with benefits. Applicants must possess excellent communication skills, customer service experience & ability to work in a team environment. Send resumes to: Jackie Davis, Customer Service Rep., P.O. Box 231, East Pointe, MI 48021, FAX: 313-775-7963

DATA ENTRY
Expanding plastic container manufacturer is seeking experienced data entry particularly 9a-2p & 3pm-7pm. Ideal candidate will have 2 years data entry experience. Send work history to: Jerry Mitchell, Plastican, 1000 Technology Drive, Auburn Hills, MI 48326

CUSTOMER SERVICE REPRESENTATIVE
Data Document Corporation seeks customer service representative for our department. Time equivalent school education and two years customer service experience required. Knowledge of equipment or supplies a plus. Computer experience helpful. Excellent interpersonal, written and verbal skills are mandatory. Send resume and salary history to: DDC, Customer Service, 400 Galleria Officentre, Suite 200, Southfield, MI 48034

Data Processing
Database Programmers
Access
SQL
Permanent Position
Leading growing automotive company seeks Access, Database programmers, Sybase/Oracle candidates with 3-5 years in MIS Access or SQL Server. Send resume and salary requirements to: Attn: Staffing Manager, Box 2000, Southfield, MI 48037

Data Processing Opportunities
Cadence Insurance, Confederation of America, one of the leaders in Michigan's insurance industry, has several excellent opportunities available at our Corporate Office in Howell. Mail or fax the following positions:

Manager of Quality Assurance
Qualified applicant will be responsible for developing adherence to standards & conduct of quality control tests. College degree or equivalent. 5 years MIS experience. Min. of 3 years DP design, programming & analysis & a minimum of 2 years management experience in lieu of degree.

System Application Software Support Manager
Qualified applicant will develop, coach, & motivate performance of assigned employees on either the Insurance Accounting & Production Services or Property/Casualty Production Systems. Bachelor's degree in computer science or equivalent. Minimum 5 years DP experience, including minimum 2 years management experience in software support environment.

Project Manager
Qualified applicant will manage projects for mixed hardware/software environment. Bachelor's degree in computer science or equivalent. Minimum 5 years DP experience, including minimum 2 years of experience and 2 years project leadership experience. Knowledge of project management, leadership, conflict resolution, & staff development methodology skills required.

Resource Manager
Qualified applicant will develop & maintain resource allocations, schedules, & budgets for project teams. Bachelor's degree in computer science or equivalent. Minimum 5 years DP experience, including minimum 2 years of experience and 2 years project leadership experience. Knowledge of project management, leadership, conflict resolution, & staff development methodology skills required.

Programmer Analyst
Qualified candidates will have college degree or equivalent including formal DP training. Minimum 3 years DP experience required. Knowledge of MVS, TSO, ISPF, COBOL, Cobol Generator, Cobol Screen, Cobol Windows, SQL, CAIP, and Fast-Tran/Tran Generator preferred.

Candidates offering competitive salaries and a flexible benefit package. Qualified candidates should send resume, including compensation history, to: Human Resources, Department 95-DP, Cadence Insurance, 2950 Merchandise Mart, Howell, MI 48843

Equal Opportunity Employer

Data Processing
OFFICE AUTOMATION
Excellent opportunity for personnel computer technicians with software applications (Lotus 1-2-3, Wordperfect) and hardware/software support. Responsibilities include assisting customers with installing, training, and providing ongoing support. Send resume and salary requirements to: Human Resources, MOLDED ONE MORTGAGE SERVICES, 27555 Farmington Road, Farmington Hills, MI 48334

Equal Opportunity Employer
MF/D/V

DATA PROCESSING Person needed for small busy Southfield organization. Dealership & leasing experience helpful. Good salary, pay & benefits. Please call Joe for interview at: (810) 352-6280

FAX US YOUR AD
313-953-2232
SELL IT TODAY

DATA PROCESSING
Southfield based organization seeks experienced individuals with 3 years experience to assist in developing reports for end users using SQL Server. Must have knowledge with ASK60 Query and RAS 1 plus. Candidates would also include some maintenance on existing PC's and network. Accounting knowledge a plus. Strong interpersonal skills are required. Please indicate in your cover letter your salary history/requirements for consideration.
Mr. Lichtman, P.O. Box 841, Southfield, MI 48037

DATA PROCESSING
Since has immediate openings
- Novell Netware 3.11 or 4.1
- Unix, Unixware, great location
- ASA/AS400 Control Language
- Visual Basic, long term
- SAS, great location
- UCSFS, permanent
- Powerbuilder, permanent
- Powerbuilder Architect, benefits
- Assistant DBA, Contract to hire
- CICS, Cobol, team environment
- Online DBA, great location
- Systems Tester, short term
- Data Control Analyst, permanent, immediate
- Project Manager, client/server
- Windows Developer, permanent
- Cross Laser, great locations
- Maintainer for PC

SIRCO
301 Rochester Road, Suite 340
Troy, MI 48084
Attn: Kathy
Phone: (810) 362-2200
Fax: (810) 362-0081

Data Processing
Visual Basic Programmers
Smith Carpentmaking, Inc. the leader in information technology, is seeking services consultants to work on projects in Farmington Hills, Michigan. We are looking specifically for Visual Basic programmers analysts to develop client/server applications using Access and SQL Server in LAN/Client server environment. We are seeking MIS professionals with a minimum of 3 years of programming experience. Ideal candidates will have expertise in the following: Visual Basic, Access, SQL Server, Unix, C, Sybase. Any other ad hoc/systems salary commensurate benefits package and training to continue your professional growth. Please forward resume to:
Director of Human Resources
Smith Carpentmaking, Inc.
34705 West 12 Mile Road
Farmington Hills, MI
48331-3291

