



**HELP
WANTED**

Metro Detroit JOB SEARCH™

FREE!

NOVEMBER 1, 2002

A 21st Century Newspapers, Inc. Publication

Find a better career in your own backyard.

MANAGER WANTED

Auto repair Lake Orion.
Good pay and benefits.

Randall

248-814-9292



DON'T MISS THIS!

BUSY DEALERSHIP service
dept. Seeking aggressive, self-
motivated **SERVICE ADVISOR**.

Applicants with dealership or
independent repair shop
experience preferred. Must be
customer oriented individual with
a good understanding of repair
shop operations.

Good pay, benefits,
health insurance.

Fax resume in confidence to:
313-343-9561

2573047-1101

AUTO NEW CAR DEALER

Taking applications for **Repair Techs**,
minimum 5 years GM experience. Also tak-
ing applications for **Service Advisors**,
minimum 5 years GM experience. Must be
familiar with Reynolds & Reynolds.

Apply in person or call:

**HOOT McINERNEY
CADILLAC SERVICE DEPT.**

37777 Gratiot Ave., Clinton Twp.

586-463-9000

2573047-1101



AUTO SERVICE PORTER/WASHER

- 5 Day Week
- \$544 Week
- Less than 3
Points
on Driving
Record



Call Don or Mark at
TROY HONDA

for appointment

248-649-0202

2573047-1101



**Metro Detroit
JOB SEARCH**

Find a better career in your own backyard.

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ALARM ACCESSORIES INSTALLER

Busy Eastside Ford
Dealership looking for
experienced Technicians.
Call John Freund or
John Seta at
Al Long Ford
for a personal interview.
586-447-9660

2573324-1101



BILLER / TITLE SPECIALIST

Growing dealership.
Previous billing & state
work experience required.
Great opportunity! Ask for
Maggie, Szott Ford,
8800 E. Holly Rd., Holly,
MI 48442; (248) 634-4411

Performance Auto and Restoration

387 South Street
Rochester, Michigan

Openings in busy growing
shop anticipating expansion
State certification required,
ASE a plus.

AUTOMOTIVE TECHNICIAN

with 3-5 years experience
(needed immediately)

COMBINATION BODY & PAINT TECHNICIAN

2 -4 years experience

(248) 601-6240 or

Fax resume to

(248) 601-6241

e-mail to

rodsandclassics@aol.com

Saginaw Kitchen & Bath Center

is currently seeking highly
motivated, experienced peo-
ple to join our sales team.

Positions available include:

- Inside Showroom Sales
- Outside Contract Sales
- Computer Design/Support
Specialist

Qualified applicants will pos-
sess strong design/creative
skills, proven sales record,
organization and follow-up
abilities. Must be experienced
in all aspects of kitchen & bath
sales which include in-home
consultation, layout and home
design, some installation
knowledge. Computer design
software includes Autograph
and Twenty-Twenty. Pleasant
team oriented work environ-
ment. Competitive wage &
commission, health, dental
available. Fax resume to: 989-
755-0934 or mail to: 315 W.
Holland Ave., Saginaw, MI
48602, Attn: MJH.

TO ADVERTISE

East Side: 586-783-0274 • West Side: 248-745-4722

BOB WHITE CLEANERS

**Now Hiring
Full or Part Time
Counter Help.
Flexible Hours
Call Between
7AM & 2PM
248-642-9665**

ROOFING LABORERS

**Hard Workers!
Must Not Be
Afraid of Heights!
Please Have Your
Own Transportation.
Will Provide Training.
call 1-800-613-6455**

TOOL & DIE WELDER

**\$20.00 hour.
Experience in
MIG, TIG, ARC,
Brazing.
Weekends and
overtime
required.
All shifts.
Send replies to:
The Oakland
Press
BX 2063,
P.O. Box 436009
Pontiac, MI
48343-6009**

Social Security Technician & SSI Employment Specialist

**For Vocational Rehab facility
in Macomb County. MUST
have knowledge of
Social Security regulations,
benefits & incentives as
these apply to persons with
disabilities who wish to obtain
employment or re-enter the
workforce. Position may be
responsible for screening,
data entry, maintain records,
job placement, and performing
follow-up contacts and
services.**

**Forward resume with salary
requirements to:
Human Resources-SSI Tech.,
1814 Pond Run,
Auburn Hills, MI 48326;
Fax: (248) 340-0689
E-mail
hr@newhorizonsrehab.com**



Direct Care Workers & Assistant Managers

**For homes in Highland &
Milford. Must be 18, valid
drivers license. Applicants for
Asst. must trained. \$8/hr. to
start for direct care. \$9.67/hr.
for Asst. Flex hrs. & benefits.
Please call Tiffany
M-F 9am-3pm, 248-887-6565**

DAVENPORT OPERATOR

**Great pay! Great benefits including Medical /
Dental / Optical (With no payroll deductions!),
401k, and traditional pensions! Long-term
position available for an experienced Davenport
operator capable of performing setups and
repairs. Must be experienced with small diameter
parts, davenport attachments and operations,
including layouts. Second shift position. Overtime
available. EOE. Inquire or Apply at:**

