500 Help Wanted General

CITY OF FARMINGTON HILLS

VAN DRIVERS

Accepting applications for a part-time Van Driver (s) for Farmington/Farmington Hills Youth Services Program to transport teens 18 years younger van from Costick Activities Center to other locations in the City of Farmington and Farmington Hills. Must have valid Michigan Commercial Driver's License (CDL) or have the ability to obtain one. 1 Yrs. Possible 20 hrs. a week schedule: 3-6 pm. Hourly rate: $5.45 per hr. Applications will be accepted until position (s) is filled. Apply in person or in writing to:

Personnel Department
City of Farmington
31555 W. 11 Mile Rd.
Farmington Hills, MI 48336

CLAIMS REPRESENTATIVE

Southfield Insurance Company has an immediate opening for Claims Representative. Successful candidate must have 2-3 years experience in auto claims. Clerical experience useful but not required. Individuals interested in a competitive salary with excellent benefits, please resume with salary history to:

Auto Department
Dept. Dr. 2223
Southfield, MI 48037-2223

CLEANING HELP - Part-time mornings for department store in Farmington area. Call between 10am-4pm. (810) 997-3331

CLEANING OFFICES
Mon - Fri. In Farmington, part time, 3+ hours. Phone in Farmington area. Call (810) 313-3364

CLEANING OFFICES & RESTROOMS
Plymouth Twp & Livonia area. $6.25 thru $7/hr. Exam. 313-422-1083

CLEANING PEOPLE needed with experience for evenings in the Novi, Bloomfield Hills & Farmington Hills areas. Also supervisor position available. Call John: (810) 546-9697

CLEANING PERSON
Needed for apartments in Westland. Full-time, permanent position. Call 313-522-2364

CLEANING PERSON
Needed for Farmington Hills Apt complex. 40 hrs. per wk., $6 per hr. 36135 Grand River, Bldg. 810-476-8490

CLEANING PERSON
Part-time apt. complex in Farmington Hills. Call 810-478-0022

CLEANING POSITION for apt. complex in Westland, full time, benefits available. Call 313-459-6500

CLERK POSITION
Law firm has immediate opening for a Clerk position. Duties will be on part time basis for switchboard relief and general office/clerical duties. Prior law experience helpful. Some heavy lifting and deliveries. Flexible transportation required. Starting wage $6.50 to $7.50/hour. No phone calls please. Send a resume of your work history with references to:

Clerk Position
Monaghan Lopreto
P.O. Box 87
Bloomfield Hills, MI. 48303

CNC LATHE or MILL OPERATORS - 2-5 years experience required. Night shift only. Westland area. Call after 5pm. 313-326-2664

CNC LATHE OR MILL OPERATORS for night shift only. 2-5 years experience, but 1 yr. experience would be helpful. Westland area. Call after 5pm. 313-326-2664

CNC MILL HANDS
CNC LATHE HANDS
Immediate openings for 18 people of all skill levels! Two shifts, days 8am - 6pm / nights 6pm - 5am. Full shifts have overtime available. Steady work. Paid insurance, holidays, vacation time, bonus program and 401K.

LOC PERFORMANCE
201 Industrial Drive
Plymouth, MI 48170
313-453-5300
EOE M/F/V/H

CNC MILLING
Mon. 4 yrs. experience. Responsible for set-ups and programming. Full time, benefits. Fixtureform/Manufacturing (313) 274-5100

CNC PRODUCTION LEADER
Downriver production facility seeks someone who is looking for a career. Person needs to have supervisor ability, good communication skills and CNC machine programming and setup a required background. Ability must be able to lead, train & work well with others. Excellent benefits. Paid vacations & holidays, full paid medical and dental, uniforms, 401k retirement plan, shift premium. Apply in person: Future Tool & Machine, 21283 Bridge, Brownstown, MI 48183. Please call: (313) 379-3700 Or fax resume: (313) 397-4836

Coast Midwest Transport
Now hiring Local CDL Drivers for growing business. Palletized freight, good pay, benefits, 401k, deposit, pension plan and more. Must have Class A/H CDL. Call Doug at 1-800-282-5191

COLD HEADER OPERATOR
Manufacturer of specialty cold headed products is seeking experienced progressive die cold header operator for our afternoon shift. We offer a wage & benefits package that is tops in the industry. Please send resume to: Box #1438
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

$$ COLLECTIONS $$
Growing ESI Clair Shores finance company seeking experienced collection professionals to join our non-legal and legal collections dept. Phone negotiation and skip-tracing skills required. Our top collectors earn $35,000 and you can too!
Please Fax resume to
Debbie or Phil at (810)774-0537

COLLECTOR
Assessment, a national receivables management company, is currently seeking individuals who are aggressive, highly motivated & looking for a career opportunity. Qualifications will include: related industry experience, medical result, etc. Ability to work in a fast-paced environment & a strong desire to produce results. We offer:
- Signing bonus
- Competitive starting salary + bonus
- 401k, medical & dental benefits
- Stock purchase plan
- Advancement potential based on performance

