EMPLOYMENT

500 Help Wanted General

CIRCLE ME

Earn while you learn in Environmental / Health Company looking for 10 stable, motivated people to train.
(810) 589-1429

CITY OF PLYMOUTH
PARKS & RECREATION DEPT.
BUILDING SUPERVISOR

Large suburban based HMO seeks claims professional services supervisor to lead a corporate recovery, systems division and clerical staff. Responsible for the coordination of all Corporate Recovery Activity (C.O.B., Workers Compensation, Subrogation, and VE). Responsible for the coordination of user requirements, testing, and implementing system changes for all claims and C.O.B. related data bases as well as the maintenance the PC system used for processing all corporate recovery activities. Good analytical and decision making skills. Good problem solving and resolution techniques. Excellent demonstrated written and verbal communication skills. Highly organized and self starter. Bachelor degree required. One to two years experience working in public contact within a service related industry. Three years experience working within a health care industry. Three years proven supervisory and experience. Sound understanding of HMO concept and application. Knowledge of Claims adjudication process. Knowledge of managed care procedures for authorization. Knowledge of C.O.B./Subrogation/OPL concerns. Good working knowledge of micro-computers helpful. Excellent salary and benefits. Respond in confidence to:

HUMAN RESOURCES/CPSS
P.O. BOX 5043
SOUTHFIELD, MI
48086-5043
Equal Opportunity Employer

CLAIMS SYSTEM LIAISON

Large suburban based HMO seeks Claims System Liaison to define and solve problems relating to claims pricing, benefits, and COB membership activities. Responsible for statewide coordination of system testing and modifications. Knowledge of claims and authorization process. Bachelor's degree in Business Administration or related discipline. Two years experience with microcomputer software application essential, knowledge of spreadsheets. One year of public contact. Two years proven technical work related experience in claims processing or medical doctor's office. Excellent verbal and written communications skills and strong analytical skills. Excellent salary and benefits. Respond in confidence to

HUMAN RESOURCES/CSL
P.O. BOX 5043
SOUTHFIELD, MI
48086-5043
Equal Opportunity Employer

CLEANING PERSON
Needed for condo buildings and other duties. Full-time. $6/hr to start. Call 8am-5pm... (810) 353-2750

CLEANING PERSONS needed for childcare centers. Light cleaning and aiding teachers. Benefits available. Full & part time. (810) 478-6560

cleaning
SUBCONTRACTORS WANTED
Commercial office cleaning. Increase monthly cash flow! 810-619-9900

CLEANING SUPERVISOR
Immediate hire! $7.50/hr. Livonia/Farmington area's. Call for appointment 810-615-3554

★★CLERK/CASHIER★★
★★MEAT/DELI DEPARTMENT★★
Part-time Evenings and Weekends. Union wages. Apply at: Hollywood Market, 2670 W. Maple, in Troy.

CLIENT SUPPORT MANAGER
Engineering based firm seeks person to transfer units for precision feed, machining and press part loading/extracting operations is searching for a Client Support Manager. Manager should possess ability to function autonomously, have tendency toward problem solving and be interested in professional growth & development. Experience with assembly and/or material handling equipment is preferred. Some higher education is preferred, especially in mechanical or electrical engineering. Bachelor's degree is not required. Good verbal communication skills, ability to deal with problems situation, good common sense and problem solving skills are a must. Ideal candidate will also be comfortable interfacing with diverse groups of individuals regarding of individual technical orientation or training. Travel to multiple installation sites is required. Employer is offering a competitive benefit/compensation package. To apply forward a resume & salary to: ChangeSolutions, Inc., 390 Park Street, Suite 110, Birmingham, MI 48009, Attn: Recruitment.

CHC LATHE Operator. Experience required. 40 hours per week, plus benefits. Millard Township, (810)684-0555

CNC OPERATORS
Openings on all shifts. 1 year minimum experience. New equipment & facilities. Farmington Hills
(810) 471-0500

COLD HEADER
Set Up & Operate. Experience w/56 & 88 National, 3 blow, 2 & 3 Dieheaders, Ashin Drumas. Good pay & benefits. West side. 313-464-3170

COLLECTIBLE GIFT & Doll Store in Plymouth now hiring full & part time help, flexible hours. Ask for Michelle
(313) 453-7733

COLLECTIONS
PART TIME
Immediate openings for Dialer Recovery Agents to work morning (8 to 12), plus Saturdays, (8 to 12). Experience is helpful, but not necessary. We will train motivated individuals. Ideal position for college students/homemakers and others. Call Mr. Dollars
810-799-9553 or (810) 827-1526

CNC PRODUCTION
machining facility, Tier One supplier, has the following opportunities:

CNC MACHINE OPERATORS
Experience preferred but not mandatory

ENGINEERING CAD TECHNICIAN
Part time/Full time College CAD courses required.

