# EMPLOYMENT

## 500 Help Wanted General

**CNC**
Operators $7.50 & Up
Programmers $15-$20
$100 Starting Bonus
Farmington, call SYNERGY for details (810) 476-1112

**CNC PROGRAMMER/ MACHINIST**
Due to continuous growth, machine tool distributor is looking for Application Engineers for both Grand Rapids and Plymouth offices. Duties include instructing customers in the use and programming of new CNC Lathe and Machining centers. Minimum 3 years programming & machining experience. Send resume to: Pakt Machinery Sales, 14600 East Street, Plymouth, MI 48170
An Equal Opportunity Employer

**COLLECTION MANAGER**
Salary, benefits, bonus. Detroit, C.I. Call 248-208-0000, Fax 248-203-0047

**Collection Manager**
sought for growing $40 million equipment leasing company. Minimum of 7 yrs. experience with collections & managing collection departments. Extensive knowledge of collection technology, systems & procedures required. Knowledge will also include some collection calls. Salary commensurate with experience. Send resume to: Marsha at Lease Corporation of America, 340 E. Big Beaver Rd., Suite 560, Troy, MI 48083.

**COLLECTIONS**
GC Services Corporation is seeking career minded individuals to join our winning team in Southfield. Due to recent expansion GC Services is offering positions with qualified individuals that possess strong collection skills, have excellent attendance records, and seek benefits a strong desire to succeed. If you want to be a winner, join a winning company, call (248) 203-8515 to schedule an appointment. EOE M/F/D/V

**COLLEGE GRADS**
$40K + Bonus Benefits
Major lender WILL TRAIN for LOAN OFFICER. Some sales experience.
EMPLOYMENT MATCHER AGENCY
(810) 558-1636

**COLLISION SHOP MANAGER**
Excellent opportunity for the right person. Downtown shop in Farmington. We're looking for an experienced, motivated, self-starter to join our team. Salary commensurate with experience. For appointment call Gary: 248-552-7111

**NOVELL SUPPORT PERSON**
Part-time. Experience w/Novell, Windows 3.1 & 95, and Microsoft Office required. Knowledge of Novell suite. Send resume: Novell Support, 12301 Hamburgh, Livonia, MI 48150

**AS 400 PROGRAMMER**
wanted for Livonia based Automotive Parts Packager. Minimum 2 yrs. experience. Must have experience with RPG, SDA, BEU, CL, PDM, PC knowledge helpful. $30,000-$45,000 plus bonus with strong fringe package. Send resume and salary requirements to:
Digiron Packaging, Inc.
12350 Sears Dr.
Livonia, MI 48150

**DRIVER-CDL LICENSED**
Class A Driver needed for over the road and switching. Local driving only. Livonia based company. $10.85 per hour. Second shift. Please call Dennis or Kathy at (313) 422-1212

**COMPUTER SUPPORT** Specialist - Skilled with PC software environment. DOS/Windows with ability to install, use, configure PC packages for new hardware and software field support. Experience or strong desire to learn host based systems or server based systems. Excellent benefits. Send resume to: Box 61860 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

**Computer Support Specialist**
**Technical Mechanical Network Manager Hardware/Software Troubleshooter**
Do you consider yourself ALL of the above? If yes, we have a minimum of one year experience in a Novell environment AND PC troubleshooting, would you like to increase your knowledge with Thermal Printers? Would you receive formalized training? If so, mail, fax or email your resume for the full-time position with our company paid benefits to: The Hayman Company, P.O. Box 777, Plymouth, MI 48170 FAX: 248-879-2430, E-mail address: jobs@hayman.com

**COMPUTER SYSTEMS CONSULTANT**
Farmington Hills firm seeking consultant with accounting, computer systems, and sales experience. Good opportunity for 2nd right person. Send resume to:
CCR/Kay, P.O. Box 2719, Farmington Hills, MI 48333-2719

**CONSTRUCTION**
Assistant Superintendent/Service Manager needs job for established West Bloomfield Builder/Developer. Send resumes to Office Manager, 4969 Oak Hollow, West Bloomfield, MI 48323.

