Observer & Eccentric

EMPLOYMENT

All Ads Run Online FREE! A Value Of Up To $87.00

www.observerandeccentric.com

500 Help Wanted General

ELECTRICIANS
New construction, residential electrician w/ 1-2 years exp. Fax resume to: 734-722-4500

ELECTRONICS TECH
for digital big screens, DVD players & audio equipment. Benefit package including but not limited to: competitive salary, full insurance package, 401K, paid vacation & holiday. Apply at or send resume to: Bakiva Network Technologies 735 Washington Ave. Grand Haven, MI 49417

EVENT PLANNER
For a top training & development organization. Duties include: Coordinating & managing the execution of all events. Excellent communication, customer service & computer skills Required. Fax resume to: 248-557-0243

FASHION SHOW PARTICIPANTS
No exp. necessary. Paid training after free workshop. Full/part time. Start immediately. 248-262-6501

FINANCE DEPT.
Manufactured Home Retailer in Novi seeking full time individual for Finance Department. Must be a team player w/good organizational skills. Call for interview (248) 349-2500

FIREFIGHTER
$31,585 plus exc. benefits
The City of Rochester Hills has two (2) full-time openings for FT Firefighter. Responsible for setting up fire fighting apparatus, controlling fires, life saving rescue & maintenance of fire equipment and facilities. Also participate in fire prevention & emergency medical activities. To be accepted for testing, must possess Firefighter I & II, paramedic licenses in State of Michigan, HazMat Operations, 2 years municipal fire fighting experience, and 2 year full-time paramedic experience. Submit cover letter identifying position plus resume by January 21, 2002 to: Human Resources, City of Rochester Hills, 1000 Rochester Hills Drive, Rochester Hills, MI 48309-3033 or send by FAX (248) 656-4739. EOE

FOOD SERVICE WORKERS
1st shift positions available. Now hiring all positions, full and part time in the Livonia area. Benefits included: excellent starting wages, no weekends, paid holidays, annual raises, paid holidays and vacations and more. Please call 734-946-3116 between 9:00am and 2:00pm to arrange an interview.
Pre-employment Drug Testing
Equal Opportunity Employer

FRAMING - ART DESIGN
Frames Unlimited
Michigan, Ohio, Indiana
Challenging, satisfying work with a future. If you know our craft or you want to learn our craft, please inquire. Immediate placement, benefits, career potential. Full or part time. Please apply in person at

FRAMES UNLIMITED: BIRMINGHAM
Bloomfield Plaza,
6616 Telegraph Rd. & Maple

FREELANCE MAKEUP artist licensed/experienced department store. Fax resume: 661-295-1019

GENERAL LABORERS
Birmingham spec homes. Year-round work. 248-594-4050
Project Manager 810-221-1236

GENERAL LABOR
Plating Co. Looking for exp. hard chrome & copper plating. Exec. pay, bonus, benefits, retirement package. Fax resume to: 313-341-0315 or Call: 313-341-4791 For appt. 12-3

GOLD STAMPER WANTED.
Will train. $8.50 to start, reviewed after 90 days. Great benefits, no weekends. Light industrial work. Apply at
Lithographic
13035 Wayne Rd., Livonia.

GOLDSMITH
The Jewelry Factory in Livonia Diamond Set & Repair. F/T. Benefits. Call Wednesday Pam. 734-525-3200

HAIR STYLIST
Experienced. Clientele waiting! Redford area. 313-937-2750

HAIR STYLIST
For established salon in garden City Garden City. Experience preferred (734) 421-3331

Customer Service
Ring In The New Year With A New Career At
BANK ONE.
Open House Events.
So bring your resume and check-out the great opportunities at Bank One, the nation's 6th largest bank holding company. We have various Customer Service Associate positions available in MULTIPLE LOCATIONS. *Hiring Representatives will be conducting ON-SITE INTERVIEWS.*
- COMPETITIVE FULL & PART-TIME BENEFITS
- TUITION ASSISTANCE
- ADVANCEMENT POTENTIAL

Saturday, January 12th, 8am-12pm
611 Woodward Ave Detroit, MI
12 Mile Big Beaver Troy, MI
(Both are Gold certified sites)
Can't attend our Open House Event? We still want to hear from you. Please e-mail/fax your resume, *indicating job code MIOH14* to: e-mail: regionmi@careersbankone.com; fax: 877-700-8030; or call our automated 24 hour phone job line at 888-ONE-2661. EEO/AAP/M/F/D/V.
The Power OF ONE.

500 Help Wanted General

Great Part-time Position
that can grow into full-time for Farmington Hills personnel firm. Assist in their executive division, must be proficient in MS Word. If you like working with people then this is the job for you.
Phone..... (248) 737-5860
Fax..... (248) 737-5860
dkeller@pacincworks.com

GROUNDS
Edward Rose & Sons seeks to fill full-time, year-round, ground-keeper positions throughout suburban Detroit. Positions require energetic, responsible individuals who enjoy working outdoors. Advancement available. Please call 248-539-2130 ext 368 or fax resume to: 248-539-7812.

