

Jobs & Careers

Observer & Eccentric
NEWSPAPERS
about you!

HOMETOWN CLASSIFIED

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Sunday, December 27, 1998

Employment Ad Index



GEORGE HAYES

CLASSIFICATION

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HOW TO PLACE AN AD

DIAL CLASSIFIED DIRECT

Wayne County (734) 591-0900
Oakland County (248) 644-1070
North Oakland County (248) 475-4596
Rochester/Rochester Hills (248) 852-3222
Fax Your Ad (734) 953-2232

Walk-In Office Hours:

Monday - Friday, 8:30 am-5 pm

After Hours: Call (734) 953-0900 to use our 24-Hour Voice Mail System

Deadlines: For placing, cancelling or correcting of line ads.

Publication Day Deadline

SUNDAY 5:30 P.M. Fri.

Sunday Real Estate 5:30 P.M. Thurs.

Thursday Real Estate 3:00 P.M. Mon.

Display

You can view the Observer & Eccentric Automotive Classifieds on the web at:

<http://www.oeonline.com>

To order Observer & Eccentric On-Line, call 313-953-2266 and get the software that will open the doors to the web.

500's WANTED Employment

500 - Help Wanted General
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Engineering
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Clerical
515 - Help Wanted
Sales
516 - Help Wanted
Part-Time
520 - Help Wanted
Domestic
528 - Help Wanted
Couples
530 - Entertainment

500 Help Wanted General

SALES AUDIT CLERK

Accounting Department

A.W. Restaurants, Inc. is seeking an experienced Sales Audit Clerk to handle data entry, reporting, and accurate input of restaurant sales data. Responsibilities include: data entry, reconciliation of key customer and M/S Excel. Strong customer service, outside sales and client management. For more information, call 248-475-7300 or fax to (248) 547-7732.

ART DUCT CLEANERS

Start to start, \$11 after 30 days + overtime. Will train. Full medical, dental & life insurance. Must be self-motivated, reliable, honest, and able to work independently. Great opportunity for advancement. Farmington Hills, MI. VENTCAP/248-475-7300.

AIRCRAFT CELLULAR

Marketing, sales, customer service, outside sales and client management. For more information, call 248-475-7300 or fax to (248) 547-7732.

ALL THE HIGH

Want, Earn, Win \$6-10/hr.

No Nights, Weekends, Holidays, Pay, Car needed, mileage paid.

100% Hiring Bonus

248-471-0930

ANIMAL HOSPITAL

Part time, evenings & weekends.

Must like pets & people. Will train. Assist in office & nursing. Must be reliable, honest, and able to work independently. Great opportunity for advancement. Farmington Hills, MI 48331. Fax: (248) 659-5315.

APARTMENT GENERAL HELPER

Full time grounds & light maintenance for large property management company. Various locations, available. Benefits.

Call 248-475-3215

APARTMENT MANAGEMENT COUPLE

Part time management company looking for experienced manager for apartment complex. This is a hands on position. Excellent ability to handle 401K retirement program and health benefits available immediately.

Charnass & Simon, Inc.

31000 Northwestern Hwy.

Suite 105, Farmington Hills, MI 48334

ACCOUNTANT

3-5 years experience.

Excellent opportunity & benefits

(248) 552-0400

ACCOUNTANT

Independent book distributor.

Exciting challenge. Degree in accounting a must. Sust.

in progress. Accounting, inventory cost in recent Compt.

experience a must. A home office is a must. A desirable. Competitive salary & benefits. Fax resume to: 21000 Woodward Ave., Suite 1100, Bloomfield Hills, MI 48344. EOE

ACCOUNTS PAYABLE

Full time, part time, temp, F/T.

Min. 2 years experience.

Excellent pay & benefits.

Call 248-475-2655

Active Business Off.

Starting strong clients.

No experience needed.

Competitive pay & benefits.

Call 248-475-2655

CLEAN OUT THE Attic.

Leave a Sale! 313-591-0900

How Do You Plan A Career?

they do. What skills do you have that you truly enjoy using?

Several years ago, David Hizer and I put on a workshop for a group of accountants (or sales people, I can't remember) that dealt primarily with career planning. It was fantastic. The six or seven people in attendance applied what we learned before adjourning to the bar. Hizer and I considered our planning show on the road, but we became distracted.

How do you plan a career, anyway? Most of us just wind up in a job or discipline through a series of unscheduled twists and turns. If we ever articulated life or career objectives, they are almost always set aside or forgotten as our interests change or as family considerations rearrange our priorities. Mostly, we just become lazy or intimidated as we learn more about the time, energy, risk and self-discipline really required to achieve our dreams. We work within a context of resignation and compromise. We "mature." It's not so bad. This is reality.