**CONSTRUCTION** COMPANY needs experienced Roofers, Siders, Carpenters, Helpers. Southfield area. (810) 354-3212

**CONSTRUCTION SUPERINTENDENT**
position available with well established residential builder. 3-5 yrs. field supervision & construction experience required. Send resume to: JRDC, Attn. Lisa, 31700 Telegraph Rd., Suite 120, Birmingham, MI 48025.

**CONSTRUCTION SUPERINTENDENT**
For a general prime contractor, industrial & commercial experience required. Send resume & salary requirements to: PO Box 511101, Livonia, MI. 48151 or Fax to: (313) 458-7864.

**CONSTRUCTION SUPERINTENDENT**
Small Commercial Building Co. looking for self-motivated individual with commercial construction knowledge and experience. Must be capable of multiple job supervision, traveling to job sites, some evening hours necessary. Send resume to: The Peterson Companies, 1400 S. West Maple, Walled Lake, MI 48390

**CONTROLLER / OFFICE MANAGER**
Hartland mfg. plant is seeking individual to oversee their Accounting Department and client staff. Strong skills needed in Cost Accounting, and computers. This E.E.O. offers a competitive salary and liberal benefit package. Send resume / fax or apply at:
EMPAL INDUSTRIES, INC.
1973 N. M. 59 (I-96 EXIT 53)
HOWELL, MI 48843
FAX (810) 632-8279
PLANT LOCATION:
Just south of M-59 on Old 23 in Hartland

**COPIER TECHNICIAN**
Experienced tech to work on Sharp copiers in the Ann Arbor area. Excellent wages & benefits. (313) 434-5900

**COPY CENTER/ELECTRONICS**
Office Max - Farmington Hills, Orchard Lake Rd. Apply within at 31219 14 Mile Rd.

**COPY SERVICE**
Medical Record Copy Service has part & full time positions at Livonia area hospitals & clinics. Must be responsible, self-motivated & service oriented. On site training provided. Experience a plus. Send resumes to: Smart Corp., P.O. Box 74523, Cleveland, Ohio 44194-0523 or FAX: 313 941-3058

**Cost Estimator**
Wilcom Co. seeks experienced cost estimator for quoting & scheduling. Candidate must possess machinist background, have purchasing experience, excellent communication & computer skills. Microestimator software a plus. $45-$50K, plus benefits. Fax Attn: RC (248) 948-1833 Call (248) 948-1064

**COUNTER HELP**
Wanted at dry cleaning plant. Full or part-time. Benefits. Will Train. Apply in person at: One Hour Marinizing, 1979 Woodward, Bloomfield Hills.

**★COUNTER PERSONS ★DRIVERS**
Full & part time. Experience preferred. Retirees welcome. Key area. Apply at Inc. 248-478-2224

**COUNTER SALES** for paint & decorating store. Full or part-time, will train. Apply Painters Supply, 1056 W. Ann Arbor Rd., Plymouth

**COUNTER/SALES**
People skills a must. Full-time. Computer skills helpful. Livonia Trophy. Ask for Scott. (313) 464-8181

**COUNTER/ERRAND RUNNER**
Full-time position. $6.50 per hour. Must have own car/good driving record. 248-471-1900

**COURIER/MESSENGER**
for Troy law firm. Full-time and must have own transportation. Hourly plus mileage. Call (810) 641-9955

**CREDIT OFFICER**
Growing leasing company looking for senior officer with at least 7 years of credit extension experience in the leasing industry. Small & medium ticket exposure, knowledge of scoring techniques, and a personable attitude a plus. Competitive salary & benefits. Send resume to: Office Manager, PO Box 6415, Troy, MI 48009-6415.