**LM GEAR COMPANY
50550 E. Russell Schmidt Blvd.
Chesterfield, MI 48051-2451
(586) 949-6800 Phone
(586) 949-9003 Fax
E-mail: human_resources@lmgear.com**

2548784-1101

MAINTENANCE

**Full-time in
Apartment
Community.
Benefits,
401k &
housing discount
available.
HVAC certified
a plus.
Apply in
person at:
Woodlake Hills
Apartments
1301 Woodlake
Lane,
Pontiac**

WOMEN & STUDENTS & all others

**We are currently looking
for responsible, energetic,
fun people to work at our
new play area. This is
NOT a daycare. Good
pay, flexible hrs. Must be
good with children &
parents. Applications
available at:**

**Summit Place
Mall Office,
315 N. Telegraph
Rd., Watertford,
MI 48328**



ROOFER

**Architectural
sheet metal
roofer
needed.
Experienced
with
truck/tools.
Top Pay and
benefits.
Call
248-852-2323**



MORTGAGE PROCESSOR

**Auburn Hills based
credit union, full-time,
health, dental, 401(k),
plus much more!
Must have previous
processing experience.
Send resume:
Human Resources,
P.O. Box 217045,
Auburn Hills, MI
48321,
or FAX
(248) 340-0890.
For consideration,
resumes must include
wage
expectations
or history.**





ACME OPERATOR



Great pay! Great benefits including Medical/Dental/Optical (With no payroll deductions!), 401k, and traditional pensions! Long-term position available for an experienced Acme operator capable of performing setups and repairs. Must be experienced with Acme attachments and operations. Second shift position. Overtime available. EOE.

Inquire or Apply at:

LM GEAR COMPANY
 50550 E. Russell Schmidt Blvd.
 Chesterfield, MI 48051-2451
(586) 949-6800 Phone
(586) 949-9003 Fax
 E-mail: human_resources@lmgear.com

2568781-1101

CTI EMPLOYMENT ASSEMBLY PEOPLE

Wanted To Work in
Sterling Heights
Clean Work

With The Opportunity To Learn
How To Build Control Panels
EXPERIENCED or WILL TRAIN
Full Time Positions

CONTROL TECHNIQUE, INC.
 41200 Technology Park
 (18 Mile & Mound)

2573271-1101

Advance Boring & Tool in Chesterfield Township is hiring experienced

BORING MILL OPERATORS


**Day and
Night Shift
Available**

APPLY IN PERSON AT

Advance Boring Tool Co.
26950 23 Mile Rd.
Chesterfield Twp.,
MI 48051

OR FAX
(586) 598-9303

2573454-1101



Find a better career in your own backyard.

ISSUE 39 ~ VOLUME 01
NOVEMBER 1, 2002

CONDITIONS

- The Oakland Press and The Macomb Daily reserves the right to reject, correct, classify or edit any advertising copy.
- Acceptance of copy by our employees does not bind the newspaper, only publication of the advertisement constitutes final acceptance.
- Advertiser assumes liability for all claims against the newspaper for content of an advertisement and holds the newspaper harmless.
- Advertisement canceled before expiration may be billed for the period ordered.
- The newspaper assumes responsibility for space occupied by an error not to exceed the price of the first insertion.
- Advertiser is responsible to make correction(s) prior to further publication. Standard abbreviations are accepted. We reserve the right to edit and properly classify all advertising. The publisher shall not be liable for any advertising omitted for any reason. Ad position is not guaranteed, we make every effort to place all ads in or near the ordered classification. All ads subject to approval.

**ADVERTISERS
Call today!**

East Side: (586) 783-0274
West Side: (248) 745-4722

SEEKING CARING INDIVIDUALS

Are you interested in improving a child's life? You can! TTI is seeking fun loving & responsible people to work one on one with children suffering with mental disabilities in Oakland County. Our staff change the lives of the families they work with. If this sounds like something you would be interested in, please call (248) 288-9563 or for more information e-mail us at

JobsAtTTI@aol.com

Pay begins between \$8-\$9/hour. You must be at least 18 years old with a HS Diploma/GED, valid MI drivers, and reliable transportation with auto insurance.

Valet Parking Attendants Rochester/Troy

- Good Pay plus Tips!!
- Full-time or Part-time

Call Jim Roberts @
1-800-386-9538



Find a better career in your own backyard.

Metro Detroit Job Search worked for me!

If you want a job that...

- Pays well
- Is closer to home
- Has room to grow
- Has great benefits
- Challenges and inspires
- Offers a better working environment
- Makes you feel like you're more than just a number

Then you're ready for...

**Metro Detroit
Job Search**

**ADVERTISERS
Call today!**

East Side: (586) 783-0274
West Side: (248) 745-4722



RECEPTIONIST

— Full Time —

Needed for high paced veterinary hospital. Looking for a pleasant individual with excellent customer service skills and multi-tasking abilities who knows how to work as a team player. Schedule will consist of a variety of shifts. Previous veterinary hospital receptionist experience desirable. Please fax your resume to:

(248) 540-3503

attention: Practice Manager

2572332-1101

QUALITY CONTROL SUPERVISOR

Hot metal forming, heavy industrial experience helpful. ISO, QS20000 preferred.