TOOL MAKER HELPER/
PARTS REWORK MACHINIST
Some toolroom experience required

TRUCK DRIVER
Inner city experience. Some long distance driving. CLASS "D" required. Must have good driving record

We offer a competitive wage/benefit package. High school diploma/GED required. Light heavy, air-conditioned work environment. Drug Screening/EOE. Apply in person or send resume to:

SKYWAY PRECISION INC.
41223 Plymouth Rd
Plymouth, MI 48170

COMMERCIAL LEASING COLLECTOR

Dana Commercial Credit Corp., a subsidiary of a Fortune 100 company, has an immediate opportunity for an experienced Accounts Receivable Collector. The successful candidate will be responsible for maintaining a portfolio of lease accounts in active status.

Qualified candidates will have at least one year of commercial collections experience, strong communication and customer service skills required. PC spreadsheet and Word processor experience a plus. College degree preferred.

If you are self-motivated and able to work independently with minimal supervision in a team environment, please send your resume and salary requirements to:

Dana Commercial Credit
P.O. Box 7011
Troy, MI 48007-7011
Attn: Human Resources Dept.

We are an Equal Employment, Affirmative Action Employer.

NETWARE ADMINISTRATOR

Farmington Hills association seeks individual to administrate IBM RS/6000 and Sun networks. Knowledge of Netware 3.12 network integrated with IBM RS/6000 and Sun networks. Knowledge of AIX, TCP/IP, and NFS desirable for network integration. PC application support including Lotus Notes, Paradox, and CC Mail. Currently migrating from DOS to Windows based applications. Ideal candidate possess Novell Netware certification or comparable experience, familiar with TCP/IP & PC-based LAN. Non-smoking facility. Send resume and salary requirements to:

Human Resources Manager - NET
P.O. Box 9080
Farmington Hills, MI 48333-9080

ENTRY LEVEL

Computer firm seeks energetic individual for internal operations position. Individual responsibilities will include warehouse, deliveries, etc., but candidate will have opportunity to learn skills in computer networks, application programming, Internet, and other areas. Background in Hospital Resources, Integrated Microsystems, 24196 Haggerty Rd., Farmington Hills, MI 48335

COLLECTIONS

Psych-GAC is experiencing stable growth and is now seeking highly motivated, responsible and hard working individuals to join our team which is under new management. We offer extensive training in a professional work environment, primary high quality placements, a supportive management team, the opportunity to advance in a national corporation, and excellent benefits. Call Paul Hollis at (810) 353-0480
An Equal Opportunity Employer

COLORADO PRIME

Needs part time APPT. SETTERS for our S. Melvindale office location. Mon. thru Fri. 9am-1pm.
Earn $5/hr + commission
$6+ commission. Shift premium!
Mon. thru Fri. 9pm-9pm
Every other Sat. 9am-1pm.
$7+ commission
★ Own transportation a must!
Paid training
Ask for Maria or Sheri
1-800-933-9230
An Equal Opportunity Employer

AIX NETWORK ADMINISTRATOR

Farmington Hills association seeks individual to administrate IBM RS/6000 under AIX integrated with Novell and Sun networks. Knowledge of Netware 3.12, TCP/IP, and NFS desirable for network integration. Position plays key role in implementing new software and converting from a former system. Ideal candidate will possess a BS degree in computer science, and two years AIX experience (or comparable training). Non-smoking facility. Send resume and salary requirement to:

Human Resources Manager - NET
P.O. Box 9080
Farmington Hills, MI 48333-9080

COMPUTER/DOCUMENT

Design position available in the Livingston County area with Michigan's largest title insurance agency. Position is detail oriented, responsible for entering all documents as well as testing and revising new software program. Windows, Microsoft Word, Excel, access and programming experience a plus. Applicant must have good math, verification, analytical & problem solving abilities. Send resume to Michelle, The Title Company, Attention HR-TY, 622 E. Grand River, Howell, MI 48843

BUYING?
SELLING
RENTING?
HIRING?

Put Your Message
Where Your Market Is!
Observer & Eccentric
Classified

810-644-1070
313-591-0900
810-852-3222

COMMUNICATION CENTER OPERATOR (DISPATCHER)

Starting wage $8.46/hour. The Township is accepting applications to establish an eligibility list for the purpose of filling part-time positions within the Police Department. All shifts available. Requirements include high school diploma or equivalent, 18 years of age or older, keyboard experience helpful.

