Help Wanted General 5000

LOAN PROCESSOR
Flagstar Bank is looking for a Mortgage Processor for its Livonia Mortgage Loan Center. This position requires at least 2 years mortgage processing experience, and exceptional communication and computer skills. Flagstar offers excellent benefits, incentives, and bonuses. If you are interested in joining an aggressive, entrepreneurial company, please fax your resume to 734-464-6131 or email it to sthomash@flagstar.com.

FLAGSTAR BANK
An Equal Opportunity Employer

LOAN PROCESSOR
Experienced processor wanted for dynamic, busy, high-tech mortgage firm. Familiar with conform, non-conform, FHA, VA. Honesty, strong work ethic, responsible person required. Exc. clean environment. Earnings $40-$65K w/benefits. (734) 254-9500.

LOAN PROCESSOR
Flagstar Bank is looking for a Mortgage Processor for its Farmington Hills Mortgage Loan Center. This position requires at least 2 years mortgage processing experience, and exceptional communication and computer skills. Flagstar offers excellent benefits, incentives, and bonuses! If you are interested in joining an aggressive, entrepreneurial company, please fax or send your resume to:
Flagstar Bank, FSB
28592 Orchard Lake Rd.
Farmington Hills, MI 48334
Attn: Ron Starr
Fax: 248-932-9366

FLAGSTAR BANK
An Equal Opportunity Employer

LOCAL PROCESSORS/TYPIST NEEDED IMMEDIATELY
$425PT - $900+/wk per week GUARANTEED, legitimate sample home computer data entry work. No experience necessary. Free training.
1-800-467-7161

LOOKING FOR A CHALLENGE? JOIN OUR EXPANDING TEAM!
Lake Orion Company wants to grow! Purchasing Agent needed immediately. Requires strong negotiating skills and ability to read electrical prints. College degree required.

Please submit your resume via our fax at: (248) 373-2234 or email at:
team@questrancorp.com

LOVER'S LANE Serving Store Managers with experience for Novi & Waterford locations. Comp.-ettive wages, bonuses, 401K, 40% discounts, medical/ dental/vacation & more! Open interviews Mon. 9/9 from 10a-6p. Apply at 477 Elizabeth Lake Rd., corner of Telegraph.

LUNCH COORDINATOR
Creative, enthusiastic person-ality needed to coordinate lunch for 200+ employees at corporate headquarters in Bloomfield Hills, MI. Daily duties include: preparing vari-ety of sandwiches and salads according to proper prepara-tion methods, cleaning and sanitizing kitchen area at the end of each day, restocks and maintains inventory of kitchen supplies.
Experience in sanitary food preparation for large number of people desired, creativity and interest in food prepara-tion a must. Position is part-time, Mon.-Fri., 25+ hrs./wk.
Send resumes to:
Pulte Homes, Inc.
HR Recruiter
100 Bloomfield Hills Parkway
Suite 300
Bloomfield Hills, MI 48304
Resumes@pulte.com
248-433-4565 (Fax)

MACHINE REPAIR & OPERATORS NEEDED
For mail shop in Livonia. Fax resume to: 810-982-8600.

Machinist-CIRCULAR FORM GRINDER
Experience with the following helpful: B & S 13, Royal Oak, D.O.A.L. I.D. Grinder. Please send resume to: 0350, Observer Newspapers
36251 Schoolcraft
Livonia, MI 48150

MAINTENANCE
Experienced, on-site for apt. complex in Farmington Hills. Valid driver's license & own basic tools required. Fax resume to: 248-442-7510

MAINTENANCE ASSISTANT Part-Time
Dependable person needed to assist Maintenance Director of nursing facility. Duties include painting, electrical, plumbing, heating and cooling. Flexible hours. Please contact us at: Heartland Health Care Center - Plymouth Court, 105 Haggerty (just south of Plymouth Rd.) Plymouth, MI 48170. Fax: 734-455-7359. No phone calls please. EOE/M/F/D/V

MAINTENANCE TECHNICIAN
Heartland Health Care Center seeks candidate for overall responsibility of the general condition of the buildings & grounds, including plumbing, electrical & physical plant equipment, and HVAC.

We offer excellent benefits including: competitive salaries, 401(k), medical/dental insurance and more. For consideration please mail, fax or call: Heartland Health Care Center, Attn. Carl Cottrill, Administrator, 26001 Ford Rd., Dearborn Heights, MI 48127. PH: 313-274-4600, Fax: 313-274-7829 EOE

MAINTENANCE - Westland apt. complex. Exc. benefits. Pay commensurate w/experience. Call John 313-831-4909

MAINTENANCE
Person needed for Novi & Westland apartment communities. Must have basic skills in plumbing, carpentry, and HVAC. $10/hr or $8/hr + apartment after 30 days. Must have valid Driver's License and ability to pass background check. Includes benefits and advancement opportunity. Call Danielle at (248) 569-8880.

