The Observer & Eccentric NEWSPAPERS — Get all about you!

# HOMETOWN CLASSIFIED Employment

Your HomeTown Classified ad is automatically posted on the internet! Visit us at...
www.oeonline.com

## 500 Help Wanted General

LUMPERS WANTED. Double J. Services is now hiring - very physical - great $$$. Please call (248)446-1507.

MACHINE OPERATOR
For small shop in Canton. Apply at: Kinkaddy Saw, 8200 Ronda, Canton. (734)453-1199

MACHINISTS
OUR company has excellent opportunities for experienced persons:
• CNC Mill Programmer
• Bridgeport Operator
• Manual Lathe
We offer excellent benefits. Apply at 29632 W. Tech Dr., Wixom. Phone (248)960-7920 Or Fax (248)960-9018

MACHINISTS
OUR company has excellent opportunities for experienced persons:
• CNC Mill Programmer
• Bridgeport Operator
• Manual Lathe
We offer excellent benefits. Apply at: 29632 W. Tech Dr., Wixom. Phone (248)960-7920 or Fax: 248-960-9018

MAINTENANCE ASSISTANT
Growing manufacturer in Plymouth seeking dependable and energetic individual for full-time opening. Duties include, but not limited to: coordination of contractors, general maintenance, general indoor/grounds maintenance and mechanical repair, stocking and distributing food for vending machines. Day shift only. Prior related experience necessary. The ideal candidate is proficient in HVAC and is familiar with OSHA requirements. Excellent starting wages and an excellent benefits program including tuition reimbursement. Send resume with salary requirements to: HR Maint., P.O. Box 701395, Plymouth, MI 48170 or fax (734) 207-3286

Maintenance
DEARBORN FEDERAL CREDIT UNION/DEARBORN FINANCIAL SERVICES, INC.
Seeking qualified applicants for:
Full-Time Facilities Services (Evening Shift)
Part-Time Facilities Services (Afternoon Shift)
Part-Time Janitor
Applications accepted through Friday, April 2, 1999
Apply in person at:
Dearborn Federal Credit Union
Human Resources Dept.
400 Town Center Dr.
Dearborn, MI 48126
EOE

MAINTENANCE
Experienced only. Live on site for suburban apt complex. References required. Pay negotiable. Please call 248-352-2220.

NORTHVILLE TIRE Co. looking for ground help. Good starting pay. 40 hr. weeks. Call (248)349-7941

NORTHVILLE TREE company looking for ground help. Good starting pay, 40 hour week. Call 248-349-7941

NOW HIRING full and part-time front desk positions. Please apply at: Holiday Inn Express, Brighton. (810)225-4300.

O'LEARY PAINT full time help needed in Brighton store. Automotive experience required. Full benefits available. Can work around a part-time college schedule. (810)229-6885

O.D. OPERATOR wanted.
Experienced or will train.
Medical & Retirement benefits.
Please call (248)437-3470
New Hudson

OFFICE ASSISTANT - Part-time Sat. & Sun. for downtown Royal Oak health center. Front desk position. Must be honest & reliable. (248)545-3222

OFFICE CLEANING
Part-time. Farmington Hills area. Great pay. Clean working conditions. Good evening job for couple. (810) 776-5880

ONE ON ONE
MEDICAID C TRAINER
to provide training & supervision of persons on a one to one basis with disabilities in community work sites in the Novi area. Must have experience working with persons with disabilities, reliable transportation & a good driving record. Forward resume to: Kelley, 41108 Vincenti Court, Novi, MI 48375. EOE

ONE ON ONE
MEDICAID C TRAINER
to provide training & supervision of persons on a one to one basis with disabilities in community work sites in the Novi area. Must have experience working with persons with disabilities. Reliable transportation & a good driving record. Forward resume to: Kelley, 41108 Vincenti Court, Novi, MI 48375. EOE

OPERATIONS MANAGER
Growing landscape construction company. Strong organizational ability. Office & field experience.
248-474-8080

ORGANIZATIONAL MEMBERSHIP sales & recruitment. Full time, base plus commission. Organize & direct programs & benefits. Job requires initiative, organization ability, deadlines, some attention to details, flexibility, public relations. Send resume to: Box #8154, c/o The Brighton Argus, 202 W. Main St., Brighton, MI 48116, before April 5.

PAINTERS, WALLPAPERS, Siding & Drywall Repair. Pay according to ability & tools. (313)319-1167 (734)604-2022.

PART-TIME HELP needed for afternoons & midnights for developmentally disabled adults. Will train. Call Sandy or Elaine. (517)546-7140.