For confidential consideration, call 810-433-9400 between 11am & 2pm; or Fax resume to: 810-433-9447

COLLECTOR
Collections / Collection Coordinator
For Livonia firm. Ideal candidate will possess experience in the collections field. Send resume/salary history: 31778 Enterprise Dr., Livonia MI 48150. Attn: HR-Collector

Computer Inventory Control
Salary, expense acct. & auto. Coast to coast travel. Personnel Data Report, 810-524-1500

COMPUTER operator-for mailing service, will train on our software, must have knowledge of computer transfer, 815-815k, benefits, reply P.O. box 51314, Livonia, MI 48151-6314

Computer Programmer
National accounting software firm has 2 full time positions available:
- Entry Level C Programmer to maintain existing Pick/Pick II DOS applications. Knowledge of C & DOS is mandatory.
- Experienced C++ Programmer to work on developing our new line of Windows '95 software. Knowledge of Dos & Windows '95 is mandatory. Experience with MFC & Windows NT is preferred.

Send/fax resume to: Director of Programming, Micro Artists Systems, P.O. Box 9887, Ann Arbor, MI 48106. Fax: (313) 677-2570

CONSTRUCTION ASSISTANT PROJECT MANAGER - Experienced for established apartment construction company. Source resume to: 41850 Gardenbrook Rd., Suite 130, Novi, MI 48375 Fax: 810-360-6120

INTERNET SERVICE SUPPORT
Continental Cablevision has immediate full time positions for our exciting high speed Internet access service, Highway1. The position will provide telephone and e-mail support to Highway1's Internet access services. Research and troubleshoot PC and Macintosh configuration issues. Initiate installation along with supporting Internet software applications. Ensure successful product performance and user satisfaction. Some training available.

This position requires 1-3 years experience with Internet services support. Previous experience with Windows, Macintosh, WWW, e-mail, Usenet, FTP and other Internet utilities. Associates degree preferred. Good communication skills, ability to promote our product, ability to work with the public and strong commitment to teamwork a must. Includes need to be able to work flexible hours. Our company provides excellent wage and benefit package as well as the opportunity for advancement.

Qualified candidates please mail your resume (No phone calls please) to:

Attn: ICI - DSR
Continental Cablevision
10160 W. Nine Mile
Oak Park, MI 48237
EEO - M/F/D/V

Computer Software Programmer

APPLICATIONS PROGRAMMER
BEP Software Systems, a division of Hospice of Michigan and a leading provider of hospice and home health patient tracking and administrative software, is seeking a qualified applications programmer.

BEP is seeking someone with programming experience in relational databases for maintenance and customization to an existing software product. Basic knowledge about client/server and HL7 will be a plus as the current program is based on a newer technology product. Communications skills will be important for direct user contact with BEP's clients nationwide.

Your past experience with PICK, RBASIC or the Advanced Revelation database, especially in a health care MIS environment will make you an ideal candidate for the position.

For immediate consideration, please submit a resume to:

Hospice of Michigan
Attn: Employee Services
16250 Northland Dr., Ste. #212
Southfield, MI 48075
or FAX: (810) 559-5152

CONSTRUCTION CLEAN
Entry level positions and paid training. Southfield and Troy areas. (313) 416-4179

CONSTRUCTION FOREMAN - Grade foreman & underground foreman, experienced in excavation, grading & sewer work, union benefits, send resume or call Craig Engel, 313-591-4242. Metropolitan Asphalt Paving, Inc. 13000 Newburgh Rd., Livonia, MI 48150
An Equal Opportunity Employer

CONSTRUCTION LABORERS for basement water/proofing. $7 an hour to start. Benefits after 90 days. 810-356-7920

CONSTRUCTION LABOR
Full-time, permanent, indoor work. Construction experience helpful. Entry level position, with growth. Small company. Competitive wages & benefits. Call Jason at Metro West (313) 455-5780

CONSTRUCTION SUPERINTENDENT position available with large well established residential and construction experience required. Degree preferred. Please send resume to: Robertson Brothers Company, 6905 Telegraph Rd., Ste 200, Bloomfield Hills, MI 48301.

