500 Help Wanted General

Activity Director
We are seeking a full time Activities Director to join our team at Mercy Bellbrook Retirement Community. Responsibilities include programs development, implementation, evaluation of activities, volunteer coordination, supervisory duties and documentation. Qualified candidates must be a C.T.R.S (Certified Recreation Specialist). Please send resume to:
Mercy Bellbrook
873 W. Avon Road
Rochester Hills, MI 48307
or call 248-656-3239

ADCO
is seeking the following positions in the Rochester area.
• Experienced HANDYMAN for maintenance
• Experienced PAINTER, commercial
• JANITORIAL Position
Excellent Benefits & References Required. Please call (248)650-9010

ADMINISTRATIVE ASSISTANT
Production facility has an immediate opening for an Administrative Assistant in its busy product office. This position requires flexibility in answering phones, backing up the accounting and HR functions, and additional daily clerical duties. The qualified candidate will have customer service driven and accurate. A minimum of two years office experience and knowledge of Microsoft Word and Excel required.
We offer a competitive salary and benefit package. Please submit your resume with salary requirements in confidence to: 31774 Enterprise Drive Livonia, MI 48150. Attn: HR MGR
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Full time position for a commercial real estate management office in Southfield. Excellent benefits & growth opportunity. Strong computer skills required, especially Word & Excel. EEO employer.
Send resume to Box #2145
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

Administrative Assistant
Working out of model home. Prepare proposals, agreements and assist sales staff. Excellent salary and benefits. Call KEI
248-352-3800

Administrative Assistants
Positions available with top companies in Farmington Hills, Southfield & Plymouth. Seeking candidates with MS Word and Excel experience. Jobs include long/short term. We offer: prescreen drug free environment, dental coverage, vision services, direct deposit, 401K, stock purchase plan, bonuses.
CALL TODAY!
248-615-0660
Western STAFF SERVICES.

Admission/Data Entry
Full time, entry level position available for person with good data entry skills. Candidate must have excellent communication skills. Position offers helpful 401K benefits. Apply or send resume to: Specialty Pharmacy Services, 33310 Schoolcraft Rd., Livonia, MI 48150. Attn: C. Zimmer

ALARM INSTALLER
Sab communications - Good pay & benefits. (248) 473-1510

ADVERTISING
ENTRY Level TV Sales Assistant. Television representative company is seeking qualified candidate to join our sales team. Candidate will work closely with major advertising agencies in Detroit, assisting with the sale of spot television ads. Word Perfect & Lotus knowledge a plus. B.A. degree helpful. Competitive salary and excellent benefits. Please send resume to:
Attn.: Administrative Manager
Petry, Inc.
3221 W. Big Beaver Rd
Suite 102
Troy, MI 48084

AEROBIC INSTRUCTORS
needed for Birmingham, Troy, Westland, Downtown Detroit area. Must be certified AM, PM, or nights/classes. Call Leslie. 313-271-4456

ALARM INSTALLERS
Needed for growing CCTV/access control Co. Experienced.
Call 810-649-1310

American Home Pro
SEARS HOME IMPROVEMENTS
Authorized Contractor
STOP
SIDING • KITCHEN
WINDOW INSTALLERS
Put a stop to that dead end job and expand on our high volume installation team! Work in a fast paced environment which guaranteed quality and satisfied customers. We offer:
• Excellent Compensation
• Medical Benefits Option
• Local Opportunities
• Tools & Equipment Required
Submit your resume in confidence to (or fax/call)
37500 Schoolcraft Road
Livonia, MI 48150
Phone: (313) 458-5617
Fax: (313) 953-1358
EOE/M/F/H

ANIMAL LOVER
Kennel manager, full time. Experience preferred. Siesta Kennels. Farmington Hills. 248-851-2191

ann arbor/westland DIRECT CARE WORKER
GROUP HOME openings for boys, adolescents, midnights. Valid drivers license, paid training. Competitive wage and benefits. Call
Fran, (313)663-5637
Tiffany, (313)677-7329

ANYONE CAN DO THIS!
Earn $500-$2000 per week working customer service calls at home. Call now! 313-417-4255

REDECORATION, MAINTENANCE, PAINTERS
For large Farmington Hills Apartment Community.
Apply in person.
MUIRWOOD
Management Office
25055 Muirwood Dr.
Farmington Hills, MI
NW corner of Grand River & Drake

APARTMENT LEASING AGENT
Full time position, but not necessary, will train. Flexible hours. Located in Auburn Hills.
810-852-4377

APARTMENT MANAGER COUPLE
For large Southfield property management company. Must have 2 years experience in property management. Apartment & utilities included. Call Mon-Fri. 9am-5pm. 810-352-4043
An Equal Opportunity Employer