**CREDIT UNION TELLER**
Part time 30 hours, Mon-Fri. Recent credit union or bank experience required. Salary range: $9.21-$10.49 per hour. E.O.E. Send resume to:
Controller, PO Box 994
Southfield, MI 48037
Or Fax: 810-569-2473

**CRISIS COUNSELOR**
CARE house program assisting sexually and physically assaulted children needs a Crisis Intervention Counselor MSW preferred. Experience in child sexual assault, 35 hr. week benefits. Send letter of introduction, resume and salary requirements by June 30 to: CARE House Regional Council of Oakland County, 45 Franklin Blvd., Pontiac, MI 48341 or fax to: 248-333-1539

**CUSTODIAN/MAINTENANCE**
A West Bloomfield Church seeks a full time experienced head Custodian for general maintenance person. Duties include daily clean up, special function setups, routine & light duty maintenance. Competitive benefits & wage packages. Retirees are a must. Please call (248) 855-9191

**CUSTOMER SERVICE REPRESENTATIVE**
Growing Legal/Medical business seeks a pleasant, professional & outgoing person with developed computer/telephone skills. Customer Service or Medical Billing experience a plus. Full time position with room for advancement. Send resume & salary requirements to:
Box #1827
Observer & Eccentric
36251 Schoolcraft Rd.
Livonia, MI 48150

**CUSTOMER SERVICE REP**
Corrugated box distributor is seeking a team player who is detail oriented and experienced in fast paced working environment. Excellent telephone skills are essential. Duties include answering telephones, order taking & processing. The individual will interface with dispatcher to ensure timely shipments to customers.
Northland Container
9070 General Dr.
Plymouth, MI 48170
Attn: Dave

**CUSTOMER SERVICE REPRESENTATIVES**
Bilingual Customer Service Reps (full/part-time) needed by a national marketing firm in Rochester Hills. We answer incoming information calls for automotive advertising (outbound calls will also be made). Requirements include articulate and clear voice, keyboard 30 wpm and college preferred. Various shifts - days, afternoon and weekends. If you are interested, please call (248) 653-6200 ext. 4466.

**CUSTOMER SERVICE REPRESENTATIVES**
Immediate full time opportunities in a Fortune 500 company who is a distributor of wholesale products. Ideal candidates possess excellent phone etiquette, outstanding communication skills, and are detail oriented. Experience necessary for these well compensated positions. starting $10/hr. Please call for an interview,
PERFORMANCE PERSONNEL
313-513-5823

**Observer & Eccentric**

We are seeking an individual to work in our very busy Birmingham newspaper circulation department. Approximately 20-24 hours/week Tuesday & Friday 9:00 a.m.-5:00p.m., Saturday 3:00 p.m-8:00 p.m. The person in this position is responsible for contact with newspaper carriers, handling service to our customers, preparing various reports, processing money deposits, dispatching newspapers and other clerical duties. Requires a high school diploma or equivalent, 1 to 3 years in office environment including customer service. Must have excellent communication and organizational skills, ability to lift 35 pound bundles of newspaper, knowledge of data input and word-processing. Apply in person at Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, MI 48150 or fax resume to (313) 953-2057 ATTN: Assistant Home Delivery Manager EOE/DFW.

**CUSTOMER SERVICE**
Sales experience a plus. Send resumes to: P. O. Box 2175, Farmington Hills, MI 48334

**CUSTOMER SERVICE REP.** Montgomery Asst. Coordination & PC skills a must. Rewarding position for a motivated applicant. Call to set up an interview: 313-722-4900

**CUSTOMER SERVICE**
Upcoming positions for professional telephone rep. Good attitude and phone skills, minimum 25 wpm typing speed, and computer knowledge necessary.
Call WOLVERINE STAFFING at: (248) 358-4270 for details