CONSULTANT TRAINER
Exciting career opportunities exist in leading edge technology, software development firm. This rapidly growing company seeks sharp individual to consult/train customers on pilots on ERP software. AS/400 and/or Client/Server experience a plus. Travel required, excellent opportunity for motivated diplomatic individual. Degree required, excellent salary/benefits package to qualified individual. Please send resume and salary requirements to:

Training Director
Future Three Software, Inc.
33031 Schoolcraft
Livonia, MI 48150

CONTRACT HARDWARE Distributor looking for help in warehouse, shipping, receiving & welding hollow metal frames. Century Hardware (810) 478-1530

COOKIE DECORATORS and general hands. Cookies By Design, W. Bloomfield area having decorators, mornings & afternoons. Bouquet assembly, mornings, Germantown area, mornings & afternoons. Call Connie 810-656-3005

COPIER TECH & TRAINEE
wanted. No experience necessary for Trainee. Call Jason at Metro West (313) 455-5780

COUNTER CLERKS
Full time, will train for locations in Farmington Hills, W. Bloomfield & Novi. Call Mal Kai Cleaners for nearest location 313-537-8650

COUNTER HELP
Full or part-time, at consignment supply company in Ann Arbor. Misc. duties, will train. 313-662-1917

COUNTER HELP - Gourmet, wine, meat, bakery, deli, sub food. PRODUCE COOLER STOCKER. N-to license required. PICKS SET-UP CLERK. RECEPTIONIST - Eves & Weekends. MEAT CUTTER. Also need Cashiers, Clerical - data entry, Maintenance - midnights.

Vic's World Class Market
Beverly Hills
Competitive wages & benefits
Contact:
Pam Kostava 810-305-7333

COURIER/CLERK
Bonus Potential
Fast-paced real estate development company needs detailed, reliable individual to run errands and complete clerical tasks as required by office staff. Growth potential. Requires valid license and good driving record. $7.50/hour with year end bonus. Send resume with available starting date. Fax to 810-642-4210 or mail to:

Mr. Yardley
200 E. Brown, Suite 101
Birmingham, MI 48009

COURIER/COURT FILER needed for Southfield law firm for filing in courts & general courier duties. Knowledge of courts in Macomb, Oakland & Wayne Counties helpful but not necessary. Full time position, own car needed. Send resume to: 24472 Northwestern Hwy., Southfield, Attention: Sheri

CRANE OPERATOR
315 Fall Drapline crane
Firm Built Construction
(810) 477-3770

CREDIT ANALYST
Experience required. Southfield. Full benefits. Good starting pay. Brian Dorchy (810) 353-5400

CRIMBOLI NURSERY, INC. LANDSCAPE CONTRACTOR needs Commercial & Residential Estimator, Foreman, Retail Nursery Staff & Truck Drivers. Must have CDL. Top wages & benefits. Must have good attitude. Please apply: 9321 Ford Rd., Canton.
(313) 495-1700

CUSTODIANS
Currently hiring custodians for various night-time office locations in the Farmington Hills area. Position hours 3:30-11:30 A.M. Contact Lakeside Building Maintenance. 810-352-1464

CUSTOMER SERVICE REPRESENTATIVE
A communications company in Novi is seeking applicants for a Customer Service Representative. Inside sales, office administration, or purchasing experience a plus. Must be customer-oriented with excellent communication skills, capable of working independently in a fast paced, cash-driven workplace and being a team player. Microsoft Office proficiency. Send resume with salary history to:

Clover Communications, Inc.
PO Box 40
Novi, MI 48376
Attn: Debbie Mason-CS
EOE

PERMANENT POSITIONS AVAILABLE NOW!
Local retailer needs 4 full-time Customer Service Representatives to train new employees. Must be over 18 yrs. of age, be flexible and have prior retail and/or training experience. Ability to use a cash register and good communication skills a must. Please call today to set up an appointment. (Resume's needed)

Adecco
THE EMPLOYMENT PEOPLE
(313) 525-0330
EOE Never a Fee

CUSTOMER SERVICE/ FOLLOW-UP PERSON
Needed for busy sales order dept. Mon-Fri, 7:30-4:30. Outgoing person with excellent communication & organizational skills a MUST. If you're looking for a challenging & a never-ending project, Communications Skills will be important for direct user contact with BEP's clients nationwide.

Your past experience with PICK, RBASIC or the Advanced Revelation database, especially in a health care MIS environment will make you an ideal candidate for the position.

For immediate consideration, please submit a resume to:

Hospice of Michigan
Attn: Employee Services
16250 Northland Dr., Ste. #212
Southfield, MI 48075
or FAX: (810) 559-5152

CUSTOMER SERVICE REPRESENTATIVE
For warehouse in Livonia distribution company. Must have computer, phone and typing skills. Shipping/receiving experience a plus. Send resume to: 28057 Mackenzie
Westland, MI 48185
or FAX to: (313) 464-4550

CUSTOMER SERVICE
LABOR READY.
TEMPORARY LABOR ON DEMAND
We are looking for self-motivated team players who are ready and can work in a fast-paced environment. Here we must be a good team player and can think on their feet. Key duties include job orders, assigning jobs, invoicing, collections & dispatch. Join the fastest growing temporary services in the U.S.A. !! Offices opening soon in Ypsilanti, Taylor & Detroit.
Call 313-326-9400
DISTRICT OPERATORS
28157 E. Ilse Rd.
Livonia, MI 48152

CUSTOMER SERVICE REPRESENTATIVES
needed for Northville Insurance Agency. Full time, with small company. Excellent working conditions. Send resume to: CES, 560 Plymouth, Suite 100, Northville, MI 48167.

