EMPLOYMENT

500 Help Wanted General

FRONT DESK ATTENDANT
Canton Township is accepting applications for Front Desk Attendant, to work at Summit on the Park Community Center. Predominately weekend hours. $5 per hr. Job Description will be posted at the Township Administration Building. Applications must be picked up at the Personnel Division, 1150 S. Canton Center Rd. 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

FULL-TIME SALES SUPPORT ASSISTANT Duties include typing, filing data entry & phone work. Will train. Apply in person at: 56405 Grand River, New Hudson or send resume to: P.O. box 190, New Hudson, MI 48165 EOE

FULL TIME TEMPORARY
Livonia mail distribution center is looking for temporary full time help beginning mid January from February 15 through March 10. Excellent opportunity to pay off those Christmas bills. Easy work, great pay. We will train you. Day and evening positions available. We are not a temp agency, but a growing company. Call for more information and interview times.
(313) 591-0360, ext. 200

GARAGE DOOR Service Technician
Must be experienced for commercial overhead doors. Starting salary from $16 $18 per hour. Livonia area. Call Dave Rice at Performance Door, Inc. 313-464-9156

GARDENER - Bloomfield Hills private estate. Must have experience. Must be hard working and a self-starter. Mentor & oversee a large estate. Opportunity for long term growth. Please FAX your resume to 810-644-4382

WORK TODAY PAID TODAY®
LABOR READY®
Temporary Labor Specialists
NO FEES! NO HASSLES!
5 DETROIT AREA OFFICES
NOW OPEN
APPLY IN PERSON
28157 6 Mile Rd., Livonia
(810) 471-9191
27422 Michigan Ave., Inkster
(313) 563-6111
701 E. 9 Mile Rd., Ferndale
(810) 541-7272
16129 10 Mile, Eastpointe
(810) 773-9877
710 W. Huron St., Pontiac
(810) 332-5565
COME SEE US TODAY!!!
CONSTRUCTION, ASSEMBLY, WHSE, JANITORIAL, HOTEL, RESTAURANT + MORE

General Help and Maintenance
Troy based printer seeking experienced shipping, receiving, maintenance person. Hourly wage and full benefit package.
Send letter or resume to
Total Concept Packaging
1206 Maple
Troy, MI 48084

GENERAL HELP NEEDED
after school, 3-6 PM. Week days only. 12 Mile/Farmington area. Call after 2 PM ONLY (810) 553-9336

GENERAL LABOR
FULL OR PART-TIME
We have flexible hours. Perfect for College Students. Daytime positions open for responsible person. We offer minimum $7.00/hr. to start, plus bonuses. We offer health insurance, paid vacation and free uniforms. 1 Mile from O.C.C. Apply in person. Mon-Fri 10am-4pm
Orchard 14 Car Wash Shell
(next to K-MART)
30980 Orchard Lake
Farmington Hills

GEORGIA'S GIFT GALLERY
A large collectible gift store in Plymouth is now hiring full & part-time help. Flexible hours, open 7 days. No experience necessary. Employee discounts. Please apply in person Mon-Fri. 10am-7pm. For directions or further info. call (313) 453-7733
Ask for Michelle

GOLD COURSE MECHANIC
Needed. Must have prior experience with small engines, hydraulics, diesel & golf course equipment. Competitive wages & benefits. Apply in person at:
The Oakland Golf Club, Maintenance Bldg., 02740 Campground, Washington

GRAPHIC DESIGNER
Con pulse produces AV is at 10 yrs experience. Immediate opening. Reply to: Box #1462
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

GRAPHIC DESIGNERS
Immediate openings for fast growing company. We're seeking high energy, fast learning creative people with thorough MAC background. Must be familiar with
• PAGEMAKER
• PHOTO SHOP &
ILLUSTRATOR
Knowledge of ZIP, JAZ, NORTON SUITCASE and CD ROM Place stub a definite plus! Call
Julie or Colleen at (810) 474-2323 or FAX your resume to 810-474-4621