Send resume & salary requirements to:

Quality Steel Products,
4978 Technical Dr.,
Milford, MI 48381

DENTAL ASSISTANT

Join our progressive, high quality, high tech dental team. We are looking for that special "people person" to join us in providing high quality dental care. We would love to train the right person with or without previous experience. Please call
248-693-6213

PC Desktop Technician

For Pontiac School District. Exciting opportunity for individual interested in technology & education. Individual will be part of a team responsible for field support for the districts 26 locations. Includes PC hardware & software installation, support, training, & troubleshooting. Qualified applicants must have an associates degree, equivalent educational training, or related work experience.

Have experience in installing, troubleshooting, & supporting PC based applications & hardware. Demonstrate advanced knowledge of Windows 98 and 2000 XP.

Demonstrate skill in the set-up, operation, & troubleshooting of MS Office Suite, MS Outlook, & the Internet.

Salary range \$29,458 - \$39,478, full benefits.

Send letters of interest to Mr. Wallace Dunn, HR Office, 47200 Woodward Ave., Pontiac, MI 48342 or fax 248-451-6889

AIDES

MORC training preferred.
West Bloomfield
Group Home
Full/Part Time.
Benefits

248-363-5817



Vocational Rehabilitation Counselor

Department of Veterans Affairs
VA Regional Office
Detroit, Michigan

Requires Masters Degree in Vocational Rehabilitation with completed internship or work experience. Starting salary \$39,519 at GS-9, with promotional potential to GS-12, \$57,308 - \$74,497. Excellent benefits. Call VA Human Resources on (601) 364-7270, Option 3 to request an application package. Applications must be received no later than November 29, 2002. Send completed application to VA Human Resources Center, ATTN: DEU, 1600 E. Woodrow Wilson, Jackson, MS 39216. See the Federal Jobs Website www.usajobs.opm.gov for more application information under vacancy announcement #VB-PE-03-0002 for the Detroit location.

Equal Opportunity Employer



**HELP
WANTED**

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WANTED**

DENTAL ASSISTANT

Bingham Farms specialty office seeks bright energetic dental assistant.

No experience necessary, will train. Good salary & benefits pkg. for the right person. Full time w/some Saturday's required.

Please call

248-540-9193

Heartland Home Health Care is looking for experienced nurses for our infusion clients. Full time, per-visit and hourly available.

EOE



RNs - HOMECARE

Please contact Sharon Kolitz at

Heartland Home Health Care & Hospice

28588 Northwestern Hwy, #400

Southfield, MI 48034

Phone: **(248) 948-8228**

Fax: **(248) 958-9523**

2571075-1101

RN - PATIENT CARE MANAGER

Heartland is searching for experienced individuals to join our management team. Due to growth, we currently have openings in our home care and private duty divisions.

- Salary/Benefits • Bonus Program

Please call or fax resume to: Sharon Kohlitz

Heartland Home Health Care & Hospice

28588 Northwestern Hwy. - #400

Southfield, MI 48034

Phone: **248-948-8228** — Fax **248-958-9569**

EOE



2571074-1101

Busy homecare company seeking experienced Nurse for weekend on-call. This is a 40 hour salaried and benefited position.



RN HOMECARE

Call Brandy Shifteh at: **1-800-378-3016**

Or fax resume: **(248) 948-9523**

Heartland Home Health Care

28588 Northwestern Hwy, #400

Southfield, MI 48034

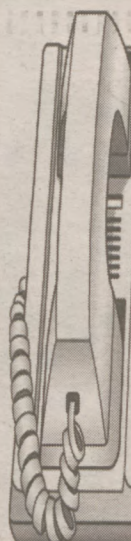
EOE

2571071-1101

RECEPTIONIST

Full-time, for
Bloomfield Hills
dealer.

Mon. & Thurs.,
8am-5:30 pm;
Tues., Wed. & Fri.
8am-6pm.
FAX Resume to:
(248) 644-7444,
Attn: Carol.



ADMINISTRATIVE ASST.

Reliable & motivated individual
wanted for a full-time position in
a non-smoking office. Must
possess exp. with Microsoft Word
& Excel. Excellent communication
skills & general office knowledge
required. Bookkeeping exp. a
plus. Competitive compensation.
Royal Oak area. Send replies to:
The Oakland Press, BX2066
P.O. Box 436009
Pontiac, MI 48343-6009



ORTHODONTIC ASSISTANT

Needed Full-time
for busy
Rochester Hills and
Beverly Hills
offices.

Excellent pay and
benefits.

Call Julie at
(248) 652-6121
or fax resume to:
(248) 652-2577

ADMINISTRATIVE ASSISTANTS/ TYPISTS

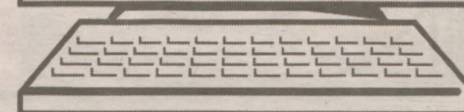
Seeking 2 part-time
people for a Royal Oak
private detective
agency.

Applicants must have
excellent typing and
computer skills.

Must be extremely
organized.

All considered
applicants must pass
an extensive
background check
prior to employment.

No phone calls,
Please fax cover letter,
resume and references
to 248-582-8113



RECEPTIONIST

Busy Eastside Ford
Dealership looking
for a Receptionist
Apply in person at
Al Long Ford
13711 E. 8 Mile Rd.
Warren



SERVERS NEEDED

Daytime.
Mon.-Fri.
Excellent hourly
rate + tips.