APARTMENT MANAGER COUPLE
Husband and wife to manage medium size apartment community in suburban area. Prior Apartment Manager experience a must. Excellent salary, apartment and utilities provided. 401K retirement program and health benefits available. No pets. Call 8-11am, Mon-Fri.
248-352-3800

APARTMENT MANAGER - Person or couple, general repair and upkeep. Apartment and salary provided.
(810) 778-7307

★ APARTMENT MANAGER
Career minded individual needed for managing an attractive suburban mid-size apartment community. Experience necessary. Competitive salary and benefits. Apartment included.
CALL (248) 356-3777

★ APARTMENT MANAGER COUPLE
Dynamic couple needed to manage suburban apartment community in growing area. Must have on-site apartment management experience. Compensation includes salary, benefits and spacious apartment.
CALL (248)-356-3777

APPLIANCE REPAIR TECHNICIAN pay from $500 to $1300 per week depending on experience. Great opportunity, benefits, training. 248-478-7121

APPLY NOW
Clerical Assistants Clerk
& General Labor
HUMAN RESOURCES
(248) 553-7710

APPOINTMENT SETTERS
For our Northville office
Full time 8-4:30pm or 11:30-8pm & Saturday, 9-1pm
Part time: 9-1 or 5-9pm & alternate Sats 9-1pm
$7/hr. + Commission.
Own transportation a must.
Call Sherry
1-800-533-9230 EOE

APT. GENERAL HELPER
Full time grounds & light maintenance for Southfield Apt. complex. Benefits. Call Mon. thru Fri., 9-5pm. 248-358-4379 EOE

APT. GENERAL HELPER
Full time grounds & light maintenance for Southfield area Apt. complex. Call Mon. thru Fri. 9-5pm. 248-557-2907 EOE

APT. GENERAL HELPER
Full time grounds & light maintenance for Detroit area Apt. complex. Benefits. Call Mon. thru Fri. 1-3pm. (313) 341-0725 EOE

APT. GENERAL HELPER
Full time. Groundskeep & light maintenance for Birmingham area Apt. complex. Benefits. Call Mon.-Fri., 9-5pm., 810-645-6880. EOE

APT. GENERAL HELPER
Full time grounds & light maintenance for Southfield Apt. complex. Benefits. Call Mon. thru Fri., 9-5pm. 810-352-8125 EOE

ART CONSULTANT/ ASSISTANT
Gallery in Southfield. Knowledge of art history & retail sales. Full/Part time. Benefits 810-356-5454

ART POSITION
Full-time positions available for minor artwork on photographs. Artistic ability helpful. We will train. Overtime and Saturday work may be required. Raises and promotions based on job performance. $6.55 per hour to start. Apply North American Photo, 27451 Schoolcraft (at Inkster) Livonia, MI.

A SEARCH FOR A NEW CAREER? LET REAL ESTATE ONE LEAD THE WAY.
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ASPHALT COMPANY
Now Hiring - Experienced:
•Paver Operators
•Heavy Equipment Operators
•Rakers
•Truck drivers
(248) 477-4310

ASSEMBLY WORKERS
For manufacturing company in Westland. Full time, good pay & benefits. Apply in person at: 39133 Webb Dr. (N. of Ford, W. of Newburgh)

APARTMENT MANAGER & COUPLE
Growing automotive supplier seeking full and part time individuals for long term work. Excellent benefit package and wage incentive available. Please send resume and work history to: G.T. Products, Inc. Attn: Personnel Manager, P.O. Box 1404, Ann Arbor, MI 48106 by 8-21-1997

ASSEMBLERS
WINDOW blind manufacturing company has immediate positions available in assembly, machine operation & packaging. Work in a clean environment, health benefits & 401K available. Apply at Bindle & Designs, 29958 Anthony Dr., Wixom.
(248) 960-3200

ASSEMBLY PEOPLE
High school grad. Full time. Day shift. Must have mechanical ability. Some experience helpful, will train. Double of minimum wage to 50 hrs. Good benefits. Canton location. Call
(313) 495-0000

ASSISTANT CONSTRUCTION SUPERINTENDENT
We are looking for a motivated Assistant Superintendent with experience in the single-family field who is looking to expand into Multi-Family. We are an established company of 30+ years and offer a competitive salary with great benefits including 401K, Medical, Dental and paid vacations. Qualified candidates please send resume and listing of recent jobs in confidence to: P. O. Box 7056, Novi, MI 48375

ASSISTANT GROUP HOME MANAGER
Positions available in Ann Arbor, Westland & Taylor Area. Must have valid drivers license. Completed group home training. Competitive wage, full benefits. Call Betty at
(313) 581-0019
EOE

