500 Help Wanted General

MARKETING COORDINATOR

NATIONAL Managed Healthcare Company seeks candidate for Marketing Department. Bachelors degree in communications, marketing or business required. At least 1 year experience in marketing, public relations or sales support preferred. Proficiency with Windows and Word 6.0 or higher. Excellent aptitude for numbers required. Experience with Power Point, Excel and Freelance preferred. Please send resume with salary requirements to: Personnel, West View Service, 32991 Hamilton Ct., Farmington Hills, MI 48334. E.O.E. Drug Free Work Place

MARKETING
HOME HEALTH CARE

Team player needed to work in a fast paced, Lathrup Village headquarted of a growing agency selling southeastern Michigan.

Must be self-motivated with proven organizational & communication skills. Marketing & sales background, some experience required, home or health care experience preferred. Must have a dependable car & phone. Marketing or nursing experience.

Excellent benefit package. Please send resume and salary requirements to:

IM Home Health Care
35005 Michigan Ave., Suite 400
Wayne, MI 48184
Attn: Human Resources
An Equal Opportunity Employer

MARKETING INSIDE SALES
Here's an immediate opening in a growing company. If you are good in dealing with people, both in person and over the phone, have a positive image, we will pay you $2000/month salary plus bonuses. If you are willing to work and learn, need accountability and want the chance of our lifetime friendly team, you owe it to yourself to look into this position. Career Opportunity.
(810)478-2981

MARKETING RESEARCH
Related individuals needed to conduct interesting consumer opinion research. Must be self-motivated and have transportation and income. We train. All shifts available. Birmingham area. Call Amy
(810)540-5332

MARKET RESEARCH FIRM
Needs individual with market research and coding experience to work Mon-Fri, 9-5. Computer skills a plus. Professional working environment. Call Elizabeth
(810) 627-2400, ext 318

MATERIALS PLANNER/ CONTRACT ADMINISTRATOR
Medium sized state of the art manufacturer of sealed electronic assemblies seeks experienced person to perform as Materials Planner for Contract Administrator. Responsibilities encompass planning for long lead material, liaison with support manufacturing & assembly schedules, expediting material shortages & expediting manufacturing & purchasing for contract fulfillment. Work from agreements, new orders. All aspects of contract administration including scheduled changes from the customer. Candidate must be experienced, self oriented, experienced with Windows, Excel, Word, Power Point & Internet. Previous experience in a manufacturing environment including these areas is strongly desired. Requirements against the order backlog & KIP against the inventory. Leaders Corp. Administrative Dept., at Victory Lane, 903 Ann Arbor Rd., Plymouth.
810-349-1111

MORTGAGE PROCESSORS
Exciting opportunity. Must have attention to detail, good customer relations, excellent communication skills. Prefer 2 years experience in the mortgage industry. Computer literate and knowledgeable with word processing, lotus, typing or computer skills. Call Mortgage Services
810-827-4021
Walk-in interviews on Wednesday at our office from 2030 W. 12 Mile, Southfield
(West side entrance)
Follow signs to Personnel Dept.

OPTICAL
WE'RE GROWING!
If you enjoy people and are looking for a fantastic career, First Opticianry is your answer. Our company is growing, and has positions available for support staff and doctors assistants in many of our 56 Michigan locations. We offer you a great opportunity, plus the ability to be a recognized team member while receiving competitive pay, health benefits, and the challenges of the retail environment. Optical experience a plus, but we will train the right customer-driven applicants. Don't wait a minute longer to start applying your life's experiences to this rewarding position. Call our employment hot line at 810-415-1760 or send resume to: Attn: Dept. 32400 Grand River, Farmington, MI 48336 "Attn Judy"

ORDINANCE ENFORCEMENT OFFICER
Part time, $7.50 - $13.00 per hour. Year-round, 20-30 hours per week, mostly inside work and some walking or Saturday hours. Perform duties in accordance with Ordinance code. Parking Enforcement positions and Security guard positions are available. Prior Law Enforcement experience preferred. Requires satisfactory criminal history and background check, high school diploma or GED with related experience. Ability to speak English fluently, ability to read, write, and understand English required. Apply in person at Township Hall, 42600 Ann Arbor Trail, Plymouth, MI 48170 EOE/AA/M/F

OUR COMPANY has openings for a few select individuals. We can teach & support you in learning an excellent income opportunity. If interested you should career orientation and aptitude test, call Cheryl or Donna now at (313) 453-0670

OUTGOING, ENERGETIC, quick learner needed to join our team. Meal Bowl Exp. Non-Smoker/ location
(810)347 2630

PACKAGING
Must have attention to detail. Good dexterity, math & related transportation.
(810) 414-9953, EXT 102.

PAINTERS
High quality. Experience preferred. Full time. Call 9am-5pm, leave message.
810-624-1071

PARTTIME WANTED, $8 $18 per hour. Apply between 9-4 M-F. Ann Arbor Temps, 2010 W. Stadium, Ann Arbor.

