500 Help Wanted

ADIA HAS
FLEX-TIME
Great for homemakers, students, senior citizens. We have openings for packagers and machine operators in Farmington Rd./Jeffries Freeway (I-96) area.

WE ARE WILLING TO WORK AROUND YOUR SCHEDULE! For more information, please call:

525-0330
ADIA PERSONNEL SERVICES
EOE

ADMINISTRATIVE People - Your professional skills could be the perfect background for a rewarding career in residential and commercial/investment real estate. Be your own boss, set your own hours. $40,000 to $70,000 income and a secure future. Call about our "CAREER SEMINAR" series.
Century 21, 478-6008

ADMINISTRATIVE POSITION
Large local firm seeks top-notch administrative assistant to work directly with CEO. Strong organizational and client-relations background a must. Ability to generate form correspondence and function independently also important. Typing and shorthand required, word processing background a plus. Comprehensive benefits included. Salary from 20 to 25K.
PERSONNEL ASSISTANT position available for Southfield firm. Generalist background, minimum 2 years experience required. Degree preferred, organizational ability a must. Excellent benefits, salary from 20 to 30K.
For more information on these and other permanent positions call Pam Kondoff at: American Personnel, 553-2444
All fees are company paid

ADMINISTRATIVE POSITION
Excellent opportunity for experienced individual with high corporate communication skills. Ability to write and desire to learn and be responsible for internal operations of a dynamic Southfield company. Salary commensurate with ability and performance. Please send resume to: P. O. Box 300, Southfield, MI 48037. Or call 353-3311, Ext. 217

ADVANCE YOUR career by accepting a position with our high tech manufacturing firm. Were looking for a few good men & women. Earn big $ (hiring) work environment making circuit boards. $5.50 per hour with reviews & great paid benefits. Join our winning team. Apply at Circuits DIAA, 32900 Capitol, off Farmington, Livonia.

ADVERTISING TRAFFIC COORDINATOR
Major full service ad agency needs full time Traffic Coordinator to start immediately. Must be:
- Energetic
- Detail oriented
- Assertive
- A good communicator
- Dependable
- Able to work overtime
- High school grad or above

Hard work, but interesting. Good position to observe creative process, learn print production and agency system.

Excellent salary & benefits. Send letter & resume or call Tracy at (313)258-8426 between 2pm-5pm, 9/26-9/28 for more information.

DARCY, MASIUS, BENTON & BOWLES
P.O. BOX 81-1781
BLOOMFIELD HILLS, MI. 48303
An Equal Opportunity Employer

ADVISOR/OPERATOR
Duties include handling heavy incoming/outbound phone calls, typing on data processor, light record keeping. Applicant must type 45wpm, possess excellent sales/clerical/phone skills. Experienced only. Full time position offers good earning potential for the right person. Pays base wage plus excellent commission, full medical benefits, vacation & sick pay. Farmington.
478-7355

ALARM OPERATORS
Full time: afternoons, midnights open. Good phone voice a must. Full benefits. Applications accepted Mon. thru Fri., 8am - 12 noon. American Protective Alarm, 14713 W 8 Mile, (rear door).

AEROBIC INSTRUCTORS - Experienced for West Bloomfield health Club. Knowledge of muscle group, stretch & tone, weights & ever exercise helpful. Call Sharon; 661-1000 ext. 301

AEROBIC INSTRUCTOR
for mornings/early afternoons. CPR experienced only.
Ask for Dottie, 646-6990

AIR CONDITIONING, refrigeration & heating, experience, service men needed - full time. Benefits.
548-5440

AIRPORT SECURITY - Men & Women full & part time must be able to work flexible hours. Retirees welcomed. Call between 11am-3pm
722-0030

ALARM INSTALLER NEEDED
Must have electronic schooling. Will train. Applications being accepted between 2:30pm-4:30pm, Mon-Fri.
Concealed Security Systems,
348-8400

AMAZING JOBS
Are waiting for you now in Farmington Hills, Novi & Walled Lake. These are long term, light industrial assignments with good pay & benefits. Men & women welcome. Call and tell us what shift you are interested in. You must have your own transportation & phone.