ASSISTANT MANAGER
For self-storage in Troy. 2 days week. Must have knowledge of maintenance. Call 248-588-3358

ASSISTANT MANAGER COUPLE
Assist in managing maintaining an apartment community in Dearborn Heights. Experience necessary. Flexible opportunity to join top property management team. CALL:
ASSISTANTS needed part-time. Orchard Lake School of Music. 248-332-6578

ASSISTANT TEACHERS needed. Temple Beth El's Nursery school. Marlene Hall, Director. 248-855-0611

ASSISTING A Veterinarian - W. Bloomfield. Must enjoy working with people and pets! Experience preferred.
(248) 851-5202

ATTENTION GENERAL LABOR
Workers needed. Starting immediately & rush for the following positions: electronic assembly, machine operators, maintenance, order picking, packaging and MANY MORE! If you're interested in working, then we're interested in seeing you apply!
Call 313-535-8600
for application information.

ATTENTION: IDEAL for anyone who cannot get out to work. Work part time from your home scheduling pickups for the Purple Heart. Call 9am-5pm, Mon.-Fri. (313)729-4572

ATTENTION!
Michigan's premier builder of award winning homes is seeking a motivated, organized, motivated part-time employee and career oriented professional to join us in our community to exemplify service and professional relationship. An excellent training program along with a competitive compensation package allow our employees to excel in this challenging and rewarding environment. For immediate consideration please forward your resume to:
JRDC
Attn: Kristen
31700 Telegraph Rd.
Suite 120
Birmingham, MI

AUTO - AUTO MECHANICS
Tired of the empty promises? I have 2 shops with all the work you can do! Top pay with medical and 401K plan for right people. All applications will be considered. Not a franchise or gimmick shop. Serious inquiries only. Mike Novak (313) 451-7300

AUTO BODY Combination Person wanted. Must be certified, with own tools. Redford Area.
(313) 255-6654

AUTO BODY PORTER
Large West side GM Dealership needs porter for busy body shop. Hard work ethic a must. Call Steve
313 458-5269
Gordon Chevrolet

Star Events
AUTO BODY SHOP
Immediate full-time positions available for Painter's Assistant, Painter, Cut-In Person & Clean-Up Person. Excellent working conditions & benefits. Plenty of work.
Apply in person at:
5110 EVANS LINCOLN-MERCURY
32000 FORD, GARDEN CITY

AUTO BODY TECHS
4 DAY WORK WEEK
Established company with state-of-the-art facility seeking applicants for Certified Auto Body Techs. Full time position with top pay, paid holidays, 401(K), medical, dental benefits available.
Westland Car Care Center
6375 Hix Road
Westland, MI 48185
(313) 722-8600

AUTO DEALER Prep Department needs full time car washers. Good driving record. REQUIRED A MUST! Apply in person only. Kropp Lincoln-Mercury 31531 Michigan Avenue, Dearborn. See Mark Dontar.

AUTO MECHANIC & ASSISTANT (350,000 yrs). Full time, benefits, 401K. Same owners for 20 yrs. Shell Autocare. (810) 553-2622

AUTO MECHANICS
Are you looking for...
• Great Benefits
• Lots of Work
• No Policies
• Large Modern Shop
WE'RE looking for...
• State Certified Technicians
• Customer Orientation
• Hard Workers
Call: 248-355-3344 Anytime

AUTOMOBILE DEALERSHIP needs Porter. Full/part time, good pay, retirees welcome. Apply at: Lafontaine Pontiac Cadillac GMC, 2530 E. Highland Rd., Highland, MI
(248)887-4747

Automotive - Victory Lane Quick Oil Change in Farmington, Milford & Brighton has an immediate opening for:
• MANAGERS, • ASSISTANT MANAGERS, • SERVICE TECHS
Call Bob at: 313-996-1199 X-211

AUTOMOTIVE DETAILER and maintenance personnel. Full time, benefits, great atmosphere. Call Mike, (248)344-4300

AUTOMOTIVE FRONT END TECHNICIAN
Busy auto repair facility seeking state certified front end tech. Must be able to perform alignments. Looking for energetic individual. Top pay & benefits. Novi-Maxine Inc. 21530 Novi Rd. Novi, between 8 & 9 Mile Roads.