PARTS COUNTER
West Side Wayne County GM dealer. Salary plus commissions, all the fringe benefits. Must have GM experience. Apply to Bob 81830
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

MILL HANDS & TOOL MAKERS
3 years experience
Full benefit package
ROCK TOOL & MACHINE
313-455-8040

MORTGAGE COLLECTOR
Sterling Bank & Trust, F.S.B., has the following career opportunities available at our Corporate Office in Southfield. Full time Mortgage Collector. Previous experience desired. Computer literacy and excellent communication skills required. Competitive salary + benefits. Qualified candidates send resume only to:

Sterling bank & trust
One Oakland Towne Square
Fifth Floor
Southfield, MI 48076
Attn: Human Resources - 815
An Equal Opportunity Employer

MORTGAGE LOAN ORIGINATOR
Experienced or guided sales background. Looking to be part of a growing mortgage co. in Livonia? Good commission & pay structure. Willing to train the right person. Send resume to: Mayor Mortgage, 35200 Schoolcraft, Ste 102, Livonia, MI 48150 or call Bev (313) 425-7800

MORTGAGE
LOAN PROCESSOR
LOAN OFFICER
Dearborn based mortgage company seeking one (1) full time loan processor and one (1) full time loan officer. Leads provided.
Pay commensurate with experience
(313) 945-9600
NATIONWIDE 1ST MORTGAGE

LOAN SHIPPING/ DELIVERY SUPERVISOR UNDERWRITER
MCA Mortgage Corporation, a growing subsidiary of a strong industry company, has experienced significant growth in the past year resulting in the need for an experienced Underwriter. Must have a minimum of 2 years experience underwriting FNMA, FHLMC, FHA and VA loans. FHA or equivalent is required. Mortgage experience with 203k mortgages is a definite plus. We offer an excellent salary and benefits package. If you fulfill these requirements, are organized and work well as part of a team, reply in confidence to:
MCA Mortgage Corporation
P.O. Box 5017
Southfield, MI 48086-5017
Attn: Human Resources
FAX (810) 350-3339

MORTGAGE PROCESSOR
Growing company seeks an individual with 2 years experience in the mortgage industry. Must have knowledge of underwriting guidelines, package preparation & purchasing loans. Knowledge of loan agreements, new orders, all aspects of contract administration, including scheduled changes from the customer. Candidate must be self motivated and oriented, experienced with Windows, Excel, Word, Power Point & Internet. Previous experience in a manufacturing environment including these areas is strongly desired. Requirements against the order backlog & KIP against the inventory. Leaders Corp. Administrative Dept., at Victory Lane, 903 Ann Arbor Rd., Plymouth.
810-349-1111

MORTGAGE PROCESSORS
Exciting opportunity. Must have attention to detail, good customer relations, excellent communication skills. Prefer 2 years experience in the mortgage industry. Computer literate and knowledgeable with word processing, lotus, typing or computer skills. Call Mortgage Services
810-827-4021
Walk-in interviews on Wednesday at our office from 2030 W. 12 Mile, Southfield
(West side entrance)
Follow signs to Personnel Dept.

MORTGAGE SERVICING
DUTY Lender services is seeking to add a full time position.
INVESTOR REPORTER - Must have experience with GNMA, FNMA & FHLMC reporting.
DEFAULT SUPERVISOR - knowledge of FHA default regulations & loss mitigation experience required. Only candidates with prior experience need apply. Send resume to Servicing Manager P.O. Box 5064, Southfield, MI 48086-5064

NAIL TECH
Experienced only. Clientele waiting. Also HAIRSTYLIST - with some clientele. Call Tues-Sat. (810) 644-5144

NAIL TECHNICIANS & Z Shampoo Assistants for Nicer Salon in Southfield. Call Tues-Sat.
810-569-6634

NAIL TECH
Seeking licensed professional, with own clientele but will accept others. 313-261-5402

NANNYS - full & part time, live-in out Michigan & other States. $8 to $10 an hour. The Nanny Corporation
810-258-6330

$ NEED EXTRA CASH $
Evening positions available in Troy & Sterling Heights. Work right away!

TODAYS TEMPORARY
Troy (810) 649-4455
Auburn Hills (810) 373-7161
Detroit (313) 393-1890
TODAYS TEMPORARY
ATTN: LISA

NETWORK SPECIALISTS $50K + BENEFITS
Personnel Systems, 459-1166
e-mail, arborterps@AOL.com

NIGHT SHIFT
TO $9/HR
Temp-to-Perm
ANN ARBOR TEMPS 459-1166

NO EXPERIENCE NECESSARY! $500 TO $900 WEEKLY POTENTIAL PROCESSING WORKS! HOURS! CALL (714) 502-2123 Ext. 2011 (24 hours)

NOVAMAX TECHNOLOGIES is in need of Computers on Short Hard Personnel. We prefer experience in the diversified industries. Position requires a minimum high school education. This is an outstanding opportunity for permanent employment. Excellent benefit package. Please apply in person in complete application between the hours of 9:30 - 3:30 PM at: Novamax Technologies, 12801 Newburgh Rd., Livonia, MI 48150

NOW HIRING Homemakers, College Students, Seniors to be positions as concession workers/ ushers. A fast office cashier. Full time or part time. Flexible hrs. Fun, fast paced environment. If you are neat, trustworthy, reliable & have a working attitude, we want to talk with you! Apply in person at Cinemark Movies 16, of Universal Mall in Warren (I-94 Mile/Gratiot). Starting wage $5.50/hr.