855-8910

ADIA
Personnel Services
EOE Never A Fee

AMBITION
If you have it - we have a job for you. We are looking for dependable, hard working people who like regular hours. No Sundays. Some Saturdays. Our starting rate is over $5.00/hour with an excellent benefit package. If you don't mind working 40 hours/week come see us at 40100 Grand River, Novi, between 9AM-4PM

AMERICAN MAIDS
We need hardworking individuals to do residential housecleaning full time Mon. thru Fri. Must have own transportation. $5.00/hr. + good benefits. Call Today! 855-1848

AMBITIOUS
Young man 33 years old just opened 4th business in Detroit area. Orders coming faster than we can put them out! Need people just as motivated & ambitious as myself to run the operation & others planned.

THIS IS NO JOKE
High weekly income, My businesses gross millions & my staff has had no prior experience.
I PAY TOP DOLLAR TRAINING
Call Mr. Reynolds 421-9100

AN ASSOCIATE ASS'T. MANAGER
Retail Trainees
$15,000 SALARY NO FEE
Major computer retailer desires persons with computer knowledge at home or on job + some in-store sales experience. College a plus! 5 DAY 40 HOUR WEEK! Benefits!
Detroit, Grand Rapids, Chicago, Indiana & Ohio
EMPLOYMENT CENTER II 540-4130

ANIMAL PEOPLE!
Experienced Dog Groomer & Assistant Groomer needed. Farmington Hills.
Siesta Kennels, 851-2191

ANNUAL FUND MANAGER
For the Office of Development. New position, competitive salary commensurate with experience. BS or BA, suggested in a related field. Some marketing experience required. Strong writing ability, good communication skills & ability to manage small staff & volunteers required as well. Send resume and salary requirements by Oct. 6th to:
Ronald J. Schimmel
Director of Development
Michigan Humane Society
2335 One Kennedy Square Bldg.
719 Griswold, Detroit, MI. 48226.
An Equal Opportunity Employer

APARTMENT CLEANERS
Need good cleaners for vacant apartments. Various duties. Transportation available. Bob, 537-9691

APPRAISAL TRAINEE
Local office of national organization needs 2 full time, career minded individuals, willing to work hard & be trained. Earn while your learn. Choice of locations, with possible 1st yr. earnings in excess of $24,000. Call Tom between 1:30pm-4pm at 459-4400

APARTMENT MAINTENANCE - must have general knowledge of apartment maintenance including electric & plumbing. Call Wayne Tower Senior Citizens Apts., Mon-Fri., 8am-5pm. 721-0660

APARTMENT MANAGER wanted for small corporate furnished complex in West Bloomfield, includes plush totally furnished apartment, all utilities including telephone. Light housecleaning involved. Must be able to show apartments. Call: 681-8181

APPLIANCE
Full time/part time, Days & Afternoons - Production Workers for light assembly, automotive.
Benefits. 1402 Souter, B. of 15 Mile, E. of Rochester Rd.

APPRENTICE for Open Die Hydraulic Forging Press Operator Program. On the job training while attending evening college classes. Apply in person: 8AM-4PM at Press Form Co., 12607 Beech Daly, Redford

A & P SUPERMARKET
A & P is now hiring friendly people for part time store positions in all departments. For consideration please see the manager at the following location:
41840 W. 10 Mile
Novi, Michigan
An Equal Opportunity Employer

A & P SUPERMARKETS
We are growing again!
Soon we will be opening 2 new stores.