AUTOMOTIVE SERVICE ADVISOR
Busy auto repair facility seeking enthusiastic computer friendly individual to join a growing team. Top compensation with benefits. Must have working knowledge of automotive repair. Top pay & benefits. Novi Maxine Inc. 21530 Novi Rd. Novi, MI 48375 248-349-0290

AUTOMOTIVE TECHNICIAN
Experienced in brakes, exhaust systems, suspension, or will train. Complete benefit package. Flexible hours. Apply in person to Earn Arbor Muffler, 2333 Jackson Ave. or call (313)763-5913

AUTOMOTIVE WAREHOUSE
Full time for Livonia P.I.E. Major benefits. Experience preferred but not necessary. Apply in person to Morgan Auto Paint, 11800 Market St. (313) 591-0130

AUTO PARTS Counter Person. No nights or Sundays. Ba fun to work here! Novi Auto Parts
(248)349-2800

SATURN
AUTO PARTS DELIVERY DRIVER
Saturn of Plymouth is seeking an energetic person dedicated to customer satisfaction and teamwork. We offer excellent wage and benefits, paid holidays and vacations. For a full-time Parts Representative/Driver position, apply in person and resume to:
SATURN OF PLYMOUTH
9001 Massey Drive
Plymouth, MI 48170
(Ann Arbor Road & I-275)
Exit #28

AUTO PARTS DRIVER
Parts delivery & shipping personnel needed. We offer full time shifts or flexible part-time hours. Retirees, parents & students welcome. Benefits available. Apply in person at:
A & L Parts Inc.
754 S. Michigan
Howell, MI
EOE

AUTO PORTER
Import automotive dealer is looking for a service porter. No experience necessary. Contact Service Manager, for details at: (313) 207-7800

AUTO PORTERS
Several positions, start immediately, full/part-time, good driving record required. full benefits. Contact Steve Clement at:
Lou LaRiche Chevrolet
40875 Plymouth Road
Corner of Haggerty & Plymouth Rds. in Plymouth
1-800-335-5335

AUTO TECHNICIAN - Certified Lube, front end, Benefits. Midas Muffler, Novi. Ask for Dave La Barre. (248)348-3140

SATURN
AUTO TECHNICIAN - Earn up to $600 and a year + based on experience.
SERVICE WRITER - Earn up to $600 per week plus bonus - based on experience.
Tired of the same old job, ignored and always told what to do? We are different! Come join our team where your opinions and ideas are respected. Our team members have a great attitude and are a very important part of our decision process and growth of our company! Excellent benefits, flexible hours and great place to work. We are a very busy retail facility. Send resume to:
Box #2054
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SATURN
AUTO TECHNICIAN - Earn up to $60,000 + a year -- based on experience.
SERVICE WRITER - Earn up to $600 per week plus bonus -- based on experience.
Tired of the same old job, ideas ignored and always told what to do? We are different! Come join our team where your opinions and ideas are respected. Our team members have a great attitude and are a vital part of our decision process and growth of our company! Excellent benefits, flexible hours and great place to work. We are a very busy retail facility. Send resume to:
Box #2055
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

AUTO TECHNICIANS
Luxury Import Dealer is accepting applications for Automotive Techs. Great pay and benefits to team oriented achievers. Contact Service Manager at: (313) 207-7800

AUTO TECHNICIANS (2)
Needed for busy independent shop. 23 yrs. in business. Experienced and certified, commission + benefits. No Saturdays. Call Jim Kacks & Ken Kacks, 8 Mile/Hamster Rd., Redford.

AVAILABLE NOW
CUSTOMER SERVICE POSITIONS
$9 AN HR.
Qualified applicants will possess the following:
• At least 1 year customer service experience
• Past experience working in a team environment
• Computer literate
• College degree preferred
Fax resume immediately to:
(248) 354-0565
Attn: Jodi
EOE M/F/D/V

BAKER
IN grocery store. Frozen doughs. Full time days. Apply: Farmer Jack Market, corner of 9 Mile & Lahser
(248) 356-1157

BATHTUB REGLAZER
Full time apprenticeship. Must be dependable & have good driving record. Call
(313) 459-9900

BEAUTY SALON
RECEPTIONIST
In W. Bloomfield. Ask for Clare,
(248) 539-2211

BENCH JEWELER & JEWELRY SALES
Full time position in Farmington Area Fine Store. Full or Part-time. Apply in person. 248-442-7878

BILLY BOB'S
seeking fun & energetic full or part time sales persons for Clarkston location. Retail experience helpful but not required. To join our team, apply in person at: 191 Oak Hollow (Lapeer Rd.) Square, Clarkston. Contact Joni at (810) 620-9303

BINDERY/SHIPPING
Growing printer in Troy needs dependable person to cut, box & ship orders. Full time from 12-6pm. Start $6.50. Will train. 810-643-4614, x 222

BOOKKEEPER - FULL CHARGE
$25,000 - 30,000
New position with a small, rapidly growing manufacturer located in Livonia or Frasier. The ideal candidate will be a bright person of high integrity that thrives in a fast paced environment as part of an achievement oriented team. Must have Peachtree or equivalent experience. Responsibilities will include invoicing, payroll, A/R, A/P. Excellent potential for advancement as our company continues to grow. Compensation commensurate with experience and ability. Please mail resume with salary history to Image Park Industries, Inc. 17505 Hetz, Fraser, MI 48026

BOOKKEEPER - Manufacturing company seeks minimum 2 yrs. AP/AR, general ledger, payroll & computer experience. Send resume: Mrs. Silver, 1652 W. Fort St., Detroit, MI 48216.