HAIR STYLIST
For seniors. Part-time. Farmington Hills. Leave very brief message: 248-337-9618

HAIRSTYLIST WANTED. Full or Part time. $7/hr or 50%. Regis Hairstylists at Summit Place. Call (888) 888-7778 ext. 1688

HAIR STYLIST
We are looking for creative and artistic stylist in our Fantastic Sams in Farmington. Guaranteed $10/hour. Sign on bonus. Paid vacation. 248-474-4328.

HEALTH PROMOTER/ EDUCATOR
Seeking experienced professional to join statewide voluntary health organization. Will implement health programs/services in Wayne, Oakland, and Macomb counties. Responsible for relationship-building, program implementation, community education, and volunteer recruitment. Requires excellent communication, sales, speaking, writing, and computer skills. Send resume and salary requirements by January 16 to: Health Promoter/Educator Position, 17117 W. 9 Mile Rd., Suite 950, Southfield, MI 48075.

HELP WANTED: 19 positions in journalism, advertising, management with Michigan's 300 newspapers. Visit www.michiganpress.org

HOUSE MANAGER
Full-time, Tues thru Sat., 8am-5pm for Boys' Farmington Hills home. Responsibilities include cleaning, laundry, and indoor maintenance. You must provide excellent references. If you are flexible, dedicated, dependable and a hard worker, please call 248-553-0028. EOE.

HVAC ESTIMATOR
Needed for 80+yr/old company. Mechanical license required, experience preferred/will train right respondent. Top wages & benefits offered. Fax resume to 313-802-7025

HVAC Fabricator
Call Now! Local HVAC Company is searching for a skilled & quality minded ductwork lay-out & fabrication specialists to work in our shop team. Great wage & benefit package.
CALL 517-552-8005

HVAC Foreman
Wanted: Installation foreman for established Commercial/Industrial HVAC Business. Must have strong leadership, communication and work skills. Benefits include Medical, Dental, Vacations, Retirement Plan and excellent pay.
CALL 517-552-8005

INSURANCE
Commercial and Personal Customer Service Reps.
Experienced Only
Fees Company Paid
Ann Bell Personnel
24044 Bingham Pointe Dr.
Bingham Farms, MI
48205-4348
(248)540-3355 Fax 540-8105

JANITORIAL
KBS OFFERS GREAT JOBS FOR THE NEW YEAR
** Great Pay$$/hr. **
** Great Benefits **
** Great Opportunities **
CLEANING CREW MEMBERS Earn $10/hr and up! Weekend & Livonia store locations. Apply by calling 1-800-537-1376 ext. 644 and leave a voice mail message. EOE www.kbs-clean.com

LEASING AGENT
Needed part-time for Westland Apartment Complex. Must have computer and organizational skills and be detail oriented. Please call 734-425-0052. EOE

500 Help Wanted General

LARGE FRANCHISE COMPANY
Looking for an energetic and motivated person to join our team. Responsibilities would include managing 30+ employees from the hiring process to the supervision of our training program, developing daily schedules, and working with customers and employees to ensure quality. Candidate should have good problem solving skills and enjoy working with people. Please send resume and salary history to John Cohen by either fax: 734-421-7148 or email: nmplymouth@aol.com.

★LEASING AGENT★
Singh Management Co., is seeking to fill immediate FULL TIME position for our Wyndchase Townhomes in Livonia. Must be able to work weekends. We offer competitive wages, commissions, health, and dental insurances. EEO. FAX resume to Marilyn at: (248) 865-1630 or call (248) 865-1600.

LEASING CONSULTANT
Wanted for luxury apartment community in Westland/Livonia area. Full & part-time position available. Good salary plus benefits. Please respond with a resume to: S. Davis, 4190 Telegraph Rd. Suite 1000, Bloomfield Hills, MI 48302. Or fax to 248-593-5559.

LEASING CONSULTANT
Beautiful upscale apartment community in West Bloomfield is looking for a consultant who is enthusiastic, motivated and who enjoys helping people. Does this sound like you? We offer a competitive salary, bonus and compensation package includes bonuses, insurance, a competitive salary, and the opportunity to work with the very best.
Please fax your resume to (248) 661-3246

LEASING OFFICE procedures, rent collection and multi task oriented individual needed for an apartment community in Southfield. Full time, Health, dental, 401(K) benefits available. Experience preferred. Paragon Properties and Call Ann Richard 248-646-9600 x329.

LEASING POSITION for Apartment community in Southfield. Part-time, weekends, experience preferred or will train. Call Paragon Properties and ask for Richard 248-646-9600 x329.