STERLING HEIGHTS
(Hayes & Hall Roads)
AND
ROCHESTER HILLS
(John R & Auburn)

Join us for great employment opportunities. Applications are now being accepted at the following stores for Cashiers, Meat, Deli, Produce, Floral, Bakery, Seafood, Grocery & Courtesy Clerks.
32201 Harper/Masonic
(St. Clair Shores)
1025 St. Clair River Rd., Algonac
35170 Dodge Park, Sterling Heights
23804 Gratiot/12 Mile, Roseville
40772 Van Dyke, Sterling Heights
5047 Rochester Rd., Troy
537 Main St., Rochester
24001 Harper, St. Clair Shores
56030 Van Dyke, Romeo
An Equal Opportunity Employer

ARCHITECTURAL DRAFTSMAN
Estimator-with at least 2 years experience on the job. Full time. Call between 8AM-4PM.
933-9551

ARCHITECTURAL DRAFTSMAN
5 years experience. $30 to $33K, full benefits. 2 fee paid.
B. HAMIL PERSONNEL
424-8470

ARE LOOKING for Sales people as aggressive as we are. Sales people who want advancement, greater earnings and the opportunity to join the biggest success story in today's beauty industry. NEXUS. Send resume to: JOBAR INC., 27150 W. 8 Mile, Southfield, MI.48034
Att: Mr. S.

ART
Full time positions available for mature artwork on photographs. We will train. Must be able to work overtime & some Sats. Starting pay $4.25/hr. Raises & promotions based on performance. Apply: North American Photo, 27451 Schoolcraft, Livonia.

ASSEMBLERS - packagers and CNC machine operators for a major manufacturer in Livonia, Wixom, Walled Lake & Farmington. 3 shifts. $4-$6/hr. Call Marie at Uniforce
357-0641

Artistic, versatile individual. Computer/typing experience. Good with public, varied responsibilities. Full time. Char or Kathleen 427-4141

A SELF MOTIVATED, high energy individual sought for maintenance & repair of manufacturing equipment. Mechanical & electronic trouble shooting / repair experience. Large PC based facility is growing rapidly so join a winning team. Competitive wage with great benefits. Apply at: Circuits DIAA, 32900 Capitol, off Farmington, Livonia.

ASPHALT PAVING
Well established company looking for help in all phases of operation. Top wages. Call
ASSEMBLER - DRIVER - PORTER
Full/Part time. Apply at: 8.30am-5.30pm, Maxie Collision, 32561 Northwestern, Farmington Hills

ASSEMBLERS - Light Assembly. Excellent conditions & benefits. Homemakers, Welcome! Apply: Microcraft, 25484 Meadowbrook, Novi (corner Vincenti Ct.)

ASSISTANT MANAGERS & persons over 17 for frozen yogurt stores in West Bloomfield & Novi areas. Apply at 782 Tower, 33360 W 14 Mile & Farmington Rd. 626-2120

500 Help Wanted

MANAGER TRAINEES
Total Petroleum Inc. has many openings at various locations for you.
- Paid Vacations
- Hospitalization
- Bonus Plan
- Training Program
- Salary $15,000 and up
- Advancement Available

Your chance to grow as we grow.
Bring resume to:
1010 Rochester Rd. at Avon
Rochester Hills
Equal Opportunity Employer

EASTERN MICHIGAN UNIVERSITY
We are currently accepting applications for the following regular full-time, part-time and temporary positions. Benefits include comprehensive medical and dental coverage, educational assistance and employer provided retirement plan.

Clerical/Secretarial
Hourly rate $6.00 - $9.00/hr. dependent upon classification
Clerical (general clerk, account clerk, library assistant) - High school graduate or equivalent. One or more years of clerical experience required. Minimum 35 wpm accurate typing required
Secretarial - High school graduate or equivalent. One or more years of secretarial experience required. Minimum 50 wpm accurate typing required. Word processing skills highly desirable
ALL APPLICANTS MUST TAKE AND PASS A CLERICAL EXAMINATION TO BE CONSIDERED FOR EMPLOYMENT. Applicants must call or visit our office to schedule an appointment.