BORING MILL, DEVLIEG C.N.C. - LATHE MILL CMM - MACHINIST
Days or nights. Jack Haines Co., 2761 Clark Ave., Detroit, MI 48209
(313) 842-5393

BORING MILL OPERATOR
5 yr experience. Devlieg B.M. New air conditioned shop, generous benefits including matching 401K, health & dental. 40 hour week, day shift. Call Hawk Tool, 248-349-0121

BORING MILL OPERATOR - Experienced. Top rates. Apply: Bridgeport Bradley Thomason Tool Company.
(248) 332-1406

BOWLING LANES
AMF Machine • Bartenders
Waitstaff • Cleaning
Full or part time. Will train.
Milford Lanes. (248)685-8745

BOX OFFICE STAFF
Both full & part time positions available. Computer knowledge preferred, but not necessary. Send resume to: Jet, 30000 West Maple, West Bloomfield, MI 48322

BRANCH MANAGERS wanted nights & days for small packaging & carrier service. Please call 1 800 711-8882 between 8am-5pm, Mon. thru Fri. Ask for Rich.

★ BRICK LAYER
Full-time
Minimum 5 yrs. experience.
(248) 477-9673

BRICK LAYER
Full-time for Southfield property management company. Benefits. Call Mon.-Fri., 8am-5pm. 810-356-5200
EOE

BRICK LAYERS
Experienced Foreman position available for residential projects.
313-941-5971

BRIDGEPORT/GRINDER
Experienced on Mike and Grinding of Carbide Inserts. Holders. Excellent Wages, Medical, Life, 401(k), O.T., Days. 248-474-5620 between 8am-5pm for appointment apply at 23600 Haggerty, Farmington Hills.

BRIDGE PORT MACHINIST
Small area Aluminum fabrication shop seeks full time operator with 3 plus years experience. Must have own tools, read prints and drawings. Past experience with exotic dimensions a plus. Company offers competitive wages, Medical, 401(k), etc.
Reply to:
Shop Supervisor
12874 Westmore St.
Livonia, MI 48150
Fax# (313) 522-6102

BRIDGEPORT ★ OPERATOR
Minimum 3 years experience. Must do own set ups and read blueprints. Detail work. Immediate opening. Day shift. Lots of overtime. Full benefit package. Call Hiring, (248) 588-0780

BROKERS/AGENTS
Wanted exclusively for condominium developer.
Call Mr. Watson
P.O. Box 251061
W. Bloomfield, MI 48325-1061

BUILDERS APPRENTICE
Home Builder seeks general helper. Will train & advance.
(313) 455-6342

BUILDING MONITOR
The Charter Township of Canton is accepting applications for the position of Building Monitor. This position involves monitoring the Administration Building and other Township facilities after 5:00pm and on weekends during meetings, classes, and other Township events. Min. 18 yrs. of age $3.75 per hr. Apply at the Canton Township Personnel Division, 1150 S. Canton Center Road, Canton, MI 48188. A Canton Township application form must be completed in it's entirety and the form must be received in the Personnel Division prior to 4:00pm August 15, 1997. 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.

BUS DRIVER
Friendship House is in Hamtramck is looking for a school bus driver. Must have CDL license & good driving record. (313) 365-6456

BUS DRIVER-Retirement community, CDL license required. Our beloved Lee has retired & we must find someone to fill her shoes! Seek Common sense, patience, sense of humor & excellent driving record required. For interview 248-478-7478

CABINET BUILDER Must be hard working & motivated to learn the craft of cabinet making. No experience necessary. (313) 425-9924

CABINET MAKER
Experienced
Commercial Mill Work.
(313) 821-6500

CABINET MAKER
Must be fully experienced in all areas. Good pay for good worker. (810) 486-3300

CABLE INSTALLERS
Fast growing telecommunications contractor is seeking dedicated, hard working people. Past experience & good communication skills are required. We offer very competitive wages & benefits. Fax resume: 248-363-7098 or complete application at: 4912 Martin, Walled Lake. 800-754-3230

CAD OPERATOR
Residential Builder seeks full-time CAD Operator in the architecture department. Two years experience in residential design and knowledge of Autocad 12 and 13. Send resume to: Attn: Construction, 27655 Middlebelt Road, Suite 100, Farmington Hills, MI., 48334.