Call Heathers Club
248-334-9770

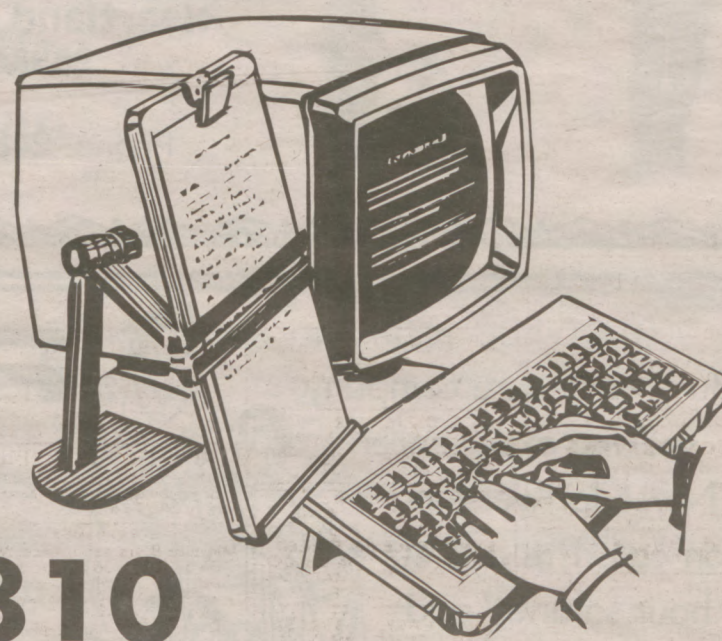
RECEPTIONIST/DATA ENTRY

Full time position, 8:30 a.m.-5:00
p.m. \$10 per hour. Computer,
Microsoft Word, Works & Excel. Must
type 60-65 wpm. No Benefits.
Located in Warren.

Call Linda

(586) 939-3810

Extension 169





Metro Detroit JOB SEARCH CLASSIFIED

To Place Your Ad Please Contact THE EMPLOYMENT TEAM: 586-469-4500

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MEDICAL RECEPTIONIST

Full time. Experience preferred. for Troy Medical practice. Please fax resume & salary requirements to: 248-680-2929 Attn: Kathy Finazzo

4005 Accounting/Financial

ACCOUNTING ASSISTANT
Royal Oak accounting firm is seeking exp'd. individual to fill a full time position. Extensive knowledge of Excel/ Word required. Accounting/legal background pref'd. Able to work independently or as a team player. Mail resume and salary requirements: H.R. Dept P.O. Box 721212 Berkley Mi 48072-0212

ACCOUNTING/TAX
Required: CPA or equivalent, near term partnership potential, write-up and individual tax experience, hands-on, and self-starter. Fax resume to: 586-949-1906.

4010 Automotive

TRANSMISSION REBUILDER
wanted. Great pay plus working environment. Experience a must. Mon through Fri. Call for an interview. 586-709-5300.

4020 Domestic

WHEELCHAIR USER
needs part-time help 1-2 hours in evenings. Troy area. Call after 3pm 248-528-3287.

HOUSECLEANER
for Bloomfield Hills Home. \$6/hr. 15-20 hrs/wk. Please call Monica 1-888-776-7342

4030 Drivers

FOOD DELIVERY DRIVER
Full or part time. Must have reliable vehicle. Call after 12pm 248-541-8888

LOCAL MOVING CO. NEEDS DRIVERS/MOVERS
Great pay, flexible hrs. 1-888-465-2638

TRUCK DRIVERS
Experienced for Gravel Trains. Excellent wages & benefits. Trucks maintained by mechanics. Call 586-727-1627

4060 General

A KARAOKE/HOST SINGER
needed for clubs. Must have outgoing personality. Call 586-598-7125.

APPRAISER FOR Real Estate, State Licensed or Certified for single family & commercial appraisal. Wayne, Oakland, Macomb counties. (Must be licensed). 586-286-8887

BANQUET SERVERS
Full and part time. Flex hrs, benefits/health. Best Western Sterling Inn, 34911 Van Dyke at 15 Mile, Sterling Heights.

4060 General

BONANZA LANES
Now taking applications for **SNACK BAR HELP**
Apply in person: 24600 Hoover No Phone Calls Please

BOWLING CENTER CLOSER/SUPERVISOR
Full time, competitive wages, benefits. Apply in person: Sterling Lanes, 33200 Schoenherr, Sterling Heights. 586-979-5200

BRIDGEPORT & BORING MILL OPERATOR
Exp'd only. Days. Fax resume: 586-778-4311

CABINET MAKER /LAMINATOR
5 yrs. exp. minimum req. Good pay & benefits. 586-285-1000

CARPENTERS-
Framing experience Full time Call 586-419-2808.

