500 Help Wanted General

COLLEGE SCHOLARSHIPS

Express Personnel Services has just announced a new college scholarship program for Express Services Associates and their family members. To be eligible, you must work a minimum of 505 hours with us. Currently, we have full time openings for:

* Market Research (Troy/N Rochester Hills, days & nights)
* Machine Operators (Rochester Hills & Troy areas)
* Assembly (Troy/Rochester Hills, Troy & Lake Orion)

Apply now at your local Express office before it's too late!

Auburn Hills ....(810) 373-0060
Troy .....(810) 643-8590

EXPRESS PERSONNEL SERVICES

COMPUTER/IS OPPORTUNITIES

The nation's fastest growing and most dynamic Mortgage Bank has information Systems opportunities at our Bingham Farms headquarter headquarters. Various positions available for highly motivated, self-starting individuals who possess a "sense of urgency". Bachelor's degree in Computer Science or related field is required. Experience in database environments, UNIX SVR4, DCO systems (Digital's integrated office system), Oracle, Unix Shell Scripting, UNIX SVR4, DCO UNIX, Power Builder, Progress, Networking, Telecom and MS Windows is desirable. If you would like join an inc 500 company and the largest Mortgage Bank in Michigan send your resume, cover letter and salary requirements to

Rock Financial
The Mortgage Bank
Human Resources Director
30600 Telegraph Rd
Fax (810) 540-7314
Bingham Farms, MI 48025

COMPUTER OPERATOR

Progressive Data Processing department embarking on aggressive Technical rotation seeks a Computer Operator for Afternoon/Evening shift. Some experience with Hominex/Full (GCOS) equipment, IBM RS6000 s and Xerox laser printers an advantage. However, consideration given to energetic individuals with less experience looking for entry level position in Data Processing.

Position offers full benefits, including 401 (k) and tuition reimbursement. Adsta is a non-smoking environment. Please send resume, salary history, to 1-313-416-2683 or mail to:

ADISTRA CORPORATION
Attn: COMOP
101 Main Street
Plymouth, MI 48170

COMPUTER PROGRAMMER

Assembly C and Windows. Programmer writing for Workforce application and embedded microprocessors Circuit level knowledge plus Serial Issues to Personnel Dept., P O Box 748, Brighton, MI 48116

COMPUTER REPAIR TECH

* National computer firm. Mac experience preferred. Apply at Computize, 24029 Research Dr., Farmington Hills, MI 48335 (810) 615-4563

PC PROGRAMMER

Rapidly growing downtown Detroit direct mail production facility seeks a flexible, creative, organized & hard working Computer Programmer with extensive knowledge of DOS, Windows, MS Word, Excel & FoxPro. Postal knowledge a plus. Salary commensurate. Please send resume to PC Programmer, P O Box 32624, Detroit, MI 48232

COMPUTER SUPPORT TECHNICIAN/TRAINER

For Peachtree software, full or part time, home or office. Unique Business Services, Inc. 810-356-6298

Computer Support

Progressive, fast paced company seeks a motivated, growth oriented professional if you have the desire to learn your potential is unlimited. 1 year experience trouble-shooting DOS/Windows hardware and software problems required. PBX, Novell and programming experience are a plus. Recent college grads welcome. Send resume to:

MIS Dept., 6632 Telegraph Road, Box 172, Bloomfield Hills, MI 48301

COMPUTER SUPPORT/ TRAINING

Progressive dental software company looking for a hard-working person to provide computer support in a fast-paced Support Center. Dental office background a must. Knowledge of DENTECH software system a definite plus. Motivated individuals can send cover letter & resume to Marci Remington, Schech Inc., 31275 Northwestern Hwy., Suite 140, Farmington Hills, MI 48334

COMPUTER TECHNICIAN

Full time, providing on-site repair and building PC's. Send resume: PC Express, P O Box 299, Novi MI 48377 or Fax 810-478-5530

COMPUTER TRAINING SPECIALIST

Design, marketing, training of Windows & Internet. Full time with benefits. $12 14 $14 53 per hr. Resume to Personnel CS, The Library Network, 23095 Bunn Rd Wayne, MI 48184

CONSTRUCTION LABORER

New Home Construction Company needs a reliable person to work in the Plymouth, Canton, Northville, and Novi areas. Please call (313) 397-4380 in Canton or (810) 449-6237 in Northville and leave message

CONSTRUCTION

Construction company seeking persons experienced in maintenance and general labor. Benefits included. Send resume to: Construction P O Box 308, Bloomfield, MI 48037

CONSTRUCTION ESTIMATOR

Needed for established, residential builder/remodeler in West Bloomfield. Experience preferred. Send Resume to Office Manager, 4844 Pine Hollow, West Bloomfield, MI 48323