**CUSTOMER SERVICE** representative Plymouth co. needs customer service reps. required good telephone communication skills and computer knowledge. Great opportunity for recent high school grad or someone returning to workforce. Full time with benefits. Call Bery for interview: (313) 455-5152

**CUSTOMER SERVICE**
Apply your excellent working knowledge of computer programs such as Microsoft Office, Word & Novell to help others with their projects. Opportunities in Troy, Detroit, Dearborn. Call Tracy
Manpower Livonia
248-7661 473-2931
Advantage Staffing

**CUSTOMER SERVICE / COMPUTER HELP DESK**
★ National Telecommunication firm in Southfield is seeking Customer Service Representatives. Afternoon, Evenings & Weekend shifts available. Growth opportunity with a base salary plus bonus, commission & benefits. Call TODAY for immediate interview 248-644-5287 or fax resume to HRMS, 2100 W. Big Beaver Rd., Ste. 207, Troy, MI 48084

**CUSTOMER SERVICE**
Large dental/medical supply company has an opening for person with good telephone communication skills & data entry experience. Dental background preferred. Salary commensurate with experience. Full time, Mon.-Fri. Excellent benefits. EOE. Send resume to:
Attn: Human Resources
P.O. Box 8005
Westland, MI 48185-0062

**CUSTOMER SERVICE OPERATIONS ASSISTANT**
Full time entry level position available in Livonia Kitchen & Bath Center. Duties include: computer entry, administrative support to sales and shipping & receiving, customer service, maintaining the efficient flow of store operations. Computer experience a must. Some evening hours & Saturdays required. $8.50-$9/hr. Full benefits. Pre-employment drug screen required. Fax or mail resumes to: ATTN: Shelly, 12500 Merriman Rd., Livonia, MI 48150
Fax (313) 522-9987

**CUSTOMER SERVICE REPRESENTATIVES NEEDED**
- Must have at least 1 yr. customer service experience
- Must be computer literate
- Past experience working in a team environment
- College degree preferred
- Great compensation

Please call (810) 354-0555 or Fax resume to: (810) 354-0585 Attention: Jodi

**CUSTOMER SERVICE**
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**ANSWER DESK EVENINGS**
**$7.50-$10.00/hr.**
2PM-10PM; 4PM-Midnight
We need enthusiastic people to answer the phones & assist our customers who are calling to place orders. We provide paid training plus complete benefits in an upbeat office environment.
Call: 810-351-5630
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**CUSTOMER SERVICE**
sbcor data services is a provider of human resource solutions to Fortune 500 clients. We are looking for enthusiastic individuals with customer service experience to staff our Mon-Fri call center. Must be flexible to work any one of three shifts: 5-9, 12-8, 11-8. We offer competitive pay and excellent benefits. Due to our growth we are moving to the Pontiac area Jan 1, 1998. Currently we have 2 immediate openings for positions in the Pontiac area. All other positions will remain in the Farmington Hills area until Jan1. Please send resume along with salary preference & salary history to:
A. McMahen
31000 Northwestern Hwy.
Farmington Hills, MI 48334 E.O.E.
Fax: 248-626-2011

**Customer Service Marketing/Sales Support Rep**
Pitney Bowes Facsimile Division, has a "Dynamic" full-time opportunity in the Detroit area. You will be responsible for initiating, training & supporting our facsimile products in our customer offices as well as general administrative functions. Excellent communication/customer service skills, & the ability to adapt to a fast paced environment. Computer literacy & great interpersonal skills. Please send or fax resume to:
Pitney Bowes
Facsimile Systems
Attn: Lorraine Dero
Branch Manager
P.O. Box 970
Southfield, MI 48037-0970
Fax: (810) 358-9980
EOE/DFW/M/F

**CUTTER OPERATOR** 62", for digital cutter. Experienced. Livonia area. Benefits.
(313) 525-5493

**DATA ENTRY** clerk Plymouth co. Needs data entry clerks, no experience necessary. Flexible hrs. Part-time. Call Bery for interview
(313) 455-5152