CAD OPERATORS
Industrial Sheet Metal
HVAC, Piping, Structural
APEX ENGINEERING CO.
32333 Mally, Mackson Hts, 48071
(810) 585-4242

CAD OPERATOR
TROY LOCATION
AutoCAD required. Must be 1yr. years of age. Ability to work efficiently with preschool/school age children and parents. 19-25 hours per week. Mon-Fri. $6.01 per hour. Qualified applicants, apply to: Judi Leach, Fred Ehman Center, 55 Elizabeth St., Lake Orion, MI 48362

CAD OPERATOR
TROY LOCATION
AutoCAD required. Must be 1yr. years of age. Ability to work efficiently with preschool/school age children and parents. 19-25 hours per week. Mon-Fri. $6.01 per hour. Qualified applicants, apply to: Judi Leach, Fred Ehman Center, 55 Elizabeth St., Lake Orion, MI 48362

CHILDCARE ASSISTANT
Needed for private home in Lake Orion. Must be mature, dependable, healthy, patient & have a love for working with loves children. Long term commitment needed. Must have own car. Days will depend on performance. Only serious applicants need apply. Must be over 18 & have 2 years experience. Call Kelly, or Kathy, at 810-693-6000
313-513-5478

CHILD CARE ASSISTANT
Full-time position in home child care. Dependable. Full or part-time. W. Bloomfield. (810) 855-4953

CHILD CARE CENTER in Rochester seeking creative individuals for our Kindergarten & preschool programs. Full & part-time. (248) 652-1132

CHILDCARE DIRECTOR
Beautiful center in Huntington Woods est. 1954 needs qualified director. 2 years experience. Good salary.
(248) 541-5053

CHILD CARE/Meal prep etc. Center needs assistant-time help. Leave name & number on machine for return call. Bloomfield 248-645-1972

CHILDCARE POSITION in Livonia Little Tots is looking for warm, nurturing individuals who love to spend time with young children. Full-time & Part-time positions available. Livonia & Plymouth locations. 313-591-6440

CHILD CARE
Providers needed for infants, toddlers & pre-schoolers. Farmington Hills.
248-471-1022

CHILD CARE WORKER
Pre-school & school-age Paraprofessional. Part time, PM available. $6.93 hour. Call Rose. 248-473-8933

CHILDREN'S WORLD
Looking for responsible caregivers for before & after school programs. Benefits available. 313-722-7203

CHIROPRACTIC ASSISTANT
Part time afternoons Mon., Wed., Fri. 2:45 to 7:30, Sat. 1-4:30, available for individual seeking a long-term job. Clerical duties necessary. Walking to train qualified person. 27527 Joy Rd., U.S.A. W. of Inkster.
313-522-5501

CHIROPRACTIC ASSISTANT
Energetic person with a positive outlook needed to run front office, assist doctor with patients. Office experience helpful, we will train you for the rest! Please apply in person: Monday, Wed. or Fri. 2pm-6pm at:
Correct Care Chiropractic,
28146 W. Six Mile, Redford
or Call (313) 537-8100

CIVIL ENGINEER
Immediate opening for permanent position in high growth potential. Must have background and experience in land improvement projects, water and sewer design and construction. BS/CE preferred. PE optional. Please send resume to: DBA, 107 South Main Street, Plymouth, MI 48170
EQUAL OPPORTUNITY EMPLOYER

CLAIMS ADJUDICATOR
Managed care company needs experienced claims adjudicator. Minimum 2 years health care claims adjudication experience needed. Need person who can meet production standards. Familiarity with CSC system helpful. Excellent salary with full benefits.
Great Lakes Health Plan
17117 W. Nine Mile Rd.
Suite 1600
Southfield, MI 48075
Attn: HR
FAX: 248-483-4510
Drug Test Required EOE
Please, No Phone Calls

CLAIMS & BENEFITS SPECIALIST
Great opportunity for a detail-oriented, medically-trained self starter in a management company organization. Benefits Coordinator will process claims and make payment decisions, verify member benefits and eligibility, facilitate reviews, research billing and other questions and be a liaison to participating physicians' offices. Candidate must have a degree based medical background (experience medical assistant ideal). Previous experience in an HMO as a claims adjudicator highly desirable. Associates degree or higher preferred. A comprehensive benefit package including SEP is available. Send resume and salary requirements to: Staff P.C., Attn: S. Grey, 6245 Inkster Rd., Garden City, MI 48135.

