



CW/NE Neighborhood Jobs Pipeline Employment News

Tuesday June 26, 2012

Published Biweekly, Every Tuesday

Upcoming Events:

June 26th – Manpower Inc. of Southeast Michigan Job Fair. 301 W Michigan Ave, 2nd Floor, Ypsilanti, MI. 10am – 1pm

June 28th - Livonia Jobs Fair: 9:00 a.m. - 12:00 p.m (Morning Fair) & 1:00 p.m. - 3:00 p.m (Afternoon Fair)
Located at: Holiday Inn Hotel 17123 North Laurel Park Livonia, Michigan. Register at:
<http://job.jobfairgiant.com/pcrbin/regfirst.exe?uid=JobFairGiant.hiredinmichigan&title=1=jobseeker>

July 18th – Detroit Career Fair: 11 a.m. – 2 p.m. Holiday Inn Southgate. 17201 Northline Road Southgate, MI 48195. Register [here](#).

ONE CLICK, THOUSANDS OF JOBS
REMEMBER TO VISIT [PURE MICHIGAN TALENT CONNECT](#), THE STATE OF MICHIGAN'S NEW WEB-BASED TALENT MATCHMAKING SITE AND CENTRAL HUB FOR TALENT, EMPLOYERS AND EDUCATORS
ANNOUNCED ON DEC. 1 BY GOVERNOR SNYDER.
NEARLY 80,000 CURRENT JOBS ARE FEATURED ON THE SITE ALONG WITH CAREER EXPLORATION TOOLS.

Pipeline Update

The Neighborhood Jobs Pipeline is an innovative, place-based initiative with the goal of serving as a linkage to employment and training opportunities for CW/NE residents. Feel free to spread the word!



Boundaries: E-175, W- Linwood, S- I-94, N-Oakman Blvd
Zip codes: 48202, 48206, 48208, 48238, 48211

All interested residents should call **313-494-4290** and leave your name and number, or email your resume to jobspipeline@focushope.edu.

Focus: HOPE's Earn and Learn Program

Focus: HOPE is now offering an "Earn and Learn" program, a subsidized workforce development program that provides workplace readiness training to individuals 18-24 and assists with securing employment and connecting individuals to continuing education at no cost to the students.

Contact the Focus: HOPE Admissions Department at 313.494.4579 for more information

THE SITE ALLOWS JOB SEEKERS THE ABILITY TO CREATE A PERSONALIZED PLAN TO HELP THEM FIND NEW JOBS AND EFFECTIVELY NAVIGATE CAREER SEARCHES.

Information Technologies Center

Focus: HOPE's highly regarded Information Technologies Center provides training for industry certifications. Our new, abbreviated class prepares students for entry-level IT jobs and for a limited time is being offered at **No Cost**. In 15 weeks, students will earn certifications in Microsoft Office Specialist and Certified Business Professional Customer Service Support.

Machinist Training Institute

Our new 12-week machinist training program provides hands-on training to become a machine operator and for a limited time is being offered at **No Cost**. It also provides an introduction to computerized applications such as CNC operations.

Requirements:

- 18-24 years of age
- Michigan resident
- Drug Free
- HS Grad or GED(not all programs require diploma)

Call 313.494.4300 for more information and registration.

Employment Opportunities: Entry Level

FEATURED SITES

VANGUARD CDC:
[HTTP://WWW.VANGUARDCDC.ORG/](http://www.vanguardcdc.org/)

CENTRAL DETROIT CHRISTIAN CDC:
[HTTP://WWW.CENTRALDETROITCHRISTIAN.ORG/](http://www.centraldetroitchristian.org/)

GOODWILL INDUSTRIES:
[HTTP://WWW.GOODWILLDETROIT.ORG](http://www.goodwilldetroit.org)

OPERATION ABLE:
[HTTP://WWW.OPERATIONABLE.ORG](http://www.operationable.org)

OPPORTUNITY SPOTLIGHT:
[HTTP://WWW.MITALENT.ORG/OPP ORTUNITY-SPOTLIGHT/](http://www.mitalent.org/oppportunity-spotlight/)

SPECIAL LIBRARIES ASSOCIATION:
[HTTP://UNITS.SLA.ORG/CHAPTER/C MI/JOBS.HTML](http://units.sla.org/chapter/MI/JOBS.HTML)

Mlijewski Enterprises LLC - Livonia

Job Title: Cleaner [Leader]

Job Description: Clean hallways, stairways and doorways in apartment complexes. Generally Monday - Friday. 7:00 AM to 2:30 PM.

