The ABC's of Managing Your Career

Time for another lesson in the ABC's of managing your career and your life. Relate to the definitions as you evaluate where you are, where you want to be and what it will take to achieve your goals.

Aspire - To have a great ambition; to strive toward a goal. If you don't want to be the best you can be, you're wasting your life.

Bask in glory - The lack-of-a-future affiliation of people who forget that success is a journey, not a destination. Constantly reveling in reliving past accomplishments is like living life through a rear-view mirror.

Career - 1. A chosen pursuit. 2. To move or run at full speed. Many careers (i.e. #1) take shape in slow motion because individuals aren't doing what they are.

Dharma - The ultimate law of all things. From my perspective it means that you'll only get back what you freely give.

Elaborate - Planned with painstaking attention to numerous parts and details. While the devil may be in the details, too many people spend ninety percent of their time on planning and ten percent on execution. Reverse those percentages and you'll accomplish more and learn to think on your feet, too.

Folkway - A way of thinking or acting unreflectively adopted by members of a group as part of their shared culture. Prejudice is often the result of folkways. If you want to understand someone, walk in their shoes.

Good Samaritan - A person who unselfishly helps another or others. See Dharma above.

Hesitate - Slow to act or decide because of uncertainty. Hesitation can lead to doubt which leads to inaction. New experiences always involve uncertainty, so don't let hesitation turn into fear of success.

Insight - The capacity to discern the true nature of a situation. Seeing things as they really are will help you plan a successful next step.

Jurassic Perk - The buyout package given to older workers considered skill-set dinosaurs by their employers.

Karmageddon - The change in attitude of a positive-outlook individual when constantly surrounded by negative people.

Leap of Faith - A move to action in a time of uncertainty based on your belief in yourself. Outcomes are rarely totally controllable, but they are more predictable if you believe in yourself.

Matterhorn - A mountain peak, 14,701 feet high. Life is full of personal mountains to climb. Do you have the mindset and right skills to climb your own mountains?

Never - Not ever; at no time whatsoever. A word often used by chronic underachievers who won't believe in themselves and what they could achieve.

One-trick pony - An individual with a very limited skill set. If you don't buy into lifelong learning and self improvement, a Jurassic Perk will be your just reward.

Purist - One who believes in the correctness of following procedures to the letter regardless of changes in circumstances. They do what they're told without question and without hesitation.

Querist - A questioner. An inquirer. You can't learn if you don't ask questions.

Results - The sum of: Ideas + Initiative + Belief + Planning + Effort

Savoir-faire - Saying and doing the "right" thing in any situation; tact. It's not what you say, but how you say it, that conveys your true meaning.

Thin-skinned - Oversensitive, especially with respect to criticism. Use savoir-faire when dealing with these types of people.

Unbond - Freed from bonds or shackles. People can break free of their self-made shackles by believing in themselves and building their skills.

Vegetable - A person who leads a monotonous, passive or merely physical existence.

Wet blanket - One who discourages enthusiasm and enjoyment. Beware of Karmageddon (see above) if you associate with these gloom and doom personalities.

Xenophobia - Fear of strangers, outsiders and foreigners. The only way to build an effective personal network is by talking with strangers.

Year - 525,600 minutes to use wisely.

Zinger - A sarcastic comment. If you dish it out, make sure you can take it, too.

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Needed. Full time. Early morning hours Oakland and Washtenaw counties. Excellent driving record. Experience preferred. CDL not required. Full benefits, 401K, profit sharing. Call (248)626-6060

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Restocking stores. Multi Billion $ Industry. Investment Secured from $4,995. Nationwide Choice. Aloe. For Free information, Call Mfg. Direct 1-800-322-2563

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Decorating and Design company seeks a full charge bookkeeper thru financial statements. Some payroll experience a plus. Friendly environment with excellent benefits.
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Prototype & detail work. Completely remanufactured machine. Finest devlieg needs a great operator. Days, profit sharing, overtime. 401. Delta Research, 32971 Capitol, Livonia. (734) 261-0400