LEGAL FIRM- Southfield. Requires experienced secretary with Word knowledge. Fax resume to (248) 358-2200

LEGAL INTERVIEWER
Farmington Hills law office. Excellent phone skills.
248-865-0860

LEGAL SECRETARY:
Tel-twelve area. Great opportunity, benefits, pleasant work environment. Legal experience in transactional, real estate and commercial litigation. Salary commensurate with experience. Call Judy at 248-645-1700 ext. 249.

LIBRARIAN
Team Adult Services
Full-time. 37.5 hrs/wk.
Requires an ALA from an ALA accredited library school.
Submit resume by Jan. 19, 2002 to:
Rebecca Havenstein-Coughlin
Canton Public Library
1200 S. Canton Center Rd.
Canton, MI 48188.

MACHINIST - entry level. Background should include lyear of classes or 1yr of experience. Stable company provides good annual income, health benefits & pension plan. 248-352-8106.

MAIL INSERTER OPERATORS
Full & part-time positions. Rapidly growing company in Novi needs Mail Inserters of Operators. Pitney Bowes knowledge helpful. Excellent wage & benefits. Mail resume to:
Box #1536
Observer Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

MAIL ORDER/NETWORK MARKETING. Work from any location. Full training and support provided. Need serious, honest, teachable people. Six figures income possible in 12 months. Call 1-866-602-9675 www.achievementathome.com

HOME SERVICES
248/588-4714
Clean out, experienced in several trades, own vehicle & tools. Full time w/ benefits.

MAINTENANCE - dependable person needed for general maintenance at Northville/Plymouth apt. complex. Good salary & benefits. 734-453-1597

MAINTENANCE
Mature person. Experience. Tools. Live on site. Suburban apt. complex. References. Good pay. 248-352-2220.

MAINTENANCE TECHS needed. Excellent pay, Bonus program, medical/dental, vision, 401(k). 248-474-6062 or fax resume to: (248) 559-5002

SALES
FIELD SALES PROFESSIONAL
ASCO Valve, the industry-leading manufacturer of solenoid valves is looking for a highly motivated sales professional to join our team. Responsibility includes aggressively growing ASCO's existing distribution and OEM base within the southeastern Michigan area. 4-year degree or 2-year technical equivalent is required. ASCO offers a salary plus bonus program, profit sharing, 401(k), pension plan, tuition reimbursement program and comprehensive benefits package.
Send resume to:
ASCO Valve Inc.
1025 West Glen Oaks Lane, Suite #206
Mequon, WI 53092
Attn: Human Resc.
Equal Opportunity Employer

500 Help Wanted General

MAINTENANCE
Full-time Maintenance Technicians needed for Westland/Livonia apartment communities. Competitive hourly wage and benefits including Health, insurance, prescription, dental, vision and 401K. Must have prior maintenance experience and ability to work in a team environment.
Interested applicants e-mail your resume to: apartmentmaintenance@aol.com or Call 248-349-6844 or fax your resume to: 248-349-8336

MAINTENANCE
NEEDED for Waynewood Apartments. Must have experience in all aspects of maintenance, 401k & paid holidays offered. Faxed resumes please. Apply in person 8737 N. Wayne Rd., Westland 734-326-8270

MAINTENANCE SUPERVISOR
Seeking Maintenance Supervisor for Apartment Community in the Detroit area. Experience in High Rise Buildings/HVAC Systems preferred. Competitive wages and benefit package including BC/BS health insurance. Please fax or mail resume to (248) 352-8837 or 24901 Northwestern Hwy., Suite 415, Southfield, MI 48075 Attn: Lisa Philip

MAINTENANCE TECHNICIAN
for apartment complex in Novi. Experience preferred. Full time with benefit package. 248-349-8200. EOE

MAINTENANCE TECH
Property Management company has full-time openings for various locations. Must have 2 years experience in heating, electrical, plumbing & carpentry, etc. Benefits. EOE.
Fax resumes: (248) 352-2837
Or call Bob at Farmington Heights (313) 271-4649 or
Taylor: (313) 291-8066 or
Farmington (248) 851-0111.

MAINTENANCE WORKER II
The City of Plymouth is seeking applications for the position of Maintenance Worker II with the Dept. of Municipal Services. Applicants must have CDL Class B with Air Brakes License. Previous municipal experience preferred. Must be willing to work some evenings and weekends. Starting salary is $15.36/hr. plus benefits. Full job description and application are available at Personnel Department, 201 S. Main, Plymouth, MI 48170 or on the City's website at www.ci.plymouth.mi.us Applicants may also fax resume (734) 455-1892 or e-mail: cstone@ci.plymouth.mi.us resume. Deadline for receipt of applications is 1-31-02. The City of Plymouth is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, age, gender or disability.

