500 Help Wanted General

ACCOUNTING/PAYMENTS ASSISTANT

Master Data Centers, Payments Department responsible for international payment and trademark fee payments, assist in accounting. Assist Accounting Payments Assistant due field to reconcile data, assist in other duties, processes to our Fortune 500 client. Qualifications include:

- College degree in Accounting or Business Administration (or few experience)
- Computer literate (preferred Word Perfect 5.1, Word 6.0, and Excel 5.0)
- Excellent communication skills

Master Data Centers, a division of Foreign & Domestic Payments and Business & Professional Group, offers equal opportunity employment and offers competitive salary and benefits package.

Please send your resume to: Fax: The Master Data Centers, Payments Department, Suite 300, 30300 Telegraph Rd., Bingham Farms, Michigan 48025

ALARM DISPATCHERS

Immediate openings for full time dispatchers. Must be able to work Nights, Weekends and Holidays. Per hour plus bonuses. Call Mr. Jones between 9AM - 4PM. (810) 344-4044

(810) 559-5636

ALARM INSTALLERS

Experienced Installers. Apply in person Monday - Friday between 9A - 4P. 21441 Hoover Road, Warren, MI

ALARM INSTALLERS & SERVICE TECHS

Full time positions available. Must have valid driver's license. Call Mr. Fox 313-886-6500 or 313-886-6501

ANIMAL CARE

Experienced Groomer needed. Call 313-459-0500

ANIMAL SHELTER KENNEL ATTENDANT

Full time position available. Must be able to work days, nights, weekends and holidays. Pleasant working environment. Pay commensurate with experience. Call Mr. Dan, 313-326-9260

APARTMENT GENERAL HELPER

Part time position available in our apartments. Must have own transportation. Call Mon. - Fri. 9-5 313-459-9500

APARTMENT MANAGER

Maintenance, Home Model Manager needed. Full time. Call 313-459-9500

APARTMENT MANAGER

Couple for apartment complex. Must have experience. Call Mr. Jones 313-331-0000

APARTMENT MANAGER

Resume position in Farmington area. Must have experience. Call Mr. Jones 313-331-0000

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Resume position in Farmington area. Must have experience. Call Mr. Jones 313-331-0000

APARTMENT PREP & SERVICE

Full and part time positions available. Apply at 30 Sun Apartments, Northville, Call 313-348-1020

APARTMENT PREP PERSON

Full time position available in our Farmington Hills apartments. Company Benefits. Call Mon. - Fri. 8:00-5:00 313-553-4255

An Equal Opportunity Employer

500 Help Wanted General

Aerosa Inc., a leading third party administrator of casualty claims and risk management services, has plans to open a national service center in the Livonia Farmington area. Our center is designed to provide a telephonic inquiry and accident reporting service for Aerosa's clients nationwide. NO SALES INVOLVED! The service will operate 24 hours a day, 7 days a week and is projected to create 30-40 jobs in the Livonia Farmington area over the next 2 years.

We are looking to fill the following positions:

Telereporting Manager

Responsible for the interaction with the telereporting staff, monitor performance and ensuring service levels are met. Responsibilities include: 5-10 years of claims handling experience, Bachelor's Degree preferred, 3-5 years of supervisory experience, able to motivate and manage staff, excellent communication skills, ability to work well as a team player, and ability to work in a fast paced environment.

Telereporting Representative

Responsibilities include: Interviewing callers to obtain information regarding accidents, entering information into computer, and ensuring quality of information. Qualifications include: 2-3 years of customer service experience, excellent communication skills, able to work in a fast paced environment.

Interested candidates should submit resume & salary requirements to: Green Tree Service Center

Attn: HR
Dept. TC
30 Sunfield Drive
Livonia, MI 48150
Fax: 313-462-6000
EOE

HOUSEKEEPER

Full time position available. Must have own transportation. Apply in person at Sunset Manor, 30000 Cherry Hill, Westland