CUSTOMER SERVICE REPRESENTATIVE - Needed for Southfield based transportation company. Part time positions open hours 2 PM to 6 PM, Mon. - Fri. Also included are weekend rotations. Wages range from $6.50 - $8.00 hour. Apply at: Zoom Maplelodge, Southfield, (8 Mile and Evergreen area). 810-627-1100.

CUSTOMER SERVICE REP. Candidate must have phone experience, organized, thorough and enjoy helping people. Under standing of photography/warehouse a plus. Full time with benefits. $8.50 per hour to start. Reviewed after 90 & 180 days. Send resume to: Tyndall Photographic, 13035 Wayne Road, Livonia, MI 48150, attn Jim.

CUSTOMER SERVICE
Very busy established co. seeking Customer Service Rep. Successful candidate should have excellent communication skills, good phone skills, word processing & 10 key. Exceptional opportunity for the right person. Forward resume to:
Box #1465
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CUSTOMER SERVICE REPRESENTATIVE
Westland Shopping Center seeks part-time Customer Service Representative for day, evening and weekend hours. Responsibilities greeting customers, answering questions, gift wrapping and assisting with special shopping services. Individual must be courteous with strong interpersonal skills and have professional telephone etiquette. Applications are being accepted at Customer Service, Westland Shopping Center. Applicants must complete background and drug screening test.

Apply Within
Or Call
Attn: Personnel
Mall Manager
PART-TIME POSITION
$9.00 per hours
Mid-day and evening hours
3-8 PM or 6-10PM
We have regular need for on call individuals to work on a project completion basis. Individuals would support current marketing and research programs with customer service responsibilities. Our projects occur throughout the year and may last several weeks or longer.
Phoenix Group, Inc. is a designer and implementer of marketing systems, principally in the automotive sector. Our dynamic growth results from meeting and exceeding clients' expectations for innovative solutions to complex marketing needs.
Letter to:
Director of Recruiting (CT)
Phoenix Group, Inc.
34115 W. Twelve Mile Road
Ste. 200
Farmington Hills, MI 48331
Fax: (810)488-3736

CUSTOMER SERVICE REPRESENTATIVE
For insurance office. Experience preferred. Send resume to: Agent, 24255 Novi Rd., Novi, MI 48375 or Fax to 810-360-6448

CUSTOMER SERVICE REPRESENTATIVE
Staffing Service Branch Office in Livonia seeks motivated professional to act as client liaison and placement coordinator. Will interview, screen and place employees. Will interact heavily with clients. Excellent growth potential to Sales or Management. Excellent compensation/benefits.

Personnel Unlimited
Accounting • Temporary • Permanent
810-751-5008
810-751-6815 Fax

Customer Service
Come explore our unique company...
American Blind and Wallpaper, located in Plymouth, is the nation's largest mail order discounter of blinds and wallpaper. American currently has openings for enthusiastic and motivated individuals for the following positions:

TELE-SALES REPRESENTATIVES
These individuals answer BRAND NAME sales calls from customers across the country who call in response to nationally placed advertising. Sales experience is preferred.

CUSTOMER SERVICE PROFESSIONALS
These individuals must be skilled in handling a wide variety of customer inquiries and have a proven record of utilizing their problem solving skills. Previous field candidates also must have a minimum of one year Customer Service in a high volume TELE-SERVICE POSITION.

Generous employee benefits include:
- competitive wage and benefit package
- comprehensive paid training
- 401k retirement savings plan
- career advancement opportunities
- full and part time shifts available.

These positions require applicants to have strong telephone communication skills, basic computer knowledge and adaptability to work in a fast paced, challenging environment. Please call 313-207-5800 to schedule and appointment.

American Blind and Wallpaper Factory

CUSTOMER SERVICE REPRESENTATIVE
For over 14 years RMS Electronic Components Distributors, Inc. has created and distributed electronic data interchange (EDI) software products and demonstrated industry recognized expertise in EDI and electronic translation. RMS is currently looking for a talented and enthusiastic Customer Service Representative to join our team. Qualified candidates will be familiar with DOS and/or UNIX operating systems, EDI or training experience a plus.

If you seek an opportunity to be challenged creatively and compensated competitively, send your resume to our capable growing software firm for consideration.

RMS
Human Resources
19500 Victor Parkway, Suite 375
Livonia, MI 48152

LIKE TO DANCE
Instructors needed for Latin Social & Ballroom dancing. Great pay, fun & travel! Dance, theater or sports background helpful. We train in private individuals. Arthur Murray Dance Studio of Southfield Rd.
Call after 2pm. 810-338-6290

DATA ENTRY
Southfield claims administrator needs accurate & experienced data entry person. Must be dependable, flexible with hours, self-motivated & able to interact with customers & coworkers. Send resume with salary history to: ATTN: Data Entry, P.O. Box 577, Southfield, MI 48075 or you may leave a voice mail at 810-208-9317 ext 41.