MAINTENANCE MECHANIC
A Livonia production facility has an immediate opening for a Maintenance Mechanic. Candidate must have the ability to understand and troubleshoot PLC based systems, Electrical knowledge includes integrated control circuit systems, AC and DC motor controls and 480 volt distribution. The repair and maintenance of industrial pneumatic and mechanical systems including conveyors and assembly process equipment. Periodic welding and use of a lathe and mill for parts machining and fabrication is required.

The successful candidate will have completed a related apprenticeship program or have equivalent experience with a minimum of 5 years on the job application in the skilled trades. A Diploma or GED equivalency desired. Certification from technical programs considered in line with job responsibilities.

This employer offers a competitive hourly wage beginning at $18.40/hr plus COLA and benefits package including 401(k). Please send cover letter detailing qualifications and a copy of your resume to:
Observer & Eccentric Newspapers
Box #0360
36251 Schoolcraft Rd.
Livonia, MI 48150

MAINTENANCE
Steel Industries, Inc. is looking for an experienced dedicated person to fill a full-time day position responsible for numerous maintenance duties including repairs of saws, cranes, fork lift trucks and minor electrical repairs.

Steel Industries, Inc. offers a competitive salary and benefit package. Apply in person Mon.-Fri., 9am-4pm @ Steel Industries, 12600 Beech Daly Rd., Redford.

MAINTENANCE TECH
Upscale apartment community in West Bloomfield area seeking EXPERIENCED maintenance person. We offer competitive salary, apartment, medical and dental insurances. EEO. FAX resume to:
(248) 865-1630

MAINTENANCE TECH-
Property management company has full-time openings for various locations. Must have 2 yrs. experience in heating, electrical & gas furnaces, plumbing, carpentry, etc. Benefits. Fax resume to (248)352-2837

MAINTENANCE TECHNICIAN/ HANDYMAN
National company offers security, benefits, and paid vacation for a handyman who takes pride in his/her work. Earn $12 to $20/hour doing residential and light commercial work in N.E. Oakland County. Position requires criminal background check, 5 years + experience, tools, and vehicle required. Retirees/Part Timers may also apply. Call today and ask for Doug between 1:00 and 5:00 PM, M-F.
HOUSE DOCTORS
(248) 601-1310

MANAGER - Residential Manager - needed for beautiful apartment community in Troy, MI, conveniently located near the Somerset Collection. In this position you will be responsible for overseeing the daily management of the community, office, and day-to-day operations such as: managing the community, leasing apartments, data entry, addressing resident concerns, and developing and supervising staff members. May include on-site housing. Must have a minimum of one-year experience as a residential manager and knowledge of state, federal and local laws pertaining to Fair Housing and EEO. We offer competitive wages and excellent benefits including medical, dental, vision, life, 401k, ten paid holidays, paid vacations and more! Send/fax your resume and salary history to: The Fourmidable Group, P.O. Box 9053, Farmington Hills, MI 48333-9053. Attn: Recruiter. Fax: 248-488-5536 or E-mail, Recruiter@fourmidable.com
EOE
To learn more about The FOURMIDABLE Group, visit our Website at:
www.fourmidable.com

MANAGER
Experienced, licensed Real Estate Professional needed for large Franchise Realty Co. Responsibilities include office management, training & recruiting. Good career opportunity for qualified individual Send resume in confidence to:
Box #0325
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

MANAGER
Experienced, licensed Real Estate Professional needed for large Franchise Realty Co. Responsibilities include office management, training & recruiting. Good career opportunity for qualified individual Send resume in confidence to:
Box #0325
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

MARKETING COORDINATOR
$38,000 Graphics/direct mail background. Strong analysis exp 586-772-6150
Snelling Personnel Services

MARKETING, BUSINESS DEVELOPMENT AND INSIDE SALES SPECIALIST
A well-established Livonia machine shop and tooling company is looking for an in-house marketing, sales specialist. The ideal candidate will have experience in all phases of office operation, be self-motivated, aggressive, and eager to succeed. Requirements include advanced computer skills, and excellent written, oral and telephone communications. Knowledge of Great Plains Dynamics a plus. We offer a competitive salary and benefits package. Please send resumes with work and salary history to:
T. Bonifield,
44315 Plymouth Oaks Blvd.
Plymouth, MI 48170.
fax 734-453-9987, or e-mail tbonifield@bolovermoon.com