Food Service/Maintenance
Food Service Workers - Ability to satisfy health and personal hygiene requirements as established by University policy, procedure or rule. Previous food service and cashier experience are an added plus. Starting rate $6.48/hr
Cooks - Ability to read menus and perform basic mathematical computations is necessary. Two years cooking experience in high volume commercial/institutional production kitchen is necessary. Starting rate $7.39/hr.
Maintenance/Custodial - Ability to read, write, interpret and act upon written communications is necessary. Ability to satisfy health and personal hygiene requirements as established by University policy, procedure or rule is necessary. Knowledge of cleaning techniques and operation of custodial equipment is highly desirable. Starting rate $7.39/hr.
Interested persons may submit a detailed resume to
Position C8 (clerical/secretarial) - Position F8 (food service)
Position M0 (maintenance/custodial)
Human Resources
Eastern Michigan University
Room 310 King Hall
Ypsilanti, MI 48197
or submit an application to the Employment Office, 310 King Hall, Monday-Friday, 8:30 a.m.-4:30 p.m., (313) 487-3430
WE TAKE PRIDE IN THE PURSUIT OF OUR AFFIRMATIVE ACTION OBJECTIVES AND ENCOURAGE QUALIFIED WOMEN AND MINORITIES TO CONSIDER THESE OPPORTUNITIES. MULTICULTURAL EXPERIENCE DESIRED

OPPORTUNITIES AT MACCABEES
Maccabees Mutual, the oldest and one of the fastest growing life insurance companies in Michigan is seeking sharp individuals to add to our home office staff. These exellent entry level advancement program opportunities include:

CUSTOMER SERVICE REPRESENTATIVE: This position requires strong math, English & analytical skills with some college or customer service experience.

COMMISSION PROCESSOR: An excellent position requiring a strong analytical & detail oriented individual.

NEW BUSINESS PROCESSOR: A trainee program for a self starter with excellent math, English & analytical skills. Customer service experience is a plus.

POLICY CONTRACT TECHNICIAN: A challenging position requiring accuracy, communication skills & problem solving ability.

For those who meet our high standards, we offer the opportunity to be trained and promoted through an advancement program with salary increases to mid & upper teens. Our benefits package is one of the finest in the industry including paid health care & tuition assistance.

Send Resume or Apply to:
PERSONNEL
MACCABEES
Mutual Life Insurance Company
25800 Northwestern Highway
Southfield, Michigan 48037
Equal Opportunity Employer

MGM
OFFICE SERVICES, INC.
CAN PUT YOU TO WORK TODAY
IF YOU HAVE EXPERIENCE IN...

• WORD PROCESSING •
WORDSTAR
WORDPERFECT
MS WORD
LOTUS
WANG
5520
DEC
LANIER

• CLERICAL •
TYPING
FILING
DATA ENTRY
SECRETARY
SHORTHAND

• CASUAL •
ASSEMBLY
PACKAGING
COLLATING
PRODUCTION

ASK ABOUT OUR
FREE
WORD PROCESSING CLASSES

TROY	689-9660
SOUTHFIELD	557-6040
LIVONIA	474-7796
REN-CEN	567-8586

Kmart
APPLICATIONS now being accepted for Part Time positons in the Food Department and Checkout Service. Flexible hours. Company benefits. Apply at the
FARMINGTON Kmart
37175 Grand River
Farmington
An Equal Opportunity Employer

PHOTO PROCESSING
HAVE YOU EVER WONDERED WHAT HAPPENED TO YOUR FILM AFTER YOU DROPPED IT OFF?

Join us at Guardian Photo to learn the photo finishing process in a clean, air conditioned facility. An opportunity to earn while you learn. Full time positions on our night shift available. No experience necessary. Plenty of growth potential and complete benefit package including
- Pay increase after training period
- Paid vacations and personal days
- Health, life and dental insurance
- Semi-annual merit raises
- Weekly production bonus
- Retirement plan
- Fam processing discounts
- Longevity increases and longevity bonuses

Interested parties please apply at
GUARDIAN PHOTO
43045 W. 9 MILE ROAD
NORTHVILLE, MI
Equal Opportunity Employer
Starting Rate: $3.90 - 4.55 per hr.