CONSTRUCTION SECTION

The Selective Group, a leading residential Builder/Developer is currently seeking a Customer Service Field Representative. This position includes servicing homeowners after closing. Some hands on construction experience, as well as a persistence in dealing with homeowners is required. Send resume to:

The Selective Group
27855 Middlebelt Rd. Suite 130
Farmington Hills, MI 48334

CONSTRUCTION SUPERINTENDENT

Construction company noted for top quality $300,000-$750,000 single family dwellings in the Novi area is seeking an experienced superintendent to join us. Only a knowledgeable, organized, and assertive individual will be considered. Call Mr. Hoover, Superb Homes, Inc., 810-380-8475

CONTRACTS COORDINATOR

for non-profit agency serving the elderly, too assist with management of contracts, & senior employment, & holiday meal program. Bachelors Degree in one of the Social Services preferred. Dedicated individual with desire to work & learn. Resumes & salary requirements to P O Box 1024, Wayne, MI 48184

COOK & FOOD SERVICE AIDE

Wanted For Schools
Detroit County
(810) 646-7717, ext 1056

CONTROLLER

Expanding advertising agency, located in Oakland County, seeking experienced individual for full time position. Send resume, with salary requirement, to:

CHAT
502 N. Crooks Rd
Clawson, MI 48017

COSMETOLOGISTS $$$

$280/wk + benefits
5 days. Sales Dept. Major Beauty Wholesaler TEE PAID
EMPLOYMENT CENTER AGENCY
(810) 968-1630

COST ESTIMATOR

trainee to $1200 per wk. Salary, benefits, bonus for supervised construction. 810-624-1500 fax 810-624-2461
Personnel Data Report Corp

COUNTER HELP

For dry cleaners, full-time, 7am to 3:30pm, Mon-Fri. Part-time, 7am to 11:30am, Mon thru Fri. Birmingham area. Call (810) 646-5047

COUNTER HELP WANTED

Full or part time, afternoons and evenings. Benefits available. Apply in person at
One Hour Martinizing
1444 Walton Blvd. Rochester Hills

COURT DEPUTY - PART TIME

PARK DEPUTY - PART TIME
$7.99 $10.68 P/HR

MEDITC certificate or prior police experience required for Court Deputy. 20 hours per week. Court Deputies work Monday - Friday. Park Deputies also work evening and weekends

CONTACT: Oakland County Personnel, 1200 North Telegraph Rd., Dept. 440, Pontiac, MI, 48341-0440
810 858 0036

An Equal Opportunity Employer

CREDIT BUREAU INC
Now Hiring Full/part time
Clerical Personnel
Collection Personnel
313 565 6173
Great Career Opportunity!

CUSTODIAL

Henry Ford Community College Substitute assignments available. $7 per hr. Contact 313-845-9855 to arrange a testing appointment. AA/EOE

CUSTODIAN I

The City of Rochester Hills is currently accepting applications for the full time position for Custodian I on the afternoon shift. To be accepted for testing, applicants must possess a high school diploma or G.E.D. equivalent

Hourly Rate of Pay starts at $10.72 Plus Benefits

Please apply in person or submit a resume with cover letter identifying the position to: Human Resources Department, City of Rochester Hills, 1000 Rochester Hills Drive, Rochester Hills, MI 48309-3033 EOE

Customer Relations Position

* Must have correspondence skills
* Must have command of English language
* Resolve service problems from customers via call/letters
* Good problem solving skills

Please respond by fax at 810-827-4571

CUSTOMER SERVICE REPRESENTATIVE

Livonia based auto supplier has an immediate need for a customer service representative. Will function as liaison between sales, manufacturing, and the customer. Must have excellent communication and computer skills. Prefer someone with prior customer service experience with an automotive supplier. Excellent wages and fringe benefits. Send resume to: Box #2251
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

CUSTOMER SERVICE full & part time positions available for friendly, outgoing individuals with experience in data entry & billing policies. Complete benefit package available for full time employees. Apply in person or call Lisa Dixon, Scott Shoenne Furniture, 43606 W Oaks Dr., Novi, MI 48377 810 349 0044

CUSTOMER SERVICE - Sales support person needed for Bloomfield Hills office. Duties include data entry & customer relations. Strong telephone skills required. Full benefits. Send or fax resume to: PO Box 579, Franklin, MI 48025 Fax# (810) 338-1079

CUSTOMER SERVICE CLERK

Local DME company has immediate need for a part time (20 hours/week, afternoons) Customer Service Clerk to help out on our Sales Department. Duties will include assisting Customer Service Representatives handling clerical functions associated with the position. Individual must be a self-starter with good organizational skills. Computer experience a plus. Salary $7 per hour. Interested candidates please send resume to:

INFICS
P O Box 1351
Royal Oak, MI 48068
EOE

CUSTOMER SERVICE DESK
$325-$425/WK.
7 Shifts Available
2pm-10pm or 4pm-midnight

We provide paid training (plus complete benefits in an updated office environment. 12 Mile/Telegraph, right off I-696. Ten minutes from anywhere!