OFFICE CLEANING
Farmington Hills & Livonia area. Part time, evenings & weekends. Good pay.
313-421-3361

OFFICE/DISPATCHER
Hiring now. Must be a very responsible person with strong people skills, detail oriented. Some computer knowledge. Full time afternoon hours. Apply in person 32487 Schoolcraft, Livonia. Arrowhead Heating & Cooling.
313-522-3773

OFFICE MANAGER
Downtown company has position available in front office. Qualified candidates should have accounting background, strong communication skills, and some word processing experience. Duties include: Invoicing, payroll, administration, maintaining, placement promotions, and supply control administration as well as other accounting functions. Send resume and salary requirements to:
Fuller, Inc.
1700 W. Fort St., Ste 100
Detroit, MI 48226

DON'T BE JUST ANOTHER FACELESS NAME IN THE CROWD...
Personalize your ad with your company logo!
Century 21
Above the Crowd
REMERICA
Realty World
Real Estate One
Ask Your Salesperson for details...
Observer & Eccentric Classified Advertising
313-591-0900
810-644-1070

PARALEGAL
A leading CPA firm is seeking an experienced for its Litigation Support Group. The ideal candidate will be a problem solver who possesses a solid understanding of financial statements, excellent research and organizational skills, and strong computer skills. Ideal candidate will have a bachelor degree in accounting or finance plus Computer salary. If interested, please send resume and salary requirements to: M. Winkney, P.O. Box 801, Bloomfield, MI 48017. An Equal Opportunity Employer

PARKS MAINTENANCE WORKER I
City of Southfield

Works outdoors in all weather conditions, performs parks, playfields, and outdoor ice rinks, mows trails, landscapes and equipment. Routine maintenance of trees, shrubs and turf. Requires 2 years experience in golf, parks or landscape maintenance, high school graduation or equivalent, valid driver's license, and must be or possess a Michigan CDL or be able to obtain same immediately. Preferred applicants possess a Certified Pesticide Applicator's license or be able to obtain within six months of hire. Salary $12.58-$15.42 p/hr., plus a comprehensive benefits package. Submit application no later than 5:00 p.m., Thursday, November 9, 1995 to: City of Southfield Personnel Dept., 26000 Evergreen Road, Southfield, MI 48076

AN EQUAL OPPORTUNITY EMPLOYER
4/1 NON
DRUG FREE WORKPLACE

PARTS COUNTER PERSON
Distributor for Carrier heating & cooling products. Must have knowledge of HVAC/refrigeration, knowledge, good interpersonal, organizational & customer service skills. Please send resume with salary history to Carrier Global Sales, 27001 Schoolcraft, Livonia, MI 48151, Attn Human Resources.
An Equal Opportunity Employer

PARTS DRIVER position available. Apply within Clark Hickory Ford, 24730 W Seven Mile, Detroit

PARTS MANAGER Large RV dealership in Ann Arbor area. Must be able to run the motor coach business. Must be highly motivated. Full time position. Mon-Sat. Benefits. Send resume to 46500 12 Mile Rd., Wixom, MI 48393

PARTS/SHIPPING & RECEIVING
NLB Corporation, a manufacturer of high pressure cleaning equipment, seeks an individual for growing company. Forklift & light lifting experience a plus. Hourly wage with benefit package & opportunity for advancement. Fax address below or send resume to the attention of:
PARTS MANAGER
NLB Corporation
2930 Beck Road
Wixom, MI 48393-7824
Equal Opportunity Employer

PHARMACY TECHS
Full-part time. Benefits available. Great opportunity. Nice working environment. Apply at:
6510 Telegraph, Bloomfield Hills
810-626-2525

PHOTO FINISHING
Temporary part time positions available for general help. No experience necessary. Weekdays 1:30 Morning (3AM-7:30PM) and Afternoon (Mid-11AM-7:30PM) available. 25-30 hours per week. Starting wage $5.55/hour. Apply North American Photo, 27725 Schoolcraft, Livonia (at Merriman).