Job Requirements: Must have dependable transportation. Preferably able to drive fellow workers to job site. Driver's license and insurance required. Must be able to carry 20 lbs up one to two flights of stairs.

Contact: michworkhr@yahoo.com

Labor Services – Oak Park

Job Title: Data Entry Processor

Job Description: Data entry must have experience. Must be able to work Wednesday - Sunday shift is from 9:30 am -6:00 pm. Must be familiar with Microsoft office word and excel. Must be able to multi -task. Must have good typing and navigational skills on a computer. Basic math skills ,and be familiar with a fast paced office. Extremely detail oriented with a strong sense of accountability. Good organizational skills. Professional and courteous attitude. Training for this position will be Mon-Fri 9:30-6:00 for 2-3 weeks then shift will be as stated above Wed.-Sun.9:30-6:00

Job Requirements: This job requires a high school diploma and 1 year of experience. You must undergo drug screening.

Contact: Send resume to srmidwest@sbcglobal.net or fax to (313)299-0836

EXPERIENCE.COM'S JOB FAIR LISTING, SORTABLE BY STATE:
[HTTP://WWW.EXPERIENCE.COM/CORP/EMPLOYER_CF_LIST?CHANNEL_ID=CAREERS&PAGE_ID=CAREER FAIR S](http://www.experience.com/corp/employer_cf_list?channel_id=careers&page_id=career_fair_s)

CAROUSELEXPO.COM'S JOB FAIR LISTING:
[HTTP://CAROUSELEXPO.COM/MICHIGAN.HTM](http://carouselexpo.com/michigan.htm)

Job Title: School Bus Driver

Job Description: Michigan Educational Transportation Services (METS) recognizes that our drivers carry the world's most precious cargo, children. Children deserve a quality education and a familiar face to get them there. METS facilitates experienced professional drivers from local communities, that are employed by METS, to work within the district transporting students to school and school related activities. Regular Route and Part-Time Bus Drivers needed at this time in Plymouth Canton Community Schools, Garden City Public Schools and East Detroit Public Schools for the 2012-2013 school year. Training would take place during the summer in preparation for the beginning of the school year. This is the perfect position for someone that enjoys interacting with children and being paid to do what you enjoy! School Bus Driving is a great income earner for college students, retirees and anyone that desires a flexible schedule. No previous experience required. Training is provided at no cost to qualified applicants. Job Summary: Bus drivers have the primary responsibility for ensuring the health, safety and welfare of the children, staff and volunteers during bus transportation to and from the school and on field trips. Responsibilities: 1. Responsible for transportation of students; including all responsibilities connected to operating a school bus per all applicable district policies & state/federal laws. 2. Ability to relate to and work with parents, students, and other staff members. 3. Conduct all pre-trip inspections as required. 4. Follow all client district rules and regulations. 5. Ability to manage and maintain all students on the bus in a calm and safe manner, following all state and federal guidelines.

Job Requirements: 1. Undergo pre-employment and random drug testing per DOT regulations. 2. Have and maintain eligible driving record per all applicable client district policies and state/federal laws. 3. Must pass State and FBI Criminal Background Check per MDE regulations and Client District policies. (This cost is paid by the applicant approximately \$65) 4. Ability to pass DOT physical requirements. 5. Must obtain and maintain a valid Michigan Drivers License with valid P and S endorsements. 6. Ability to learn and pass the state test in; pre-trip (bus and equipment), cones, student pick-up, driving skills. 7. Ability to take and pass beginners bus drivers class (once) and Continuing Ed Class every 2 years. 8. Ability to tolerate stressful situations. 9. Able to understand and have empathy for children and persons with disability. 10. Must be a high school graduate or equivalent (GED).
Plymouth and Detroit Area locations.