Call Personnel
810-351-5630

CUSTOMER SERVICE

Gallinet, Michigan's leading provider of communication enhancements seeks enthusiastic customer service representatives to fill immediate openings in our growing organization. Responsibilities include: *establishing contact with the customer base and light office/clerical duties.* Previous retail experience, computer skills preferred. Pleasant deposition & neat. Full time positions offer excellent opportunity for advancement, benefits, education reimbursement and 401K. Send resume to

Corporate Office Manager/CS
PO Box 71043
Madison Heights, MI 48071

CUSTOMER SERVICE

Michigan's leading force in the office products industry has openings for full time customer service & telemarketing rep in the Detroit area & Lansing. Must be people oriented, well organized, have good phone presence and comfortable working on a computer. Office products experience helpful. Competitive salary, medical, dental. Send resume to

STAPLES
BUSINESS ADVANTAGE
(formerly Macauley's Blue Res.)
41524 Koppernick
Canton, MI 48187
Attn: Philippe Robinson

CUSTOMER SERVICE/ MARKET RESEARCH

Use your excellent communication skills to work in an exciting fast paced environment. Flexible schedules, various shifts. Must have familiarity in heavy telephone plus keyboarding skills. Call immediately for this outstanding opportunity. Top hourly pay + benefits. ASK ABOUT OUR SIGN-UP BONUS. Call Barbara or Louanne
810 640-7660
Uniforce Staffing Services EOE

CUSTOMER SERVICE REPRESENTATIVE

Tappers Diamonds and Fine Jewelry

Oakland County's leading jewelry retailer, has an immediate opening in our Customer Service department. Successful candidate must be well organized, have good communication skills and some computer experience. Experience within retail jewelry environment or knowledge of jewelry repair procedures a plus. Competitive salary and bonus package in addition to benefits. Call Mr. Stone at (810) 932-7700 or fax resume to (810) 932-7717

CUSTOMER SERVICE

Looking for motivated individual who likes working with people. Full time Livonia Trophy. Call for more details. 313-464-9191

CUSTOMER SERVICE

Office/warehouse person for Troy Industrial supply distributor. Duties lead responsibilities within 3 person office/customer office. Must be outgoing, organized, professional team player. Management potential. Knowledge of abrasives helpful. Good pay & benefits. Mail/fax resume to 2899 E. Big Beaver, Suite 182, Troy, MI 48083 Fax 810-340-8689

CUTTER/GRINDER

Minimum 5 years experience. Call 313-928-1000

Customer Service

Customer Service Representatives

Now hiring for full time and part-time open positions throughout Detroit and suburban areas. Gain valuable experience in the international travel and service industry. Get in on the ground floor with a great company. Paid on-the-job training and promotional opportunities available for person with good skills and flexible availability.

Prepare vehicle rental and return transactions for customers. Sell and inform customers on services and company programs. Some cash handling required. We offer competitive hourly rates and additional sales incentives. Good communication and customer service skills required.

Apply at Budget Rent a Car, 8715 Wayne Road, Romulus, MI 48174 (just off Merriman Road, near Metro Airport). Telephone (313) 641-7014

BUDGET RENT a CAR
An Equal Opportunity Employer

CUSTOMER SERVICE REPRESENTATIVE LOAN ADMINISTRATION

Standard Federal Bank, one of the nation's largest savings institutions, has immediate openings for Customer Service Representatives in its expanding Loan Servicing Department in Troy.

Responsibilities include responding to Customer, Branch and Interdepartmental telephone inquiries and correspondence, processing loan modifications and corrections and resolving problems covering all aspects of loan servicing, including escrow analysis, year end processing and adjustable rate loans.

Minimum of three years' prior loan servicing experience is required.

We are prepared to offer a competitive salary and comprehensive benefits package. Qualified applicants please apply in person Monday-Friday 9:30am-3:30pm or send resume to

Standard Federal
Savings/Financial Services
Human Resources Department
2600 W Big Beaver Rd
Troy, MI 48084

Equal Opportunity Employer
M/F/D/V

DANCE INSTRUCTORS BALLROOM/SOCIAL

Bloomfield Hills Arthur Murray Dance Studio accepting applications from personable men & women with dance and/or theatre background. Excellent career opportunity with great pay. Will train.
Call after 2 PM (810) 338-6390

DELIVERY DRIVER

Excellent Part time weekend positions open. Sat.Sun. eves 5pm-1am. All applicants will be required to take a physical and drug screen. Apply at 33510 Schoolcraft Rd. NW corner of Schoolcraft & Farmington Rds