Essential functions include receiving complaints from the public concerning crimes and police, fire and medical emergencies, providing information to public safety units, relaying information from remote units and providing instruction to the public in an orderly and timely manner. Candidates must successfully complete testing and a background investigation as well as a post offer physical/psychological examination and drug screening.

Applications are available Monday through Friday between 8 AM and 4:30 PM, from the Clerk's Office, Charter Township of Plymouth, 42350 Ann Arbor Rd., Plymouth, MI, 48170 and must be received by 4:30 PM, Thursday, August 22, 1996. The Charter Township of Plymouth does not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap, height or weight in the employment or provision of services.

ADMINISTRATOR, MARKETING SYSTEMS

Health Alliance Plan (HAP), has an immediate opening in our Southfield office for a Marketing Systems Administrator to organize and coordinate the marketing system activities. Responsibilities include: system support including training, data integrity, problem identification and resolution, report ordering and monitor coordination for problem solving. Qualified applicant will possess a Bachelor's degree in Computer Science, Business or related field. One (1) year system programming in COBOL, three (3) years of programming in M.S. Access 2.0 and/or Visual Basic 4.0 and a minimum of three (3) years in report generations, spreadsheet, relational and word processing. Supervisory/leadership experience is preferred as is experience with Medicare. The ability to develop and maintain professional contacts and to collect and prepare data for write/oral communications is necessary. HAP offers a competitive salary and comprehensive benefits package. Qualified applicants may submit their resume to:

Health Alliance Plan-MSA
Human Resources Dept.
2850 W. Grand Blvd.
Detroit, MI 48202
FAX #(313) 874-8064
An Equal Opportunity Employer

COMPUTER SERVICES MANAGER

Our fast growing computer networking company in Livonia is looking for a Computer Services Manager in the position you will manage our technical support department. Responsibilities include: installation, coordinate Internet installations & perform "in the field work". Extensive knowledge of PC based computers is a must. Forward resume & salary requirements to: The Dunn Group at Fax No. 313-243-3365, or E Mail "hr at foxberry.com"

COMPUTER TECHNICIAN

Must be self-motivated individual with hands-on experience repairing computer IBM HP. Must be A+ Certified. IBM or HP a plus. Send resume & salary requirements to:

18810 W. 12 Mile
Lathrup Village, Michigan 48076
Attn: Service Manager

CONDO IN need of Full-time Maintenance person or handyman. Couple. Some experience necessary in all phases of apartment maintenance. Non-smoking
(313) 459-6154 or (313) 416-5347

Construction

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

CONSTRUCTION CONTRACTOR
Needs: • Caulkers • Painters • Tuck Pointers • Welders
Call (810)624-9310

CONSTRUCTION LABORER for West Bloomfield builder. Must have valid driver's license.
CALL: (810) 968-9160

CONSTRUCTION LABOR
To work in brick laying school.
(810) 757-3790

CONSTRUCTION Manager -General contracting, insurance repairs, sales. College. Entry level. Will train. Star Builders. (810) 661-9510

CONSTRUCTION PROJECT Manager to run high-end medical & industrial renovations and building projects. Experience, dedication & loyalty a must. Send resume to: President, Interior Care, Inc., 12425 Stark Rd., Livonia, MI 48150

COMPUTER PROFESSIONALS

Due to expansion Suburban based company has immediate openings for the following positions:

SYSTEMS - HARDWARE SPECIALIST

Responsibilities will include system set-up & support, hardware diagnostics and repair, and some software installation. PC, UNIX, TCP/IP and Network experience preferred.

SYSTEM ANALYST / PROJECT LEADER

Must be able to demonstrate ability to convert user specified requirements into workable systems. Will interface directly between users/clients and programming staff. Excellent communications and project management skills essential. Manufacturing background and knowledge of basic accounting concepts desired.

PROGRAMMERS

Positions available for both experienced and entry level programmers. Degree or equivalent experience required. UNIX based environment. Must be able and willing to learn new 4GL Language. Responsibilities include program design, coding and testing. May also be involved with system installation, training and some support.

