500 Help Wanted

CONTROLLER

A growing real estate development & management organization has an opportunity for an experienced hands-on Controller. We are seeking an energetic individual to be responsible for all partnership & corporate accounting which includes monitoring payables, receivables, job costing & cash flow.
This individual will also assist in the preparation of financial statements. Superior computer skills are required. Qualified candidates must possess a Bachelor's degree in Business or accounting & have 3 or more years of experience in the industry. CPA preferred. Send a confidential resume to Controller, Box #568
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

COUNTER CLERK

Need for cleaners in downtown Northville. Full time/part time. Experience helpful. 348-4222

COUNTER/OFFICE person for landscape yard. Phones, dispatch, sales, helper. Hours Monday-Friday. 20779 Lahser, Southfield. 810-356-3432

COUNTER PERSON - for Farmington area dry cleaner. Full or part-time. Retail experience helpful. Call Wall Train Retirees welcome. Call 615-1400

COUNTER PERSON

$5/HR TO START
Flexible shifts available for days, evenings & weekends. Part time openings. Apply in person
The Pretzel Peddler at Livonia Mall. Must be at least 16.

COUNTER SERVICE needs part-time drivers. Starting pay $5.75. Need current Michigan driver's license & good driving record. Vehicles provided. Apply in person. 30301 Fargo St. in Plymouth. Please bring driver's license & social security card.

COURIER (TEMPORARY)

Immediate opening. M-F, days for 8-12 weeks. Must have reliable auto insurance & record. Will cover West side. Please send resume or complete application at

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COUNTER/CLERK
Cleaners, Royal Oak area. Includes Saturdays. Paid vacation & holidays. Call 290-1840

COUNTER HELP
Birmingham area retail wine shop looking for a few good people. Full or part-time. Contact Louie. 258-5557

COUNTER HELP, full-time
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COUNTER HELP
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COUNTER PERSONS

Needed for Livonia dry cleaners, part time, evenings. 464-0003

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If you've been looking for the kind of career that provides you with the opportunity to utilize your technical, customer and managerial skills, and you're put stressed with state-of-the-art technology, look no further. This dynamic network computer integration firm focusing on the K-12 educational community is seeking an individual who is able to rise to the challenge of this fast-paced industry. Successful candidate will possess an exceptional measure of the following skills: communication, organizational, tracking and follow-through, customer interface, and interpersonal. Qualified and interested individuals may forward their resume with a cover letter outlining experience specific to the skill set required and salary requirements to: DataServ, Inc., 37582 Hills Tech Dr., Farmington Hills, MI 48331, Attn: Cynthia Seiler.

CUSTODIAL MAINTENANCE
Janitorial contractor is seeking custodial workers for office complex in Ann Arbor area. Experience preferred. Full time/40 hrs/wk. Mon-Fri evenings. For interview, please call 313 761-9548

CUSTODIANS
For midnight work in Farmington Hills & Livonia areas. Great for retirees. Must have own car. Call & leave message. 737-4858

CUSTOMER SERVICE
One of Michigan's largest distributors of picture framing materials has a full time position available in Customer Service. Applicants should have experience in framing supplies, sales, data entry & good typing skills. Send resume to: Attn: Julie, 2810 Enolt, Troy, MI. 48083

500 Help Wanted

COUNTER PERSON
For dry cleaners. Part time, 3-4 days per week. Good wages. Farmington area. 476-3096

CUSTOMER SERVICE REP
Full time in-house customer service rep. Need good communications & phone skills. Mon.-Fri. 8:30am-5pm. Send resume to P. O. Box 700204, Plymouth, MI. 48170.

CUSTOMER SERVICE REPRESENTATIVE
Full time day & afternoon shift. Benefits available. If you are a customer service professional & would like to join the exciting industry of cable television, call Jackie Cadieux, Customer Service Manager, 8465 Ronda Dr., Canton, MI 48187

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INSURANCE. Experienced casualty customer service representative wanted for large N. suburban agency. Salary open. Send resume to: P.O. Box 4900, Troy, MI 48009-4900

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$7.50/hr to Start
National Multifamily Service seeks the right candidate who possesses the ability to handle customers effectively, enjoy extensive phone work, has good organizational skills and thrives in a fast paced environment. Your customer service experience is plus. Send resume and salary history to: personnel department, Customer Service Manager, 20300 Civic Center Drive, Suite 2078, Southfield, MI 48076
fax to: 948-8172

CUSTOM PICTURE FRAMER
Part time. Experienced in retail and framing. Plymouth location. Send resume to: P.O. Box 600, Highland, MI 48356.