MIS OPPORTUNITIES
Meet the challenge of the 80's with Ryder Automotive Carrier Division, North America's largest carrier to new automobiles.

Due to our continued growth and major new development activities, we have on going and immediate needs for expanding MIS Department.

— SENIOR ANALYST/PROGRAMMER —
This lead position requires a minimum of 5 years experience in Systems Analysis and Systems Design utilizing COBOL and CICS in an IBM environment. Working under the direction of a Project Manager, this individual will assume responsibility for the development of a new divisional system.

— PROGRAMMER/ANALYST —
In this position you will design systems and write programs utilizing COBOL and CICS. To qualify, you should have 3-5 years experience in a variety of applications. Knowledge of DOS/VSE and Easytreve a plus.

— PROGRAMMER —
This position requires 2-3 years experience in System and Program Development utilizing COBOL. Knowledge of DOS/DSE and CICS is a plus.

We offer and excellent salary & benefit package commensurate with experience & qualifications. For consideration, please send your resume & salary requirements to:
RYDER
Automotive Carrier Systems, Ryder Systems, Inc.
P.O. Box 930, Bloomfield Hills, MI 48013
Attention: Director of Systems Development
An Equal Opportunity Employer
Male/Female/Handicapped/Vet

Maintenance
KIDS 'R' US
Join the team that's making retailing history!

We're the childrenswear division of the world's largest specialty toy store, Toys "R" Us. We're also a very successful company in our own right. Together, these facts create an environment that's pure excitement. One in which new ideas and innovative merchandise strategies are always major considerations.

Opportunities currently exist for the following individuals interested in working full and part time within this exciting environment:

SALESPEOPLE/CASHIERS
MAINTENANCE/RECEIVING

Your contribution will be rewarded by:
- Two salary reviews in your first year.
- Stock options to all eligible employees.
- Profit Sharing contributions.
- 401(K) savings plan, health and medical benefits.
- Paid vacations and holidays. (Once you have fulfilled eligibility requirements).

If you'd like to join one of the most dynamic organizations in retailing today, apply in person at

KIDS 'R' US
WESTLAND
35475 W. Warren Road
Westland, MI 48185
LIVONIA
19330 Middlebelt Road
Livonia, MI 48152
An Equal Opportunity Employer M/F

500 Help Wanted

SPRAY EQUIPMENT MANAGER
A unique opportunity for a motivated individual to take full responsibility for a sale, repair and rental facility for airless spray equipment. Excellent compensation and benefits package. Must have repair experience. Send resume or letter to:
MERCURY PAINT COMPANY
14300 Schaefer
Detroit, MI 48227
An Equal Opportunity Employer

GMS NEEDS YOU!
Let GMS put you to work.

Sign up today and take advantage of our top notch benefit package.
- **Vacation/Holiday Pay**
- **Life Insurance**
- **Group Medical Insurance**
- **Referral bonus**
- **Employee of the month bonus - $100.**

We are currently looking for:
- **Inspectors**
- **Collators**
- **Warehouse Personnel**

Must have reliable transportation; no public transportation available. Must bring Social Security Card & Picture I.D. to interview.

Call Now For An Appointment
427-7660

GENERAL MANAGEMENT SERVICES
14700 Farmington Road
Livonia, Mich., Suite 104
Heritage Commons
An Equal Opportunity Employer

JOIN A WINNING TEAM
We are looking for self motivated, personable individuals to help us build a winning team at our newest Speedway Super Store. Our new store will be opening soon in Novi at 8 Mile and Haggerty Roads.

We are currently accepting applications for day, afternoon & midnight shifts for the following positions:
- **ASSISTANT MANAGER**
- **DELI MANAGER**
- **CASHIER**
- **DELI ATTENDANT**

We offer competitive wages, health and life insurance, paid vacations and sick days, weekly pay checks plus an excellent opportunity for advancement in our organization.

To complete an application for these positions, apply at our Speedway Store at 7 Mile & Newburgh Roads.