MARKETING AND SALES ASSISTANT
Futaba Corporation of America, a leader in electronic display technology, is seeking a **Marketing and Sales Assistant** reporting to the Director of Sales and Marketing for our office in Plymouth. This position will have responsibility for inside sales which includes all stages of order processing and assisting customers. Other responsibilities include working with sales representatives, communicating with parent company in Japan, coordinating local trade shows. Must have an Associate's degree or equivalent with a minimum of five years customer service or sales/marketing experience preferably in the automotive industry. Must be proficient with the use of Microsoft Word, Excel and PowerPoint. AS 400 experience a plus. Futaba offers an excellent salary and benefit package including health, dental, vision, prescription drug, life insurance and 401(k). Please mail/fax/email resume with salary history to Judy Turner, Futaba Corporation of America, 1605 Penny Lane, Schaumburg, IL 60173. FAX: 847-884-3927, email: jturner@futaba.com EOE.

Mason Contractor
Seeks experienced Masons & Laborers; sub contract available. (313) 884-0008

MEAT CUTTER
Busch's is looking for an experienced meat cutter to assist with growing sales and be part of a great company. Candidates will cut and process meat, merchandise department and maintain inventory. Excellent wages and benefits including medical, dental, vision and life insurance after three months, profit sharing, 401K and advancement opportunities. Please apply at 15185 Sheldon Rd. (at 5 Mile and Sheldon) in Plymouth, fax resumes to 734-944-4327, email: jobs@buschs.com or contact HR at: 734-944-4322 for more info. Check us out at www.buschs.com

Busch's Fresh Foods

MECHANIC - ELECTRIC LIFT TRUCK - Westland based rebuilder of specialized electric lift trucks seeks an experienced shop/road technician to perform in all aspects of electric lift truck overhaul and repair. Excellent compensation and opportunity for advancement. For interview please call Specialty Material Handling. (734) 641-1600.

Mechanic Trades Technician I
CITY OF SOUTHFIELD
Assists in preventative maintenance and repair of mechanical equipment throughout City-owned facilities with emphasis on refrigeration and HVAC systems, maintains and inventories supplies, chemical treatment and maintenance records. Must be HS graduate or equivalent (apprenticeship training desirable), must possess valid Michigan drivers license and good driving record. Must have minimum two (2) years full time work experience in the maintenance and repair of commercial mechanical equipment. Salary: $16.81 to $19.65/hr, plus comprehensive benefits package. Submit applications by 5:00 p.m., September 18, 2002 to: City of Southfield Human Resources Dept., 26000 Evergreen Rd., Southfield, MI 48076.
EOE M/F/V/H
Drug Free Workplace

MECHANICAL INSPECTOR
The City of Rochester Hills is accepting applications for the full-time union position of Mechanical Inspector. Must possess high school diploma or GED. Registration as Mechanical Inspector including Fire Suppression or be able to obtain same within 90 days pursuant to ACT 54 of the State of MI; Valid MI driver's license with no more than 5 points; Working knowledge of personal computer. (Desirable Qualifications: Registration as Plumbing Inspector or ability to obtain same within 90 days; Journeyman Plumber Card). $19.24-$24.05 per hour, plus excellent benefits. Acceptable applications until filled -- first consideration cutoff is September 30, 2002. Apply in person Mon-Fri between 8-5 or fax or mail a resume w/cover letter indicating position to the Human Resources Dept., Fax: (248) 650-4739, Address: City of Rochester Hills, 1000 Rochester Hills Dr., Rochester Hills, MI 48309-3033. EOE.

MECHANICS/ FORKLIFT
The Morrison Industrial Equipment serv ice dept. is looking for several experienced and entry-level forklift techs to join their growing company. We offer a great working environment and excellent growth opportunities. Applicants must have their own tools and at least 1 yr. of paid mechanical experience. Please call Dave Commire @ 1-800-298-9938.

MOBILE DJ'S WANTED
If you have been thinking about becoming a Mobile DJ, HERE'S YOUR CHANCE! Our professional service is looking for outgoing people who want to be part of our growing team. Earn $150 or more per night! (800) 400-5381

MORTGAGE CLOSER/SHIPPER
Must have 2 yrs. exp. closing & shipping loans. Call Chris Hoehn, Key Mortgage
734-459-8500

Earn extra $$
advertise with O & E
1-800-579-SELL

MORTGAGE - BRANCH MGR
downtown Plymouth, fantastic opportunity for seasoned LO! Call Jim 734-451-4300 email jim@jamestownmortgage.com

Mortgage Closing Analyst
Washington Mutual Mortgage Company in Southfield is looking for a full-time individual for our closing department. Experience and great communication skills required. Duties include preparing closing documents, working directly with clients, title companies, processors and investors. Benefits include: Medical, dental, 401(k) and a pleasant working environment. Please fax your resume and salary requirements to:
Heather M. Sanders
(248) 827-4124