ADMINISTRATIVE SECRETARY
FINANCIAL & MARKETING SERVICES
Long term positions to help build your career. Openings in Detroit and suburbs. Long term and temp to hire. Communication skills and experience important. Call Sheryl.
Birmingham 248-648-7662
East Side 810-229-9541
Livonia 248-473-2931
ADVANTAGE STAFFING

MAINTENANCE PERSON
For industrial packaging company in Brighton. Immediate opening for: an experienced maintenance person, to perform preventative maintenance, repair and record keeping on Ford trucks and various packaging machinery & equipment. Electrical/fabrication skills are desirable. Starting pay negotiable based on experience. Benefits include, medical, dental & profit sharing. EOE Apply in person to: Export Corp., 6060 Whitmore Lake Rd., Brighton MI

MAINTENANCE
Property Management company seeking off-site Maintenance Tech to assist Maintenance Supervisor with various OAKLAND COUNTY sites. MUST HAVE experience in OFFICE BUILDING and APARTMENT maintenance. FAX resume to: (248)865-1633 OR
Call (248)865-1600

MAINTENANCE
Property Management company seeking off-site Maintenance Tech to assist Maintenance Supervisor with various OAKLAND COUNTY sites. MUST HAVE experience in office building and apartment maintenance. Fax resume to (248)865-1633 ...OR...
Call (248)865-1600

MAINTENANCE TECH
We are seeking a full time maintenance tech for our senior apartment community in Canton. Must have experience, be caring and compassionate, a team player and must have reliable transportation. Compensation w/benefits commensurate with experience.
Apply in person at:
2000 N. Canton Center Rd.
Canton, MI.
(Canton Ctr. Rd., S. of Ford Rd.)

MAINTENANCE TECHNICIAN
Stop your search for employment! See Consolidated Management, Inc., display ad
(248)569-1805 Fax

MAINTENANCE TECH
We are seeking a full-time maintenance tech for our senior apartment community in Canton. Must have experience, be caring and compassionate, a team player, and must have reliable transportation. Compensation w/benefits commensurate with experience.
Apply in person at: 2000 N. Canton Center Rd., Canton, MI. (Canton Ctr., Rd., S. of Ford Rd.)

ASSISTANT MANAGER needed for apartment community in Howell. Sales, clerical or real estate experience helpful. Full time position with growing property management company. Please apply by mailing resume to: 1001 Yorkshire Drive, Howell, MI 48843.

PLUMBER APPRENTICE. Full time position in new construction work. Must have at least 1 yr. work experience. Must have references, & transportation. Non-smoker. (248)348-2967

PLUMBER APPRENTICE
Full time position new construction work. Must have at least 1 yr. work experience. Must have references & transportation. Non smoker. 248-348-2967.

POLICY STATEMENT
All advertising published in Hometown Newspapers is subject to the conditions stated in the applicable rate card, copies of which are available from Advertising Department, Hometown Newspapers, 323 E. Grand River, Howell, Michigan 48843 (517)546-2000. Hometown Newspapers reserves the right not to accept an advertiser's order. Hometown Newspapers ad taker has no authority to bind the newspaper and only publication of an advertisement with intent manifests final acceptance of the advertiser's order. Hometown Newspapers reserves the right to revise any advertisement to conform to standards and policies of the same advertisement is rejected, it shall not be published (unless notice of typographical or other errors is given in time to allow for correction before the second insertion. Not responsible for omissions. Publishing in this newspaper is subject to the Federal Fair Housing Act of 1968 which makes it illegal to advertise "any preference, limitation, or discrimination." The newspaper will not knowingly accept any advertising for real estate which is in violation of the law. Our readers are hereby informed that all dwellings advertised in this newspaper are available in an equal housing opportunity basis. (Federal Fair Housing Act 3-31-72, 8:45am)
Classified ads may be placed according to the deadlines. Advertisers are responsible for checking their ads for accuracy & appearance and reporting any errors immediately. Hometown Newspapers will not issue credit for error in ads after first incorrect insertion.

PORTER, CLEAN & transport cars, evening hours, take out garbage, & other misc. duties. Apply within: Mid-Towne Collision, 1870 Dorr, Howell.

PRINTING
PLANNING/ORDER DEPT.
CUSHING-MALLOY INC., book manufacturer, is accepting applications for full time Planner. Successful applicants will be proficient in reading rulers. Will train. Wages commensurate with experience.
• Mon.-Thurs., 8am-4:30pm
• Generous vacation package
• Health benefits
• 401K
Apply in person at: 1350 N. Main St., Ann Arbor, MI. EOE

PRODUCE
We recently expanded our produce areas and are seeking an experienced Produce Clerk to join our team as a full time associate.
If qualified, you will receive competitive wages with regular increases, health insurance, retirement benefits and more.
Apply in person or send your resume to:
Store Director
L & L Food Center
3188 Walton Blvd.
Rochester Hills, MI.

AUTO BODYMAN for growing Ford dealership. Must be state licensed, contact Jim Boyda @ Krug Hilltop Ford Lincoln Mercury (517)546-2280, ext. 36.

AUTO DEALER
Looking for motivated ambitious individuals to complete staffing of clerical functions:
• Accounting
• Cashiers
• Receptionist
Apply in person
RIVIERA
Pontiac/Cadillac/Toyota
27100 Van Dyke, Warren, MI.