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Qualified applicant must be very knowledgeable in all aspects of construction. Must be able to "punch out" homes & be familiar w/job scheduling. Salary D.O.Q. Fax resume: 734-455-0815 Attn: George Kilpatrick

CABLE INSTALLERS
Telecommunications contractor is seeking dedicated, hard working people. Neat appearance & good communication skills are required. Competitive wages & benefits. Fax resume 248-363-7096 or complete application at: 4305 Pineview Dr., Suite 200, Walled Lake 248-363-4200

CABLE TV
National communications contractor seeks MDU, drop bury, disconnect & splicing crews in Detroit Metro area.
Experience w/truck & tools preferred. Training, truck & tools available. $500 sign-on bonus for experience w/truck & tools. Good driving record a must.
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ACCELERATE YOUR CAREER
with the global employer of choice.
Tower Automotive is a premier Tier 1 leader in the supply of structural components to the automotive industry. Due to our facility's expansion, we have immediate opportunities for the following positions:
Production Team Leaders
The chosen candidate will oversee the operations of our Production Associates. We require 3-5 years of supervisory experience in a high volume automotive manufacturing facility. We prefer individuals with experience in world class manufacturing systems, self-directed work team development and 100 Bachelor's degree preferred.
Welding Technician
The chosen candidate will have a strong background in Robotics and gas metal arc (MIG) welding, with experience in process maintenance and personal computer operation. Prior experience with preventative maintenance and operation shooting of welding equipment and processes required. An Associate's degree or course work in related fields preferred. Two (2) years of ABB programming experience and 2-1 ABB Robotics experience preferred.
Tower offers a comprehensive benefit and compensation package which includes medical/dental/vision, tuition reimbursement, paid vacation/holidays, 401(K), and a profit sharing/purchase plan. Interested candidates should submit resumes to: Tower Automotive, Attn: CGD, P.O. Box 701580, Plymouth, MI 48170. Fax: (734) 414-3178.
Equal Opportunity Employer
TOWER AUTOMOTIVE

CABLE TELEVISION TECHNICIAN
Canton Township is accepting applications for the position of Cable Television Technician. Assists with the planning and organizing of cable television programming. Position requires a demonstrated knowledge of cable program production and equipment and some knowledge of local government cable television operation. Associate Degree in Broadcasting, Communications, Communication Arts or related field is required. $26,400/yr. Applications can be picked up at the Canton Township Personnel Division, 1150 S. Canton Center Rd., Canton, MI 48188 or send a self-addressed stamped business-size envelope to above address to request Cable Television Technician application form. Job description will be posted at the Township Administration Building. All applicants must complete a Canton Township application form in it's entirety and be received by Canton Township Personnel Services prior to 4pm, January 8, 1999. Faxed applications will not be accepted. 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.

CAD DESIGNER
Individual must have a good understanding of Gigs & fixtures, good mechanical background & proficient math skills (i.e. Trig & Geometry). Auto CAD REV. 13 or 14 a must. Fax (810)229-4751 or E-Mail weldcom@ismi.net Resume

CARPENTERS - For commercial contractor. Dependable & experienced only. Temporation a must. Pay negotiable, with benefits. Apply in person at 859 W. Baltimore, Detroit. Ph (313) 873-6220 EOE

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517-223-9701, 810-319-7133

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JOE'S PRODUCE
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For self-serve gas station convenience stores. Full & part-time. Days, afternoons & midnights. Good job for retirees. Apply in person only. Dandy Gas Station, 27350 7 Mile, Redford, or Manchester Station, 31425 Ann Arbor Trail, Westland.