Please call: 313-525-1500 Ext 00
Lois Talk

NETWORK ADMINISTRATOR

Farmington Hills association seeks individual to administrate Novell Netware 3.12 network integrated with IBM RS/6000 and Sun networks. Knowledge of AIX, TCP/IP, and NFS desirable for network integration. PC application support including Lotus Notes, Paradox, and CC Mail. Currently migrating from DOS to Windows based applications. Ideal candidate possess Netware certification or comparable experience, familiar with TCP/IP & PC-based LAN. Non-smoking facility. Send resume and salary requirements to:

Human Resources Manager - NET
P.O. Box 9080
Farmington Hills, MI 48333-9080

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CONSTRUCTION

Masonry cleaners & caulking applicators needed for immediate hire in Canton & Pontiac offices. Experience a plus but not necessary. Valid drivers license & reliable transportation required. Only those who want to earn top dollar call:
Canton (313) 394-1015
Pontiac (810) 335-1118

[illegible]

Needed for property management company. Construction experience, or maintenance experience necessary. Good organizational and people skills required. Excellent benefit package. Send resume and salary requirements to:
SUPERINTENDENT
P.O. Box 308
Southfield MI 48037

CONSTRUCTION WORKERS

Installation and service of inground automatic lawn sprinkler and landscape piping systems. Construction and maintenance experience a plus. Steady year round inside work. Good pay & benefits. 401(k) Will train.
Dows Equipment
6715 Brandt
Romulus, MI 48174
(313) 722-3697

CONSULTANT TRAINEES
Promotion & advancement caused these 2 openings! Come & learn from the 103 yr. old permanent & contract placement firm in Detroit. We train you to interview applicants & market their information systems skills to firms throughout Michigan. You will earn draw/commission with your 1st year earnings of $36,000. GENERAL ENGLOYMENT SERVICES, Gross... 810-569-3030

CONTROLLER

Metal Processing Company located in Wayne, Michigan seeks individual to handle the day to day accounting responsibilities. Ideal candidate will be detailed oriented, have excellent analytical skills and possess at least 5 years of general accounting experience. Strong cost and computer background a must. CPA a plus. Advancement Potential. If interested, please send resume to Mr. Udall, P.O. Box 991, Southfield, MI 48037 or fax 810-352-0018

Plante & Moran Recruiter for an Equal Opportunity Employer.

CONVEYOR ASSEMBLY - must have knowledge of basic shop mechanics & be able to read blueprints. Call for appt. 313-834-0100

COSMETIC SALES/MAKE-UP ARTIST FACIALIST & massage therapist needed full time for busy Farmington Hills salon. Must have experience. Apply in person or call:
Tamara Institute De Beaute,
32520 Northwestern Hwy.
Farmington Hills
810-855-0474

COUNTER/CASHIER HELP
Great pay. Flexible lunch time hours. High wages for right person. Mr. Pete, Farmington Hills. (810) 489-0660

COUNTER & General Help positions available. Part time, mornings & afternoons. Call Cookies By Design 922 E. Rochester Rd., Bloomfield Hills 48307
810-656-3005

COUNTER HELP
For Health Club. Full time position. Mon-Fri/5am shift available. (313) 591-1212

COUNTER HELP

Part-time. 18 yrs old & older-will train. Apply at: One Hour Martinizing, 844 Walton Blvd, Rochester Hills & 1970 Woodward Ave., Bloomfield Hills.

COUNTER HELP
Part or full time positions available. Willing to train. Call City Bagel, Keego Harbor (810-681-1266

COUNTER PERSON
For auto parts store. Full time, benefits. Will train. Apply: Painters Supply 1054 W. Ann Arbor Rd., Plymouth

COUNTER PERSON
Mature person needed for Livonia Dry Cleaners. Experienced or will train. Full/part time, flexible hours. Call Molly, (313) 464-0003

COUNTER PERSONS/DRIVERS
Full & part time, flexible hours. Referrals welcome.
Key Auto Supply
810-476-2103

COUNTER SALES

Energetic, enthusiastic individual with a strong customer service attitude needed for an industrial distributor of bearings and power transmission products in Livonia. Job duties would include:
- Parts Identification
- Order processing
- Add-on sales
- Merchandising

Ideal candidate would be mechanically inclined with some parts experience. We offer competitive wages and excellent benefits including full medical and 401(k)profit sharing. Apply by resume or in person to:
Bearing Service Inc.,
13400 Newburgh Rd.,
Livonia, MI 48150
Fax: 313-591-0618

We are a fast paced furniture retailer looking for a highly motivated individual to manage our Troy Administrative Office.

Does the following describe you:
- Strong organizational, computer and inter-personal skills
- Supervisory experience
- Analytical ability
- Business insight
- Welcome Challenges
- Can meet tight deadlines
- and
- a strong work ethic

Prior retail experience is a plus. We offer competitive salary and an attractive benefit package

If this opportunity has piqued your interest, please forward your resume and salary requirements to

Manager
Scott Shugrine
Fine Furniture / Since 1931
Attn. ADMIN 977 E. 14 Mile Rd. • Troy, MI 48083

★★★