DECAL & SIGN INSTALLATION
Experience preferred but will train mechanically inclined individuals working at heights up to 12 feet. 25% travel. Valid driver's license required, (expenses paid). Established, 22 year old company. Paid benefits. Drug screen and driver's license. Call Graphix Concepts, Mon-Fri., 8am-5pm. 810-473-9990

DELI HELP
Part time positions available for energetic, people oriented individuals for Deli area. Food service experience not necessary but helpful. Apply in person Family Food Mart, Deli, 33151 Plymouth Rd., Livonia.

DELIVER
Trader Times in your area (Thursdays only). Earn $500-$100 Call (810) 474-1600 Ext. 52

DELIVERY DRIVER/ DRIVER ASSISTANT
Cort Furniture, the nations leading home and office Furniture Rental Company has immediate openings in its Metro Detroit operation for the following positions:

Delivery Driver - must hold a valid chauffeur's CDL license, have 1-2 years driving experience and have an excellent driving record.

Driver Asst. - must have 1-2 years experience in warehousing and/or light delivery, must have a valid driver license and be willing to become DOT/ ISA certified within 6 months of hire.

All applicants must be at least 21 years of age, physically fit, self-motivated, flexible, professional, customer service oriented and submit to pre-employ and periodic drug screening.

For immediate consideration for the above positions please call Mike (810) 449-7093, Mon-Fri. between 10am-2pm

DELIVERY DRIVERS
PART TIME
U.S.A. TODAY is currently accepting applications for delivery people to deliver our newspaper in Southfield and the Livonia area. Current drivers license, reliable vehicle, and proof of insurance required. Hours 4am-6am. Excellent, part time earnings for small business owners, homemakers, and retired persons. To arrange an appointment call 1-800-776-5206 / Ext. 858

DELIVERY DRIVERS & DRIVER HELPERS
Office Max is looking for full-time, energetic & highly motivated Delivery Drivers & Drivers Helpers. Candidates for Delivery Driver must have valid driver's license. Both Driver & Driver Helper must be customer service oriented & able to maneuver up to 100 lbs. Apply in person at Office Max Mid Delivery Center, 41810 Joy Rd., Plymouth, MI.

DELIVERY PERSON WANTED
To do local deliveries, basic shop work, some heavy lifting. Call Madelyn Heights. (810) 548-4560

DELIVERY SET-UP
Position starting from $8-$10 an hour. No experience necessary. Apply at: CDSC, 35400 Plymouth Rd., Livonia.

INDEPENDENT
Contractor Driver
Contractor Driver responsible for putting paper in stores and newspaper vending boxes.
CONTACT:
Roger Schlee(Wayne County)
(313)953-2239
Katie O'Neill(Oakland County)
(810)901-2551

DEMONSTRATORS NEEDED local product stores. Homemakers, seniors welcome, part-time Call 9am-5pm (810)298-2248

DEPENDABLE PEOPLE needed for the West Bloomfield, Farmington & Birmingham tanning salons. (810) 661-0844

DESCUTTER, INC., National Pharmaceutical company with new growth vision, seeks highly motivated individuals with drive, initiative, ability to work hard & get the job done, to join our successful team. We have immediate openings at our highly fast paced Farmington Hills office for:

Receptionist to handle 7-line staffing. Typing, word processing and light office duties.

2 - Technical customer service coordinators - ensuring prompt and accurate responses to customer inquiries including quotes, technical information, deliveries, and order processing. Collegiate degree preferred, technical aptitude, computer literate, good communication skills and ability to work as a team member. 5 day work week. Full benefits, including 401k, health, dental & retirement subsidy. Fax or mail resumes to: 810-476-3618, Attn: Janet

DETAILER/PORTER
IMMEDIATE opening. Full-time, starting $7/hr. Excellent work environment. Apply in person at: General Motors, 46500 12 Mile Rd. Wixom, 48393, ask for Chris. (810) 349-0900

DETROIT DISPATCH MANAGEMENT SERVICE (D.M.S.)
is looking for career minded individuals interested in a future servicing the courier/messenger industry. We are currently interviewing candidates for customer service and dispatch. D.M.S. offers a benefit package, opportunity for advancement and training. Starting income is $6.50 to $8.75 per hour and ranges to $10.00. A qualified candidate is a team player, have excellent communication skills, and have basic computer literacy. If qualified call
(313) 595-4931

DIE SETTER
JOB SETUP
Clean, efficient metal stamping facility seeks associates experienced in setting up progressive dies. Job is varied. General tool room knowledge helpful. Able to work in a fast paced environment. Salary based on experience. Apply or send resume to: E & E Manufacturing, 300 Industrial Dr., Plymouth, MI 48170 (across from Lowe's)

DIE SETTER
With supervisory abilities for small metal stamping firm located above Detroit. Job is varied dies with several secondary operations. Medical benefits, profit sharing, non-smoking environment. Apply at 30-30 Mt. Elliott Fastener Co., 12701 Beech Daly Rd., Redford

★ DIE SINKERS, ★ MILL HANDS
★ BENCH HANDS &
★ LAYOUT PEOPLE
Must be experienced. Resent long-term contract with automotive manufacture has enabled us to work everyone as much as we have to want. We still need more Die Sinkers. Competitive wages. Great fringe package. Great Salary! Dep. Hours shift available. Call: (810) 477-0020 for interview or send resume to: Forge Die & Tool, 31800 W. 8 Mile Rd, Farmington, MI 48336.