MORTGAGE LOAN PROCESSOR
• Experience Required •
A Southfield mortgage company is looking for a dependable, hardworking individual with knowledge in processing conforming, non-conforming, FHA & VA loans with multiple investors. Excellent compensation, monthly bonus plan, medical, dental, 401(k) and a fantastic work environment. Please fax your resume and salary requirements to:
(248) 827-4124
Attn: Heather M. Sanders

MORTGAGE
Pathway Financial has Immediate openings for Mortgage Processors and Closers. Top salary, exc. benefits package, 401(k). Call Mark Bigelow at: 1-800-726-2274, or Fax resume: 248-356-1963

MORTGAGE SERVICER
Experienced Mortgage Servicer wanted for Novi headquarters of busy Credit Union. Audit documents and service mortgages by processing payments, taxes and insurance and analyzing escrow. Excellent pay and benefits including medical, dental, pension, 401(k). Resume and cover letter to LOH, 21100 Northwestern Hwy., Southfield, MI 48075, or fax 248-569-0340

Mortgage Underwriter & Appraiser
Canton mortgage broker seeks experienced underwriter and appraiser. Outstanding work environment and benefits.
Fax resume to Attn: Susan, Approved Mortgages, Inc. (734)455-2370 or mail: 5820 N. Canton Center Rd., Ste. 125, Canton, MI 48187

NIGHT OWL!
Busch's is seeking candidates for a full-time night shift stocker position at our Farmington Hills location. Candidates will run register, stock and merchandise product and provide excellent customer service. We offer competitive wages and benefits including shift premiums up to $3.00 more per hour, health insurance after 3 months, profit sharing, 401K, tuition reimbursement and many more. Please apply at: 24445 Drake Rd (at Grand River and Drake) in Farmington Hills, email: jobs@buschs.com, call Human Resources at: 734-944-4322 or visit us at: www.buschs.com

Busch's Fresh Foods

No Geeks Allowed
I Need 8 People To Work With Live-Sound Equipment
$800-$1500/wk.
• Complete training available
• Company vehicle
• Travel opportunities
Call Dank, Mon-Fri, 10a-4p
(313) 255-8110

OFFICE CLEANING
Southfield Bldg. Experienced. 2-3 hrs/eve (248) 352-2550

Office Manager
For senior apartment building in Milford, MI. 20-30 hours per week. Some Saturday hours. Immediate opening. Fax resume or inquiries to (248) 473-4150

Operations Manager
Caliber Great Lakes, an HVAC products distributor is seeking an individual to supervise inventory control, equipment order, shipping and warehouse logistics. Position requires forecasting, reporting, inventory control & reconciliation. Utilize HXTrends operating system.Qualified candidates should have a 2 year degree or minimum 3 years experience with strong working knowledge of Access and Excel. Excellent people and communication skills. Excellent wage and benefits package. Send resume and salary requirements to:
CGL Corporation
33601 Schoolcraft
Livonia, MI 48151
Attn: HR/GLE

OPTICAL DISPENSER
warm outgoing & ipsoantable person for cosmetic/med office in downtown Rochester. Exp. necessary. Full time. No nights Sat. 10 -2pm. To p salary, bonus, full benefits, 401k. Call Bill 248-651-7986

OPTICAL OPPORTUNITIES
D.O.C. Optics, the leader in the eyecare industry, has positions available for exp. opticians and retail optical management candidates for the Oakland County area. Searching for a management candidate that is an experienced and energetic optician possessing the ability to train, motivate, and develop people. Excellent salary & bonus package, full benefits. Phone 248-354-7100 ext 218, fax resume 248-353-4171 or email resume careers@docoptics.com

OTR DRIVER Needed. CDL AH, Must be 23 years+. 1 yr. exp. Paying all miles. MI based runs. (517) 548-1898

Painters - Foreman, Subcontractors & Travellers
Pay negotiable.
Call (313) 729-0314

PAINTERS NEEDED
Reliable, Responsible, Own Transportation.
Call after 7pm: 248-933-8954

Part Time Positions
Walsh College has immediate openings at the Troy and the Novi campuses to assist students, answer phones, schedule appointments, documents, data entry and to assist with special events. Candidate must have a high school diploma, strong communication skills, have basic computer skills and be familiar with a Microsoft Office environment. Must be available to work 20-30 hours per week to include two evenings until 7:00 p.m. To apply, send resume to: Walsh College Personnel Office, PO Box 7006, Troy, MI 48007-7006 or email:
resume@walsharchitects.com
EOE