GREGORY AREA group home now having caring compassionate individuals who are interested in working full-time or part-time with developmentally disabled adults. I have openings for 8am to 10am 3 days per week & every other weekend from 8am to 2pm. If you are interested & have a high school diploma or GED & a valid Michigan drivers license. Please call me at (313)498-2336. Paid training $5.90 hour to start. $300 hiring bonus

GRINDER HAND or GENERAL MACHINIST
Must have good math skills. Excellent pay & benefits
(810) 353-2450

Grinder Trainee
Precision Thread Gage Company will teach the right person O.D. surface & thread grinding. Good wages/benefits. West side location. Atlas Thread Gage. 810-477-3230

GROCERY ORDER SELECTORS
Part time. No experience necessary, will train. Call Bill, (313) 525-2300

Groundskeeper
Cemetery - Small engine repair and/or pole experience helpful. Apply 9am-4pm Dodge #3 Memorial Park, 28120 6 Mile, Livonia.

GROUNDSKEEPER/ GENERAL LABOR
Rochester properties. Full & part time. Please call 810-650-1383

GRINDING MACHINE OPERATORS
We are an expanding tool company with various grinding positions available. Starting wages for trainees is $6.50 - $9.50 per hr. Experienced operators from $9.50 - $16.50 per hr. Modern air conditioned factory with great benefits and lots of overtime
Call, Fax or Visit
MOELLER MFG. CO.
43938 Plymouth Oaks Blvd.
Plymouth, MI 48170
Phone 313-416-0000
Fax 313-416-2200

GROUNDSKEEPER
For large Farmington Hills apartment community. Must have own transportation
Apply in person
MUIRWOOD
Management Office
33005 Muirwood Dr.
Farmington Hills, MI
W.W. corner of
Grand River & Drake.

GROUNDS / MAINTENANCE
Immediate opening. Permanent full time in Livonia for Grounds Person. Experience not necessary. Must have years licenses & transportation. Livonia Trade Center 313-261-1867

GROUNDS - now hiring to join our team at Farmington Hills apartment community. Great work environment. Starting pay $7 an hour with room for advancement. Call 810-471-3625

GROUNDS PERSON needed part time for mid-size apartment complex in Canton. Some maintenance knowledge helpful. Call (313) 981-0130 or apply in person at Fellows Creek, Vista 1999 E. Franklin EOE

GROUNDS SUPERVISOR
Large Belleville apartment complex is now hiring for grounds supervisor. Must be able to direct grounds staff. Knowledge of mulching, trees, irrigation systems, and snow removal helpful. Competitive starting wages. Call Allen at Southport Apt. 313-697-6742

GROUP HOME openings for days, afternoons, midnights. Valid drivers license, paid training. Competitive wage & benefits. Call
313-663-5637 Salem Twp.
313-677-7329 Ann Arbor
313-454-3764 Plymouth

GUN DRILL & Hone Operator. Experience preferred. Shop wage. Big 50 holidays, 401K. Both shifts 55 hours week. Now (810)347-1230

GYMNASTIC COACHES
For any level preschool thru competitive team. Full or part time. Northville All Star Gymnastics.
(810) 380-5330

HAIRDRESSER
Licensed, experienced in roller set. 2 days/wk. Farmington area nursing home (810) 681-7062

HAIRDRESSER
Licensed, experienced in roller set. 2 days/wk. W. Bloomfield area nursing home (810) 661-7062

HAIR DRESSERS & NAIL TECHNICIANS
Full or part time. Walk-in salon. Downtown Plymouth (313) 459-0220

HAIR DRESSERS & NAIL TECHS
Are you a friendly, licensed, upbeat professional looking to take your career to a salon that is committed to advanced education, career opportunities, and outstanding customer service. If so, apply in person at:
HAIR IMAGES SALON
27500 Plymouth Rd.
(1 blk. W. of Inkster Rd.)
313-427-6711

HAIR STYLIST
Established Royal Oak salon. Great staff, clientele preferred. New Year's new opportunity (810) 541-6373

