EMPLOYMENT

500 Help Wanted General

PRODUCTION CONTROL SPECIALIST

Large suburban based HMO seeks Production Control Specialist to prepare and design department reports on research and complete membership/group expense analysis on monthly work loads volumes of representations and provide assistance with corporate MDPH processing statistics. Excellent verbal and written communication skills. Excellent time management skills and ability to identify, investigate, analyze and resolve problems. Positions in systems, data and/or resource analysis/ops. Associates degree in Business related or Health Care field. Two years experience in customer service, public relations. Convenient to Hartford. Knowledge terminology preferred. Comprehensive knowledge of inquiry processing and multi-format service functions. Excellent salary and benefits. Respond in confidence to:

HUMAN RESOURCES/PCS
P O BOX 5013
SOUTHFIELD, MI
48086-5013
Equal Opportunity Employer

PRODUCTION MACHINE OPERATORS

No experience necessary. Jobs available. Starting pay $5.50 per hr. After 180 days medical insurance is eligible for coverage. Also 401K reimbursement & 401K plan. Apply at Michigan Production, Inc. 8456 Ronda Dr., Canton Mich.

PRODUCTION SUPERVISOR

Minimum 1 year supervisory experience in production setting required. Direct maintenance helpful. Must be a person who thrives in a large environment and can handle rapidly changing priorities. Send resume or letter application to: Human Resources, Inc. Production, PO Box 441548, Detroit, MI 48244

PROFESSIONAL TELEMARKETERS
FULL & PART TIME DAYS

Growing company in Farmington Hills needs mature, ambitious, assertive people with strong telephone sales experience - appointment setting experience a plus. No selling involved! $7.50/hr (only 20 hrs/wk) + bonuses & paid vacation. Casual dress & friendly, supportive environment. Call Paula at (810) 476-7294 for phone interview.

PROGRAM ASSISTANT

Excellent opportunity to assist friends on with programming activities and outings for adults with disabilities in a rehabilitated environment. Minimum of 2 years educational experience in related field. Apply in person or write 1709 John R, Troy, MI 48083

PROGRAM ASSISTANT MANAGER

ACL Incorporated, a behavioral healthcare provider, seeks a Program Assistant Manager for a six bed residential facility in Oakland County. Works with mental illness in the Southeastern Michigan Metro area. Requires:
• 2 Years College - Management experience
• Leadership Oriented & Motivating Personality
• Sense of Community
• Good Customer Relation Skills
Knowledge of community alternative mental health practice

Please Mail to: (810) 637-3153

PROGRAM DIRECTOR

No experience needed - minimum any 60 college credits. Must be willing to work thru 12 college credits in Child Development. (313) 937-3337

PROGRAMMERS

• COBOL/CICS Programmer
Knowledge of CCs+, Database knowledge, degree MIS/CIS
• Oracle Programmer
Oracle, Pro C, PL/SQL, Degree MIS-CIS

Fax resume to Ann Cynck, Advanced Data Resources, (313) 453-6868

★ THE PROGRAM MANAGEMENT co has several openings for Resident Managers in Oakland & Macomb counties. Must live on-site & provide maintenance. Pay is based on $25,000 + benefits. Fax resume 810-647-8180

PROPERTY SUPERVISOR for Southfield Property Management Company. Apartment management desired. Bookkeeping skills required. Call Mon-Fri, 9am-5pm. (810) 352-4043
An Equal Opportunity Employer

PUBLIC SAFETY SERVICE OFFICER/DISPATCHER

Township is accepting applications for Public Safety Service Officer/Dispatcher. Responsibilities include dispatch and also assists police officers with restraining and physical management of individuals in custody and other related duties. Rotating shifts. $24,720/yr plus excellent benefits. Preference will be given to applicants who can demonstrate the dispatch experience. Testing process will include grammar, spelling, typing, oral board and psychological examinations. Applications can be picked up at the Canton Township Personnel Department, 1150 S Canton Rd., Canton, MI 48188 or send a self-addressed stamped business size envelope to the address below to request applications form. Job descriptions will be posted at the Township Administration Building. All applicants will receive a copy of the Township application form in its entirety and be notified of the date, time and place of the Township Public Safety Services prior to 4pm, August 8, 1996. Fixed applications will be accepted. Written, physical agility, and typing tests will be administered on August 23, 1996. The Charter Township of Canton does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. An Equal Opportunity Employer.