CARPENTERS & LABORERS
wanted for rough construction Call for an interview 586-992-0840

HVAC SERVICE TECH
3 years experience. Immediate opening. EPA Certified a plus. Full time, full benefits. Apply in person: 586-758-5900

CCTV * ACCESS CONTROL * ALARM TECHNICIAN

wanted. If you know your way around Pelco, Robot, AD, Phillips and Panasonic CCTV equipment with 5 yrs experience. Spiritech has a job and a career for you. Top pay, benefits, and a great opportunity for advancement. Send cover letter, resume, and salary requirements to: H. Stone, PO Box 3719, Center Line, MI 48015

CHIMNEY SWEEP/BRICK MASON
\$800-\$1200/wk. Exp a plus. Must have truck & ladder 586-254-2494

DIE MAKER
Full time days Madison Hgts journeyman pref pd benefits 248-588-1437

DIE MAKER PROGRESSIVE AND TRANSFER DIE
EXPERIENCE PREFERRED
CARROLL TOOL & DIE CO.
46650 ERB DRIVE, MACOMB
(OFF GRATIOT, S. OF 21 MILE)

DIRECT CARE, ASST MGR, MEDICAL INSTRUCTOR
New Group Home. New Baltimore area. Contact Phyllis, 586-725-8950

ELECTRICAL CONTRACTOR
seeks qualified field personnel. Ex. a plus. Call 248-547-1307, bet. 8am-12 Noon Mon-Fri.

DISPATCHER NEEDED for plumbing company. Must be experienced. Call 586-775-7060

4060 General

DIRECT CARE STAFF FULL & PART TIME
All Training Provided
Afternoons & midnights
\$7.75/Hr.
Employment available at these locations:
24 Mile, W. of Van Dyke 586-781-3494
26 Mile, E. of Van Dyke 586-781-0338
31 Mile, W. of Mound 586-752-3958

ELECTRONICS ASSEMBLER
Immediate opening for full time automotive radio assembler. Must have one year experience in soldering and de-soldering of electronic components and have excellent communication skills. Benefits include 401k and health insurance. Please send resume to:
Service Coordinator, 1909 Thunderbird, Troy, MI 48084 or fax to 248-269-7898

Inspection/Disassembly Technician
For Ballscrew Company. 2+ yrs. Exp. Only. Use of micrometers, calipers & general inspection equip., close tolerances, follow inspection procedures. Excellent benefits & working conditions. MAIL ONLY: resume to: Personnel Department IDT 34841 Mound Road Box 205 Sterling Heights, MI 48310

JANITORIAL/Full time days to clean office & shop area. Apply in person: 44875 Utica Road, South of M-59

LOCAL PART-TIME JOBS
\$8-\$12 per hour + bonuses. Paid training. Call today start tomorrow! 1-800-804-9316

MACHINE/MAINTENANCE REPAIR
Electrical knowledge required. Day shift. Good benefits. Call 586-773-6010 between 9am-3pm or fax resume to 586-773-6850

MACHINIST & WELDER FITTER
Must be able to read blueprints & machinist scale. Fax resumes only 586-726-2825

MACHINIST
Minimum 8 yrs experience. Must be able to read blueprints and operate all toolroom machinery. Pay commensurate with knowledge. 401K, benefits, overtime. Call 586-468-7555 or fax resume: 586-468-7111

MAINTENANCE POSITION
Apt community seeks person exp. with HVAC, plumbing, electrical & light carpentry. Exc. benefits. Call 586-566-0432 from 8am-5pm. EOE.

MANAGER- Days, embroidery company, 18/Mound. Exp. preferred. Must be reliable + organized. 586-997-9452

4060 General

MASSAGE THERAPIST
Full time. Salary, commission, and benefits. St. Clair Shores beauty salon. 586-293-3400.

MEAT CUTTERS, PRODUCE HELP, BAKERS OR BAKER'S ASST & CLEAN-UP
Full or part time. New Baltimore. 586-716-0669

PLASTIC INJECTION seeking day shift Material Handler w/machine operator exp. Call 586-323-3390.

QUALIFIED PUNCH OUT PERSON
To assist superintendent in condo new construction. 586-263-1203, Ext. 280. Leave message.

SEWING MACHINE OPERATOR
Full or part time. Clawson. 248-288-3010

SHIPPING & RECEIVING
Wholesale distributor of custom framing supplies now accepting applications. Must have a clean driving record. Knowledge of custom framing helpful. 5-day week. Medical, Dental and 401K. Applications accepted at T.C. Moulding, 33603 Dequindre, Troy, MI. Or fax resume to 248-588-3133

SNACK BAR
Immed opening for smiling person for our Snack Bar. Apply in person: Kingswood Lanes, 44925 Groesbeck.

SNOW PLOW DRIVERS
CDL & non CDL licenses. Call 586-954-0008

SNOW PLOW DRIVERS
Pickups, dumps, loaders, salt spreader operators. Exp'd only. Great Pay! Owner operators wanted also. 248-547-6439

SNOWPLOW DRIVERS with dependable trucks. Experienced only. Highest pay. Guar. Season. 586-772-4051

Steel Fabrication Shop Seeking Structural Fitters, Welders & Laborers
For afternoon shift.

Top wages & benefits
Apply at: MOORE FLAME 40805 Mound Rd., Sterling Hgts

STOCK PERSON for auto parts store, full (benefits) & part time. Must be positive & self-motivated. General math a must. 61166 Van Dyke @ 28 Mi

LOOK TOPLESS DANCERS
No experience, will train. Average earnings \$1200/5 day week. We help finance dance license. Call 4pm-8pm, Mon-Fri @ 313-365-7136

4060 General

WAREHOUSE Basic computer knowledge. 40 hours, 1 person office. Dependable. Sterling Hgts area. Call 586-726-6600

4090 Medical/Dental

CUSTOMER SERVICE positions available for leading HME company. Experienced preferred. Competitive wages and benefits package. Send resume to: Alert Medical, 30555 Greenfield Rd., Southfield, MI, 48076 or fax: 248-258-2668.