HAIR STYLIST
Professional, down-to-earth, stylist with clientele needed to fill full time position in Ferndale salon. Great work environment. Top progressive education. Call for appointment or leave message. (810) 544-0055

HAIR STYLISTS
Earn up to 60%. Paid education. Modern Plymouth salon. Friendly atmosphere. (313) 451-0655

HAIRSTYLISTS
Immediate Part time opportunities for licensed stylists at busy salons. Up to 40% commission plus an hourly wage, all equipment provided. MORNING hours available in Belleville, Plymouth. Now, Weekend, EVENING hours available in Dearborn, Westland, Livonia & Wayne. Call
Krista at 1-800-668-8484

Hairstylists/Management
Excellent opportunity for the stylist looking to advance. Assistant manager opportunities available. Generous salary plus commission, health benefits, management training provided. Available in Livonia, Dearborn, Westland, Wayne & Farmington. Call Dallas 1-800-288-0917

HEATING & AIR CONDITIONING
I need residential installers for sub work. Must have truck & tools. Pays well. Service One Heating, 962 N. Newburgh, Westland. Or Call Steve (313) 427-7100

HEATING AND COOLING
Expanding company needs INSTALLERS. Must be experienced in residential and light commercial. Excellent wages and benefits.
(313) 522-3310

HEATING/COOLING INSTALLERS
5 years experience. Competitive salary and benefits. 401K. Detroit based (313) 641-5190

HI-LO DRIVER
We have recent openings in our warehouse facility for a hi-lo driver and pallet repair. We offer:
• Full benefit package and competitive wages
• Numerous shift operation
• Clean Environment
• Opportunity for Advancement
• Growth Industry
Must have GED or Diploma and simple math skills. Apply today: 1351 Hix, (S. of Ford) Westland, MI 48185. EOE

HOME INSPECTOR position open. Must have basic knowledge of all home systems. Training will be required. Good people skills a must. Great career opportunity. Call from 9-5 (810)652-1818

HOUSEKEEPERS
Full-time. Needed immediately for Farmington Hills retirement community. Call Alice (810) 476-7478

HOTEL EXPERIENCED SALES MANAGER
with catering background preferred
ASSISTANT BANQUET MANAGER
with restaurant experience
Competitive wage & excellent benefits. Apply in person or send resume to:
THE ROYCE HOTEL
31500 WOOD RD.
ROMULUS, MI 48174
FAX 313-721-8870

Hotel
Front Desk Clerk
The Village Inn Hotel is looking for a part time front desk clerk. This is the perfect position for someone who wants to work just a couple of shifts a week and has some evenings and/or weekends available. For further information contact Diane at 810-642-6200 or apply in person at 300 N. Hunter Blvd., Birmingham.

HOUSECLEANERS
FULL MEDICAL, DENTAL & LIFE
Full & part-time, Mon-Fri. days, company car. $6.25-$8.25 to start including paid drive time, uniforms, paid holidays, vacation + bonuses. Call to find out why
WE ARE THE HIGHEST PAYING MAID SERVICE
AMERICAN FREEDOM CLEANERS
(810) 473-9300

HOUSEKEEPER
Full time position for Luxury Senior Citizen Apartment Complex. Competitive wages. Full benefits available. Must relate well with seniors. Apply in person only. Monday thru Friday between 9:00am and 4:00 pm:
The Trowbridge
24111 Civic Center Drive
Southfield, MI 48034
(No phone calls accepted)
EOE M/F/V/H

HOUSEKEEPER
Full time position for luxury Senior Citizen Apartment Complex. Competitive wages. Full benefits available. Must relate well with seniors. Apply in person only. Monday thru Friday between 9:00am and 4:00pm
The Trowbridge
24111 Civic Center Drive
Southfield, MI 48034
(No phone calls accepted)
EOE/M/F/V/H

HOUSEKEEPER
The Ethan Allen store in Birmingham is seeking a responsible housekeeping person to handle basic dusting, vacuuming and cleaning on a part-time basis. Good hourly rate in a pleasant, congenial environment. For immediate consideration, please call 810-540-8558
Ethan Allen, Inc.
275 N. Woodward
Birmingham MI 48009
EOE - M/F/D/V

500 Help Wanted General

HOUSEKEEPING/ LEASING PERSON
Needed full time for luxury apartment community. Call 9-3pm, Mon-Fri
313-453-7144

HOUSEKEEPER NEEDED for Southfield high-rise apartment complex. Call 810-569-7077 for info.