**CUSTOMER SERVICE REPRESENTATIVES**
needed to fill 10 temp-to-hire positions with our Southfield client. Our top candidate will have at least 1 year of customer service experience, computer literacy and be available to work 30m-midnight and be willing to work weekends. CALL FOR YOUR APPOINTMENT TODAY!!!
SOUTHFIELD (248) 352-1300
LIVONIA (313) 266-8000
AUBURN HILLS (810) 373-7500
TAYLOR (313) 374-0088
SNELLING. PERSONNEL SERVICES

**CUSTOMER SERVICE REPRESENTATIVES**
Immediate full time opportunities in a Fortune 500 company who is a distributor of wholesale products. Ideal candidates possess excellent phone etiquette, outstanding communication skills, and are detail oriented. Experience necessary for these well compensated positions. starting $10/hr. Please call for an interview.
PERFORMANCE PERSONNEL
313-513-5823

**STAPLES** Business Advantage
**CUSTOMER SERVICE**
The fastest growing leader in the office products industry has an opening for a full time customer service rep at its Canton office. Must be people oriented, have excellent organizational skills, good phone presence and comfort working on a computer. Previous customer service experience a must, office products experience helpful. Competitive salary and benefits package. Mail or fax your resume to:
STAPLES BUSINESS ADVANTAGE
41554 Koppernick
Canton, MI 48187
Attn: Philippa Robinson
FAX: 313-416-6467
An Affirmative Action/ Equal Opportunity Employer

**CUSTOMER SUPPORT**
Automotive stamping company seeks well-organized person to oversee as customer support program. Work experience with Automotive EDI process, Ford DDL, material logistics, & scheduling required. Background in stamping or tooling a plus. Excellent communication skills & the ability to work independently. Send resume to: Sales Manager, PSC, 2807 Sarnovet, Royal Oak, MI 48073

**DATA ENTRY** Operator/Processor for insurance agency in Novi. Computer experience a must. Contact Theresa (248) 380-6190

**DAYCARE POSITIONS**, full time & part time (3-6pm). $6.50 per hour. Experience preferred. Downtown Birmingham area. (248) 645-6299

**DELIVERY DRIVER**
Part time position/afternoons. Reliable transportation. Retired preferred. Carmarach Dental Lab. 248-932-3742

**DELIVERY DRIVER**
Part time position/afternoons. Reliable transportation. Retired preferred. Carmarach Dental Lab. 248-932-3742

**MICROWISE**
Computer Hardware/Services Reseller needs experienced
**OUTSIDE SALES EXECUTIVE**
for developing corporate accounts. Qualified candidate must have strong cold calling ability. Computer background a plus. Base salary and commission. Send/fax resume to:
**Micro Wise, Inc.**
21421 Hilltop Dr., Unit #4,
Southfield, MI 48034.
(Fax: 248.350.0068)

**Accountant**
Senior accountant for Detroit area headquarters staff of multi-subsidiary publishing company. Position provides accounting support in administration, analysis and internal / external reporting of the Company. Responsible for preparing consolidated financial statements as well as various federal and state forms, including multiple employee benefit plans. Accounting degree and three years experience required, CPA a plus. Send resume, including salary requirement, to:
**Box #2007**
**Observer & Eccentric Newspapers**
**36251 Schoolcraft Road**
**Livonia, MI 48150**

**DELIVERY -**
DREAM SECOND INCOME!
USA TODAY has an opportunity for a reliable individual to handle delivery & collection responsibilities in the Livonia, Novi, or Wixom areas. Potential earnings are approximately $180-$190/wk. Early morning hours: 4:30-7:30am Mon. thru Fri. Must have a reliable vehicle & good credit history. Call: 1-800-718-0056(ext. 644)

**DELIVERY - OFFICE EQUIPMENT**
Need good driving record. Mechanical ability. Know metro area.
Call Mr. McLeod 810-356-2300

**DELIVERY / SALES PERSON**
Self-motivated person needed to deliver & demonstrate construction tools & small equipment. Good hourly wage & possible commission. Construction oriented background needed - good driving record a must. Please fax resume to 313-397-2816 or apply at 5755 Belleville Rd., Canton.