ASSISTANT RESIDENT MANAGER
Canton Club Apts. has an immediate opportunity available in the Canton area. Minimum 1 yr. property management &/or hotel exp. required. Tax credit exp. preferred. Excellent salary, benefits & bonus program. Fax resume to 734-398-7270, email resume to: jobs@ced-concord.com or call 734-398-8000 for more info. EOE

MANAGEMENT EXPERIENCED
for Arby's in Troy. Also crew members needed from 11-4. Please call Necole at 248-547-4627

MANAGEMENT TRAINEES
Do you have experience with Inside Sales? Do you want a career instead of a job? Do you have a degree? Are you enthusiastic and outgoing? If so, please send your resume to Kim by emailing kimg@wesh.com or faxing to 810-227-1344 or calling 800-968-9616 ext 110. Management Trainees needed ASAP! EOE.

MANAGER NEEDED
for production and shipping in Canton based warehouse. Business and Management experience preferred. Mon.-Fri. 9-5pm. 25K salary to start. Fax resume (734) 798-1222

MANICURIST NEEDED
FULL CLIENTELE WAITING. very busy N. Livonia salon. Call (248) 476-8180

ASSISTANT MARKETING DIRECTOR
Excellent opportunity for college graduate in a supportive role in marketing and sales. Must be well-organized, flexible in a multi-task environment, very personable, and fluent in MS Office. Experience in the building industry a plus. Excellent benefits package including 401K. Please send resume including salary history in confidence to Box #1368
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

A RESPONSIBLE Part Time person w/ exc. computer skills. Mon. & Tues. or Wed. 9am-2pm 2 days only. (248) 489-0001

AUTO - We Need: Excellent organizational abilities. Show up every day on time. Leadership abilities. We give excellent job opportunity! 40 hour work week! Growth opportunity! Nice people to work with! Salary! Plus bonus! & much much more! Please apply in person to Snelling & Snelling Jeep, 11500 Telegraph Rd., Redford. Ask for Eric Keller.

500 Help Wanted General

Manufacturing Employment
We have fantastic full-time career opportunities for team members performing the following:

MACHINE OPERATION TECHNICIANS
Prefer 2+ years related experience, Associates Degree in related field preferred, must like hands-on mechanical tasks and be able to repair equipment, as well as maintain it, assure quality, make minor adjustments, and maximize output.

WE OFFER:
- Stability
- Great Wages
- Excellent Benefits
- Growth

Apply or send work history to: Plastipak Packaging, Inc. 1351 Hix (E. of I-275 N. of Ford) Westland, MI 48185 career@plastipak.com EOE

MARKETING ASSISTANT
Great opportunity for college graduate to enter an exciting field. Must be detail-oriented, have good organizational and communication skills, be fluent in MS Office, and able to coordinate many tasks simultaneously. Experience in the building industry a plus. Salary commensurate with experience. Benefits. Fax resume to: 734-455-0815.

MARSHALL FIELD'S FINE ART GALLERIES
At Oakland, Westland, Northland & Eastland are interested in interviewing individuals W/ art sales or framing sales experience (a plus!) Beautiful working environment, flexible hours. Full benefits package.
Call Dennis at 248-443-6302

DIESEL MECHANIC
Experience needed for Livonia based carrier. Minimum 3 years experience on tractors & trailers. Able to work independently. Good vision. Full-time with benefits.
Call: Quickway Services
888-762-9670

MECHANIC
All around for diesel car lot. Excellent pay plan + benefits. Must be Jack-of-all trades! Good driving record.
(734) 455-5566.

MECHANIC/ OPERATOR/ DRIVER
Mail Shop, Detroit area. Call M-F 10-4pm (248) 355-0400

MECHANIC
Part-time, with flexible hours. Farmington area. Fleet of thirteen cars. (248) 478-9007.

MECHANICS
Detroit area trucking company looking for experienced Truck Trailer Mechanic. State or ASE certification preferred. Competitive salary, Health, Medical, Dental, Life, AD&D, 401k. Paid vacations and holidays after 6 months. Please call Jeff at 734-455-4700, Ext. 7300 or Fax resume with salary requirements: 734-455-2457 or e-mail: Jschewchuk@wi-express.com

MEGAPLEX THEATRE Help: Seeking 4 Assistant Manager positions, 2 Cashiers, cash handers, 25 General theatre ushers, Concessionists, 2 Human Resources Administrative Assistants. Call 734-542-3191 for appt. Livonia area.

KEEBLER CO. has full & part-time positions available in the metro Detroit area. Great sales & merchandising opportunities offer benefits and flexible scheduling for qualified candidates. Must be 18 years or older. Please mail resume/qualifications to: Keebler Co.
General Delivery
New Hudson, MI 48165
NO PHONE CALLS PLEASE.