Equal Opportunity Employer

SPEEDWAY

YOU ARE ALL THE THINGS WE ARE AT SAKS FIFTH AVENUE

Especially this holiday season.
Get into the Christmas spirit by joining our staff — sales professionals in an exciting retail environment. We are presently accepting applications for temporary, part time sales positions. Must be flexible - schedules include days, evenings and weekends. Benefits include generous company discounts.

Apply in person — Personnel Department
Saks Fifth Avenue
Somerset Mall
TROY
Equal Opportunity Employer

CASHIERS AND STOCK

JOIN THE ARBOR TEAM!
Many opportunities for mature, dependable cashiers and stock help at several locations including our newest store in Plymouth Township (formerly Family Drugs). Arbor offers employee discount, flexible hours, paid benefits and a clean, pleasant atmosphere. Cashiers must be at least 18 years of age. Apply in person at any Arbor Drugs or at the newest location from 12 Noon to 7 P.M. Monday through Saturday.

PLYMOUTH TOWNSHIP
1400 Sheldon Road/Ann Arbor Trail

ARBOR DRUGS, INC.
Equal Opportunity Employer

ADVERTISING OPPORTUNITY
Qualified candidates will be required to initiate & maintain advertising accounts throughout Michigan. The experience level necessary for satisfactory applicants is high school diploma or one year experience in sales. Excellent verbal skills and a proven winning philosophy. Employees are compensated with a salary and commission. Excellent benefit package includes 401K pre tax saving plan. Individuals who seek immediate consideration should call Mr. Steve Boring during normal business hours to set up a personal interview.

421-7435

FULL-TIME AND PART-TIME POSITIONS
Michigan's largest savings and loan has positions available as follows:

PART-TIME TELLERS
Office locations listed below:
- **Ferndale - 23011 Woodward Ave. at 9 Mile Road**
- **Birmingham - 2500 W. Maple at Cranbrook**
- **Westland - 7308 Wayne Road at Warren**
- **W. Bloomfield - 6465 Orchard Lake Rd. at Maple**
- **Farmington Hills - 33333 W. 12 Mile Rd. at Farmington Road**
- **Livonia - 37077 W. 8½ Mile at Newburgh**
- **Rochester Hills - 44 N. Adams at Walton Blvd.**
- **Troy - 125 Stephenson Hwy. at 14 Mile Road**
- **Birmingham - 1000 Haynes btw. Hunter and Adams**

Candidates must have a good math aptitude and light typing ability. Cash handling experience preferred. Positions offer public contact, excellent working conditions and competitive pay.

FULL-TIME CLERK TYPISTS
Office locations listed below:
- **Plymouth - 790 Penniman at Main**
- **Consumer Loan Dept. - 20800 Greenfield, north of 8 Mile Road**
- **Mortgage Servicing Dept. - Headquarters, 1001 Woodward and Michigan Avenue**

Must type accurately, minimum 45 wpm, have good general office skills and pleasant telephone manner. Competitive salary and benefits.

FULL-TIME AND PART-TIME BUILDING CUSTODIAN
Office locations listed below:
- ***Livonia - 31441 Plymouth at Merriman**
- **Clinton Twp. - 36800 Merview at Garfield**
- ***Westland - 7308 Wayne Road at Warren**
- **Grosse Pointe - 855 Notre Dame near Kercheval**

(*Denotes Part-Time)

Must be able to work early morning hours. Must be able to clean office and may be requested to maintain outside grounds. Experience preferred.

Interested candidates may apply in person as follows: Wednesday, September 28, 9:30 a.m. to 2:30 p.m., at our Farmington Hills office, 33333 W. 12 Mile Rd. at Farmington Road.

or

Thursday, September 29, 9:30 a.m. to 2:30 p.m., at our Troy office, 125 Stephenson Hwy. at 14 Mile Road.

FIRST FEDERAL OF MICHIGAN
1001 Woodward, Detroit, MI 48226
An Equal Opportunity Employer