PART-TIME
Southfield Location
CUSTOMER SERVICE
Up to $300 per week
(Depends on exp.)
HS/College Students/Moms welcome. Experience helpful, but not necessary.
Work: Mon-Thurs., 4pm-8pm & Sat., 9am-1pm
We will train friendly, responsible persons to provide information to our consumers about free services for our growing Customer Service Division and gather information over the phone. Enjoyable, no pressure position with great salary, bonuses and future.
Call Mike @ (248) 355-3800
Fax: (248) 355-2759

PART-TIME/ FULL-TIME OFFICE CLEANING & HOUSEKEEPING
$10-$12/hr. Days & occasional weekend. Must be reliable & take pride in work.
Call 248-735-1837

PERFECTLY CLEAN Relax in your perfectly cleaned home. For all your cleaning needs, please call: (734) 674-6212

PHARMACIST
well established neighborhood pharmacy with loyal customers is seeking a professional who is patient/customer oriented for full & part time employment. Closed major holiday & Sundays. Come practice where you will be appreciated. Fax or e-mail resume to Mills Pharmacy Birmingham, 248-647-3294 - andrew@millspharmacy.com

PICK UP TRUCK DRIVER
Full time for families contractor delivery. Must be dependable, some lifting. (248) 353-3747

PLUMBER-EXPERIENCED
Reliable individual needed for new residential construction. Good pay & benefits. (517) 404-1668

Post Closing Specialist
Homestead USA, a division of Guaranty Residential Lending, seeks candidates for temporary to permanent positions in our Southfield, MI office.
Duties include reviewing & shipping closed loan files as well as entering loan data into system. Successful candidates will possess excellent organization, communications & computer skills. 1-2 years experienced preferred. High School diploma or GED required. We offer a competitive salary, excellent benefit package including a flexible benefit plan, tuition reimbursement, 401K and retirement.
Interested applicants may apply on line, in person (pick up applications between 9-5, (M-F), by mail or fax. Send your resume including salary requirements to
Human Resources;
Requisition #011812
HOMESTEAD USA
26400 Lahser, Ste 444
Southfield, MI 48033
Fax (248) 356-7446
Equal Opportunity Employer
www.guarantygroup.com

PROCESSOR / CLOSER / FUNDER
National title company seeks experienced processor/closer/funder for full-time position. Flexible schedule & salary negotiable.
248-643-0849.
Reference Job #2424

PROPERTY MANAGEMENT
professional property management firm seeking vp site manager for regional housing community. Duties encompass all areas of leasing, management & maintenance. Knowledge of Federal programs including section 8 would be an advantage. Exc. salary & benefits package.
Send resume to Box 0359
The Observer & Eccentric Newspaper, 36251 Schoolcraft, Livonia MI 48150

PROPERTY MANAGER
Experienced, for mid-sized company, to oversee multiple apartment communities. Excellent opportunity for right person. Please fax resume to (248) 473-5480.

O.C. INSPECTOR
Machine shop in Westland, looking for O.C. Inspector familiar with all types of surface plate inspection (mics, bore gages etc.). CMM experience helpful. Good pay/benefits, 401k, plenty of overtime. fax 734-326-2506, or Email. lnlo@frontmar.com Or No phone calls accepted!

RECEPTIONIST
FOR BUSY Birmingham salon experienced in computers, phone skills, and client relations. Flexible schedule a must (248) 540-2200

PROPERTY MANAGER
BEZTAK PROPERTIES
Beztak Properties, the leader in Class "A" multi-family property management, is seeking an enthusiastic person to share our vision of excellence, customer service and dedication. We are dedicated to leading the way and committed to giving our associates the best work environment, opportunities, benefits and compensation.

We currently have an opening for a Property Manager, at a luxury market-rate apartment community in Novi, MI. The Property Manager is responsible for product, quality and availability, able to generate revenue enhancement, resident activities, administration and reporting. Must have edge a plus, but not necessary.

Excellent benefit package including: free health & dental insurance, life and long-term disability, vacation, 401k plan with company match, bonus program, paid vacation, sick and personal time, company sponsored training, and a positive work environment.

If you are interested, please email your resume to jbridges@beztak.com or fax a copy to (248) 851-4744, Attn: J. Bridges. If you would like more info, look us up at www.beztak.com

QUALITY CONTROL TECHNICIAN
wanted to inspect product, generate inspection reports & maintain gauge calibration programs. QC Training required & 5 yrs. experience. Good pay & benefits. Send resume to:
New Hudson Corp.
57077 Pontiac Trail
New Hudson, MI 48165

REFRIGERATION REPAIR PERSON - Troy School District. Possess a journeyman's card in refrigeration & repair. Knowledge of heat pumps, large centrifugal & electrical controls. Information on line www.troy.k12.mi.us (vacancies coded 02-Z-E030). Interested persons should apply in line.