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Please send Resume to
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EEO/ADA

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Are you an experienced CNC Mill or Lathe Operator? The Performance is looking for top notch people to fill day shift and night shift positions. Excellent pay, company paid health, life and dental. Quarterly bonus program - 401K plan. Paid vacations & holidays! Applications starting January 4, 1999.
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PLYMOUTH, MI 48170
734-453-2300
Fax: 734-453-5180
EOE M/F/V/H

CNC MILL OPERATOR Some experience required. Full time, 45 plus hours. Benefits. Milford Twp. (248)684-0555

CONSTRUCTION
Homebuilder looking for motivated, detail-oriented customer service representative to meet with customers after closing to review repairs lists, schedule sub contractors and perform minor repairs. 2-3 years construction-related experience necessary. Send resume to: The Selective Group, Inc. Attn: Customer Service Dept. 27555 Medbech, Suite 130 Farmington Hills, MI 48334

CONSTRUCTION LABORER/ PUNCHLIST PERSON needed ASAP. Farmington Hills Builder/Developer seeking experienced that will train person for on-site labor & punch list items in new home construction. Tools a plus, but will provide. Own transportation a must. Opportunity for advancement. Call 248-478-4983 or 248-478-0493, ask for Jeff or Bob.

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JOE GROSS
248-569-3030
Southfield, MI
Fax 248-569-8641
email: sous@genp.com

COORDINATOR
for Worksite learning center. 32 hrs. per week/4 days per week. Must be able to work evening hours & occasional weekends. Qualifications: Bachelor's degree in education or related field preferred. Worksite learning experience preferred, grant writing experience. Posting closes 1-8-99. Interested persons applying call after Jan. 4th 734-595-2025
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EEO/ADA

CUSTOMS BROKERAGE
Global logistics leader seeking candidate with 3-5 yrs. brokerage experience. Validated past entry experience desired competitive salary.
Fax resume to: Recruiter 313-982-9024

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Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150

CREDIT ADMINISTRATOR
Advertising Company seeks professional individual for Credit/Collection department. Qualified candidate must have two years experience with consumer collections, proficient with billing process, credit experience helpful. Must possess the following skills: strong problem solving, excellent verbal and written communication, ability to organize & prioritize for multiple deadlines. Excellent spreadsheets and knowledge of accounts receivable. Accounting background or college plus 10 years work experience.
If organized and enjoy a challenge, please forward your resume to
MediaOne
30700 Telegraph Rd
Suite 3500
Bingham Farms, MI 48025
Attn: Billing Manager

CREDIT MANAGER
Green Tree Financial Corporation has an exciting opportunity in our Livonia regional office for a Credit Manager.
This individual will be responsible for evaluating credit applications and making timely decisions relative to the Company's retail financing programs. Also responsible for developing and maintaining effective dealer relations.
The ideal candidate will have 3 years of credit analyst experience, preferably in manufactured housing or related industry. College degree in finance or business preferred.
Please reply by submitting your resume and salary requirements to: Attention: Regional Manager, 38705 Seven Mile Rd., Suite 160, Livonia, MI 48152
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m/f/h/v

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We have customer service and sales positions open.
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Fax (734) 522-9987
Preemployment drug screen required

Customer Service
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CUSTOMER ASSISTANCE
$8.25-$10.00 HR DAYS
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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. full time day & evening shifts available. Corporate Casual Environment located in the Galleria Office Centre.
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$48,526-$62,136
Plus Excellent Benefits
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Please submit a Cover Letter identifying position and Resume to Human Resources Department, City of Rochester Hills, 1000 Rochester Hills Drive, Rochester Hills, MI 48309-3033 or send by FAX 248-656-4739 Attention: Jerry Jozwiak, (5:00pm) for first consideration.
EOE

DESIGNERS
We need Designers who are as good with a pencil as they are with a computer. Growing midwest agency has exciting international print clients seeks experienced, full-time and freelance designers for Layout, Logos to letterhead to double truck ads - we do it all. Must have good understanding of Retail & Retail experience and be extremely proficient at drawing by hand. Illustrator and Photoshop a plus. So, if you're quick on the draw, send resume to
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Troy, MI 48084

DIETARY AIDES
Heartland Healthcare Center-University, a premier long term care facility, is currently seeking Part-time Dietary Aides. Food service experience is a plus. Must be able to work a flexible schedule including afternoons. Please apply in person at
♥ Heartland Healthcare Center-University
28550 Five Mile Rd
Livonia, MI 48154