**DELIVERY TECHNICIAN/ DRIVER**
Medical equipment company based in Livonia seeking full & part-time drivers. Will train. Benefits package available. High School diploma required. Self-motivated, responsible individuals with positive attitude apply in person between 4pm-6pm (Mon.-Fri.) or send resume to:
Metro Medical Equipment, Inc.
12963 Wayne Rd.
Livonia, MI 48150
or Fax resume: 313-522-9380
NO PHONE CALLS PLEASE!

**LOOKING FOR AN EXCITING CAREER IN RETAIL DESIGN !!!!!!**
Interior design & manufacturing company seeks entry-level Graphic Artist/ Prospective Renderer. Must be professional & very creative, with a BA in Graphic Arts, experience helpful, but not necessary. Full time position. Great benefits. Please send resume to:
Prestige Display Company
44311 Grand River Ave.
Novi, MI 48375
No Phone Calls Please

**A&W**
Has a full-time opening in the Restaurant Design Department in our Livonia headquarters. The successful candidate will assist project managers in the completion of restaurant design plans.
Qualifications include:
- Knowledge of Auto CAD 12 & 13
- Design background
- Knowledge of restaurant equipment
- Layout and design of restaurants

Interested individuals should fax or send their resume and salary requirements to:
A & W Restaurants, Inc.
Attn: Human Resources
17197 N. Laurel Park Drive
Suite 500
Livonia, MI 48152
FAX: (313) 462-6591

**DESIGNERS/DETAILERS**
AUTO CAD or CATIA
Contract/direct positions.
$15 to $25/Hour.
ARBOR TECHNICAL: 459-1166

**DESK TOP PUBLISHER**
Commercial printer seeks person with experience in Quark, Photoshop & Illustrator for on-call or part-time work. Please send resume to: Graphic Coordinator, 31575 Glendale, Livonia, Mich. 48150

**• TOOLING MANAGER/ ENGINEER**
**• DIE MAKERS**
Eyelet experience needed. We offer competive wages & benefits. Apply in person or send resume to:
ADVANCE STAMPING CO.
Attn: Human Resources
12023 Dixie Hwy.
Redford, MI 48239

**★ DIE MAKERS**
To build progressive & line dies. New build. Detail machining. Clean shop. Excellent benefits. All shifts. $18-/hr. (248) 645-1600

## 500 Help Wanted General

**DIE MAKER**
Must have at least 5 years experience for a fast growing metal stamping firm. Must be able to build, sample and achieve production ready tools and dies. Must Require individual with ability to trouble shoot and maintain existing dies. Candidates must be salary minded with good attitude, working ethic and the job done in an aggressive stamping environment. Excellent benefits, 401K, and bonus program. Apply in person at E & E Manufacturing Inc. 300 Industrial Dr., Plymouth.

**JIG GRINDER**
To grind machine tools, need top notch skills, 4+ yrs. experience required with reading prints and GD&T background. Day shift, $15/hr. Clean shop. Full benefits. (248) 540-3600

**DIE SETTER EXPERIENCED**
Call 1-4pm: (313) 366-2450

**DIE SETTER/ JOB REPAIR**
Opportunity in fast-paced, growth oriented environment. Ideal candidate for persons experienced with progressive dies and airbends. Machine tool knowledge helpful but will train. Apply in person. Excellent salary and benefits, 401K and bonus program. All shifts available. Apply in person: E & E Manufacturing, 300 Industrial Dr., Plymouth, MI 48170

**HOME MANAGER**
needed for well organized group home in Livonia. Must have valid WCLS or MORC. Full benefit package. Call Mr. Bryant at (313) 542-4377 Monday thru Friday 9:30am-3pm.