RENT-A-CENTER Will train you to sell & deliver furniture, appliances, electronics & manage past due accounts. Weekly pay starts at $16-20/hour plus overtime. Great benefits. No Sundays or holidays. Valid drivers license & ability to deliver furniture & appliances. Bi-lingual a plus. We promote from within. Drug-free workplace. EEO. Apply at: Rent-A-Center, 2669 South Wayne Road, Westland, MI 48186. 734-728-1240

RENTAL AGENT
Full & part time agent & porter positions available immediately! Busy car rental agency looking for organized, hard working people for Plymouth, Farmington Hills & Canton locations. Good pay & benefits. Apply in person:
AAAdvantage Rent-A-Car
684 W. Ann Arbor Rd.
Plymouth, MI 48170

REPOSSESSION AGENT wanted for local company. No experience necessary, will train. Call (248)684-9499.

Retail
Hesloop's
is looking for friendly, outgoing individuals to sell and service our customers. Permanent full time and part time positions available. We offer $8/hr. to start, Medical, dental, 401K, and beautiful merchandise at an employee discount. Prior sales experience helpful. Friendly smile required! Opportunity for advancement.
West Bloomfield,
Orchard Mall
248-737-8080 Ask for Cora

Retail
SEE selective eyeware elements
SEE, a fresh and exciting new retail optical concept, has career opportunities available at locations opening soon in Lansing and Rochester Hills. The search is on for fashion-focused sales associates & upbeat opticians. Visit existing SEE locations in Birmingham and Ann Arbor and complete an application, email resume to cam@seeeyewear.com, or fax 248-433-7300.

Route & Sales Positions
Need 4 hard working people for route & sales positions. Upwards of $600/wk. + benefits. No experience necessary, training provided. For an exciting opportunity, Call Jim 734-564-1032

ROUTE DRIVER For Troy based vending co. Serving metro area. $450/start.Please call (248) 548-6320

SALES PERSON
• exp. in cosmetics, fragrances, beauty supplies. Full or part time. 248-851-7323

WALTONWOOD
Redefining Retirement Living

SENIOR HOUSING ADMINISTRATOR
Singh Development Co., Ltd. has an immediate opening for an experienced Administrator in our Waltonwood Senior Division in Oakland County. Bachelor's degree preferred and/or related management experience in long term care or senior services. Must be proficient in H.F.A. Rules, Microsoft Word, Excel and Budget. Process Must be motivated and goal-oriented with a proven track record in senior housing. Duties include managing operations, developing the budget, supervising staff resulting in profitable operations and outstanding client service. EEO
Send resume with SALARY REQUIREMENTS to MM, PO Box 255005, West Bloomfield, MI 48325 or fax to: (248) 865-1630

RETIREMENT PLAN ADMINISTRATOR
CITY OF SOUTHFIELD
The City of Southfield is seeking a seasoned professional with at least 5 years of directly-related experience to administer the City's retirement programs, which consist of two defined benefit pension plans (general employees, and Act 345 Fire & Police), a Retiree Health Care Benefits Plan and Trust, and the 457 Deferred Compensation program. Responsibilities will include plan administration; interpretation, communications and counseling; financial reporting; governmental reporting and disclosure; development of administrative policies and procedures; liaison with plan consultants. Extensive information about the scope of responsibilities can be found on the Human Resources Dept page of the City's website at www.cityofsouthfield.com. A Bachelor's degree or equivalent in business administration or public administration with an emphasis in accounting, finance or a related field is required. Public pension plan experience preferred. The salary range for this position is $55,152 to $74,619. With the starting salary dependent upon qualifications, plus a comprehensive fringe benefit package. Interested candidates should submit a resume and application package (available from the website) no later than 5:00 p.m., Wednesday, October 9, 2002 to:
Human Resources Dept.
City of Southfield
P.O. Box 2055
26000 Evergreen Road
Southfield, MI 48037-2055
Individuals will be invited to continue in the selection process based upon the nature and extent of their prior experience and accomplishments, as solely determined by the City of Southfield.
EOE M/F/V/H
A DRUG-FREE WORKPLACE

SERVICE MANAGER
Michigan's largest forklift service company is looking for a qualified team player to lead our busy service department. Candidates should have some forklift experience as well as excellent managerial and clerical skills. Interested applicants should send their resume including salary requirements to: Morrison Industrial Equipment, C/O HR, 1825 Montclair Ave. NW, Grand Rapids, MI 49505.