DENTAL ASSISTANT
Friendly, outgoing person needed Mon noon-8 & Fri 8-5. Troy. 248-649-2868

DENTAL HYGIENIST
Part time. Some Saturdays for friendly high quality practice. Excellent pay. 586-294-4710

DENTAL RECEPTIONIST-
Experienced person with energy, sense of humor & self-starter for busy Shores office full part time 586-293-1530

DIRECT CARE
Full-time afternoon & day positions open in Shelby/ Utica area group home. Higher starting pay if MQR trained staff. Insurance package after completion of probation. Call Ms. Schroeder (586)739-0078

MEDICAL RECEPTIONIST
Enthusiastic mature professional individual needed for our fast paced medical office. Must be multi-tasked team player with excellent communication skills. Previous medical office experience required. Excellent salary & benefits.
Fax resume to: Administrator 586-286-0534
Or send to: Administrator 43900 Garfield Ste 100 Clinton Twp., MI 48038

MEDICAL RECEPTIONIST for busy internists office. Full time. Medical & computer exp nec. Call 586-552-1710 9am-4pm

MEDICAL TRANSCRIPTIONIST, part time. Must have PC experience. Excellent wages. Please fax resumes to: 248-626-6481.

OPHTHALMOLOGY TECH
position available. Shelby Twp area. Hours flexible. Some experience needed. No weekends, no nights. Fax resume: 586-323-4145 or email www.the-eyedoc.com

RECEPTIONIST
Full time. Exp nec. Good benefits. Mail resume to: 37555 Garfield, Ste 125 Clinton Twp., MI 48036 Attn: Beth. Or fax to: 586-226-3600

RN

HOUSE SUPERVISOR

Licensed foster care home is currently seeking a licensed RN Supervisor for our specialized Utica home for 5 medically challenged disabled adults. Experience in supervision a plus. Benefits include:

- Competitive Salary/Benefits Package
- Day Schedule Mon-Fri
- Small, Intimate, Quality Care
- Setting with 5 long term adults
- Autonomy of Practice and visiting Physician as resources

For further employment details, discussion of qualifications and interviews call: Laura (248)396-5496 between 9am and 7pm.

4100 Office/Clerical

ADMIN. ASST. Proficient in Microsoft Office/Excel. Machine shop exp helpful. Part time. Flexible hrs. Call 586-268-2300

Administrative Assistant

Full-time Admin. Assistant for a prestigious financial services firm. Service and support duties include: client contact, follow up, data entry, filing, invoices, etc. Must be professional, detail oriented and have strong communication skills. Must be proficient in Word, Excel, Powerpoint, Internet, etc. Excellent benefit package. Send resume and cover letter in confidence to J.Roginski. Fax: 248-743-4301 or via email to jroginski@cambridgefs.com

BOOKKEEPER- full charge with Microsoft Office exp. Small office, part time, 3 days per week. Non-smoking office in Auburn Hills. 248-377-2094 or fax: 248-377-2396.

CLERICAL HELP- part time and opening for experienced full time Processor. Call for interview, 586-575-9460 or fax resume to: 586-575-9112.

COSMEDIC LASER CENTER

seeks part time Receptionist to greet clients, answer phones, schedule appointments and maintain cash drawer. Good pay and hours. Sterling Heights. 586-737-2500

OFFICE CLERK, part time. Good telephone skills, data entry & accounting. Apply at: 901 Wanda, Ferndale, 9-4pm.

RECEPTIONIST
Carpeting office looking for motivated receptionist who enjoys team work and likes to help people. Part time or full time opportunities available. Call Mon-Fri, 8-5. Ask for Chondrea, 586-978-8088

4100 Office/Clerical

OFFICE HELP NEEDED

for lg automobile dealership in the Troy Motor Mall. Looking for person to handle filing, multi-line phones & cashiering. Will consider all applicants for this entry level position who possess excellent customer service skills and able to work Monday and Thursday evenings until 9pm. We offer a great benefit package including BC/BS health insurance dental & 401k pension plan. Please contact Theresa Brown 248-519-9706 or Carol Lawrence 248-519-9554

RECEPTIONIST for insurance agency. Full time. Exp in handling multi-line phone system. Please call 586-286-8200

RECEPTIONIST- full time, for Bloomfield Hills auto dealer. Mon. & Thurs. 8-5:30 and Tues., Wed. Fri. 8-6. Fax resume to: 248-644-7444.

RECEPTIONIST

Immed opening. General office, Microsoft Word. \$10/hr. Apply in person: 6050 15 Mile Road, Sterling Hgts. 586-264-2020

SCHWARK FURNITURE

OFFICE POSITION
available at its Utica store located at 51200 Van Dyke (corner 23-Van Dyke). This is a full time position including benefits. Some evenings & weekends may be required. Your duties would include: answering telephone, filing, computer work etc. You may apply in person at:
Schwark Furniture
51200 Van Dyke, Utica

4130 Restaurant/Hotel

COOKS, WAIT STAFF & BARTENDERS. Apply in person: Clawson Troy Elks, 1451 E. Big Beaver, Troy.