MAINTENANCE TECH
We are seeking a full time maintenance tech for our senior apartment community in Canton. Must have experience, be caring and compassionate, a team player, and must have reliable transportation. Compensation w/benefits commensurate with experience.
Apply in person at:
2000 N. Canton Center Rd.
Canton, MI
(Canton Ctr. Rd., S. of Ford Rd.)

MAINTENANCE WORKER
Welding & machine repair experience preferred. General mechanical & electrical skills an asset. Competitive wage and excellent benefits.
Call Maintenance Manager at Temperform Corporation in Novi at (248) 349-5230 or fax your resume to: (248) 349-0244

MAINTENANCE- GROWING shopping center accepting applications for full/part-time, all-round skills, entry level, janitorial/maintenance positions that include landscaping duties. Weekends required. Paid vacations and benefits. Apply in person at Kensington Valley Farms, 30275 Milford Road, Maintenance Office-Howell. (517)545-0500.

MAINTENANCE/ HANDYPERSON
Full and part-time
Call 248-476-1160

MANAGEMENT ASSISTANT
Growing Property Management company in need of an enthusiastic, energetic self starter to assist the commercial property mgmt. division. Excellent growth opportunity. Candidate must be good with computers, organized and possess excellent communicatiss skills/tenant relations. College degree a plus. FAX or send resume to: Director of Commercial Properties: P.O. Box 25505, West Bloomfield, MI 48865
FAX# (248)865-1633
Equal Employment Opportunity

MANAGER
Career position. Efficient, organized, dependable. Good wages. 4pm-11pm. 734-591-1212

MASON LABORER - hard work, good pay, experienced preferred but not necessary. Transportation a must. Call after 5pm. (517)223-3318

MECHANIC
Entry level maintenance position. Candidate must be able to perform basic services and minor repairs on tractors, trailers and forklifts. Own tools required. Must be able to work days or nights. Excellent benefit program offered. Applications taken Mon. thru Fri., 8am to 5pm.
UNILOCK MICHIGAN INC.
12891 EMERSON DR.
BRIGHTON MI 48116
(248)437-7029
(1 mile south of Grand River, off Kensington Rd.)

PRODUCTION ASSEMBLY workers needed. No experience necessary. Good starting wages and benefits. Wixom area. (248)380-6640.

PROJECT MANAGER
Asphalt paving company in Novi seeks experienced individual to manage commercial and public jobs. Duties involve customer communication, planning, scheduling and coordination of sub-contractors. Qualified candidates will have three to five years of field experience in asphalt paving and grade work. Great pay and benefits plus company bonus!
Please send or fax resume and salary requirements to:
Cadillac Asphalt Paving Company
Human Resources/PMoe399
27575 Wixom Rd.
Novi, MI 48375
Fax (248) 348-9162
EEO/AA

RECEPTIONIST - Part-Time
Evenings & weekends.
Computer experience.
Good phone voice. Apply at:
Wyndmoor Westland YMCA
827 S. Wayne Rd., Westland.

Receptionist
for salon in Farmington Hills. Thurs., Fri. & Sat. Staff. Experience helpful. (248) 651-9043

RECEPTIONIST/CLERICAL. DUE to our rapid expansion Superior Oils Cadillac GMC has a full time position available. Applicant will be required to work Mon. Thurs. until 8pm, and Sat. 10-3. This position offers health insurance, paid holidays, paid vacations and a great work environment. Please call Colleen at: (810)227-1100

RESEARCH ASSISTANT
Small, growing real estate company is seeking an individual for its research department. This entry level position entails both office and field work. Knowledge of Windows and Microsoft Access is required. Please fax your resume to:
(248)258-0500

RESIDENT MANAGER
Top salary, for qualified apt. manager or couple with strong leasing/ management skills. Suburban complex. Live on site, references. (248)332-2220.

RETAIL - GAGS & GIFTS
seeks outgoing individual for Assistant Manager position at our Brighton store. Must be flexible, dependable and enjoy working with the public. Please apply in person at Gags & Gifts, 8673 W. Grand River Ave., Brighton.

RETAIL MANAGER for new pet & garden store. Full time, 40 hrs/wk. Salary plus benefits. (800)482-3130

RETAIL SALES in children's shoes. Management positions. FLEX-TIME. Sun. hours: 10-6. Mon.-Sat. & 12-5, Sun. Apply in person: Hansel & Gretel 3281 W. 10 Mile at Coolidge, Oak Park.