SHIPPING/RECEIVING
Northwest suburban distributor is looking for a full-time shipping clerk. Hours are 10:00 AM to 6:30 PM Monday thru Friday. Accuracy, neatness and dependability a must. Good working conditions and benefits.

Send resume to:
Shipping/Receiving
Zatkoff Seals & Packings
P.O. Box 486
Farmington, MI 48332-0486

We promote a drug-free environment. Substance abuse testing is part of the pre-employment process. EOE

SINGH.
Singh Management Co. LLC, located in West Bloomfield and operator of several thousand apartment units in Southeast Michigan is seeking 2 positions to oversee and implement the capital improvements program for its luxury apartment communities. Send resume with salary requirements to: SMC, PO Box 255005, West Bloomfield, MI 48322. Please reference the appropriate position.

CONSTRUCTION PROJECT MANAGER
Responsibilities include: overseeing capital improvements, assessing construction alternatives, developing construction specs and bid packages, selecting qualified contractors, and authorizing payments. The qualified individual shall be familiar with both site construction methods and building construction methods. This position requires a motivated, well organized, goal oriented professional who enjoys the challenge of working on many projects simultaneously and the ability to solve problems. E.E.O.

FIELD SUPERINTENDENT
This position shall work closely with the Construction Project Manager and shall oversee the contractors' work in the field. Responsibilities include: scheduling contractors, meeting contractors onsite, verifying completeness and quality of work. The qualified individual shall be familiar with both site construction methods and building construction methods. This position requires a motivated, well organized, goal oriented professional who enjoys the challenge of working on many projects at once. E.E.O.

SMILING, MATURE FACES
Snack Bar, part/ full time.
Apply in person at
Mary Bowl Lanes 30950 Five Mile Rd., Livonia.

SOCIAL WORK
SUPERVISOR
For residential cottage serving 10 El males, ages 10-17. Required: Bachelor's degree in social work, psychology, criminal justice or guidance and counseling; two years experience as social service worker in a child caring organization; good driving record. Excellent salary with benefits. Send resume to Methodist Children's Home, HR DEPT, 26645 W. Six Mile, Redford, MI 48240. EOE.

Special Person for Special Place
Expanding regional 24-hour veterinary referral and emergency hospital seeks pet lover to join our administrative team. We seek a person experienced in bookkeeping, customer service and personnel areas to supervise part of our expansion. Please fax your resume to 248-354-6560 or email to jobs@michvet.com

SPECIAL SHOPPERS check up on stores in your local area. Evenings available. No experience necessary. Great income and benefits. Call anytime toll free
1-888-478-1342 ext 9000

STEEL INDUSTRIES, INC.
INDUSTRIAL SHOP HELP
Drawing Steel Processing Company seeks hard working individuals to join our team. We are currently looking for Press and Saw Operators for the afternoon shift. Experience helpful but we are willing to train the right people
Steel Industries, Inc. offers a competitive salary and a full benefit package.
Apply in person Mon.-Fri., 9am-4pm @ 12600 Beech Daly Road, Redford-south of I96 on the east side of the road. No telephone calls.

STONE COUNTERTOP INDUSTRY
• CNC Saw Operator
• CNC Operator/Router
• Stone Polishers
• Shop Help
Send resume or apply at:
6726 Metropolis Dr., Romulus, MI 48174. Fax (734) 641-2969

SUB CONTRACTORS- All trades. Crews or individuals for remodeling.
(248) 618-8807

Teacher
For part-time 2nd grade position. Retirees welcome. Call: 313-532-1816.

TEACHERS - SUBSTITUTES
Roeper is adding to its pool of substitute teachers for pre K thru 5th. Submit resume to: Carolyn Ott, The Roeper School, P. O. Box 329, Bloomfield Hills, MI 48303

TEACHERS: TROY CENTER
Part-time after school, early evening hours, Mon-Thurs. Excellent work environment. Develop training. Michigan Certification required. Call (248) 643-7323 or fax resume (248) 643-9570.

TITLE COMPANY
Title company looking for a take-charge Escrow Processor. Excellent pay, benefits included. Call Gary (248) 932-8855 or fax resume to 248-932-0904

TITLE ESCROW PROCESSOR
Full-time position with benefits available at Royal Oak Title. Experienced with setting up & dispersing loan files, and preparing closing documents. Requires excellent customer service. Fax resume to Julie at: (248) 543-0749

TITLE INSURANCE AGENCY
in Bingham Farms
seeking experienced
CHIEF COMMERCIAL ESCROW OFFICER/ ASSISTANT MANAGER
3-5 yrs. exp. required.
Benefits. Fax resume to:
248-642-0935
Mr. Ellman: 248-2536212

TRANSPORTATION DRIVER
needed for Milford co. No exp. necessary. Salary + bonuses. Call (248)684-9499

Travel & Make $$$$$ 30K+
Delivering New Cars, Vans, and Trucks. Locally or Nationwide. 18 yrs. or older Call free 877-520-1007 x1001.