HOUSEKEEPERS
Full time. Apply in person:
Motel 6, 41216 Ford Rd. & I-275
in Canton Twp.

HUMAN RESOURCES ASSISTANT
One of the nation's largest non-profit debt management companies has an immediate opening for a Human Resources Assistant. Responsibilities include creating and maintaining personnel records, inputting employee information, completing various HR forms, preparing written correspondence and weekly newsletter, copying and faxing.
Minimum 1 year experience in HR processes with an associates degree in related field preferred. Must have experience with Microsoft Word, excellent oral and written communication skills, the ability to work independently and with others and the capacity to maintain strict confidentiality with sensitive data. Please forward your resume with salary history to:
HR Dept.
38505 Country Club Drive,
Suite 210
Farmington Hills, MI. 48331
EOE/Drug Screening Company

HUMAN RESOURCES
Experienced in all facets of employment: IE: workers compensation, MESC, employee benefits, etc. Excellent pay & benefits. English office.
FAMILY HOME CARE
810-229-5683

LEARN A TRADE!!
Here's your chance to join the exciting field of HVAC. Professional training, company truck, flexible schedule. Call Today! 313-513-8403

HVAC
Seeking immediate opening for air duct cleaners. Must have experience and mechanical contractor's license. Excellent pay, start ASAP. Call Dave or Ray at (313) 261-0300

HVAC
Sheet Metal Installers and Helpers. Top pay and benefits.
810-548-4800

ICI PAINT STORES DIVISION
Inside Sales Associate
Position Available
Wanted: dependable, self motivated individuals. Must have strong customer service focus.
For immediate consideration please call:
313-525-4350

IMMEDIATELY POSITION available tap or ballet teacher. Send resume to: 1994-A Woodward, Box 136, Bloomfield Hills, MI 48302

INCOME TAX PREPARERS
Experienced full-time interviewing for preparation in Ferndale office or part-time preparation to work at home. Please send resume & salary requirements to: P.O. Box 1627, Royal Oak, MI 48068

IN-LINE HOCKEY REFEREE
Bonaventure, Farmington Hills, 16 & over. Call Mr. Findlay 810-476-2201

500 Help Wanted General

IMPORT/EXPORT AGENT
Burlington Air Express has a part-time opening for an individual who possesses knowledge of import/export operations including routing and rating of freight, knowledge of accounting principles, functions and terminology. This requires a minimum of one year import/export experience, preferably in the air freight industry. Qualified applicants please apply: Mon.-Fri. between 8-4
Burlington Air Express
7010 Middlebelt Rd.
Romulus, MI 48174
313-595-6100 Ext. 233
Contact: Gloria Smith
Equal Opportunity Employer, M/F/D/V
Closing date - Jan. 31

INFORMATION TECHNICIAN
Responsible for marketing & promotion of Recreation/Community Services programs and services. Proficiency in computer and desktop publishing. Communication and/or marketing degree preferred with related work experience. Apply: Bloomfield Hills Schools, 4175 Andover Rd., Bloomfield Hills, MI. 48302 or call 810-645-4518

INSPECTOR
Please apply our job under
Quality Analyst
American Yazaki Corporation

INSTALLER. ALARM company has opening for an installer. Experience a plus, but will train. Call today for an appointment, ask for Tom.
(810)669-5600

INSTALLER OF counter tops for cabinet shop. Must have own tools. Excellent wages & benefits. Send resume to PO Box 0206, Farmington, MI 48332

INSTRUCTORS NEEDED
Immediate part-time openings for French, Japanese and Portugese instructors. Must have good knowledge of pronunciation.
Call: 810-362-0060
Or Fax resume to 810-362-0626