DIETARY & LAUNDRY AIDES
Part-time, flexible schedule.
New rates.
Apply in person:
West Trail Nursing Home
39475 W. Ann Arbor Trail
Plymouth. (313) 453-3983

GROUP HOME MANAGER
Full time live in Manager for group home for adults with mental retardation. Experience and training required. Must have valid driver's license and phone number. 313-945-0044

DIRECT CARE
GROUP HOME STAFF
Developmental disabilities. Preferred, experienced Direct Care to $7.00/hr. Live Out $1,000 bonus after 90 days per weekend. Call and leave name & number clearly at (313) 945-0044

Direct Care
LOOKING FOR A CAREER INSTEAD OF JUST A JOB?
ARC (Jewish Vocational & Residential Care) is a progressive agency with a high quality standard for client care. We believe our wages and benefits are the best in the area. Benefits include retirement plan, choice of three medical/dental plans, life insurance, tuition scholarship program

DIRECT CARE STAFF
Full, part-time and on-call positions available. Must have HS diploma and High School or GED graduation. Must be able to read, write, MORC or WCLS training a plus. Afternoon or weekend shifts. Starting $7.00-$8.75/hr. Apply Mon. - Fri., 10am-4pm at: ARC, 28366 Franklin Rd., Southfield, MI
An Equal Opportunity Employer

DIRECT CARE NEEDED
In new facility. Trained & untrained staff needed. Call for appointment. 313-437-7527

DIRECT CARE STAFF
Need dependable caring staff for home located at Southwest & Wayne Rds. $6.30 per hour. Call between 10-4. 810-474-0283

DIRECT CARE STAFF
Need dependable caring staff for home located at Ecorse & Telegraph, Taylor. $6.30 per hour. Call between 10-4. 313-292-1746

DIRECT CARE STAFF
Need dependable caring staff for home located at Ford & Cherry Hill, Westland. $6.30 per hour. Call between 10-4. 313-326-4394

DIRECT CARE STAFF
Need dependable staff
$6.30 per hour. Call 10AM-3PM.
Belleville (313)699-2056
Dearborn (313)981-9328
Canton (313)277-8163
Dearborn Hts. (313)277-8193

★ **Direct Care Staff**
Immediate Opening
For small group home in Canton. $6.25 to $6.50 if trained, or willing to train right individual. Should be available for either noon and/or midnight shifts. Can lead to full time position. Call Cathy or Jennifer at: 313-981-3179 or 10am to 7pm

DIRECT CARE STAFF
Afternoons & midnights.
Trained or untrained.
Great clients and super benefits.
Ask for Gina: (810) 879-5924

DIRECT CARE STAFF - must be 18/yrs of age, have a high school diploma or GED & valid drivers license. $5.65/hr untrained, $6/hr trained. After 30 days - $6.75. Ask about our $1,000 bonus after 6 months. Contact anyone call Yolanda or Dawn 313-397-6032. Glen or Stacy 313-451-0026. Northville area Buzzy or Yolanda - 344-8728. W. Bloomfield call Adele between 9-4 810-788-2884

DIRECT CARE STAFF
Needed to work with handicapped, best AM & afternoon shift available. MORC Trained. Starts at $7.00/hr. (810) 681-0182

DIRECT CARE STAFF
Full/part-time, afternoons & midnight. Benefits available. Ask about our $250 signing bonus. $6 trained to start, increase after 30 days, will train. Office between 10am-3pm. 810-661-8795

DIRECT CARE STAFF
Previous experience with developmentally disabled preferred. $6.50-$7.00 an hour to start. Excellent benefits & training provided. Call programs listed below.
BELLEVILLE
313-699-5119
LIVONIA
313-522-6440 Ext. Pete
313-591-0272
CANTON
313-397-1255
GARDEN CITY
313-513-5121
For further information call:
313-255-6295

DIRECT CARE WORKERS
Excellent benefits.
Call Cathy
(313) 525-7731

DIRECT CARE WORKERS
wanted for group homes. In Wayne County. Up to $7/hour. Please call Dan (313) 326-1702 EOE

DIRECT CARE WORKER
Midnight shift. $6-$ 50 to start + benefits. In Plymouth. Call Kim: 313-420-0878. Garden City, call Andrea: 313-458-5178. Dearborn Hts., call Terrel: 313-274-5990 Ext. pager. Livonia, call Diane: 313-432-9732. Farmington Hills, call Cynthia, 810-477-6072 (part time).