My so, but what could you do in the coming year to make some positive career adjustments? I don't mean earth shattering changes that vault you to a mail clerk to brain surgeon and I'm not talking about your family's well-being. Rather, let's look at some planning ideas and pleasant things to do that might enhance your situation by this time next year.

Put pen to paper. By setting goals, you automatically improve the odds of accomplishing some measure of career success. By spelling out an objective, you create a hidden tension between you and your destination. A goal that is not written down is just a wish.

Play the odds by building on your strengths. A strength is a skill supported by an interest. It's not just a question of what you are good at doing. Most people are pretty good at what

they do. What skills do you have that you truly enjoy using?

• Become intense. Identify at least one area in your profession in which you will become very, very good. It's almost impossible to be very, very good at lots of things. However, by becoming an absolute expert in one thing, you will have more upward and outward pathways open to you.

• Become diverse. Even while you are becoming intense in one area, learn as much as possible about related disciplines. Understand the big picture in your field or industry. Improve your credibility by becoming comfortable with other aspects of the business.

• Fantasize about your objectives.

People often don't get what they want because they don't really believe their goals are attainable. In truth, almost anything is possible if you practice setting it, having it and enjoying it in detail.

• Change in small, defined increments. Maybe it is unrealistic to make a million bucks by June 30. It would be unlikely that you will end up as a Sales Manager when you don't have the experience. But it might be possible to increase your income by 10 percent. It might be doable to get five interviews for sales jobs. You are more likely to take action and less likely to become frustrated when objectives are hit-sized.

• Review plans regularly. Establish a weekly goal review meeting with your self. Monday morning is the best time. Chart your progress. Congratulate yourself for progress to date and sketch out the coming week.

• Focus on process. The best objectives define what you will be doing, not what you will "be." Titles don't matter. No one glows very long about being promoted to president or passing the bar. In the end, satisfaction or disappointment comes from every day activities. You might be closer to your dream job than you imagine if you think about that old cliché: "If you want to get something done, ask the busiest person."

As I was penning in a few goals of

my own for 1999, I began thinking about some of the candidates and businesses I associate with the past year. Like most people, I struggle with these questions: What would I really be doing with my career and what, if anything, of significance I have accomplished so far. Sometimes I think I'd rather...

Jim Pawlak. This guy has it all. His column is in something like 400 newspapers around the country and his income probably rivals Bill Gates'. Jim's car is a hot little yellow sports job and he has a condo on an exotic island. He's smart, a good businessman and a real nice guy. Yeah, I'd like to be like Pawlak. But then there is...

Sandy Theun. Actually, I wouldn't mind Sandy's job as a Production Scheduler because it is too hard. But she can look back at her career and be very proud of leading a major company to Q5 9000, then successfully making the switch into a completely different discipline. I suppose the real reason I would like to be like Sandy is because she is going to have a baby. Of course, I wouldn't personally like to be a baby. Sales Manager when you don't have the experience. But it might be possible to increase your income by 10 percent.

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Bud, my barber. What a great lifestyle this guy has. He comes into the big city to cut hair four days a week, then goes back to his estate in the country to feed the deer. He sees everybody in the neighborhood of his barbershop seems to be an uncle to some of the young people. He has the ability to talk with almost anyone about anything and the good sense to be quiet sometimes (a trait lacking in most barbers). Bud always seems content and occasionally closes up just because he feels like it. He has it pretty good, but what about...

Tony Carmean? He dresses great, an excellent job and always comes across as urbane and engaging. Or how about Tom Eurich? He is a brilliant engineer and seems to maintain an constant, boyish good nature, even under stress. It's impossible to tell like Tom. Then there is Mary Ann Walton. I don't know what I thought I wanted to do a long time ago. She is extremely competent and professional. Much like Linda Sciluna and Tamara Binder both of whom have foreseen modeling contracts to pursue interests in technical fields). And what if I were able to lighten things up by telling a joke or two, like Joe Scott or Debbie Davidson? Of course, it would be fantastic to be like Steven G., who built a company, helped a lot of people and then made a major career adjustment to achieve goals in a different arena.

Now it's time just bring me. I have indulgent editors who cut me some slack at the end of the year so I can put my friends' names in the paper. #99

Send questions to George Hayes, Job Search, P.O. Box 2497, Southfield, MI 48037. Mr. Hayes is president of Complex Consulting, a consulting firm offering recruiting, assessment and outplacement services to U.S. and Canadian companies.

500 Help Wanted General

500 Help Wanted General