MERCHANDISER:
Exp. Merchandiser to market kosher products in Detroit, do store sets and assist customer w/ ordering, support Account Manager. No overnights, travel, car allowance included.
We offer competitive salary, bonus and comprehensive benefit package. Send resume w/ salary requirements to:
Morey's Seafood Int.
Attn: HR 12301 Conant, Detroit, MI 48212 Fax (313) 368-9657 or Email: korozier@moreys.com

MILFORD AREA Credit Union seeking a full-time Teller. Customer Service Rep. Must have good math, computer, and people skills. Benefits include paid time off, medical/dental, 401K and much more.
Fax resume to: (586) 264-8710 or e-mail:
humanresources@researchfed.com.

MILL HAND
LivoniaVallid drivers license necessary. Good working conditions. Health insurance, retirement plan. Buckingham Tool, Plymouth/Livonia area. 734-591-2335

$$$ MORTGAGE LOAN OFFICER
TRAINEES to $125,000 yr.+ benefits & Base Salary + Commission. No previous experience required, but 2 yrs+ SALES experience from any field is necessary. Call or fax for appt.
Employment Center Agency
(248) 569-1836

NETWORK ADMINISTRATOR
To handle management of Novell/Windows NT network for a 50+ employee professional services firm in Troy.
Email resume to:
Napoleon@hotmail.com.

NEW CAREER FOR NEW YEAR
Nationwide marketing co. has recently expanded. Immediate openings available...
★ Sales/Promotions
★ Marketing/Campaign Management
★ Public Relations
All openings are entry-level. No exp. necessary. We may be looking for you. Call Beth @ 248-465-1056

NEW YEAR! NEW CAREER! INSTALLERS/SALES
$750-$2000 weekly
10 Openings
No exp. required. Management potential. Apply: today. Start tomorrow. 248-735-1707

500 Help Wanted General

NIGHT WATCHMAN
For Apartment Community in Southfield. Weekdays and Weekends. Night shift. Fax resume to (248) 355-5761. Attention: Gerri

No sales involved!
Telephone Reps Needed.
Flexible hours.
No experience needed - full training provided.
Mon-Th 6-9pm & Fri 10am-2pm
Earn $8.00/hour + bonuses!
Please call, setting up interviews starting January 3, 2002.
(248) 478-9393

OUR MAID SERVICE
Experienced cleaners wanted for full or part-time. Call Jenny at (248) 437-1040

OVERHEAD DOORS looking for Service Person. Exp. only, must have valid drivers license. (734) 449-0400

PAID CDL TRAINING - Get paid while training for placement with major trucking company. Earn big money! Commonwealth Truck Driving School. Call toll free: 877-970-4043

PARALEGAL / LAW CLERK
Southfield personal injury firm has full time position. Experience a plus but, not necessary. Fax resume to (248) 355-0669

PART-TIME WAREHOUSE
Farmington Hills Printing Co. seeks part time shipping & receiving person, delivery & paperwork. Must be dependable and have a clean driving record. Call Dalehy for interview (248) 478-6020.

PHARMACIST
Part-time Mon., Thurs. & alternate Sun. Baker Pharmacy, 2500 12 Mile, Berkley. Jean 248-541-2981, 248-489-9062(H)

PLANNER MILL & VERTICAL LATHE OPERATORS
STEEL INDUSTRIES, INC. is currently looking for a Planner Mill Operator for milling of large forgings and a Vertical Lathe Operator for turning of large forgings. Experience helpful. Must have math skills and the ability to read a tape measure, calipers and micrometers.
Steel Industries, Inc. offers a competitive salary and a full benefit package.
Apply in person Mon.-Fri., 8am-4pm @ 12600 Beech Daly Rord, Redford-south of I96 on the east side of Beech Daly.
No Telephone Calls.

PLUMBERS- for new construction. EXPERIENCED ONLY.
Call 248-669-2900

POLICE RECORDS CLERK
The Novi Police Department is searching for an individual with excellent clerical and public relations skills to perform a variety of general office, typing, and record keeping duties. Salary is $25,594 with a comprehensive benefits package. Obtain and submit a City of Novi application to the Human Resources Department, 45175 W. Ten Mile, Novi, MI 48375. (248) 347-0452. Previous applicants need not apply. E.O.E.
www.ci.novi.mi.us

PROCESS MEDICAL Claims! No experience needed. Will train. PT or full time. Big Income!! 1-800-240-8197, Dept. 700 www.hprmed.com

PROJECT MANAGER
Village Green Companies, a leading Midwest apartment developer, is seeking a qualified Project Manager for our Construction Business.
The ideal candidate will have 5-7 years experience as a project manager in the multi-family, construction arena. Degree preferred in construction management or related field preferred.
20% Travel Involved.
Village Green offers top compensation, bonuses, benefits and 401k. For immediate consideration, please fax your resume to 248-536-2717, with salary history.
Village Green is proud to be an EOE employer.