**MENTAL HEALTH CARE**
Working with developmentally disabled adults, starting at $6.25 an hour plus full medical, dental and optical benefits, after 90 days, with a 50 cent raise. Farmington area.
Call Mary for an interview at: (810) 477-6044

**BELLEVILLE CLS** Group Home looking for highly motivated & flexible persons to work with two high functioning DD males, must be 18 yrs. or older & have valid Michigan drivers license, GED or diploma. Afternoon & midnight shifts available. $5.90 unlrained, $6.10 WCLS trained. A good driving record is must. Call 313-397-6953

**Direct Care**
**LOOKING FOR A CAREER INSTEAD OF A JOB?**
JARC (Jewish Assoc. for Residential Care) is a progressive agency with the highest standards for client care. We believe our staff are our greatest asset & we do best in the area. Benefits include retirement plan, choice of three medical/dental plans, life insurance, tuition scholarship program

**DIRECT CARE STAFF**
Full, part-time and on-call positions. Valid Mich. driver's license and High School or GED required. Must be able to lift 50 pounds. MORC or WCLS training a plus. Afternoon and weekend shifts. $7.00-$8.75/hr. Apply Mon.-Fri. 10am-5pm at: JARC, 29360 Franklin Rd., Southfield, MI
An Equal Opportunity Employer

**DIRECT CARE** positions in Canton area group home. Call Mr. Bryant at (313) 542-4377 Monday thru Friday 9:30am-3pm.

**DIRECT CARE STAFF**
WANTED: Dependable, caring staff for 2 well managed homes. Variety of shifts available. $6.30/Hour
Westland (Cherry Hill/Newburgh)
Call Lara at:
(313) 326-5384
Livonia (Merriman/8 Mile)
Call Lara at: (810) 474-0283

**DIRECT CARE STAFF**
Need dependable staff
$6.35 per hour. CALL 10AM-3PM:
Livonia (810)474-0283
Belleville (313)699-5543
Belleville (313)699-3008
Canton (313)981-9328
Dearborn Hts (313)277-8193
Westland (313)326-4394
Taylor (313)292-1746

**DIRECT CARE STAFF**
Previous experience with developmentally disabled adults preferred. $6.50-$7.00 an hour to start. Excellent benefits & training provided. Call programs based below:
REDFORD
313-937-9990
LIVONIA
313-591-6239
313-591-0272
CANTON
313-397-3755
For further information call:
313-253-6295

**DIRECT CARE STAFF**
Needed for Canton home. Full-time. Call between 10am-2pm. Mon.-Fri. (313) 454-9182

**DIRECT CARE STAFF**
needed for home in Walled Lake. Phil shift, $6.25-$6.75 to start, good benefits. Call Sherry: 248-624-8866 or Neva: 248-477-3307

**DIRECT CARE STAFF**
Caring staff needed for lovely home. Openings part time days & afternoons and full time afternoons. $6.25-$6.75 per hour. Good benefits.
Call Diane: 313-432-9732

**DIRECT CARE STAFF**
Attractive group homes need caring staff for all shifts. $6.25-$6.75/hour + good benefits. In Plymouth (days/night) 313-420-0876, in Dearborn Hts. (nights), 313-274-1890; in Livonia (days/eve), 313-432-9732; in Garden City (nights), 313-458-6178; in W. Bloomfield (pm/nights), 248-360-0668 or 248-855-0239.

**DIRECT CARE STAFF**
To assist developmentally impaired children and young adults.
- 10 pm to 6 am - Night Care
- 6 am to 2pm - Assist with self-care/housekeeping
- 2 pm to 10 pm- Daily life activities.