TREE TRIMMER & GROUND PERSONNEL
needed. $10 to $15/hr & up depending on exp. All applicants must have a valid driver's license with good driving record. Exc. benefit package available. Call Mountain Top Tree Service, Plymouth.
248-349-1870

TRUCK DRIVER - Immediate opening. Must have chauffeur's license. Local areas. Comparable wages, insurance, good working conditions. Apply 13170 Merriman, Livonia.

TRUCK DRIVERS -CDL A for Plymouth company. Local deliveries. Competitive wages, full benefits. 877-229-9663

TRUCK MECHANICS
Heavy Duty truck dealership seeking truck service technicians. Great location & facilities for certified, experienced applicants. Must have own tools. Competitive hourly wage, benefits & 401k. Apply at the business office V I P Truck Center, LLC, 11757 Global Drive, Livonia, MI 48150. 800-591-7710 EOE m/f/h/v

VENDOR RELATIONS SUPERVISOR
Canton Tire research firm seeks supervisor to manage our multi-state vendor network. Require experience in title, financial or litigation research. Candidate must possess strong reasoning, negotiation and analytical skills. Fax resume to 425-969-4824

VIDEOGRAPHER
Wanted individual interested in learning & performing various aspects of a legal support company. Duties may also include: video, copy work, deliveries. Computer skills a plus. Must be able to work varying hours. Common sense & timeliness a must. Please call: (248)644-8888, to set up appt.

WAREHOUSE - Part time. All around person for light warehouse, shipping & receiving, some computer skills necessary. Novi area. Contact Becky, 248-349-0800

When seeking out the best deal check out the Observer & Eccentric Classifieds!
1-800-579-7355

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Help Wanted General 5000

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For part-time Package Handlers at FedEx Ground. It's like a paid workout the work is demanding, but the rewards are big. Come join our team, get a weekly paycheck, tuition assist, and break a sweat with the nation's package delivery leader.

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Qualifications:
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FedEx Ground
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Livonia, MI 48150
Call 1-800-333-1182

Accepting applications Mon-Thurs 9:00 AM-4:00PM, Mail to Newburgh between I-96 & Plymouth Rd.

fedex.com/us/careers
Women and minorities are encouraged to join the team.

WAREHOUSE ASSISTANT
National pharmaceutical wholesaler & distributor in Livonia. 2nd shift, 2:30-11. Order processing. Must be dependable & have reliable transportation. Union membership after 60 days. Full benefits after 90 days. Must successfully complete a pre-employment drug screen. $8.20-$9/hr. Fax or email resume to: 734-525-6930
sdodson@thdg.com

WAREHOUSE CLERK/COURIER
InfoSystem, a durable medical equipment company located in Madison Heights is looking for a full-time, warehouse clerk/courier. Qualified individual will be friendly, courteous, have good organizational skills, and have the ability to work in a fast-paced environment. Some PC knowledge and date entry exp. helpful. Responsibilities include delivering and picking up our product in the area, processing orders, locating and identifying stock, maintaining inventory, and working with UPS and Fed Ex. Must have good/clean driving record. Interested individuals please fax resume to Lori Perry at 248-546-8232 or send resume to Lori Perry, InfoSystem, 1551 E. Lincoln Ave., Madison Hts., MI 48071. E.O.E. No Phone Calls Please.

WAREHOUSE HELP NEEDED
Exp. preferred.
(734) 762-0030

WAREHOUSE/DRIVER
PPG Auto Glass is seeking to fill 2 full-time warehouse and driver positions at our Livonia branch. We offer excellent wages and benefits. General warehouse and delivery, fork truck experience required. To apply for these positions call 734-525-3612 drug test and MVR check required EOE.

WELDER
Experienced welder needed for long-term assignment. Must have ability to read blue prints, set up jobs and weld ALUMINUM. Rivet driving and 12 volt electrical wiring knowledge and experience a plus.

Pay range from $16-$22 per hour, depending on experience.

Apply in person:
Forge Industrial Staffing
31835 Eight Mile Road
Livonia, MI 48152

NO APPOINTMENT NECESSARY

Monday-Thursday
5am to 12 Midnight
Friday 5am to 6pm

WIRE EDM OPERATOR
We are looking for qualified, experienced wire EDM operators. With the latest in technology, we offer the right individual an excellent benefit package, which includes:
• Medical •Overtime
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•Competitive Wages
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Wages commensurate with experience.

E.O.E.

Please send resumes to:
Box 3081
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150-0351