ADMINISTRATIVE Assistant needed by local Howell residential construction lender. Wages based on experience. Fax resume in confidence to: (616)455-2099

LAWN IRRIGATION.
Taking applications for all positions. Crew leaders and laborers needed now. Fax resume or call for interview.
MAXWELL IRRIGATION
Fax: (248)486-7979
Call: (248)486-6000

MECHANIC
DIESEL- gas - hydraulic
Benefits/vacation/ security
Fax resume to (248)698-8869 or call 1-888-420-2666

MECHANIC
Truck & Trailer repair, experience with brakes, electrical & hydraulics. Excellent starting pay, 401K, dental and medical plans. Send resume: 41555 Koppernick, Canton, MI 48187

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MECHANIC, FULL time, Monday-Friday, benefits, 401K. Please apply at Harold's Frame Shop, Inc. (248)349-7650, Novi

MECHANICAL ENGINEERS, DESIGNERS, CAD DETAILERS
Conveyors & Machine Tool. Immediate Openings for above categories. AutoCad Experience a must. Send resume to:
American Systems, Inc.
6470 Williamson
Dearborn, MI 48126
Fax: 313-846-0222

MEDICAID TRAINER
to provide training & supervision of persons with disabilities in community work sites in the Novi area. Must have experience working with persons with disabilities, reliable transportation & good driving record. Forward resume to: Kelley, 41108 Vincenti Court, Novi, MI 48375 EOE

ARE YOU A CAREGIVER?
Looking for energetic, compassionate individuals to work with a disabled child in Novi. Long term flexible position. June 1999 through June 2000. Early morning - mid afternoon shifts. OT, PT, Nursing and medical experience helpful but not necessary. Must be willing to work with mild behaviors and medical issues. High school diploma/GED and valid MI driver's license required. To discuss this case or other available cases in the Tri-County area fax a set up details call 9-5 Mr. Richards, 734-261-2900

NORTHVILLE DISTRICT Library. Circulation Clerk. 20 hrs./week. Evenings/weekends. $7/hr. Computer/customer service skills. Send resume: Pamela Gagnon, Northville District Library, 212 W. Cady St., Northville, MI 48167.

SHIPPING/RECEIVING
Northville workforce distributor seeks a full-time shipping clerk. Requirements include accuracy, neatness, attention to detail and some product inspection knowledge. Excellent working conditions and benefits. Hours are 10:00 AM to 6:30 PM, Monday - Friday.
Send resume to:
Shipping/Receiving
P.O. Box 400
Farmington Hills, MI
48332-0466
We promote a drug-free environment. Substance abuse testing is part of the pre-employment process.
EOE

SIDING, ROOFING, carpentry helper. Experience required, will train. Stoney work (248)471-4165.

CASE MANAGER
for Vocational Rehab. facility in Madison Hgts. Must have experience working with adults with disabilities & a BA in a social service field. Forward resume to: Kelley, 41108 Vincenti Court, Novi, MI 48375. EOE

SPRINGER TECHNICIAN
BRICK PAVER.
Experience a must. Excellent pay. Please call (734)522-6644.

STRUCTURAL STEEL fabricator seeking shop help. Welding experience/ CDL a plus. Good pay & benefits. Contact Don @ (517)546-9240.

SUBSTITUTE CUSTODIANS. $9.70 per hour. Apply to Personnel Office, 411 N. Highland-ar Way, Howell, MI 48843

SUMMER POOL & CABANA CLEANING POSITIONS
7am to Noon. 4, 5, 6 days. Route in Plymouth & Northville. Training begins at 4-3-99. Company and bonus's. For interview 248-661-5869.

SUNSHINE HONDA now has positions available for Parts Counter Person. Competitive pay. Flexible hours. Benefits available. Apply within: 1205 Ann Arbor Rd., Plymouth

SWIMMING POOL & SPA CO. Full time Management position available, work inside & out, good pay & benefits. Contact Matt (810)229-6552

TEACHER FOR Infant/toddler program sponsored by the Farmington Family YMCA. CDA or Associate in early childhood a must. Full benefit package included. Call 248-553-1909

ADMINISTRATIVE ASSISTANT
AUTO SUPPLIER NEEDS
International auto suppliers have immediate openings in Auburn Hills, Southfield, Farmington and Detroit. Long term or temp to hire. Top pay. Call Sara today:
Livonia 810-226-9641
Troy 248-473-2931
Birmingham 248-646-7661
ADVANTAGE STAFFING

ASSEMBLY TECHNICIANS. On-the-job training. Starting wage $8.45 with $100 incentive pay possible after 90 days. Medical, Dental date of Hire, 401k and 2nd shift positions. Apply in person at: 7654 Lochlin Dr., Brighton (I-96 to Kensington Rd., south 2 miles, on the left). Call: 248-437-2211 EOE