SERVERS & BARTENDERS
Apply at Alsoccios Restaurant at Rochester & Hamlin Rds. Or call 248-670-1882 bet 3-4pm.

WAIT STAFF - Full/Part time evenings, exp'd only please. Apply Tom Fooley's, 12 & Schoenherr. 586-619-5500

4150 Sales/Marketing

SALES & Inspections, prints, etc. Must have floor covering exp. Start Immed. Salary, comm & benefits. 248-541-2255

Metro Detroit JOB SEARCH CLASSIFIED

To Place Your Ad Please Contact THE EMPLOYMENT TEAM: 248-745-4500

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Direct Care Workers

& Assistant Managers
For homes in Highland & Milford. Must be 18, valid drivers license. Applicants for Asst. must be trained. \$8/hr. to start for direct care. \$9.67/hr for Asst. Flex hrs. & benefits. Please call Tiffany M-F 9am-3pm, 248-887-6565

Automotive

Auto Repair Mechanic
Rare opportunity - \$3,000 signing bonus for the right Technician! Must be certified. Business is booming. Chuck, (248) 852-9621.

AUTO TECHNICIAN

Immediate opening in a busy/growing Rochester shop. Wage/benefits based on experience, training & certifications. Call 248-601-6240 Fax 248-601-6241
E-mail resume to: rodsandclassics@aol.com

AUTO TECHNICIANS

Business is booming!
5-star Chrysler Jeep dealer in need of high energy individuals to join our award winning Service Team. We offer: 5-day work week, full benefits, 401(k), paid training. Top producers average \$6K & above per month. Must be state certified. Minimum requirements to apply: brake & suspension certifications. Contact Kyle Mitchell at 248-549-5300.

SERVICE TECH

For high volume shop. Earn up to \$1,000/wk. Must be state certified. Benefits available. Call 248-348-3140

USED CAR SALES

For budget lot. Prefer Ford sales exp. Contact Mark Tracey at 248-844-2033
Huntington Ford
Rochester Hills

Education/Training

TEACHERS ASSISTANT
Full-time, Mon-Fri, 10AM-6PM, Birmingham Public Schools, toddler classroom, 18mo-2yrs old. Health benefits and paid leave days included. Hourly rate starting at \$9 depending on experience. Call Barb 248-203-5803.

General

Advertising/Marketing HOLIDAY RUSH - Emergency to Fill

Local branch office has 18 entry level positions to fill ASAP. ALL positions MUST be filled! Paid training from day one. No exp. necessary, we will train. Get a jump start on the Christmas rush. Apply today, start tomorrow. Call Holly, 248-618-8140

AIDES

MORC training preferred. West Bloomfield Group Home. Full/part time. Benefits. (248) 363-5817

APPOINTMENT SETTERS

EXP'D TELEMARKETERS
Hourly + Commission
Call (248) 269-8815 ext. 201

Automotive Lube Tech

Jiffy Lube, America's favorite oil change, now has immediate openings at our Waterford location. Exp. helpful, but will train. Don't miss this opportunity! Mr. Smith, 248-623-9560.

BRICK LAYER & LABORER

Exp'd. Pay commensurate with exp. Must have own vehicle & hand tools. 248-624-7889

Daycare Director

New Daycare opening. Full-time director needed to help set up and run everyday operations. Director will have complete control & good pay. 248-620-9173

DIRECT CARE

All Shifts. Call 248-623-6792

DISTRIBUTORS

The fastest growing automotive after-market paint manufacturer in the U.S. is seeking distributors for protected territories. Join a team that has the know-how, service, and quality products that will make you a successful distributor of automotive coatings.

Call Ken at Starlite Coatings: 877-822-6189.

DUCT INSTALLER

Exp'd HVAC For Residential Work. Call: 248-738-7917

HVAC Exp. INSTALLERS & SERVICE PEOPLE are needed immed. Min. 2 yrs. in field exp. needed. 401k, health & other benefits. Mickey, 248-224-9081 or office 800-245-9080

General

HVAC

Service techs. needed full time. Min. 5 yrs. exp. Mulligan Heating, 248-698-9700.

MANAGERS & ASSISTANTS

Needed for this seasonal Santa photo company in local mall. 1-800-969-2440 ext. 844

NOW HIRING GOVERNMENT

Wildlife/Postal. Earn Up To \$40,000 Per Year. Paid Training & Full Benefits. Call Mon-Fri, 9AM-5PM. 1-800-214-2505 Ext. 885

Join Our Team

PART-TIME growing learning center hiring Certified Teachers, downtown Rochester. 248-650-9424.

People Needed To Copy Books By Hand

No Experience Necessary Only Serious Applicants Please. Home-Based Position available. 248-988-6650

PRIVATE STABLE

In Bloomfield Hills looking for exp'd. grooms. Benefits after 60 days. Pay based on exp. Contact Alison at 248-723-9537

PRODUCTION

Chemical and Fluids Blending. Full-time days. Benefits, mature references. Wixom Fax resume 248-449-4204

RV TECHNICIANS

Haus of Trailers is accepting applications for exp'd RV Techs. Good pay plan & benefit package. Contact Sid Martin, 248-666-2270.