CLARINET/SAXOPHONE TEACHER. Part-time. Music degree necessary. Orchard Lake School of Music. 248-332-6578

★★ CLEANING OFFICES ★★
Mon - Fri., early evenings, part-time, 3 hrs. Farmington, Farmington Hills, Livonia & Redford. (810) 473-3654

CASHIER/ PHARMACY TECH
Part time position now available for cashier, or pharmacy technician. No experience necessary. +Clean, pleasant working conditions. +Open bike hours. + Good become full time with benefits. Apply in person daily between 10am-4 pm at:
CMS Pharmacy
3135 W. University
Rochester Hills, MI
In lobby of Crittenton Medical Building adjacent to Crittenton Hospital.

CASHIERS - SALES
PHARMACY CLERK
Positions available in large drug store, full or part time, starting $6-$7/hr. Benefits available. Apply Walgreens Drugs, scriptona, 32910 Middlebelt, at 14 Mile, Farmington Hills. 248-855-1177

CATALOG SALES ASSOCIATES
Seeking well spoken individuals to sell/take orders for phone orders. Part time, evenings, full-time, days & part time days, evenings & weekends $7 an hr. Call Carol for interaction. (248) 348-7050

CDL DRIVERS
To drive and operate vacuum trucks and washing equipment for an industrial service contractor. Must have CDL license. Call Monday-Friday, 8am-5pm. 313-945-6464

CEMENT FINISHER
Construction Company.
Excellent Pay & Benefits.
Year-round work. (248) 476-5122

CEMENT LABORER
Experienced only for residential & commercial work. CDL preferred.
(313) 937-1750

CENTERLESS GRINDER
Experienced preferred but not necessary. Will train. Benefits. Sterling Heights. Call Ernestine. Mon.-Fri.
(810) 826-3600

CERTIFIED BODY repair person for high volume shop. Full time, benefits, 401k. Westborn Collision. Dearborn.
(313) 565-7368

CHEMIST
ENTRY level for environmental testing lab. Some college required. BS degree preferred. Full time. Apply: Environmental Technology, INVEL, 9324 Harrison St., Romulus, MI 48174 or fax to 313 946-4867. Romulus

DIRECTOR/ASSISTANT
Birmingham elementary seeks individual with experience in Latchkey program. 248-203-3244

FARMINGTON FAMILY YMCA is hiring Preschool Teachers NOW! Call 810-553-8571 for a great place to work!!

CHILDCARE AIDE
Warm hearted caring individual (18 or older) needed for afternoons at well established childcare center in Novi. Flexible hours. Please call soon.
248-349-2091

CHILDCARE ASSISTANT needed full & part time at preschool program. Experience preferred. (810) 473-7531

CHIC OPTICAL
5 yr experience, signature & machine, Marzak mail. Air conditioned shop. Generous benefits including matched 401K, health & dental. 55 hour week, day shift. Hawk Tool, 248-349-0121

COLLECTIONS CLERK
Windows 95 a must. Entry level collection. 20-24 hrs. weekly.
248-476-2927, Mon-Fri. 1-4pm

COLLECTORS
Nationally known agency has opening for multiple collectors to work on high notch collections. If you have a minimum of 18 months collection experience, are able to manage a large volume of accounts profitably, and have the desire to earn top dollars, contact Mr. Bell to arrange an interview at (313) 843-1930

COMMERCIAL DRIVERS
Now hiring for Metro Detroit area to including for Commercial Front End Drivers. Qualified applicants must hold a valid MI minimum Class B CDL. Experience a plus, however, will train the right individual. Requires the ability to work with others and the public. Full time position, overtime required. Sam-Pm shift time. Must pass physical/drug screen seeking creative individuals for our Kindergarten & preschool programs. Full & part-time. (248) 652-1132

EOE/M/F/V/D

COMMERCIAL LEASING/ MARKETING ASSISTANT
Immediate full time position available for individual who has college degree, Real Estate License and excellent team skills (Must be proficient Word Excel and Windows a must). Duties include leasing relations, marketing and promotional plans and lease negotiations. Must have good organizational and communication skills. Real Estate experience a plus. Resume to:
Director of Commercial Properties
P.O. Box 252095
West Bloomfield, MI 48325
or FAX resume: (248) 865-1633

COMPANIONS NEEDED, group home setting, working with developmentally disabled adults, full and part time. Commerce and Novi areas, will train. Please call before 8am-3pm.
(810) 855-0637

AS400 SHOP
looking for a person to handle systems operations. System is used for accounting & general business applications. Fax resume: 248-355-2232

MAINTENANCE SUPERVISOR
Livonia based auto parts packager seeks a Maintenance Supervisor for the afternoon shift. For further information please call Pat Zagar or Kathy Copeland at (313) 422-1212.