Q/C INSPECTOR

for aerospace manufacturer. Minimum 1 year experience preferred. Familiar with set-up & use of manual gauges. Please send resume to: Mail stop: 46301 Port St. Plymouth, MI 48170 Fax: (313) 459-2020

QUALITY ASSURANCE MANAGER

Experienced with quality system requirements including SPC. Detailed with automotive firm with related customers. Established supplier, automotive experience. Salary & benefits. Resumes to Box #2859 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

QUALITY ASSURANCE

Position with a rapidly growing owned CNC shop specializing in complex drive train components. Standard Q.A. experience required and serve as management representative for implementation and maintenance of QS 9000 requirements. Competitive salary & benefits. Excellent working conditions. Resume to P.O. Box 810
Brighton, MI 48116-7210

QUALITY CONTROL INSPECTOR

Some experience necessary. Manufacturing facility. Milford Twp. (810) 684-0558

RECEPTIONIST FOR busy upscale Bridal Salon in Northville/Novi area. This is a full time position. Excellent opportunity. 1-800-321-6600

500 Help Wanted General

QUALITY CONTROL MANAGER
QC manager needed for a medium size manufacturing plant. 5 years experience in ISO knowledge required. P.O. Box 42933
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

REAL ESTATE PROPERTY MANAGEMENT

Chesterfield Township Condo Association
Attractive compensation. Northville single family residential rental management company. Good people skills. Real estate license & computer experience a plus. EOE.
RICHTER & ASSOC (810) 348 5100

RECEIVING CLERK

Window and door distributor seeks receiving clerk for Add shift. Must have hands on experience and good organizational skills. Fax resume to (313) 467-3081 or mail to

Midwest Door & Window
35539 Schoolcraft
Livonia, MI 48150

RECEPTIONIST

Energetic efficient "people person" wanted for OPTOMETRIC CLINIC. Patient service, scheduling, insurance, phone skills & optometric experience in a professional office. Full time. Private office, downtown Farmington. Call (810) 477-1688

RECEPTIONIST

Growth oriented company in Novi Seeks qualified person to work in fast paced office. Multi line phones and Windows experience needed. Some overtime may be required. Fax resume to (810) 349-8558 or call for interview. (810) 349-8771

RECEPTIONIST - Immediate opening. Pleasant personality, good communication skills, light paperwork. Contact Ashley 810-569-3196

RECRUITERS NEEDED for fast growing software services consulting firm. Must have previous technical recruiting experience. Please fax resume to 810-305-9900

RECYCLING

We are seeking individuals to M Machine Operator, Trimmer and General Labor positions.

REQUIREMENTS
• Self-Motivated
• Mechanical Aptitude
• High School Diploma or GED

OFFERING
• Excellent Benefit Package
• Good Starting Wage
• Clean Working Environment

APPLY IN PERSON MON-FRI (8AM-4PM) or MAIL RESUME TO

PLASTIPAK PACKAGING, INC
9135 General Court
Plymouth, MI 48170

EOE.

Repair

Equipment Repair

Livonia distributor has full time position with benefits and bonus program for person with electrical/electronic background to repair industrial cleaning equipment. High school education good mechanical aptitude, pleasant disposition and sound training. Position is must. Apply in person Mon-Fri. 8-5 12110 Hubbard Rd., Livonia, MI 48150

RESEARCH LAB MANAGER
Oral Infectious Diseases

The University of Detroit Mercy School of Dentistry is seeking an open position Department of Oral Infectious Diseases.

We are searching for an experienced Research Lab Manager with two years experience in the field of Biological Science Research. Bachelors of Science degree required. Tissue Culture, PCR, ELISA, Anaerobic Microbiology preferred

Excellent working conditions and benefit package

Please send Curriculum Vitae/Resume to
Dr. Randal Rowland
University of Detroit Mercy
Oral Infectious Diseases
8200 West Outer Drive
PO BOX 19900
Detroit, MI 48219 0900
EEO/AA

RESEARCH STUDY

Do you dread public speaking? Do you avoid situations where you might be the focus of attention? Do you fear criticism? You might suffer from social phobia