PHOTOGRAPHER, PART-TIME afternoons. Experience required. Visual Sports Fairlane.
810-362-2033

PICTURE FRAMER
Experienced. Full & Part time. Excellent pay & fringe benefits. West Bloomfield area. Peter
810-540-0254

PICTURE FRAMERS
Full time. Exp. preferred. Management oriented position. Livonia area. Call Tyra
810-476-7577

PLANT MECHANIC
Packaging company desires a full time plant mechanic. Candidate must be experienced in all areas of HVAC, plumbing, building, equipment, electrical, mechanical. Send Resume to: Attn: Dept. 377, Resume, Plymouth, MI 48170

PLASTICS
WE are a growing container manufacturer seeking people with the following qualifications:

• 2 OR 4 YEAR TECHNICAL DEGREE OR
• MECHANICAL OR ELECTRICAL APTITUDE
• PLASTICS OR MANUFACTURING EXPERIENCE OR
• TECHNICAL CERTIFICATES OF ACHIEVEMENT

We offer a full benefit package, competitive wages and great opportunities for advancement. Forward resume/work history or FAX to:
PLASTICS
PO Box 85815
WESTLAND, MI 48185

PLUMBING INSPECTOR/ PLANS EXAMINER
The Charter Township of West Bloomfield is accepting applications for the position of Plumbing Inspector/ Plans Examiner. Selection for this position will require knowledge of the State of Michigan Plumbing Code under the provisions of Act No. 266 of Public Acts of 1929. Applicant must also have knowledge of review plumbing plans for all types of construction and understanding of code compliance. Applicants must be registered as a Plumbing Inspector/Plans Examiner with the State of Michigan according to the State Construction Code (Act 230 of the Public Acts of 1972). or the ability to obtain registration within 6 months. Salary range is $28,410.90 - $34,000.00 + $38,930.58 maximum with an excellent benefit package. Application forms may be picked up at the Personnel Department, 4550 West Maple Road, West Bloomfield (810-682-1200, ext. 609 Deadline to receive applications is Friday, November 10, 1995 at 3:00pm. A copy of your resume and cover letter should also be completed application. The Charter Township of West Bloomfield does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, or disability or other protected classifications under state or federal law in hiring or employment.
An Equal Opportunity Employer

PORTERS
Needed for busy dealership & rental agency. Good working environment. Room for advancement available for right individual. Competitive wage. Benefits include insurance, sick days, and 401K. To schedule an interview call Helen at 810-347-5800. McDonald Ford/McDonald Rent-A-Car. An Equal Opportunity Employer

POWDER COATER
Expanding, has day & afternoon positions. Will train. Production Room Operators. Apply in person at: 8400 Sterling, Sterling Heights, Mon-Fri, 8am-4pm. No phone calls.

PREPRESS OPERATOR. Knowledge of Mac and Windows platforms, setting and drum scanning, type setting and a variety of programs. Call Pressworks 810-478-8000

PRE-SCHOOL TEACHER needed for childcare center in Southwest Ann Arbor. Must have college education required. Experience necessary. For information (810) 427-5880

PRINTER - For dry cleaning. Full & Part time. No experience required. Southfield - 10 Mile/Telegraph area. (810) 349-3310 or 358-3311

Police Officer
The Charter Township of West Bloomfield is accepting applications for the position of Police Officer. Minimum qualifications include:

• U.S. Citizen
• Minimum age of eighteen years of age
• Two years of college in law enforcement or related field of study
• No felony convictions
• Normal hearing & color vision with any deficiency in visual acuity in each eye correctable to 20/20
• No physical, mental or emotional disability which precludes performing essential job functions of a Police Officer as adopted by the West Bloomfield Police Department.
• Possess a valid Michigan Operators license, good driving record, no serious misdemeanor convictions

• APPLICANTS MUST HAVE CURRENT PROOF OF HAVING PASSED THE POLICE PRE-EMPLOYMENT READING WRITING & PHYSICAL SKILLS TEST AT THE TIME OF APPLICATION

• Must fully comply with the employment standards published by the Michigan Law Enforcement Training council.

1995 salary range $27,029-$43,352. An application packet must be picked up in person between 8am-3pm, Monday-Friday at the Township Hall, 4550 Walnut Lake Road, West Bloomfield (810-682-1200 ext 609) DEADLINE TO RETURN PACKET TO THE PERSONNEL DEPARTMENT IS 3:00pm, FRIDAY, NOVEMBER 6, 1995 (not postmarked)

An Equal Opportunity Employer

The West Bloomfield Police Department is not unique to hire a disabled applicant who is capable of performing the essential functions of the job of Police Officer with reasonable accommodation.

POLICE OFFICER
Eastern Michigan University has an immediate need for a police officer. Pursuant to certain public safety and security functions on the University campus.

QUALIFICATIONS: High School diploma or the equivalent combination of education and experience is necessary. Applicant must be MLEOTC certifiable (Persons who are not currently certified may also apply). Possession of a valid Michigan driver's license is required. Associate's degree and prior experience in law enforcement or other directly related law enforcement experience is desirable. We offer an excellent comprehensive, fully employer paid benefits package including medical, dental, life, and educational assistance, retirement plan.