DIRECT CARE WORKERS
Residential facility in Novi looking to hire caring & ambitious people who want to work with people who are developmentally disabled. Employment available in Canton, Valid Michigan drivers license, able to work a flexible schedule & high school diploma or DED a must. Full/part time. Benefits available. Calls accepted between 10am-3pm. Call Pamela: 313-462-0946 or Michelle, Canton, 313-397-9650

★ **DIRECT CARE WORKER**
Full-time to work with developmentally disabled adults in Belleville. Good benefits. Wal Iran. Call Mon-Fri., 8am-4pm. (313) 397-6955

DIRECT MAIL SENIOR CLERK
Standard Federal Bank has an immediate opening for a Senior Clerk in the Direct Mail Department in Troy.

Responsibilities include maintaining & working knowledge of postal rules and regulations, assisting in maintenance and operation of equipment in the Direct Mail Department and maintaining a perpetual inventory of mail materials, including customers' statements. Reports to department supervisor, WordPerfect, LOTUS and some typing experience required. Mechanical ability a plus.

We are prepared to offer a competitive salary and attractive flexible benefits package. Qualified applicants please send resume to:

Standard Federal
Savings & Financial Services
Human Resources Dept.
2600 West Big Beaver Rd
(810) 473-3900
Equal Opportunity Employer M/F/D/V

OAKLAND COMMUNITY COLLEGE
DIRECTOR OF FINANCIAL SERVICES
Oakland Community College is currently seeking applications for the position of Director of Financial Services to manage daily functions of the financial operations, including Controller in preparation and development of policies and procedures, and financial reporting and planning. The position reports to the Controller and is located at the Auburn Hills Office.

Minimum Qualifications: Bachelor's degree in Accounting. Master's degree in Business Administration preferred. Public Accountant preferred. Five years experience in fund accounting, including three years supervisory experience. Knowledge of existing generally accepted accounting systems, and personal computers.

Competitive salary and excellent benefits.

Applicants must complete an application form. Applicants are encouraged to submit an employment application no later than Friday, January 31, 1997. Employment will remain open until filled. Contact the OCC Job Hotline at (810) 540-1579 and refer to Position No. 96-0-0-0-1.

OCC is an Affirmative Action/ Equal Opportunity Employer

CUSTOMER SERVICE REPRESENTATIVE
Our Livonia office is seeking someone to provide customer service for the Observer & Eccentric Newspapers. A qualified candidate will have a high school diploma or equivalent, one to six months of general office experience, good communication, interpersonal and mathematical skills and an overall knowledge of clerical tasks. Must be able to type 30 wpm. Hours: Monday & Thursday 1:30pm to 5:30pm; Tuesday, Wednesday & Friday 1:30pm to 5:00pm. We are a smoke and drug-free workplace. EOE. To apply, call Kris at (313) 953-2277

Delivery Persons
Needed for delivery of the ...
Observer & Eccentric
in Wayne County
- Twice Weekly &
- Early Afternoon delivery
- 300-500 papers per day
- both motor routes & walking routes available

For further information call:
Call
Michelle
(313) 953-2242
Nikki
(313) 953-2144

E.T.O. M/F/H/V

DIRECTOR SOUGHT for early childhood program through the Farmington YMCA. Credentials required. Also seeking Head Teacher for 3 & 4 year olds. Credentials required. Full benefit package included. Resumes to M. Hetrick, 28100 Farmington Rd., Farmington Hills, MI. 48334 or call 810-553-6294

Dispatcher & Freight Billing Clerk
Both with minimum 2 yrs. experience in trucking or cartage industry. Must have computer knowledge. Send resumes to: 5000 Tyler, Dearborn, Ste. 2003, Southfield, MI 48075; or call: (313) 945-9537

DREAM JOB
Seeking ambitious people looking for advancement, $$$ to travel. Neat appearance a must. Will train.
Call: 810-616-9677

ROUTE DRIVER
- Paid training
- Competitive commission pay
- Benefits
- Advancement opportunity

Clean cut, motivated person with good driving records call 9am-4:30pm (313)207-8363

DRIVER/CLASS A - PART TIME
No touch freight, weekends off, 7-11pm, $7/hr, 2yr. experience, excellent driving record.
Plymouth Terminal. 313-449-4660

DRIVER NEEDED
for Southfield based company. $6.50/hr. Insurance, 1991 S.W. 12 Mile, between Southfield & Evergreen. Between 10am-3pm.