CUSTOMER SERVICE REPRESENTATIVE

Brass Craft Manufacturing Company, a Masco subsidiary, has an immediate opening. Essential job functions include: order preparation & processing, working with existing plumbing wholesalers & manufacturers rep agencies. Job requirements include 2 yrs. Customer Service experience in a fast paced sales environment, computer literacy, strong communication & organizational skills, positive interpersonal skills, being highly motivated and flexible to changes in market conditions. A related Associates degree preferred. Please send resume & salary history to: Brass Craft Manufacturing Co., Attn: DVCS, P O Box 8032, Novi, MI 48376-8032
Equal Opportunity M/F/H/V
No Phone Calls Accepted!

Data Processing

PROGRESS PROGRAMMER

To maintain and enhance manufacturing/wholesale software. Responsible for PC/Network support and custom modifications. 1-3 yrs. progress. Knowledge UNIX, preferably AIX. Knowledge of wholesale, financial and manufacturing helpful. Please Fax or send resume to
810-356-1520
Harada Industry of America, Inc
28333 Telegraph Rd
Suite 375
Southfield, MI 48034
No Phone Calls Please

Dataprocessing

PROGRAMMER

Software developer has immediate need for a programmer with 1 year minimum experience. Manufacturing and/or accounting background a plus. Send resume to Box 2204
Observer & eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150

Day Shift Supervisors Packaging & Distribution

F X Coughlin Co is now taking applications for its Warehousing/Distribution centers located in Northwest Detroit area. Responsibilities would include overseeing complete shift operational areas for the afternoon shift. Successful candidates should possess:

- Minimum 5 years progressively responsible supervisory experience in high volume warehousing/distribution setting
- Demonstrated excellent planning, organizing, assessing warehouse processes & systems that produced results

Very good working knowledge of Material Mgt., J.I.T. distribution and familiarity with formal quality initiatives and positive employee relations efforts

Excellent wage and benefit package including incentives available. Please submit resume including wage history to

Coughlin
8555 Inkster Rd
Taylor, MI 48180
Attn: Human Resources Dept
EOE

DELIVERY DRIVER

Established beverage company has full time openings in our Distribution Dept. Experience helpful. CDL requirement/will train. Excellent medical benefits, profit sharing, 401k & more. SEND resume to:

811 Human Resources Dept
P O. Box 713
Plymouth, MI 48170
or call 313 207-4894
EOE

DESKTOP PUBLISHING/ TYPESETTING

person for Express press department of a book and forms printing Co. Must have experience with Mac/PC illustrator, Freehand, Quark, PhotoShop, and others. Send resume to:

Mr. Lawrence W. Govaere
23925 Industrial Park Dr.
Farmington Hills, MI 48335

DETAIL ENGINEER

Autocad designer - detailer 2 yrs minimum experience in autocad 13. Apply at 50625 Cherry Hill Rd., Canton (313) 495 0000

SKILLED DETAILER

Structural & misc. steel fabricator is seeking experienced detailer. Full benefit package offered. Apply with experience. Send resume to:
Box #2297
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

DETROIT BASED processor of fresh pork is accepting applications for a qualified Electrician. Candidate must be able to repair normal/secondary A C and D C circuits and equipment. Overtime required. Send resume and salary history to Box #2273
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

DIE MAKER

We are a growing deep draw/progressive metal stamping company. We currently have openings for:

* Die Designer for deep draw stamping
* Die Maker/Repair Person
* Tool Crib Person Hand
* Milling Machinist
* R & D Technician

We offer competitive wages and benefits. You may apply in person or send resume to:

ADVANCE STAMPING CO
A division of L & W Engineering Co
17025 Duval
Redford, MI 48239

DIE MAKER

5 years experience, safety minded, good attitude for fast growing stamping firm. Must be able to read, sample & achieve production ready status of new dies. Requires individual with ability to trouble shoot & maintain existing dies in production atmosphere. Basic tool room machinery knowledge helpful. Send resume or apply at E & E Manufacturing, 300 Industrial Dr., Plymouth, MI 48170

DIE SETTER

Must have experience on small dies with at least roll feeds and sine dies with secondary operations. Must be able to work any shift. Medical benefits, profit sharing, non smoking environment. Apply 4:30-3:30pm, Franklin Fastener, 12701 Beech Daly, Redford

DIRECT CARE STAFF

Needed for small group home in Canton. Need male adults to work different shifts. $5.95 untrained to $6.15 trained. Paid training provided for right individual. Benefits with full-time status. Call Leslie, between 10am - 2pm, Mon - Fri or Jennifer between 6pm - 9 pm, Mon - Fri (810) 398 2815

★★★