To apply, submit a cover letter, resume and copy of certification and driver's license by the deadline date, Monday, November 6, 1995 to:

POSTING #CPDF9603
Employment Office
Human Resources
Eastern Michigan University
Ypsilanti, MI 48197

Eastern Michigan University is an Equal Opportunity Employer

PRESSMAN (m/f) - Dodge web. Full time with benefits. Tues - Fri, 6:00 - 6:00. Pressman assistant (m/f). Evenings. Non-smoking. Building 16 Mile & Dequindre area. Call Jim or Ken at Parish Publications, 32401 Industrial Dr., Madison Heights. 810-585-7800

PRESS OPERATOR/ REPAIR PERSON
Clean, efficient metal stamping facility seeking experienced individual in working with progressive dies & automatic presses. Must have strong hydraulic troubleshooting skills. Excellent benefits. Salary based on experience. Apply in person at L & E Manufacturing, 300 Industrial Dr., Plymouth. MI 48170 across from Unilever.

PRESS OPERATORS
For printing company. AB Dick 2 color 18 long. Full time, overtime or 401K. Farmington Hills (810) 473-1444

PRESS OPERATORS needed for commercial plastics company. High school diploma or equivalent. Experience preferred but not mandatory, or mechanical aptitude. Will consider other candidates with overtime. Benefits package. Apply in person at: Plastic Molding Technology, 38700 Plymouth Rd., Livonia. 10AM-4PM

PRESS SUPERVISOR
Full time supervisor for web press & bindery staff, printing weekly deadline newspaper. Applicants should have strong production control skills and computer literate. Must have experience in supervision & personnel press operations. Salary. Send resume or call Parish Publications, 32401 Industrial Dr., Madison Heights. 810-585-7800

PRINTING - fast growing printer has need of a maintenance/clean-up person. Will train. Also need a receptionist. Will train. Offer excellent compensation & benefits package. Apply in person at: Wide Express Printing, 44911 Morgan, Plymouth, Ste. 100

PRINTING, front counter sales, order entry, customer service. Excellent benefits.
313-464-6920

PRINTING LIVONIA Magazine publisher seeking full time experienced help. Please fax resume. Fax: 810-477-6650. Attn Lumecka. ext 140

PRINTING
Male/female, experience needed for part or full-time press operator. Experience preferred. Farmington area.
810-477-7030

PRINTING PRESSMAN
EXPERIENCED Sheetfed Pressman needed for busy sign & pin house. Salary. Will consider offset pressman with less experience. The successful candidate will have strong color control/inspection experience. Send resume and salary history to:
Printing Pressman
P.O. Box 780457
Detroit, MI 48278

PRINTING - Sylvester's Printing Company needs est/mator/customer service representative for business forms. Knowledge of roll stock helpful. Full time, complete benefit package.
313-455-5000

PRODUCTION COORDINATOR/ MAC EXPERT. Ad Agency needs person with strong production background and extensive MAC experience. Must be detail oriented, organized, self motivated, and have good flexibility and patience. Reply Box 81823
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

PRODUCTION
immediate openings for Press/ Furnace Operators. We are an automotive supplier located in Northwest Detroit. Apply in person. If you are hard working, dependable, motivated & available for any shift, call Ken Jr. Production, P.O. Box 81218, Livonia, MI 48150-0218. EOE

PRODUCTION
Paper goods manufacturer hiring Production Workers. Brand new, company paid benefits. Please apply in person at:
Roblaw Industries, Inc.
21130 Telegraph Rd. (at Monroe)
Taylor, MI 48180

PRODUCTION POSITIONS
Troy based hi-tech manufacturing company seeking Production Workers for all shifts. Clean, smoke-free work environment. Dynamic environment with benefits and long employment with benefits and paid holidays. Send resume to:
Production Positions
P.O. Box 780457
Lathrup Village, MI 48078

Production Assemblers
To $9/hr.
All Shifts, Temp-to-Perm
ANN ARBOR TEMPS 459-1166

PHOTO FINISHING
EARN AS YOU LEARN
Qualex, a subsidiary of Kodak, Inc., is looking for candidates with good work records to work in our Troy facility. Completely paid on the job training is provided.

• $6.50/hr. Starting Pay
• $.75/hr. Extra Shift
Fridays & Saturdays
Pay increases After 90 Days.
6 months & 1 yr
Additional annual merit increases
Up to 10 Paid Holidays
Medical/Dental/Vision
Life insurance
401K & Pension

APPLY IN PERSON
MONDAY-FRIDAY
8 30AM-5PM

QUALEX, Inc.
43045 W Nine Mile Rd
Novi, MI 48167
EOE/M/F/D

PROGRAM ASSISTANTS needed for both group home and BIPS programs. Full time, Mon-Fri. Benefits available. Call Michelle or Sonia between 9-5 at (810) 542-0941

PROGRAM ASSISTANT needed for both group home and BIPS programs. Full time, Mon-Fri. Benefits available. Call between 9am-5pm, ask for Michelle or Sonia (810) 542-0941

PROGRAMMER/ANALYST
Production Tool Supply, a leading supplier of industrial tools, has immediate opening for a programmer analyst with 1+ years experience on IBM AS/400 using RPG, DDS, CL and or Access programming languages. This position will be responsible for analysis, assisting in the implementation of a new software package and programming application support for inventory control and warehousing modules. Knowledge of AS/400 is a must. The ideal candidate will be knowledgeable in inventory and warehousing, be able to quickly learn an existing software package, and be self motivated and an involvement in new technologies and some quickly.