PROPERTY MANAGER
Beautiful Canton apartment community seeking experienced Property Manager. Excellent people skills, organization & computer skills a must. Incentive package available w/good benefits. Please fax resume to: 847-392-4413

PUNCH-OUT/ WARRANTY
Highly motivated individual to complete punch-out and warranty service for new homes in Novi. Must have reliable transportation and small tools. $30-$35K plus benefits. E.E.O. Fax resume to the attention of S.S. at: (248) 865-2096.

PURCHASING
Full-time, entry level. Must have computer experience. Excellent benefit package. Call for appt.
Mike Settle, Riemer Floors,
Bloomfield Hills.
248-335-3500, Ext. 3105

REAL ESTATE ASSISTANT
High production realtor needs assistant. 20-30 hours per week. Must have professional manner, and like working with people. Real Estate experience and computer knowledge required. Real Estate license a plus.
(734) 416-1252

RECEPTIONIST/ ADMINISTRATIVE ASSISTANT
Full time, for a modeling agency located in Canton. Call Keith at 734-455-0700, or fax 734-455-2156

RESIDENT MANAGER - Top salary for qualified apt. manager with strong leasing/management skills. Suburban complex, live on site, references. 248-362-2220.

ROUGH CARPENTERS & LABORERS. Top pay & insurance. On site crane. Commerce area. Call eves 248-471-7107

500 Help Wanted General

COLLECTOR
Full-time position available at Co-op Services Credit Union. Collection experience required. Skip tracing, legal knowledge and computer skills preferred. 34622 Grand River Ave., Farmington. Mon-Fri. 8-5 pm. Sat. 8-12 noon. Fax resume to: (248) 615-2180 or e-mail: jobs@ccu.org

RETAIL MERCHANDISERS
Advantage Sales & Marketing has part-time (15-20 hours/wk) positions open and is looking for merchandisers to service local Meijer stores. Starting rate $8.50/hr. Fax your resume to: (614) 882-2188 or email to:
hr@asmecm.com

ROUTE DRIVER/ WAREHOUSE
Lifting requirement 50 lbs. minimum $9.50hr. + benefits based on experience. 248-446-4500.

Sales Assistant New Construction
Singh Homes seeking Sales Assistant for New Construction Homes in Northville/Canton area. Part-time position. MUST be able to work weekends. No experience necessary- will train. E.E.O.
Fax resume to: GCK @ (248) 865-1630.

SALES MANAGER
Southfield mortgage company looking for a dedicated, hard-working, experienced leader to manage a large sales staff. You must have experience in the residential business to perform as a leader with our company. We offer an attractive benefit package and compensation structure.
Please fax your resume to: (248) 874-2000
PLEASE INCLUDE A SALARY REQUIREMENT

SECRETARY
Growing real estate development company seeks part-time secretary. Duties include general office & phone answering. Excellent organizational skills, Microsoft Word & Excel required. Competitive pay. Send resume to LST, Inc., 30600 Northwestern Hwy., Ste. 200, Farmington Hills, 48334 or Fax to 248-737-0236.

SECURITY GUARD for Apartment community in Southfield. Mid-night shift, part-time, experience preferred or will train. Call Paragon Properties and ask for Richard 248-646-9600 x329.

Security Officers
Immediate openings in Farmington Hills for midnight shift. Starting pay $8/hr, with benefits. Call now: (248) 476-5267

SENIOR CREDIT ANALYST
Growing family owned Troy distributor seeks individual with min. 5 yrs experience to manage receivables through review and approval of credit applications. Must be familiar with all collective result collection techniques. Computer experience required. MASS is a plus. Wages are competitive with a good benefit plan. We strive to maintain a workplace which is friendly and team-oriented with a staff that puts quality and service first. Interested? Call Jerry Moss at (248) 280-5588 for interview.

SERVICE WRITER
for auto repair facility in Plymouth. Excellent pay & benefits. Ownership possibly 734-454-4300

Social Work
THERAPIST
Lifespan Clinical Services, a division of Starfish Family Services, is seeking contingent clinical Therapists to join its team of professionals. With locations in Garden City, Livonia and Canton, we have opportunities for late afternoon, evening and Saturday shifts. Qualified candidates should have a CSW, LLP or LP and three years experience working in an out-patient setting. Previous experience in substance abuse, and/or group therapy and a CAC-1 is preferred. Experience with the MI population and young children is a plus. We offer competitive compensation. Interested applicants should submit resume and cover letter to:
STARFISH FAMILY SERVICES
Attn: Human Resources
30000 Hiveley
Inkster, MI 48141
Fax: 734-728-3500
e-mail: hrley@sfish.org
EOE

SUMMER INTERNS
HomeTown Newspapers is accepting resumes for summer interns to work full time in its Sales Development Department. Interns will set appointments, conduct interviews and write advertisements. Applicants should be at least junior status in college and possess good written & grammar and communication skills. Quark experience a plus. Travel is required in Livingston and Oakland Counties and Hotty/Fanton area. Dependable transportation is a must.
Submit resume to: Special Sections Department, Livingston County Daily Press & Argus, 323 E. Grand River Ave., Howell, MI 48843 or e-mail to:
tnelf@hl.homecomm.net.