INSULATION INSTALLERS
Experience footage rate or will train, starting $8.50. Jones Insulation, 22811 Heslip (E. of New Rd.) N. of 8 Mile, Nov.
(810) 348-9580

BUSINESS COORDINATOR
Our growing, professional Southfield company is looking to add two top-notch Business Coordinators. We've been continually recognized as the best in the industry. Our job is to provide telephone service to our customers. You must carry yourself well, be great with people & solving problems. Starting salary $20-$24,000, with quarterly bonuses that put current staff over $30K in 1996! Blue Cross, life, disability & 401k. Send resume: Healthy Options, P.O. Box 2504, Farmington Hills, MI 48333-2504

INSURANCE ADJUSTER
Established independent adjusting company seeks full time outside positions. Two in property and two in casualty. Experience required. Full benefit option including company car. Send resume to: Christine Jerome, 17177 N. Laurel Park, Suite #333, Livonia MI 48152

INSURANCE
Commercial and Personal
Customer Service Reps.
Producers/Sales
Many Openings
Experienced Only
Fees Company Paid
Ann Bell Personnel
24061 Farmington Rd.
Brigham Farms, MI 48025-4348
(810)540-3355 Fax 540-8165

500 Help Wanted General

INSURANCE
Nov agency seeks individual w/life & disability experience. Fax resumes to: 810-348-1697

INTERVIEWERS
Ducker Research Co. is seeking qualified individuals for its Research Dept. Part/Full hrs. NO SALES. Contact Trisha or Amy (810) 644-0066

JANITORIAL HELP
Part-time. Flexible hours. Competitive wages, benefits available. Call
(313) 427-0056

JANITORIAL
IMMEDIATE part time evening positions in Troy and Farmington areas. Couples welcome and experience helpful. (313) 416-6179

JANITORIAL
Mon. thru Fri. 2 hrs. per night. $7 to start. Wixom area.
Call 810-624-0772

JANITORIAL
• OFFICE CLEANERS - Evenings, up to 27hr. an start.
• BUILDING & AREA Supervisors - Evenings, up to $8/hr. to start.
Southfield, Belleville, Plymouth & Livonia areas. 810-449-7600

JANITOR
RESPONSIBLE and professional person to clean the JESTER'S CLUB located in Detroit. 1 blk. S. of 6 Mile. 7 days a week. Apply in person at:
16890 Telegraph

J.H. BENNETT & CO., INC. (E.O.E.)
A Leading Distributor of Industrial Fluid Products is Seeking Individuals for the Following Positions:

Accounts Payable Coordinator:
Entry level position. Responsibilities include processing new vendors, vouchering vendor invoices, reconciling vendor statements and processing weekly checks. Computer knowledge & basic accounting skills are preferred.
Reply To: Accounting Manager

Customer Service Representative
Responsibilities include answering inbound customer calls, processing quotes and orders & expediting. Computer knowledge, phone etiquette and previous customer service experience required.
Reply To: Customer Service Manager

Inside Sales Representative
Responsibilities include qualifying add leads, qualifying customers, and phone contact with potential and established accounts. Requires computer knowledge, good voice quality, and some mechanical aptitude.
Reply To: Executive Vice President

Sales Engineer
Responsibilities include sales to existing accounts in the Metro-Detroit area. Prefer individual with a fluid power background and experience with automotive accounts.
Reply To: Vice President-Sales

Service Technician:
An entry level position with responsibilities to include general assembly, fabrication, and service of product. Individual should possess good mechanical ability and shop skills.
Reply To: Engineering Manager

Please send resume to:
J.H. BENNETT & CO., INC.
P.O. Box 8028
Novi, MI 48376-8028

500 Help Wanted General

JIG GRINDER
Must be experienced in all types of page, fixture and detail grinding. O. Keller Tool, 12701 Inkster Rd., Livonia, 313-425-4500.