Production Tool Supply provides an excellent benefit and salary package. Please send resume and salary requirements to:
Production Tool Supply
8005 E. Nine Mile
Warren, MI 48089
Attn: HR
EOE

PROGRESSIVE PROPERTY management company seeks experienced maintenance person for outdoor grounds keeping, light plumbing & painting, electrical, general property maintenance. Full time position with excellent benefit package. Pay based on experience. Resume to: Tom Carter, Office of the Lincoln Co. (Novi Rd. & Grand River) Novi
Fax 313-347-3530

PROJECT MANAGER
EXPANDING Michigan based telecommunications company seeking associates to fill new Project Manager position in our headquarters. Require 4 to 8 years experience in PC support including Excel and Word. Experience in telecommunications industry preferred. Must be able to plan, LEAD can other great opportunities to people with the drive, initiative, and ability to succeed. Excellent benefits. Call 1-800-835-4545 and refer to job Posting #PM01 for more information

PROPERTY MANAGER
We are looking for an experienced resident manager to oversee and direct a large staff for a large apartment property in Farmington Hills. Person should have strong people skills, and experience in sales, resident relations & interacting with people. Must be computer literate and with good benefits, health & dental insurance, 401K & sales incentives. Fax resume to 810-851-4744 or mail to: Property Manager, 31791 Northwestern Hwy, Suite 200E, Farmington Hills, MI 48334

PUBLIC RELATIONS ART GALLERY
FULL TIME/PART-TIME
IN YOUR AREA
Conducting lectures on Art Appreciation to interested groups & assisting the clients in selecting their personal collection. Prospects to be provided by Art Consultant furnished by Decline
(810) 355-1010

PUMP ASSEMBLY
person to train to build large pumps. Heavy lifting involved. Good mechanical aptitude & high school diploma required. Romeo area
810-749-8183

PURCHASING AGENT - Industrial distributorship seeks disciplined, motivated individual for entry level position. Strong quantitative skills, computer experience required. Business degree or equivalent experience preferred. Forward resume, including salary requirements to: P.O. Box 2699, Dearborn, MI 48123

PURCHASING COORDINATOR
Wrisstamp is seeking a Purchasing Coordinator responsible for purchasing of services, equipment and supplies for our state of the art facility in Troy. Additional responsibilities will entail budgeting and reporting.

Candidate should have at least one to two years Purchasing experience, excellent written/verbal communication & organizational skills, and a strong desire for detail for effective decision making. Computer skills and quick 1-2-3 knowledge is also a requirement.

Wrisstamp offers a competitive salary, excellent benefits including 401K, Pension Plan and generous profit sharing. If this is your job, please fax or send resume to:

Attn: Human Resources
Winkelman's Stores, Inc.
4900 Rochester Street
Plymouth, MI 48170
Fax (313) 459-1593

Equal Opportunity Employer

PURCHASING MANAGER
Materials Management Analyst position available in growth oriented purchasing system for multi-sited plants. Good communication and negotiation skills necessary. Serious candidates fax resume to:
Personnel Manager
Fax: (313) 459-1593
or call: 495-1166

QUALITY CONTROL INSPECTOR
For Westland manufacturer shop days, night shift. Experienced only. Class experience a plus. 313-326-2464

QUALITY CONTROL MANAGER
Growing medical site contract manufacturer seeks Quality Control Manager who can lead continuous improvement. Management experience, knowledge of metal manufacturing experience and good people skills required. Degree preferred, formal control, responsible for implementation of QS-9000 requirements, ISO 9000 experience required in product, prototype, SPC, data analysis, investigates customer quality claims. Excellent salary & benefit package. Send resume to:
Quality
Greenfield Tool & Mfg. Corp.
8301 Ronda Dr., Canton, MI 48187, Attn: HR/QC

RARE OPPORTUNITY OPTICAL/MANAGER
National optical company has immediate openings for Store Managers with minimum of 2 years experience in optical. Advancement potential and excellent benefits. We offer 30 salary plus commission, excellent benefits including 401(k). If you are looking for career advancement, this is the job for you. 313-425-4338, fax or Laura.
EOE

RECEPTIONIST
Michigan's leading force in the office products industry has an IMMEDIATE OPENING for a receptionist at its Corporate office. The right person should have excellent communication skills, experience with a multi-line switchboard and be multi-task oriented. Salary based on experience, medical/dental benefits. Send resume: salary requirements to:
MACALKEYS
BUSINESS RESOURCES
41534 Koppernon
Canton, MI 48187
Attn: Human Resources

RECEPTIONISTS - Waterford/ Sterling Heights, pleasant, light typing, filing $7.00/hr.