DAY CARE IN BLOOMFIELD
needs person to work full & part time in infant room. Must have 2 years experience. Call 626-1133

Day Porter
Part time, Mon-Fri. Professional office building. Light cleaning, minimum 2 years experience preferred. Send resume to: Day Porter, 30400 Telegraph, Suite 200, Bloomfield Hills, MI 48025

DAY PROGRAM INSTRUCTOR
Adults Monday - Friday. Benefits offered. Call Sarah Cole 313-295-0279

NORMANDY MARKET
Now hiring for all positions. Full or part time. No experience necessary. Apply in person 11461 S. Wayne Rd. Westland

DRIVER for growing western suburban pharmacy. Must be dependable. Looking for an aggressive customer service driver. Use your own car. Knowledge of Detroit area needs helpful and learn the right personality.
Apply in person at:
Neighborhood Apothecary, Suite
9555 Plymouth Dr. Canton, MI
in the Tiny Industrial Center

DELIVERY AGENTS
Chauffeurs & Messenger needed immediately. Earn up to $80 per day. Must have valid driver's license. Excellent motor vehicle record. Call 313-513-1500 or 31

DELIVERY DRIVER
Must have own or pickup with valid license, insurance. Hourly/$7.50 hr. Call 313-464-3170

DELIVERY HELP
for furniture store in Livonia. Full or Part time
(313) 427-3060

DESIGNER CHASSIS FOCUS
Chassis 3 years experience in chassis design Engineering, HICKS Michigan Dearborn, MI 48128
FAX 313-584-7276

DESIGNERS/DETAILERS
Engineering Consultants & Associates seeks Designers/Detailers with 5 years experience. Required: Unix, Intergraph, Microstation. Send resume to: E.E.P. CORPORATION, 28140 Mound Rd., Warren, MI 48092

DESK ATTENDANT
for JCC of Greater Detroit. Must be customer service oriented. Flexible hours. Contact Connie Lyman at (810) 967-4030. Ext 243

DIE MAKER
5 years experience tolerances minded, good attitude for high quality production. Must be able to read blueprints & achieve production ready status at new Plymouth facility. Work alone with ability to interface shop & management team. Ideal candidate demonstrates flexible skill, multi-machine experience. Send resume or apply at: E & E Manufacturing, 800 Industrial Dr., Plymouth, MI 48170

DIESEL MECHANIC - heavy duty diesel. Knowledgeable in Detroit diesel 2 yrs. experience. Call Kevin. Send resume to: P.O. Box 787, Dearborn, MI 48126

DIE SHOP - Experienced Die Maker Bridgeport, Surface Grinder Days, Overtime, Benefits. Canton City Call (313) 981-0280

DIRECT CARE
All shifts, full hours $5.50-$6 to start. Call Mr. Bill Jackson. Leaf Home 313-420-0676, for work in Dearborn Hts. Call Terrell 313-274-1663. For other locations, call 810-477-3327

DIRECT CARE
IMMEDIATE OPENINGS
For group homes in Livonia with 3 clients. No lifting. Full/part time all shifts $6.25/hour. Preferred trained staff. Benefits, growth, opportunity. (313) 953-8353 or 341-9423

DIRECT CARE
Part or full time positions. Competitive pay. Excellent benefits. Contact Director of Resident Counseling 313-422-1020

Direct Care
SPECIAL NEEDS TRAINER
Part time (27.5 hours/week) one to one trainer for work in private program for a behaviorally challenging female client with developmental disabilities. Hours are Mon-Fri 3:30-9:30 to start. Excellent benefits. Send resume to:
Teresa Sweeney
Jewish Vocational Service
22001 Southfield Road
Southfield, MI 48076
An Equal Opportunity Employer

DIRECT CARE STAFF needed to work in Dearborn Heights group home with high functioning developmentally disabled adult male. Must be 18 years of age. Have current driver's license. Have high school diploma or G.E.D. Benefits package. Hours are part time, full time, weekends and overnight. Call 313-292-3602

DIRECT CARE STAFF
Previous experience with developmentally disabled preferred. $5.50-$6.25 an hour to start. Training provided. Excellent benefits. Full and part time positions available.
LIVONIA GROUP HOMES
31214 Schoolcraft
BELLEVILLE
Call Mr. Bill Hollis
(313) 721-1211 / 313-942-1918
For further information call
313-253-6235

DIRECT CARE STAFF
need immediately! Call 12am and
Belleville (313)699-6543
or Belleville (313)699-3608
Canton (313)981-9328
Dearborn (313)277-8193
Livonia (313)474-0283
Westland (313)326-4934

DIRECT CARE STAFF
Wanted for Northville group home $5.33 start. Full, part, and flex time. Call 348-3000

DIRECT CARE STAFF full or part time. Benefits offered. $6.50 trained. Fully paid medical & dental. (313) 387-9036

DIRECT CARE STAFF
To work with developmentally disabled. Days/night shifts available. Call Mary Ryan 313-453-1300

DIRECT CARE STAFF
WE NEED YOUR FULL AND PART TIME POSITIONS
Alternative Living Services, a nationally recognized provider of mental retardation services, is looking for compassionate, if not seasoned, specially trained staff to work with our individuals afflicted with autism, mental retardation, and/or behavioral problems. Offers a caring environment for those severely retarded and autistic individuals. Offers a challenging environment for those severely retarded and autistic individuals. Offers a challenging environment for those severely retarded and autistic individuals. Offers a challenging