CUSTOMER SERVICE REPS
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We need people with smarts and customer service skills to conduct research studies in our office through Friday or if you prefer nights, eve. hours. 1:30-5:30 Mon-Fri., Sat. 10-3, Sun. 1-6. Part time reps must work a minimum of 4 shifts per week.

Customer Service reps handle incoming phone calls, must be available 40 hours per week, add on to hours as we respond to customer needs. Professional appearance. If you have a pleasant voice, enjoy customers and can type at least 35 WPM, you will have these jobs. Great opportunity for those interested in marketing/research industries. Full time reps receive paid health benefits after 6 months. No sales/telemarketing is involved.
Call 937-1415
Or send your resume to: CMA
2301 W. Big Beaver, Ste. 411
Troy, MI. 48084

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500 Help Wanted

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Republic Bank is seeking a customer service rep for our Bloomfield Hills office. We're looking for people with excellent organizational skills and the ability to handle many & diverse tasks. Familiarity with multi-line phones and office equipment helpful. Competitive salary and benefits package, as well as an opportunity for advancement. Please send resume and cover letter to:

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Personnel Director
RE/CSR
122 S. Main
Ann Arbor, MI 48104

EOE

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DEARBORN TREE SERVICE
now hiring for Bilingual positions. Ground work. Experience preferred but not necessary. Must have good hands. Must, CDL + plus. Call 563-7808

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For all counties for Thursday Shopping Guide Publication. Some routes pay up to $100 a day. Gary Rivers: 474-2548

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P.O. BOX 71043
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48071

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Starting salary of $21,026 plus comprehensive benefit package. Responsible for development and maintenance of database used for hiring and other purposes. Processing computer applications information into databases to produce reports. Must have High School diploma plus at least 2 years experience with PC's or other data processing equipment. Must have 2 years office experience, preferably in Personnel or Human Resources setting. Experience with spreadsheets, database, and word processing is required. Apply by 5:00 p.m. on Tuesday, March 22, 1994 at the Personnel Department, 26000 Evergreen Road, Southfield, MI 48037.

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Farmington Hills
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DELIVERY PERSON needed for HVAC warehouse. Must have DL, license & good driving record. Full time with benefits. 478-7050

500 Help Wanted

DELIVERY DRIVERS - CD license & good mechanical skills required. Salary open, good benefits. Apply in person only at Fitness Titan, 627 S. Main, Plymouth, 48170.

DELIVERY PERSON - CDL approved/plus. Send resume with job experience and references to: P.O. Box 80035, Bloomfield Hills, MI 48303.

DELIVERY PERSON
Needed Monday & Tuesday 1:30PM. Must have car or pickup truck. Call after 2PM 398-5188

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Detroit, MI 48223

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Canton Group Home-PM 397-3735
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500 Help Wanted

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DIRECT CARE STAFF
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DIRECT CARE STAFF Needed for group home. Full & part time help available. 1 full-time shift in Farmington area. Call Bruce. 476-1958

DIRECT CARE STAFF

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for mentally impaired adults on the East side. Call 8am-10pm. 557-6318

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needed to work with developmentally disabled adults in a residential setting. Benefit packages available. Call between 10-2:
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Angie 981-3848
Sue 981-9857
Lori 437-1174
Deborah 261-0648
W. Bloomfield, Sue 626-0063
Wayne, Ann 721-2645
Milford, Debbie 685-0182
Northville, Edie 348-3843

DIRECTOR OF DEVELOPMENT
Presbyterian Villages of Michigan is seeking a Director of Development to manage the expanding fund development and other planned giving activities for this nationally served, affiliated retirement communities. Five years of professional experience in development field with demonstrated success required, as are excellent interpersonal and communication (written/verbal) skills, technical knowledge, ability to coordinate multiple priorities, organizational skills, self-starter, tact, initiative/creativity and strong commitment to a charitable mission. For confidential consideration, please forward resume with cover letter to:
Karl Hartbarber
Human Resources Director
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25300 W. 8 Mile Rd.
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