SECRETARY - Southfield, Word and Lotus, 8 line phone $10/hr.

SALES ASSISTANT - Bloomfield Hills. Will prepare for outside sales. Temp to Perm $10/hr.

WORD PROCESSOR - Farmington Hills. Word Perfect DOS, must type 55 plus wpm. Temp-to-Perm. Temp to Perm $22.00/hr.

GENERAL CLERICAL - Royal Oak/Detroit. Data processing, accounts payable. Temp to Perm $6.50

CUSTOMER SERVICE - Sterling Heights, weekday/evening, flexible schedule. $7/hr

ACCOUNTEC
Professional Staffing
Farmington Hills 810-476-5464
Auburn Hills 810-377-4070

RECRUITER
Our company is looking for a sharp, competitive, self motivated individual with a minimum of 1 year sales & training experience. Extensive interviewing & client contact are a requirement of the position. If interested, send resume to
33523 Grand River
Ste. 145
Livonia, MI 48152

RECRUITING ASSISTANT
ACRO SERVICE CORP., a leader in provider engineering and computer consultants to Fortune 500 companies, has an entry level recruiting assistant in our growing technical division. Pleasant working environment and consultant experience, and high Salary and benefits. Must be familiar with excellent organization skills and can do attitude. Salary and salary requirements to:
Acro Service Corp.
17187 N Laurel Park Drive
Suite 155, Livonia, MI 48152
FAX (313)591-1217

REHABILITATION SPOTTER
$25,738 - $32,358 per year, (depending on qualifications). This is specialized professional work in the housing rehabilitation field, including inspections, specification preparation, contract management and the performance of housing rehabilitation program activities. Related experience and/or training at recognized college or university preferred. Combination of this position is dependent upon a variety of sufficient interpersonal/verbal/writing skills and ability to establish rapport with 75 Pluss of Detroit. Can negotiate one year probationary period. Submit transcripts with official applications before 5:30pm, Nov. 17th to City of Dearborn Personnel Dept., 4500 Maple, Dearborn, MI 48126 EOE/AA/M/F 313-943-2053

RENTAL AGENTS
Agents needed for growing vehicle rental agency. Candidate should have experience preferred. Some sales knowledge helpful, hourly wage & incentives available. Benefit package includes insurance, sick days, & 401K. Please send resume to: McDonald Rent a Car, P.O. Box 305, Inkster, MI 48167

RESEARCH ASSISTANTS
Needed for market survey project. Light typing and telephone work required. Evening and weekend hours available.
Call Kathy at 810-352-1334

RESPONSIBLE INDIVIDUALS to work full time in small light industrial manufacturing environment. Will train. Pay commensurate with experience. Call Brenda Walton
313-459-6060

RETAIL ASSISTANT MANAGER
Kitchen Glamor
Orchard Mall, West Bloomfield
Join our Team
Call Karen for appointment
(313) 537-1300

Retail
FULL TIME SEASONAL EXPERIENCED SALES/GIFT WRAPPERS
Tiffany & Company, Troy. Some evenings & weekends necessary. Competitive benefits package. Call Margot Mon. thru Fri. 10am-4pm
(810) 637-2600

retail
Growth = Opportunities
Dollar Bills is a highly successful, rapidly growing retail chain of over 130 stores. We have very good openings for Store Managers, Assistant Managers & Entry Level Assistants. We offer a competitive salary & benefits package, with bonuses & "hands on" to work in our fast paced operations in the Detroit area. We offer management associates a fast track, with promotion from within. Enjoy working with benefits, competitive wages & a store manager bonus program.

INTERVIEWS TO BE HELD THURS., NOV. 2
11AM-7PM

DOLLAR BILLS
Redford Plaza
9359 S. Telegraph
Redford, MI

If unable to attend, FAX or MAIL resume to:
DOLLAR BILLS, 2500 International Pkwy., Dept. RP, Woodridge, IL 60517, FAX (708) 852-7027
EOE, Drug/Smoke-Free

RETAIL HELP
wanted. Sales & stock. Full & part time. Call 810-852-4130

RETAIL MANAGEMENT
DESIGNER boutique seeking highly motivated, results oriented people to work in overall sales and operations at Troy location. Qualified candidate must have retail sales, knowledge of local market, hands-on selling & merchandising skills and ability to motivate staff. 5 years department or specialty store management experience preferred. Please Fax resume to Karen
Fax: 312-354-9384

RETAIL SALES for Livonia women's clothing store $7 to start. Full or part time. Call 464-7078
ETD Temporary Service
EOE

RETAIL SALES PERSON
Full-Time/Part-Time
Kitchen Glamor
28770 Grand River, Redford
Call Anne ..... (313) 537-1300

RETAIL SALES
Part-time positions available. Part time for plumbing department. Apply in person at: Terry's Kids, Hardware, 2818 S. Wayne Rd., in Wayne.