Full-time & part-time available. WCLS-DMH trained. Call Our Lady of Providence Center, Northville
(313) 453-1300

**DIRECT CARE WORKERS**
Must be experienced, great pay. Call (810) 425-8074 leave name and number.

**DIRECT CARE WORKERS**
wanted for group home in Canton. Up to $7/hr. Please call Holly at (313) 981-0440 or Jan at 313-384-0460 or Dan 313-386-1702

**DIRECT CARE WORKERS**
Full & part time positions in Livonia & Plymouth areas for direct care to work afternoons & weekends. Medical benefits available. Experience preferred, but not required.
Contact Gwen at 313-422-1020

**DIRECT CARE WORKER**
GROUP HOME openings for days, afternoons, midnights. Valid drivers license, paid training. Competitive wage and benefits. Call
(313) 663-5637
(313) 677-7000

**Retail**
**OPPORTUNITY TO GROW IN YOUR CAREER**
*SALES*
Managers & Management Trainees
Required qualifications: • Retail Management experience • Solid educational background • Customer service oriented • Willingness to relocate
A 10 week training program is offered for Management Trainees. Competitive salary and full benefits package.
*SALES/DESIGN CONSULTANTS*
(Kitchen & Bath)
To qualify, you must have 2 years Design experience. Sales experience in kitchens and bathrooms is required. A strong sense of design trends and color schemes is also essential along with a professional image and effective interpersonal skills. Familiarity with layout and design using CAD is desirable. A 30 day training program is offered for Idea Center Sales.
Interested applicants please send resume to:
BUILDERS SQUARE
43510 West Oaks
Novi, MI 48377
BUILDERS SQUARE
*Equal Opportunity Employer*

**FLEXIBLE SPENDING ACCOUNT PLAN ADMINISTRATOR**
Great Lakes Strategies, L.L.C., a Human Resource Consulting Firm in Birmingham, has an immediate opening for a Flex Plan Administrator. The qualified candidate will handle all aspects of processing Health Care and Dependent Care Reimbursement Accounts and the additional responsibility to manage the accounts. Responsibilities include: reviewing, verifying and processing batch deposits, adjudicating reimbursement checks, producing balancing reports, billing clients and responding to client inquiries.
Qualifications include: Microsoft Word, computational skills, strong organizational skills including attention to detail, excellent customer service skills, conflict resolution skills, as well as the ability to handle numerous clients simultaneously. Medical claims processing experience or benefit administration experience a strong plus.

**COBRA ADMINISTRATOR**
The qualified candidate will administer COBRA benefits for our clients. Responsibilities will include: processing qualifying events, preparing coverage certificates, balancing COBRA payments, utilizing our COBRA software for recordkeeping and reporting, and providing customer service via a COBRA hotline.
Qualifications include a minimum of one to two years of experience in a benefits department preferably with experience administering COBRA. Candidates should have proven customer service skills, strong organizational skills, and proficiency in Microsoft Word and Excel.
Great Lakes Strategies offers competitive salary and a comprehensive benefit package. For confidential consideration, submit resume and salary history to:
**GLS**
Kim Klaft
2100 E. Maple Suite 100 • Birmingham, MI 48009
*Great Lakes Strategies supports a drug free environment. Drug testing is a required step in the employment process. EOE*

## 500 Help Wanted General

DIRECTOR - Needed for accredited day care center in Walled Lake area. Must have Associates or Bachelors degree. (248) 624-5437

**Director Of Information Technology**
Farmington Hills Real Estate information provider is searching for a proven leader to oversee all aspects of application development, computer operations, R&D and strategic planning. Send resume & salary requirements by fax to: 248-553-4244 or e-mail: jobs@realcomp.com.

**DISC JOCKEYS** - experience mobile D.J.'s needed for weekends. Excellent Pay. Must have own music and equipment. Send letter or resume to: Todd Hasley P. O. Box 1230, Royal Oak MI 48068

**DISTRIBUTION & SALES ROUTES**
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