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LOOKING FOR A CAREER INSTEAD OF JUST A JOB?
JARC (Jewish Assoc for Residential Care) is a progressive agency with the highest standards for client care. Our wages and benefits are the best in the area. Full time positions: Paid plan, choice of live medical and two dental plans, life insurance, tuition scholarship program.
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Full, part-time and on-call positions. Valid Mich drivers license and High School or GED graduate required for all positions. MORC or WCLS training a plus. Afternoon or overnight shifts. Trained rate $7.50-$9.25/hr.
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For more information, call Wendy at (248) 360-4039

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DIRECT CARE PERSONAL AIDES - For group homes in Plymouth & Garden City. All shifts. $7.50 per hour. Pleasant homes, good benefits. Call Gwen (313)304-4877

DIRECT CARE STAFF
Variety of shifts. $7.25/hr
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Belleville (734)699-6543
Canton (734)981-9328
Dearborn Hts (313)277-8193
Livonia (248)474-0283
Westland (734)326-4304

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Previous experience with developmentally disabled adults preferred. $7.25-$7.75/hr. to start. Excellent benefits & training provided. Call programs listed below.
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248-474-6996
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734-513-5121
ROMULUS
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For further information call: 313-255-6295

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Fortune 500 Retail Company is seeking a distribution center supervisor. Must be able to deal with the companys most valuable asset: people. A team player with a strong mind and determination to be an integral part of a first class company is a must. Distribution experience helpful but not necessary.
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All interested candidates can apply in person at
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EEO M/F

INVENTORY CONTROL PERSONNEL
Rite Aid Distribution, a progressive, rapidly growing national drug store chain is currently seeking candidates for its inventory control department in its Waterford, MI facility.
Qualifications for the position would include having the ability to research and resolve inventory control issues, math skills, use of motorized hand equipment as well as a personal computer and hand held unit. This person must be able and willing to work a second shift - 12:00PM to 8:30PM daily Monday through Friday with the occasional weekend work and flexibility to fill in for vacation schedules.
Please fax or mail resumes to the attention of CMG, 5400 Perry Dr., Waterford, MI 48329 or fax at (248) 674-8029
EOE M/F

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Trucking New Pay Package. Teams 44, Solos 32. Includes Bonuses • Safety and Longevity Bonuses • Bi-Weekly Pay • Home No Touch Freight • Assigned Conventional Freightliners • Miles Mid Atlantic Region • Benefits in 30 Days. Celadon Trucking Services, Inc.
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Needed At The Thom Apple Valley Detroit Plant
- Afternoon Shift
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- Overtime As Needed
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Based on experience, must have 1 yr. verifiable Switcher Experience & a Class A CDL.
Contact Thom Apple Valley
800-788-1145 Ext. 500

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Delivery driver needed. CDL-B with air required. 4 day week, no weekends. Must apply in person. Apply at
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Railroad crew hauling in the Plymouth area. Excellent supplemental income. Full & part time positions available. Retirees welcome. Must have valid drivers license, excellent driving record, clean & neat in appearance. Subject to drug testing.
Call 1-800-471-2440 leave name, area code, & number.

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Well established company seeks self-motivated, dependable Truck Drivers. Applicants must possess a CDL-B with Air brake endorsement with clean driving record, must be neat in appearance with good communication skills. Heavy lifting and glass handling required. Excellent benefit package with 401K retirement plan. Dental, Medical, competitive wages. Must be able to pass D.O.T. physical and drug screen. Apply in person at
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Come work with a great team!
PDC Glass of Michigan

DRIVER/WAREHOUSE
Papa Murphy's Enterprises, Inc. is looking for:
DRIVER with a CDL License Class B with air brakes, $10 to start.
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Applications available Mon. - Weds., 2pm-5pm at 24581 Glestown Ct., Farmington Hills, MI 48355.