TEACHER & ASSISTANTS (Toddler & pre-school). Livonia center. Full/part-time. Experience required 248-474-0001
After 3pm: 248-926-1658

TEACHER - FULL-TIME
Wanted for Farmington Hills childcare center. Must be patient, caring and have experience in childcare setting. Education a plus. Call 248-489-0610 Or Fax resume 248-489-0034

TELEPHONE INSTALLER
Experienced. Full time in Farmington Hills. 248-473-5533

TOWING DISPATCHER needed for days, Hayford's Now Towing. (248) 476-7815

WAREHOUSE STOCK/ ORDER PULLER
Lifting requirement 40 lbs. $9.50 hr. plus benefits. Wixom area. (248) 446-4500

500 Help Wanted General

THE SPOON COMPANIES, a growing Ann Arbor real estate development firm specializing in Commercial Real Estate development, Management, and Brokerage, is looking for a dynamic and driven individual with commercial experience to join our Property management Division. This individual will work directly with the President to manage the company's portfolio, and develop a third party portfolio. Competitive compensation package provided. If you have the requisite knowledge, and would like to take advantage of this opportunity, please fax or e-mail your resume to:
The Spoon Companies
Barbara Lamarand
bal@thespooncompanies.com
FAX: 734-668-8298

Veterinary Assistant & Technician
Full & part time, various shifts available at specialty and emergency (24 hr) hospital, in Southfield. Assistants: assist with procedures, client contact, paperwork, and cleaning. Must be motivated team player who loves animals.
Fax resume to 248-354-8560 or email to jobs@michvet.com

WAREHOUSE - Pickers Distribution wanted for media storage facility. Daily duties include: receiving & shipping inbound orders, picking & staging outbound orders. Position requires basic clerical skills & the ability to lift containers & push-pull rolling carts. Weekday, weekend, and night shift positions shifts available. Full time - part time positions available. EOE Drug testing required. Apply in person to 31155 Wixom Rd. Wixom, MI

RITE AID
WAREHOUSE PRODUCTION POSITIONS
$9.00 per hour.
RITE AID CORPORATION, the nation's fastest growing national drug store chain is currently seeking Full Time Warehouse Associates for 1st shift warehouse positions at its Waterford, MI distribution center.
Benefits include: the ability to have medical/dental coverage, tuition reimbursement, discounts at Rite Aid Stores, and many other incentives.
We will be accepting applications in the main lobby of the center located at: 5400 Perry Drive, Waterford (at Dixie Highway and Williams Lake Road) on Monday, Wednesday and Friday between the hours of 8:00 AM and 5:00 PM. Please bring your driver's license and social security cards with you at the time of application.
Phone: (248) 674-8140.
If you are a hard working and reliable individual, RITE AID can be your key to a successful future.
Come and Join an Industry Leader!
E.O.E.

Warehouse Worker
Manufacturer of brushes and brooms has an opening for an experienced warehouse person. Responsibilities include forklift operation, picking raw materials, maintaining stock in a neat and orderly manner, performing cycle counts, investigation discrepancies, and loading/unloading trucks. Fast-paced environment. Must be energetic, accurate, and able to work without constant supervision. Requires one year of experience, basic math skills, and the ability to operate a stand-up lift truck with extended-reach forks. Medical/dental/life insurance, vacation, $10/hr. to start.
Apply at: DOB Industries, 32165 Schoolcraft, Livonia.
No phone calls please.

$$$$$ WEEKLY! Stay-at-home. Processing HUD/FHA Mortgage Refunds! No Experience required. FREE Information. Call 1-800-449-4625 ext. 7507

WILLING TO EDUCATE highly motivated individual for rewarding career in financial services. Call David Dzbanski (248) 540-5470

1st & 2nd shift, Taylor area. $6.00-6.25 Starting wage w/raises. Drug free work environment. RSS- (734)729-6420

$38,000 PLUS 1ST YEAR! Receive your CDL in 15 days! We Pay Up Front For: Hotel, Transportation, Meals, D.O.T. Physical. Contact Us Today!
1-800-550-4818

$600 WEEKLY SALARY mailing our sales brochures from home. No experience necessary. FT/PT. Genuine Opportunity. Free Supplies. Call 1-708-212-5400 (24 hours)

501 Computer/Info. Systems

COMPUTER, INTERNET people wanted to work online. $125 - 175 an hour. Full Training. Vacations, bonuses and incentives. Bilingualism also needed. 53 countries. Free E-Book: www.ProfitPC.net

502 Help Wanted Office Clerical

ACCOUNTING ASSISTANT
for busy West Bloomfield law office. Experience required. Call Alice 248-851-8000

ACCOUNTING CLERK
needed for busy Birmingham office. Experience with Peachtree and Excel a plus. A/P, A/R, billing, filing, monthly accounting work including bank reconciliations. Full-time position with excellent benefits for dependable, hard working individual. Send resume to:
P.O. Box 1899
Birmingham, MI 48012-1899
Fax to 248-647-3036

ACCOUNTS PAYABLE
Utility Clerk for property management co. A/P experience, typing 35 wpm, and 10 key required. Fax resume to: Sandy A. 248-851-4744.