MEMBER SERVICES REPRESENTATIVE
Mercy Health Plans, a division of Mercy Health Services, one of the largest health care systems in the nation, has an exceptional opportunity for a Member Services Representative within our Farmington Hills location.
The position is responsible for answering and resolving members/providers inquires, interpreting procedures and benefits, payment of services and fundamental operating policies, investigating and coordinating the resolution of customer problems. Qualifications include two years of previous customer service or health insurance experience, previous CRT or computer experience, ability to type 35+ wpm and strong problem solving skills. Associate's degree preferred, supervisory experience a plus.
Send your resume to: Mercy Health Services, Attn: Julie/ 99-03-12, 34605 Twelve Mile Road, Farmington Hills, MI 48331-3121; Fax: (248)489-6836. Please use Alpha/Numeric when responding. We scan all resumes. To inquire about additional opportunities within Mercy Health Services, please call the Jobline at (248)489-6000 or visit our website at www.mercyhealth.com. MHS values diversity in the workplace/EOE

METER READERS
Did you miss our Job Fair? We need more readers!! you can call us at (248)223-2070. Bonuses, paid holidays, overtime available, medical benefits. EOE. (248)223-2070

MILL HAND needed for rapidly growing machine building Co. Must be able to read blue prints & perform own set-ups. Minimum 5 yrs. experience required. Drug screening. Apply in person at: Trio Tool Company, 34401 Schoolcraft Rd. Livonia, MI or call: Trio Tool Company at 734-525-1717 ext. 627

AUTO DETAILER
for busy shop. Experience helpful. Located in Livonia. Please call Tom for interview:
248-615-4429

NAIL TECHNICIAN wanted to rent space in busy, newly remodeled hair salon. Some clientele waiting. Will need your own equipment. (810)229-4247

NEED EXTRA MONEY
Northville company is expanding its staff. Work full-time/ part-time from home or our office. Generous pay plan. For details call 9-5 Mr. Richards, 734-261-2900

NORTHVILLE DISTRICT Library. Circulation Clerk. 20 hrs./week. Evenings/weekends. $7/hr. Computer/customer service skills. Send resume: Pamela Gagnon, Northville District Library, 212 W. Cady St., Northville, MI 48167.

ATTENTION:
Customer Service Reps
Commercial Credit Company, a member of Travelers Group, is looking for dynamic, highly motivated individuals to join our fast-paced, fast-growing consumer financial company!
Responsibilities: Perform administration tasks, service load accounts; recommend solutions for delinquent accounts.
Required: High School diploma or equivalent; 1-2 yrs. experience in cash handling & customer service. Effective communication skills & familiarity with PC-based environment. Valid driver's license.
We offer one of the best compensation & benefits programs in the industry! Forward resume to:
COMMERCIAL CREDIT
P.O. Box 392
Southfield, MI 48037
An Equal Opportunity Employer

AUTO PORTER
Full time. $7.00/hour to start. Full benefits. Must pass drug screen. Must have excellent driving record. Call Mary Yager at (734)453-2424 ext. 248

HINES PARK
LINCOLN-MERCURY
40601 Ann Arbor Road
at I-275, Plymouth, MI

AUTO PORTERS
Earn Bonuses!
Gasoline Awards!
Prizes!
Several positions start immediately. Full-time. Good driving record required. Full benefits. Lot Manager position also available. Contact Steve Clement.
Lou LaRiche Chevrolet
40875 Plymouth Road
Plymouth, MI 48170
(734)453-4600

AUTO SALES New & Used
CRESTWOOD DODGE
(734) 421-6700

AUTO SERVICE ADVISOR
We have a rare opportunity to join our Service Team team! If you're looking to move your career to the next level this could be for you! We need a customer focused, organized individual to assist our expanding customer base. Dealership experience or sales background preferred. We offer a fun shop, great clientele, stable work environment and an excellent compensation package! BCI, 401k, Dental, Life Insurance, 401k, vacation and more. 5 day work week, no nights or Saturdays, come in & check us out!
See Steve Clement.
Lou LaRiche Chevrolet
40875 Plymouth Rd.
Plymouth, MI 48170
(734)453-4600

LAWN IRRIGATION
Full time positions available for field technicians in installation and service departments for well established company. Experience preferred but not necessary. Please call (248)624-3331 for an appointment.

LAWN IRRIGATION Technician with experience needed for spring start-ups, service, installations and winterization. Laborers also needed, no experience required. Good pay & benefits. Call: (248)344-2217 or: (248)474-6253

LAWN IRRIGATION TECHNICIAN
With experience for spring start-ups, service, installations and winterization. Laborers also needed, no experience required. Good pay & benefits. Call: (248)344-2217

Accounting
PROJECT ACCOUNTING MANAGER
UNICCO Service Company, a national service provider, has an immediate opening for Project Accounting Manager in our local Bloomfield Hills office. Position will support $10 million, multi-site project. Will all functional areas including staff supervising, billing, payroll, payables & collections, month-end closing including financial statements, weekly & monthly reporting on profitability, financial analysis and trends, collections of open receivables with 75 plus customer base, and other duties as assigned.
Minimum qualifications include 3-5 yrs. of Accounting Management experience, excellent communication skills, strong Excel & database skills, professional presentation & team oriented. Competitive salary & benefits offered. Please send resume to UNICCO Service Company, CODE: BloomMI, 230 West Monroe, suite 1450, Chicago, IL 60606, or Fax: (312) 726-4034, or E-mail: resumes@unicco.com, or bsimo@unicco.com