The Wayne State University Department of Psychiatry and Behavioral Neuroscience is conducting a research study to examine the effect of various medications on public speaking anxiety and performance. Free psychiatric and medical exams. Opportunities to double the speed management of individuals in custody and other related duties. Rotating shifts. $24,720/yr plus excellent benefits. Preference will be given to applicants who can demonstrate the dispatch experience. Testing process will include grammar, spelling, typing, oral board and psychological examinations. Applications can be picked up at the Canton Township Personnel Department, 1150 S Canton Rd., Canton, MI 48188 or send a self-addressed stamped business size envelope to the address below to request applications form. Job descriptions will be posted at the Township Administration Building. All applicants will receive a copy of the Township application form in its entirety and be notified of the date, time and place of the Township Public Safety Services prior to 4pm, August 8, 1996. Fixed applications will be accepted. Written, physical agility, and typing tests will be administered on August 23, 1996. The Charter Township of Canton does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. An Equal Opportunity Employer.

Retail

ASSISTANT MANAGER $28,000

We are a fast-paced sales progressive company looking for assistant managers to manage sales teams of approximately 15 people. Candidates must have some prior management experience & be willing to work days, evenings & weekends. Great benefits. Send resumes to:
Box #2854
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

Retail

ASSISTANT MANAGER

For unique, retail store in Farmington Hills. 25-32 hours per week. Flexible schedule. Call Tuesday Morning, Inc. (810) 788-7671

RETAIL CLERK part time, 2 evenings, 4-18 to 8.30, some Sat. Knowledge of arts & crafts preferred. Which-Craft. (313) 425-0410

Retail

COUNTRY CLUB

Apparel Store Manager.
Upscale merchandise. 553-6298.
Paid 2 months vacation in winter.
Call/fax resumer: Stacey Kaiser
810-932-1170, fax 810-932-1214
Harmer Associates 29870 Middlebelt
Farmington Hills, MI 48334

500 Help Wanted General

Retail

CASHIER AND STOCK POSITIONS, DRUG CLERKS & PHARMACY TECHNICIANS

ARBOR DRUGS, southeastern Michigan's premier drug store chain, is currently has outstanding full and part time opportunities available for mature, dependable Cashier and Stock personnel, Drug Clerks and Pharmacy Technicians.

We offer part health insurance, vacations, holidays, dental, LTD, employee discounts 401K and flexible hours to all full time employees

Cashier, Drug Clerks and Pharmacy Technician applicants must be at least 18 years of age

Apply directly at the location below

Arbor Drugs #145
17176 Farmington Rd
Livonia

Equal Opportunity Employer

Retail

DISTRICT MANAGER FOR DRUG STORES

Assistant Managers also. Apparel & specialty stores. Great salary/benefits! Career opportunity. Must have previous retail management experience. Please fax resume to 810-305-9900

Retail

Heslop's

Fine china & gifts is seeking Store Management. Qualified applicants will possess 2 years minimum management experience. Salary $25 $32 + bonus & benefits including 401k, medical & more. Send resume to 22790 Heslop Dr., Novi, MI 48375 Attn Personnel. No phone calls will be accepted

RETAIL SALES

Boarding up properties. Full and part time for decorating. The Sok Worm, 426 Main in Rochester. (810) 651-1900

RETAIL SALES

57 AN WH
Heslop's
the leader in china & giftware, is looking for experienced Sales Help.
Dearborn, Bally 313-274-6200
W Bloomfield, Susan
810-737-8080

Retail

Tired of Chasing That Raise?

With Speedway, America's 3rd largest convenience store chain, you'll be chasing that raise at every paycheck, as your first year! Make the most of your customer service skills. Our growth continues to create opportunities for sale-minded individuals

Assistant Managers Full Time & Cashiers Full & Part Time

We offer good pay + weekly pay, checks + hassle free schedules + medical, dental, life insurance for full time employees. Apply in person, ask for manager, at

SPEEDWAY
136 Main
Romeo, MI

Equal Opportunity Employer

RETIREES - HOMEMAKERS! FREE GOLF with full time or part time employment at Birmingham's 2 golf courses for the remainder of 1996. Winter employment also available. Call (810) 333-4420 for more information

ROOFERS NEEDED

For commercial and industrial. Experience preferred but not necessary. Union wages and benefits (313) 971-0096

ROOFERS - People (men or women) willing to learn the specialized craft of wood roof installation and restoration. GOOD WAGES (810) 540-7465

ROOFING / CARPENTER

$15 to $18 an hour. Must have solid roofing experience and the ability to act as a lead roofer in charge of running a crew. Must be able to read blueprints, solve roofing problems and communicate with the customer. Flat roofing experience and performance. Free psychiatric and medical exams. Opportunities to double the speed based on productivity. 810-539-9750