COMPUTER ASSISTANT
Part Time (20 Hrs/Week)
Must have knowledge of Windows and DOS based programs. Must also have experience in installing and setting up software and printers on individual machines. Resumes only:
Attn: Sheryl Stoddard, 24123 Greenfield, Southfield, MI 48075
FAX 810-559-9658

COMPUTER ASSISTANT
Computer Assistant is needed to work in a dynamic volunteer environment supporting various offices sites. Hardware experience and software background on Microsoft Professional Windows 95 and Windows NT is available a must. Salary minimum $16 $10-$26,000 depending on experience. Send resume and salary requirements to: Laura Bouchur,
UAW Legal Services Plan,
7430 Second Ave., Suite 200, Detroit, MI 48202. Fax # 313-872-1724

COMPUTER SUPPORT Specialist - Skilled with PC software environment, DOS/Windows with ability to install, use, configure PC packages for new installations or for field support. Experience on premise support to learn host based systems or server based systems, especially Oracle. Send resume to: Box 2077
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

CONCRETE FINISHERS/COL Construction is looking to do concrete labor on small municipal improvement projects. DeWitt Concrete & Asphalt Maintenance. (248)684-7500

CONSTRUCTION - Acoustical Ceiling Installer - experience necessary, start immediately.
313-218-7519

CONSTRUCTION + HEAVY EQUIPMENT/PAN OPERATOR
Construction company seeks Operator with experience.
(810) 752-4032

Construction Inspector
for municipal paving, watermain and sanitary sewer projects in Livonia and Wayne Counties. Full-time or seasonal positions. Previous experience required, engineering background preferred. Send resume to DBA, 107 South Main Street, Plymouth, MI 48170. EQUAL OPPORTUNITY EMPLOYER

CONSTRUCTION LABORERS
Experienced. Dependable Vehicle. 3 yrs. Work. Permanent Jobs. Benefits. (313) 937-0150

CLEANING PEOPLE
Office and janitorial for local high school. Afternoon and Evening positions. Mon-Fri. 20-30 hrs. per wk. $7.00 hr. Call (810) 735-4400

CLEANING PERSON
needed for offices in Farmington Hills 3 evenings, 6 hours per week. 4 hours a week in 2 hour. Call (810) 471-1811

CLERICAL/MAIL ROOM
$8.50/Hour
Organized and personable individual for part-time work in a fast paced office in Birmingham. Mon-Fri 1-6pm., doing light errands (good driving record required), operating postage meters, making photocopying, and clerical support. Position available immediately. Pay & benefit review after 60 days. Contact Martin Walker at: (248) 645-5310

CLERICAL & SUPERVISOR
Openings in bankruptcy & foreclosure departments of Birmingham law firm for customer service oriented individuals with pleasing personality. Call Carol for interaction. Good telephone & written communication skills required. Experience helpful but not necessary. Non smoking office. Send cover letter & resume with wage requirements to:
Robert A. Tremain & Associates P.C.
401 S. Old Woodward, Ste 300
Birmingham, MI 48009
FAX: 248-540-2075

CLIENT SERVICE REPRESENTATIVE
We are the 4th largest national company in Michigan, 1st in America and have openings for self-motivated, friendly people on our team. Full & part time positions available: Wayne, Oakland & Macomb counties. Responsibilities include: interviewing applicants, coordinating job placement & providing customer follow-up. Must be able to work independently in a fast paced environment. Would you like to be a part of the fastest growing industry of the 90's? We offer salary and benefit package. Send resume and salary requirements to:
Interim Personnel
CSR/HR Mgr.
P. O. Box 2021
Eastpointe, MI 48021
or Fax: 810-775-7665

CNC LATHE operator, days. New facility. Warm area. Experience preferred. (248)349-8811

CNC MACHINE Operator. Machine shop in Westland. 2 yrs. minimum experience required. Night shift only. Call after 6pm. (313) 326-2024

CNC MAZAK LATHE
Programmer/Operator
Experienced only. $18/hour
Farmington area. (810) 471-2085

CNC MILL OPERATOR
MOLDS & DIES
Experienced on Phoenix, Cincinnati & Bridgeport machines. Full benefits, top wages. Days/nights.
Call Don at 313-535-7531

CNC OPERATOR
5 yr experience, signature & machine, Mazak mill. Air conditioned shop. Generous benefits including matched 401K, health & dental. 55 hour week, day shift. Hawk Tool, 248-349-0121

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