SATELLITE INSTALLATION

CONTRACTORS

Must have own tools, truck or van. \$1000+ weekly. Phone, cable, or satellite exp preferred, or will train. Call 248-338-8970 ask for Paul or email: amosher@michiganmicrotech.com.

SECURITY OFFICERS NEEDED

HONEST & RELIABLE Full/Part-Time & Specials Call: 248-569-1735



General

TITLE CO. is expanding & looking for Jr./Sr. Title Examiners, Policy Examiners, Title Abstractors, Commitment/Policy Typists, Closers and Processors. Call 248-936-6258

WAREHOUSE/DRIVER

Full & part time position avail. in a successful, growing, building materials company. Competitive wages & benefits. Apply at Siding World, 3460 Floradale, Waterford. No resumes or phone calls accepted.

Medical/Dental

FLINT OFFICE SEEKS MSW/MA THERAPIST. Fax resume to: (810) 732-8033.

MEDICAL ASSISTANT

For busy OB/GYN office. Full-time, Mon.-Fri. Call (248) 335-9207.

MEDICAL ASSISTANT

Full time for medical specialty office in Waterford. Will train. Must have good communication & typing skills. Blue Cross benefits. Fax resume to attn: Mona, 248-738-0813

Oakland Surgi-Center, Inc.

Busy Ambulatory Surgical Center is seeking:

- Registered Nurses with surgical experience
- Scrub Tech
- Medical Assistant Front & Back

Must be a team player and possess excellent customer service skills. Full time, 4 days a week with no holidays or weekends. Excellent wage and benefit package. Rochester Hills
Phone: 248-852-7484
Fax: 248-852-4279

OPHTHALMOLOGY

RECEPTIONIST/BILLER

Exp'd. Full-time, Bloomfield Hills. (248) 332-4544

OPTICAL DISPENSER

Exp'd call 248-656-6990 or fax resume: 248-651-4825

PHYSICAL THERAPIST

ASSISTANT

Livonia Out-Patient Clinic. Mon, Wed & Fri. Fax Resume: 734-953-1622

RECEPTIONIST

Exp. Required!! Team oriented dental practice looking for friendly, organized receptionist. Fax: 248-681-9137 or Call: 248-681-4470

Nursing

R.N. - O.R.

Part-time RN position in O.R. at ambulatory surgery center. Circulating experience required. Ophthalmology experience desired. Send resume to Millman-Derr Center for Eye Care, 375 Barclay Circle, Rochester Hills, MI 48307 or fax to 248-852-3631

Office/Clerical

Administrative Assistant

Full-time admin. assistant for a prestigious financial services firm. Service & support duties include: client contact, follow up, data entry, filing, invoices, etc. Must be professional, detail oriented & have strong communication skills. Must be proficient in Word, Excel, Powerpoint, Internet, etc. Excellent benefit package. Send resume & cover letter in confidence to J. Roginski. Fax: 248-743-4301 or via email to jroginski@cambridgefs.com

CLERICAL/Data entry, FT PT, PC skills, \$9 - \$10/hrlly. 1-800-590-2339

GENERAL OFFICE HELP

Full-time answering phones, billing, cash sales. Auburn Hills. 248-852-3900

LEGAL SECRETARY

SOUTHFIELD LAW FIRM seeks full-time experienced legal secretary for very busy Bankruptcy/Commercial Department. Must have 5+ years litigation experience, strong grammar, writing, and organizational skills, be able to handle heavy workloads and work in a team environment. Bankruptcy experience a plus. Excellent salary and benefits. MS Word experience. Forward resume/salary requirements to: Administrator-Legal Secretary Position P.O. Box 222 Southfield, MI 48037-0222 Fax: 248-746-2760 Or E-mail: kelemont@swbta.com

MEDICAL ASSISTANT

Full time for medical specialty office in Waterford. Will train. Must have good communication & typing skills. Blue Cross benefits. Fax resume to attn: Mona, 248-738-0813

Office/Clerical



OFFICE MANAGER/ LEASING CONSULTANT

For apt. community. Full-time, day shift, with benefits. Computer & typing skills required. Good marketing, organizational skills & customer relations needed. Send resume to: P.O. Box 431514, Pontiac, MI 48343; or e-mail to: lynnlanstra@hotmail.com

Restaurant/Hotel

Accepting For Management Positions

- Insurance
 - tuition reimbursement
 - Vacations
 - Excellent pay
- Apply at: McDonald's, M-59 & Crooks or call (248) 852-0530

FOOD SERVICE CAFÉ

Full/part-time, Day Shift, Exp. Preferred, Troy. 248-823-1225

FOOD SERVICE

Morrison Senior Dining has immediate openings at a Kosher Retirement Community in West Bloomfield. **Part-time Servers** - exp'd only, up to \$9.00 per hour, DOE. Must be dependable, late afternoon/early evening hours. Call or FAX Jim or Lavelle, (248) 661-3221; FAX (248) 661-8454. EOE, M/F/D/V

SUBWAY

PM Help. Must be 18 yrs. Sterling Heights. Call aft. 2pm, (586) 978-8776.



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