DRIVER NEEDED for wholesale company for new builders, need CDL license Class B, clean brakes. Full time, benefits included. Call 1(800)722-4405 or fax resume, (810)347-6284

DRIVER
NEEDED full time to transport school children and patients. Must have a clean driving record. Only people with a CDL or CDL without Endorsements will be considered. Blue Care Network after 90 days. Call between 8am & 5pm Mon-Fri at: 1-800-894-9600

DRIVER
needed. New diet delivery company seeks person to deliver meals. A.M., Mon.-Sat., 20-30 hrs. weekly, $6.50 an hour. 313-981-1095

DRIVER - Part-time afternoons - Full time evenings. Good driving record required. Call betw. 8-10pm at 313-453-5374 Ext. 30

DRIVER
Part time for Luxury Rental Center Apartment Company. Must be available to work weekends. Apply in person only. Maple & Inkster. Friday, between 9:00am and 4:00pm :
Trailwood
24411 Civic Center Drive
Southfield, MI 48034
(No phone calls please)
EOE M/F/V/H

TRANSFER DRIVERS
U-HAUL IS HIRING
We need Transfer Drivers to help position our equipment in the Metro and surrounding area.

Working knowledge of the Metro Area a Plus

Must have a Valid Michigan Driver's license and able to drive standard transmissions.

Apply in at:
U-HAUL
U-Haul Building Co.
29600 Michigan Ave.
Inkster, MI 48141
NO PHONE CALLS

DRIVERS - For over-the-road. Must have CDL Class A or B plus endorsements. Call: Farmington Hills, Ann Arbor, Taylor or Detroit. 313-326-9650

DRIVERS
for Roberts Express. White Glove Truck. DTR CDL B H with air brake. Call 810-682-3333

DRIVERS - Full & part time handicapped van drivers needed CDL license preferred. Serious inquiries only. (313) 421-5000

DRIVERS
Local courier service needs honest, ambitious, energetic individuals for established routes. Company vehicle provided. Starting pay $7.50/hr + benefits. Must have valid Michigan license, social security card and good driving record. Apply in person, Mon.-Fri., 8am-4pm at City Transfer, 15001 Fogg Street, Plymouth, MI.

DRIVERS-LOCAL
FARMER JACK
SUPERMARKETS
is looking for replacement tractor-trailer drivers. You must have a minimum of 2 years verifiable, city driving experience. D.O.T. physical and drug screen required. Class 2 CDL a must. Must be able to work all shifts. Excellent salary & benefits package. Competitive hourly rate. Possible full-time employment in the future for the right candidates. Pre-employment D.O.T. physical and drug screen mandatory. Reply to:
Transportation Manager
Farmer Jack Transportation
12334 Burt Road
Detroit, MI 48228
(313) 270-1448

DRIVERS
Livery sedan service.
Earn $350-$500 weekly. Good driving record a must. Apply at: 20700 Beaming, Southfield, MI

DRIVERS- Suburban taxi cab Fleet looking to hire good dependable people willing to work, wanting to earn good wages. (313) 421-5600

500 Help Wanted General

DRIVER - Small carrier company in Southfield area looking for part-time driver - clean cut & courteous, with good driving record. Interviews will come in to fill out application at: 3000 Tyler, Dearborn, Suite 113, Southfield, MI 48075. (810) 353-8494

DRIVERS - Part-time for daytime business hours and some evening per-sonal runs. Must have chauffeur license. Southfield business. Call for appointment. (810) 353-7858

DRIVERS
★ Start the new year with a step into a career. We are looking drivers/ messengers. Positions in Highland Park and provide growth opportunity and benefits. Candidates must be 21 or older, have a good driving record, and able to pass a drug and criminal screening. Call HAMS. 313-438-1535 today

DRIVER/STOCK
Old master needs delivery driver and stock person for Farmington area. Apply in person to Ken Nelson at:
Gordon Foster
31850 Ford Rd
Garden City MI

DRIVERS WANTED COLD Required. Benefits. Flexible hours. Reliable & efficient. Local airport based. Apply to: Motor City, 11925 St. Wayne Rd., off 94 E., Romulus.

DRIVERS WANTED for full-time & part-time Metro Airport Shuttle Service. Must have chauffeurs license or COL CP or BP. Must be flexible for hours and on weekends/holidays. Apply in person Mon-Fri 9am-4pm at Metro Airport Shuttle, between Inkster & Middlebelt, Romulus, MI.

DRIVERS WANTED
Full & part time. To deliver film. 313-482-8180

DRIVER WANTED. Servicing vet clinic. Our truck, excellent driving record a must. Knowledge of books a plus. (517)548-2322

DRIVER WITH VAN needed for package & freight delivery. Paid mileage. Non cargo van. Paid Pay percentage. (313) 459-4182

Driving Positions
Full time, Mon.-Fri., 2 shifts available: 2pm-10pm or 7pm-3am. Clean driving record and physical drug screen required. Apply at: Specialized Employment Services Inc., Livonia, MI 48150

DUE TO RECENT COMPANY EXPANSION
Art Van Furniture has immediate openings for full & part time entry level Warehouse Positions. Flexible hours, excellent benefit package available. Students welcome. Please apply within at:

Art Van
ART VAN - NOVI
27775 Novi Rd.