JIG GRINDER Operator
Must have tool shop experience. Main skills required are ability to read blueprints. Will train right person. Farmington area. Call Jay 8 to 4:
(810) 476-5421

JOB COACH
Coach to work with developmentally disabled adults on community jobs. High school diploma required or GED. Call Pat to set up an interview.
(810) 837-1215

JOB COACH
Growing vocational rehab firm seeking full/part time, detail oriented, self supervising individual with excellent observation skills & transportation. Competitive salary.
(810) 423-3669

JOBS, JOBS, JOBS!!!
Full & part-time positions. Management, photo & phone jobs. Days, eves., & week-ends required. Will train. Call Anne: 810-348-5016

KACEE'S HALLMARK
Part-time Sales Associates needed at all 3 locations. Flexible hours, days, nights & weekends. Homemakers, seniors, students welcome. Good pay & employee discounts.
Whole Lake (810) 698-3250
W. Bloomfield (810) 851-8685
Novi (810) 344-4588
Northville (810) 348-0250
Livonia (313) 427-2505

KENNEL ATTENDANT
Animal hospital has position for full & part time kennel attendants. For information, please call: 810-557-1836

KITCHEN HELP
If you love the kitchen, we are in need of your PART-TIME assistance. We are one of the fastest growing hospice organizations in Michigan and need your assistance in preparing meals for our residents. We have two openings, Monday through Friday, 8:00 a.m. - 12:30 p.m., or Monday through Sunday, (variable days), 3:00 p.m. - 7:00 p.m. If you are a team player, please send your resume or apply at:
Angela Hospice
14100 Newburgh Rd.
Livonia, MI 48154

LABORER
The City of Novi is accepting applications for a Laborer. Candidates must possess a Commercial Drivers License and be able to perform heavy manual labor for extended periods of time in all types of weather. Must be physically strong and work well with others. Experience in public works, maintenance or construction is plus. Salary is $26,441 with comprehensive benefit package. Obtain and submit an application by Feb. 7, 1997 at the Novi Civic Center, Human Resource Department, 45175 W. Ten Mile, 810-347-0452

LANDSCAPE MAINTENANCE SUPERVISOR / FORE PERSON
Good salary & benefits. Maple Place Landscape 313-534-0911

Lathe Hand
with experience in tool steels. Good benefits. Experience in PM boring helpful.
(313) 425-5165

LATHE OPERATOR
Manual & CNC.
Will train. Full benefits.
(313) 728-1990

LATHE OPERATOR
5 years minimum detail experience. Excellent wage & benefits.
Call 313-416-5050

WRITE IT AND REAP!

Writing a classified ad that gets results–whether it be for real estate, employment, the personals, transportation, or merchandise–is easy if you follow the guidelines below.

1. Give the reader specific information. Pretend you are someone reading the classifieds. What would you like to know about the item, service or job you are advertising? Be sure to add details such as color, size, condition, brand name, age, features and benefits. Be accurate! Don't embellish your ad with misleading information. Stick to the facts and reap the rewards!

2. Include the price. Don't waste your time or a potential buyer's time. If you advertise the price of the item or service you offer, the people who respond to your ad will be those who are genuinely interested. Surveys show that readers are more interested in those items and services they know are within their price range.

3. Avoid abbreviations. Don't make a potential customer work too hard! Although you may be tempted to cut down on the cost of your ad by using abbreviations, surveys indicate that many people don't understand such abbreviations as EIK (eat-in-kitchen) or WSW (white side wall) tires and won't take the time to figure them out. A confused reader is a disinterested reader. Get the most for your money and use complete words.

4. Include phone number and specify hours. Be sure to let potential customers know when and where to call. Surveys show that even if a person is very interested in your item or service, he or she will not call back after the first attempt. Stay near the phone during the hours you indicate you will be available. Don't risk missing a sale!

5. Run on consecutive days. Your ad will not get results if people don't see it! Therefore, it is important to set up a consistent and consecutive ad schedule with your telephone salesperson or outside sales representative.

Observer & Eccentric
CLASSIFIED ADVERTISING
644-1070 OAKLAND COUNTY 591-0900 WAYNE COUNTY
852-3222 ROCHESTER-ROCHESTER HILLS