ACCOUNTING SUPERVISOR for rapidly growing, cutting edge landscape construction firm. Must have computer skills and strong computer skills. Send resume, salary history and references by fax to (248)693-8238 or mail to RRA, PO Box 107, Lake Orion, MI 48361

AUTO GLASS INSTALLER
Top pay for experience.
Full time with benefits.
Laurel Auto Glass
(734) 453-2599

AUTO OIL & LUBE TECH
Large service garage seeks experienced person for lube, oil and general maintenance full time position. Salary plus commission, group insurance, vacation, etc.
Call for appt., Mr. Normand, (810)227-7377, days or (810)227-4248, eves.

AUTO PARTS COUNTER SALES
CRESTWOOD DODGE
(734)421-6700

AUTO PARTS DRIVER
CRESTWOOD DODGE
(734)421-6700

AUTO ACC/REC CLERK
CRESTWOOD DODGE
(734)421-6700

AUTO BODY TECHNICIANS
CRESTWOOD DODGE
(734)421-6700

## 501 Computer/Info. Systems

Customer Help Desk
Farmington Hills Computer Service Business is seeking a computer qualified individual to assist customers with phone inquiries. Call Lorraine at (248)553-3143

TECHNOLOGY SUPPORT
Entry level network support position. Candidate has basic Windows 95 and desktop configuration skills. Excellent opportunity for person who has some computer experience looking to grow into a hands on technical support position. Responsibilities include support and administration duties include hardware and software installation. Environment is 30 user, Win 95, Novell 4.11, NT 4.0, Internet, etc. Salary $30K. Fax resume to: Midwest Financial CU, Attn.: Technology Mgr., 734-313-3026 or mail to: 2400 Green Rd., Ann Arbor, MI 48105.
An Equal Opportunity Employer

## 502 Help Wanted Clerical/Office

SECRETARY
EXCELLENT typewriter skills only. Call 248-476-1024

SECRETARY/ BOOKKEEPER
Boyton area, need computer skills (Quickbooks Pro, MS Word) benefits and competitive wage. Call (810) 227-0467

SECRETARY/ RECEPTIONIST
Pet sitting phone & computer skills. Book Pet Sitting & references to: P.O. Box 1953, Brighton, MI 48116

SECRETARY/ RECEPTIONIST
Experienced. Must have computer, typing, filing & multi-line phone skills. Health benefits, 401k, & paid vacation available. Fax or mail resume: 45145 Five Mile, Plymouth, MI 48170. (734)455-5450 Attn: Laura

Landscape Maintenance
Best Pay for the
BEST PEOPLE
Career or part-time. Will train. Must be dependable and hardworking. Bonus for experience. Call Mike at 248-486-7747

LANDSCAPE MAINTENANCE - BEST PAY for the BEST PEOPLE. Career or part-time. Will train. Must be dependable and hardworking. Bonus for experience. Call Mike at (248)486-7747.

LANDSCAPE MAINTENANCE
Best pay for the
BEST PEOPLE
Career or part-time. Will train. Must be dependable and hardworking. Bonus for experience. Call Mike at 248-486-7747

LANDSCAPE/IRRIGATION CREWS needed for very busy landscape company. Seeking energetic and reliable individuals to work with one of the area's top companies. Health benefits and 401K available. Starting wage $10/hr. with lots of OT. Applications being accepted at:
TODD'S SERVICES, INC.
7979 M-36, P.O. BOX 998
HAMBURG, MI 48139
(810)231-2778

LAWN IRRIGATION Technician with experience needed for Spring start-ups, service, installations and winterization. Laborers also needed, no experience required. Good pay & benefits. 248-344-2217 or 248-474-6253

LAWN MAINTENANCE Crew & Landscaping Crew. Good pay, lots of OT. Must be hardworking & dedicated. Call Pam at (248)486-0300, 8am-4pm.

LAWN MAINTENANCE crew needed. Competitive wages. (810)225-0054, 4023 S. Old US-23, Ste 112, Brighton.

LAWN MAINTENANCE landscaping help. Pay by experience. Plymouth area. Call (734) 716-9718

LEASING AGENT
Youthful retiree welcome for permanent community in Livonia. Experienced, part time, good pay, references.
248-352-2220.

LICENSED PLUMBERS, Foreman & 6-Man Crew wanted. Salary based on experience. Vehicle & tools required. Must be able to travel within 50 miles. Jermor Plumbing & Heating, Inc. (313)535-3847

LOOKING FOR A CHANGE?
How would you like to make $8 an hour to start & enjoy your job at the same time? We've got your number, now call ours.
Ask for John or Chris at
(734) 422-1818

LOT PORTER
for large RV dealership. Responsibilities include arranging and displaying RV's as well as checking in and tracking units. Full time position with benefits. Will train. Apply in person: General RV Centers, 48500 12 Mile Rd., Wixom, (248)349-0900

LOT PORTER needed for large RV dealership. Responsibilities include arranging and displaying RV's as well as checking in and tracking units. Full time position with benefits. Will train. Apply in person: General RV Centers, 48500 12 Mile Rd., Wixom, (248)349-0900.