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4 Day Workweek
Regional small package express company is seeking full-time delivery drivers for the Detroit Metro and surrounding areas of Eastern Michigan. Drive our 16 foot straight truck with a starting wage of $12 $13 per hour based on experience. Eligible for benefits after 90 days including paid vacation, sick leave, holidays, as well as medical, dental, life insurance and 401k enrollment after one year.
Qualified candidates must have a good driving record, be able to lift up to 70 pounds and pass a DOT physical, drug screen and criminal background search. Now Community Schools Personnel Dept. 25345 Taft Road, Novi, MI 48374

Fax resumes to Jeff
734-467-9713

DRYWALL HANGER, taper, spotter and finishers. Experienced only. Call Ken or Doug. Standard Drywall. 7am-8am 810-254-2350

DYNAMOMETER TECHNICIAN
Minimum two years experience with engine testing. Associate degree preferred. Machine fabrication, emission and engine experience required. Competitive salary and benefits. Human Resources 32233 W Eight Mile Rd., Livonia, MI 48152

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Person needed to supervise reporters and photographer in multi-newspaper office. This position will be responsible for editing stories and photographs weekly for publication. Bachelor's degree or equivalent with 1-3 years experience in reporting and layout with knowledge of photography. Salary and benefit package. Smoke-free environment. Apply
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Large, rapidly growing national child care provider seeks experienced center directors to open and operate large new center in the Canton area. Excellent compensation and competitive benefit package. Please e-mail your updated resume to
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or fax to
561-237-3440
Visit our website at
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EOE
TUTOR TIME

500 Help Wanted General

ELECTRICIANS/JOURNEYMAN (M/F) Commercial. Competitive wages & benefits. Call 8am-4pm (248) 926-1880

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ELECTRONIC TECHNICIANS Experienced component level service techs needed for industrial automation equipment. PLCs, Drives, Encoders, Weld Controls, CNC, and Robots. Great work environment and full Benefits.
Top pay for outstanding team members. Send or Fax Resume to: IVS, Inc., 13311 Stark Rd., Livonia, MI 48150
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Immediate openings for Senior Collectors and Senior Skip Tracers. Full-Time and Part-Time with flexible hours. Senior Collectors - 2 to 3 years experience preferred, must be able to skip trace. Skip Tracers - must be experienced in locating potential skips. A great opportunity for men and women with courteous dispositions and good phone skills. Ability to work well with people in a team atmosphere is a must. Ability to work independently. Must be able to call at least 125 people per work day. Monthly bonuses based on delinquency. No phone calls! Send or fax resume with recent references to
Mel Farr Automotive Group
Triple M Financing
10500 W. Eight Mile Road
Ferndale, MI 48220
Attn: Mr. Lee Bailey, Mgr
FAX (248)584-0871
EQUAL OPPORTUNITY EMPLOYER

FITTER/WELDER
3-5 years experience necessary. Medical benefits available. Call (248) 684-4177 Ask for Joe

FOOD SERVICE DIRECTOR needed to direct, and supervise all aspects of food service department. BA degree in Food Nutrition or equivalent with experience in supervising a computerized food service operation required. Apply with letter of interest and resume to
Novi Community Schools
Personnel Dept. 25345 Taft Road, Novi, MI 48374

FTD ASSOCIATION Member Service Representative
A unique opportunity for someone who enjoys working in a fast-paced with the following qualifications:
High school graduate plus some business college. 3 Years experience in customer service.
Superior customer service attitude.
Excellent PC skills Microsoft Word
Typing Skills (50wpm)
Highly developed interpersonal communication skills.
Ability to work at a fast pace and meet deadlines.
Someone with experience working in an AC/DC line.
Excellent organizational & time management skills.
And we provide an attractive salary package. Please send your resume with salary history to
FTD Association
Peggy Gales, Manager
3331 Schoolcraft Rd.
Livonia, MI 48150
We will only reply to those who most closely meet our requirements.

GATE ATTENDANT
A Farmington Hills apt community hiring motivated individuals for Fri-Sat night shift. Seniors welcomed. Apply in person at
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Management Office
35055 Murwood Dr.
Farmington Hills, MI
N.W. corner of Grand River & Drake

GENERAL LABOR
Plastic Injection Molding company in Canton seeks several dependable people to fill entry level positions on each shift. We have 3 shifts, good benefits, 401k. Starting pay $9.00 per hour with excellent opportunity for advancement. Apply at
ANSON MOLD, INC.
7779 MARKET ST.
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