502 Help Wanted Office Clerical

ACCOUNTING
1 girl Birmingham office. Experience with billing & accounts receivable. Must be dependable. Full-time position with benefits. Send resume to:
P.O. Box 1899
Birmingham, MI 48012-1899
Fax to 248-647-3038

ACCOUNTS PAYABLE
Southfield property management firm is looking for a responsible full-time Accounts Payable individual to fill a fast paced, multiple task position in the Finance Department. Must have A/P and computer experience (CAMS software knowledge a plus) and good organizational skills. Challenging work environment offering a competitive salary and full benefits package.
Interested applicants e-mail your resume to:
HUNTLLC@AOL.COM
or fax to:
248-356-3509

ACCOUNT SPECIALIST
Two Positions
Posting CSEN0212 and 0213: Eastern Michigan University is seeking qualified applicants for two years of post-high school business-related course work required. Two years of directly applicable experience as an account clerk or bookkeeper required.
Qualified candidates may send an application, resume, cover letter and resume no later than Monday, January 14, 2002 to:
Employment & Recruiting
Eastern Michigan University
Pierce Hall
Ypsilanti, MI 48197
Note: Candidates will need to take a clerical skill assessment test before hire can be approved. Call 734-487-0430 to set up an appointment.
Equal Opportunity Employer
www.emich.edu

ADMINISTRATIVE ASSISTANT $30,000+ Microsoft Word/Excel. Prestigious Bloomfield Hills firm. Benefits. Call April 586-772-6760. Snelling Personnel Services.

ADMINISTRATIVE ASSISTANTS - University in Ann Arbor needs 4 administrative Assistant MS Office required. $12-$14/hr. E-mail resumes to kurtm croas@expresspersonnel.com.

ADMINISTRATIVE ASSISTANT
With payroll, bookkeeping & computer experience. 16-24 hrs/wk. in Milford. Excellent wages. Reply to: P. O. Box 503, Milford, MI 48381 EOE

ADMINISTRATIVE ASSISTANT to $40,000 - International consulting firm 5+7 years experience in a professional services firm. Microsoft Office. Southfield. Call Barb 586-772-6760. Snelling Personnel Services.

ADMINISTRATIVE ASSISTANT for Detroit Country Day School (Library department). Submit resume to HR Manager, 22305 West 13 Mile Rd. Beverly Hills, MI 48025 or fax 248-646-2458 or email: hr@dcds.edu

Administrative Assistant
Small Southfield consulting firm. Required: basic computer skills, knowledge of Word, Excel, some college preferred. 25-35 hours/week. Fax resume to:
(248) 354-6520

ADMINISTRATIVE
A leading company seeks a creative customer focused individual to work in the field of Marketing. Understanding of OS or ISO a plus. Degree required.
Fax resume to:
(248)344-8700 Fax(248)344-6704
Email: jobs.drc@prodigy.net

ADMINISTRATIVE ASSISTANT
National Developer of Office and industrial parks seeks Administrative Assistant to support the property management team with contracts/leases, AP/AR processing, tenant relations and clerical duties. Must be a motivated self starter with exceptional written, verbal and organizational skills.
Send resume to:
Liberty Property Trust
29957 Northwestern Hwy.
Suite 200
Southfield, MI 48034
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT/ CUSTOMER SERVICE
Automotive supplier in the Wayne/Westland area requires a well organized person to provide administrative and clerical support for our Sales Department. Must have excellent communication and interpersonal skills, computer proficiency, and a minimum of 3 years experience in a professional office setting. Customer Service experience is highly desirable. We offer a friendly work environment, competitive pay, and excellent benefit package including 401K. Please send resume including salary history in confidence to Box #1368
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

A RESPONSIBLE Part Time person w/ exc. computer skills. Mon. & Tues. or Wed. 9am-2pm 2 days only. (248) 489-0001

AUTO - We Need: Excellent organizational abilities. Show up every day on time. Leadership abilities. We give excellent job opportunity! 40 hour work week! Growth opportunity! Nice people to work with! Salary! Plus bonus! & much much more! Please apply in person to Snelling & Snelling Jeep, 11500 Telegraph Rd., Redford. Ask for Eric Keller.