AN AWARD winning quality leader in the distribution and manufacturing of plastics, rubber, urethane, and fluid power products, is seeking a qualified: Executive Assistant
to assist the VP of Sales and Marketing
• Assoc. degree in Secretarial Science (will consider equivalent work exp.)
• 5 yrs. Previous Administrative Asst. exp. (prefer at Executive level)
• Advanced PC skills including word processing, spreadsheets, presentations, databases, and Internet (prefer Microsoft products.)
• Excellent organizational and communication skills, detail oriented.
If you are interested in joining a rapidly growing organization that offers a small company environment and a comprehensive benefit package, please send or fax resume with salary requirements to:
Exotic Rubber & Plastics Corp
Attn: HR Manager
34700 Grand River
P.O. Box 295
Farmington, MI 48332-0395
Fax (248)473-7972
EOE

SECRETARY
Property Management
Seeking Secretary/Receptionist for large, multi-tenant office building. Must be organized, highly motivated, detail oriented with previous customer service experience. Ability to coordinate and follow-up on multiple projects simultaneously. Experience with MS Word, Excel and ability to learn new software. 50 wpm Minimum 1-2 years exp. Send resume to: Box 1614, c/o Observer & Eccentric Newspapers, 3000 Town Center, suite E-40, Southfield, MI 48075 or fax to: (248) 358-0353

SECRETARY/ RECEPTIONIST
Full time. Mon-Fri. Friendly, courtious, with good computer skills. Salary negotiable. Mail order catalog company in New Hudson. (248)437-3000 ext. 222 ask for Joel.

SECRETARY/MANAGER
NEEDED immediately for small, friendly, Jewish Charity organization. Requires pleasant voice, personable, responsible, minor bookkeeping. Must be computer literate (Word, merge, etc.) to work 4 hours daily, 5 days per week. Please Fax complete resume w/ references & salary requirements to: 248-647-5330

SECRETARY/RECEPTIONIST
NEEDED for fast paced real estate office. Detail oriented and multi-phone system experience helpful. Possible flex-time/ job sharing necessary. Call CAL MR. BEN (248)437-3800

SECRETARY/RECEPTIONIST, FULL time, Monday through Friday, friendly, courteous, with good computer skills. Salary negotiable. Mail order catalog company in Novi area. Call (248)437-3000 ext. 221 ask for Eleanor.

SECRETARY/ RECEPTIONIST
Experienced. Must have computer, typing, filing & multi-line phone skills. Health benefits, 401k & paid vacation available. Fax or mail resume to: 45145 Five Mile, Plymouth, MI 48170 734-455-5450 Attn: Laura

SECRETARY/ RECEPTIONIST
Experienced. Must have computer, typing, filing, & multi-line phone skills. Health benefits, 401k & paid vacation available. Fax or mail resume to: 45145 5 Mile, Plymouth, MI 48170, 734-455-5640 Attn: Laura

SECRETARY/ RECEPTIONIST
Busy Plymouth real estate office looking for part-time and full-time positions. Weekends and one or two evenings a week. Must have good phone voice, be organized, outgoing, motivated and a team player, possible advancement, salary negotiable. Call Alissa Nead at: 734-459-6000

CUSTOMER SERVICE REPRESENTATIVE
Tired of your dead-end job? Join a growing company, work in an exciting fun environment. Looking for a service oriented person to service customers in receiving, newspaper and collections. Person must be computer literate, team player and creative.
Please submit resume to:
HomeTown Newspapers
P.O. Box 230
Hamburg, MI 48444
Attn: Mary Scott/CSR
No phone calls please
EEO/ADA

CUSTOMER SERVICE OPENINGS
• Customer Assistance - Temp to hire. Livonia and Troy.
• Consumer Solutions. Auburn Hills. Temporary to hire only. Automotive and Insurance.
• Market Research - Evenings. Troy, Plymouth and Southfield.
• Receptionist - Personal contact with customers. Long term.
• Telephone Positions in Detroit and Sterling Heights.
• Credit Collections - Medical claims and insurance. Farmington & Detroit.
Call Connie today.
Birmingham 248-646-7663
Clinton Twp. 810-226-9642
Farmington 248-473-2933
ADVANTAGE STAFFING

CUSTOMER SERVICE OPENINGS
• Customer Assistance - Temp to hire.
• Consumer Solutions. Inbound only. Automotive and Insurance.
• Market Research- Evenings and full time days.
• Receptionist - Personal contact with customers. Long term.
• Tellers - New positions both part and flex time.
• Credit Collections - Medical claims and insurance.
Call Connie today.
Birmingham 248-646-7663
Clinton Twp. 810-226-9642
Farmington 248-473-2933
ADVANTAGE STAFFING

CUSTOMER SERVICE
Oxford area, full time Customer Service. Typist for fast paced medical supply company. Good typing and telephone skills necessary. Computer experience helpful. Accuracy and organization a must. Fax resume to:
248-969-9811

DATA ENTRY
Be appreciated and well paid in Troy. Friendly and stimulating atmosphere of expanding company.