Retail - See Customer Service Ad, $5.98/hour of Call 810-978-2700

500 Help Wanted General

RETAIL SALES PERSON
Full-Time/Part-Time
Kitchen Glamor
Orchard Mall, West Bloomfield
Call Fred ..... (810) 855-4468

RETAIL SALES
William Randall Cashmere
Woman's fashion store opening in Somerset Collection. Immediate openings. Full & part time sales. Exceptional salary & benefits. Fax resume to Susan at 810-233-1618 or call 248-645-2696 to complete application.

RETAIL SALES
$7 AN HR.
Healthy
the leader in chiro & physio, is looking for experienced Sales Reps
Troy, Kathy 810-583-1433
Sterling Heights 810-264-8800
Novi, Marcia 810-348-8090
W. Bloomfield, Susan 810-737-8080

RETAIL TEAM MERCHANDISER
TROY/ARLINGTON AREAS
$7.00/HR
Handleman Company, the nation's largest distributor of prerecorded music, video, computer software and books, seeks part-time merchandisers to work shifts in local discount stores. Working knowledge of merchandising duties include restocking returns, processing planogram usage and inventory control. Automotive a plus. Requires high energy, team oriented job. Flexible scheduling available. For more info call Mon.-Fri., 9 a.m. to 5pm. (800) 729-3050
EOE

RETAIL
The Custom Shop
MANAGEMENT TRAINEE
The Custom Shop Sportswear, the world's leading manufacturer and retailer of custom made shirts, offers a career in the fastest growing segment of the retail industry!
If you are experienced in retail sales, enjoy being working in an elegant environment with a competitive salary, incentive bonuses, and large benefits. Send your resume to: Sandy Barger, The Custom Shop, Twelve Oaks Mall, 27224 Novi Road, Suite 218, Novi, MI 48377. Or, call: (810) 347-1153

Retail
WE CAN'T KEEP THESE CHRISTMAS OPPORTUNITIES UNDER WRAPS
Become a sparkling star this holiday season at Kenneth Marcus Somerset Collections. We have terrific seasonal opportunities that could lead to regular full time employment. And, if you're looking for a career with the fastest growing in the industry, you can find it at Kenneth Marcus on merchandise.

Positions Available:
SALES
SALES SUPPORT:
SALES & REPORTS COORDINATOR
GIFT WRAP SUPERVISOR
STOCKPERSONS
RESTAURANT:
HOSTESS
FOOD SERVERS
BUS PERSONS
To schedule these opportunities for interviews call Human Resources at Somerset Collections
2705 W. Maple, Maple Road
Troy, MI 48084
810-643-3300
Nonman Marcus
Equal Opportunity Employer
EOE/M/F

ROOFER - Repair & Install. Full time or large property management company. Benefits. Call Cass Lake Landscape, 810-356-1030
An Equal Opportunity Employer

ROOFERS WANTED
For commercial and industrial. Experience preferred but not necessary. Union and benefits.
(313) 871-2938

ROOFERS - Shingle Work $100 - $150 up. Bonus after first 2 jobs. Work at home. Call from 8:30 to noon. 810-545-3722

ROOFERS WANTED
Experienced only. Must have valid state transportation. Pay $8-$12 an hour
313-525-9852

ROOFING COMPANY in Farmington Hills is looking for experienced people for tear-off & cleanup work. $8.00 hr., full time. 810-456-1733

ROOFING SHINGLERS. Top dollar paid. Must be smaller than the tools. Experienced. Full or part time. Call Jerry
313-261-2160 or 313-326-1916

ROUTE DRIVER
National company looking for the right individual to service existing accounts and assist in the growth of United Corp. in the area.
Must be a hard working self motivated individual with neat appearance, good health, good driving record and be 25 years of age. Will train and new clients.
United Corp offers good wages, fringe benefits & added incentives for the right individual. Please contact Jack Hall between 8 & 5
(313) 313-5400

SALES PERSON
Experienced only. Medical products services to self diagnostic or rehab services. Call Jerry
(810) 737-4608

SANTA CLAUS!
ALL Ages Welcome! Seasonal Openings
Love of Children Required
Flexible Hours
$5.37/HR
ANN ARBOR TEMPS 459-1166

SANTA CLAUSE
All shifts. Apply in person only. Mon-Fri. 9AM Livonia Mall Management Office, Entrance G

SANTA HELPERS NEEDED
All shifts. Apply in person only. Mon-Fri. 9AM Livonia Mall Management Office, Entrance G

SANTA HELPERS - Wanted full or part time for Santa photo concessions at Lakeside Mall in Sterling Heights. Retail experience helpful. Must be friendly, patient, and show up on time.
810-264-5000

SATELLITE INSTALLERS
Experienced. Reliable truck or van, tools necessary. Professionalism a must. $1,000 plus per week.
Call Doug.
810-477-2100

SCREW MACHINE - Set up. Operator. Must be able to set up and run Jones and Lamson, Brown & Sharpe & Davis. Canton. Midnight 313-397-1020

SECRETARY
FOR president of