SALES - American Speedy Printing center of Northville is looking to expand our franchised sales force in growing fast and need a self motivated, energetic, service oriented account rep now. Salary plus high commission, plus benefits, plus award winning sales training program. Call for interview 810-348-8484

SALES MERCHANDISER

Sales organization, representing nationwide brand leaders, seeking energetic, self-motivated individual with reliable transportation for part time (approx. 25 hrs/week) merchandising (24-32 hours/week). Above average income potential. Flexible daytime hours, mileage. Please send resume to: Retail Department, PO Box 1500, Farmington Hills, MI 48333 or fax to 810-626-6993

SALES PORTER

needed to maintain the cleanliness of new & used vehicles, inside & outside of dealership. Other duties include, pasting cars & running errands. Must have a good driving record. Apply in person to Jack Inc. Apply in person at

ERHARD BMW
4055 Maple Road at Telegraph
Bloomfield Hills, MI

SCOOL CROSSING GUARD
BIRMINGHAM POLICE DEPT.

Mornings & Afternoons. Flat rate for 2 crossings. Incentive pay for bad weather days. Call Ellen DeView, 810-644-1800, ext. 343.
An Equal Opportunity Employer

SECRETARY/SALES

Fast growing cashmere company in Rochester needs full-time sales secretary w/good communication skills. Must be dependable and responsible. Fax resume to: 810-656-3274 with salary requirement or Call 810-299-3893 kathy

SECURITY GUARDS

for job site in North East suburb. Full and part time positions available for weekday evenings early morning & all day weekends. Applications are being accepted at:

Holiday Inn - Troy
2537 Rochester Court
(off Rochester Rd/S. of I-75)

SECURITY OFFICER - Daytime evenings, full and part-time in Howell. $6.00 per hour to start. Experience required. (810)358-2802.

500 Help Wanted General

SECURITY

GUARDSMARK has immediate full/part time positions available in Brighton, Howell & Plymouth

BENEFITS INCLUDED

•401k
•Medical Insurance
•Life Insurance
•Free Uniforms
•Paid Vacations
•Tuition Assistance

Must have High School Diploma/GED and no criminal history. We are a 100+ Duke Power Company.

Apply Mon.-Fri., 9am-5pm, 34405 12 Mile Rd., Suite 155, Farmington Hills, MI
(810)553-9900

SECURITY

Officer & Dispatcher Positions Personnel to respond to "live" alarms in our company vehicles. Requires clear criminal & driving records. Must be dependable people. Must be able to obtain CCW & Security Officer Licenses. 1-800-745-3870
An Equal Opportunity Employer
Male/Female

SERVICE DEPARTMENT COORDINATOR

Seeking a service coordinator for busy floor covering store. Some floor covering experience is a must. Must possess good telephone skills & ability to work with builder & customer service problems. Call Ann Marie Cellucci, Paul Fischer, 810-351-4050

SERVICE PERSON

Needed to handle various repairs in manufactured housing facility, carpentry, electrical, plumbing, formica, and general repairs preferred. Tools & truck a plus. Salary commensurate, with opportunity for advancement. For interview call Sterling Homes, 810-347-0990

SERVICE PERSONS
Accepting applications for tire production & warehousing service persons Call 313 261-7707

SERVICE REPRESENTATIVE

Currently looking to add another service individual to our top notch boarding up properties business in Southfield. You should have great communication skills have a strong work ethic, detail oriented, concern for detail & excellence. For the right person we offer $19,000 base salary plus great bonuses that could easily add another $6,000. Also includes full health care and 401k
Send resume
Healthy Options, P.O. Box 2004, Farmington Hills, MI
48333-2004

SERVICE TECHNICIAN

We are an established leader in the specialized field of office & bankery equipment & are seeking a technician in the Detroit metro area. We have an immediate opening for a high level Field Service Technician to service our office equipment, coin & currency handling equipment. Qualified applicants should possess basic electro mechanical & basic electronic skills. Prior service in the bakery or coin/currency handling equipment. Qualified applicants should possess basic electro mechanical & basic electronic skills. Prior service in the bakery or coin/currency handling equipment. Qualified applicants should possess basic electro mechanical & basic electronic skills. Prior service in the bakery or coin &