DATA ENTRY
Property management firm seeks Assistant to do data processing, filing, typing, & assist with phones. Access, Word Perfect experience necessary. Send resume to PM Diversified, 33045 Hamilton Ct., Ste 100, Farmington Hills, MI 48334 Attn: Ruth

RECEPTIONIST
Petsmart Veterinary Services seeks bright, customer service oriented individuals to work in our new, modern small animal hospital in Northville. Full time position available immediately for receptionist. We provide full health plan, 401k, and stock purchase to all employees! If you like to be challenged and would like to have a career and not just a job, call or come in today. 17077 Haggerty Rd. at 8 Mile. 248-347-0103

RECEPTIONIST
Media related company seeks part time receptionist to answer multi line telephone system. Standard hours are 1pm-7pm, but flexibility is required. Additional responsibilities may include assisting executives with miscellaneous clerical duties. Must be customer friendly and very professional. Send resume and salary history in confidence to:
Box #1614
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

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Media related company seeks part-time receptionist to answer multi-line telephone system. Standard hours are 1pm-7pm, but flexibility is required. Additional responsibilities may include assisting executives with miscellaneous clerical duties. Must be customer friendly and very professional. Send resume and salary history in confidence to:
Box #1614
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36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST
PART or Full time for downtown Plymouth dental practice. Must be pleasant, organized and have good phone skills. No experience necessary. Call (248)451-8787.

RECEPTIONIST
Part-time for Plymouth dental practice. Possible Friday, Saturday. Thurs. & Fri's. (734) 459-8181

RECEPTIONIST/ DATA ENTRY
Strong computer & customer service skills required. Microsoft Office & Windows 95 knowledge needed. Multi-line phones. Full time with benefits. Salary $8-$9 depending on skills. Send resume to: LAS, MDI.
1077 Orchard Lake Rd.
Ste. 201, Sylvan Lake MI. 48320
or Fax to: (248)335-8688

RECEPTIONIST/ FILE CLERK
For Farmington Hills Law Firm. Must have excellent organizational and communication skills.
Call Kim: 248-442-0510
Fax resume: 248-442-0519

RECEPTIONIST/ SECRETARY
Friendly, Microsoft Windows helpful. Detroit, Farmington Hills, Novi, Ann Arbor. (248) 344-9500

SALES SECRETARY
Brass Craft Mfg. Co. has an immediate opening in its corporate sales department. Essential job functions include extensive work in Excel Spreadsheet, answering phones, and making travel arrangements, typing, filing, some computer service, and other general office duties. Job requirements include: High school diploma, 2-3 years secretarial experience, proficiency in MicroSoft Office, strong oral & written communication skills, as well as positive interpersonal skills. For consideration, please fax your resume (no phone calls please) to:
BRASS CRAFT MFG. CO.
Attn: HKSS
P.O. Box 6032
Novi, MI 48376-6032
EOE m/f/h/v

SECRETARY - Prefer experience in golf or pro shop. MS word, PP & Lotus notes exp. To $30K. (313)962-2571.

SECRETARY
Enhance your career and interact with professionals in the warm atmosphere of this Detroit headquartered financial institution with suburban divisions. Long term positions. Salary $10-$15.50/hr. Benefits. Call Sharon.
Clinton Twp. 810-228-9641
Birmingham 248-646-7661
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ADVANTAGE STAFFING

EXECUTIVE ASSISTANT
$40,000
International leader is seeking a GERMAN speaking Executive Assistant for its headquarters. Position requires translation of materials with excellent verbal and written skills. Knowledge of Word and Excel and executive level experience. Great benefits.
Diversified Recruiters
248-344-6700
Fax 248-344-6704
Call For Other Openings!

EXECUTIVE ASSISTANT
$40,000
International leader is seeking a German speaking Executive Assistant for its headquarters. Position requires translation of materials with excellent verbal and written skills. Knowledge of Word and Excel and executive level experience. Great benefits.
Diversified Recruiters
248-344-6700
Fax 248-344-6704
Call for other Openings!

FULL CHARGE bookkeeper with minimum 2 years experience required for Architectural firm in Farmington Hills. Approximately 20 hours per week, flexible hours. Computer skills required. Call Ms. Lynn between 8am and 4pm. Monday thru Friday at (248)647-2022.

GENERAL OFFICE
Part time. Answering phones, general office & basic secretarial du