Contact: Email Resume to: recruiting@contractbusdrivers.com

Job Title: Armed Gas Station Attendant

Job Description:

· Hospital is experience is a plus, but is not required

- Candidate must be customer service oriented!
- Must be at least 18 years of age · Must be at least 18 years of age or older as required by applicable law or contractual requirements.
- Must have a high school diploma or GED, or at least 10 years of verifiable employment history.
- At least one verifiable employer.
- No criminal convictions
- Ability to communicate effectively both orally and in writing for the purpose of public interaction and report writing.
- Authorized to work in the United States.
- Ability to perform essential functions of the position with or without reasonable accommodation.
- Negative result on pre-employment drug screen.
- Ability to maintain satisfactory attendance and punctuality standard.
- Neat and professional appearance.
- Friendly and professional demeanor.
- Ability to providing quality customer service.
- Ability to handle typical and crisis situations efficiently and effectively at client site.
- Valid concealed pistol license

Contact: Recruiter will be accepting application and conducting interviews Thursday, June 28, 2012 from 10am-2pm at the Holiday Inn Hotel 17123 Laurel Park Drive North, Livonia, Michigan

STARSTUDDDED3VENTS

Job Title: Administrative Assistant

Job Description: Administrative Assistant Needed to help VIP and CEO of 6 Companies run daily personal tasks and business opportunities. Must be on call 24 hours a day 7 days a week. Must have excellent computer skills including; Social Media, Facebook, Office Products, and the ability to Multitask. Must be competent, a quick learner, and must have the ability to speak well, ability to follow directions to perfection, and have Excellent Written and Communication Skills. 3 Days unpaid training is required. Meals and Limo Rides are included in day to day. Must also be able to travel (paid at company's Expense).

Job Requirements: This job requires an Associate's degree, a private driver's license and pass an employment test.

Contact: jobs@starstudded3vents.com

Job Title: General Laborer

Job Description: Laborers needed to maintain a mansion. Must like working outdoors and physical labor. Duties include pool cleaning by skimming the pool with a net and adding chlorine tablets to the pool filters. Basic yard work such as raking leaves, removing fallen tree limbs, and preparing the yard for parties. Great pay starting at \$10.00 an hour

Job Requirements: This job requires a high school diploma.

Contact: jobs@starstudded3vents.com

Job Title: Housekeeper/Dog Walker

Job Description: Person wanted for 21 hours a week or 3 hours a day to help senior citizen clean their home and walk a Cane Corso puppy. Must love dogs.

Contact: Please send resume to jobs@starstudded3vents.com

Jeffersonian Apartments - Detroit

Job Title: Doorperson/Valet

Job Description: Doorperson needed for luxury Detroit riverfront apartment building. Must be able to drive a stick shift.

Job Requirements: You must possess a private drivers license, undergo drug screening, pass a physical examination and undergo a reference or security check.

Contact: Email resume to mainoffice@sapersteinassoc.com or fax resume to (248)644-6936

Marathon Petroleum Company LLC

Job Title: Administrative Assistant

Job Description: Marathon Petroleum Company LP, a major petroleum refiner and marketer, is seeking an Administrative Assistant for its Detroit Refinery. The primary responsibilities of this position will be to back fill for the HR Payroll Administrator, the Operations Scheduler and the HR Administrative Assistant.

Primary responsibilities include, but are not limited to:

- Preparing work schedules for operating personnel
- Processing payroll on a weekly basis for 250 hourly employees
- Resolving employee questions about payroll issues
- Preparing monthly letters, manpower reports and entering personnel data
- Supporting department initiatives

Job Requirements: This job requires a high school diploma and 3 years of experience. The successful candidate must possess outstanding communication, organizational, and computer skills. Advanced proficiency in Microsoft Office.

Contact: Apply at: <http://www.marathonpetroleum.com/careers/>

National-Alamo

Job Title: Part-Time Greeter - Detroit

Job Description:

- Work proactively with drivers, service agents, handheld return agents and managers to ensure proper vehicle supply.
- Welcome members to the facility when they exit the bus or arrive on the lot.

- Direct customers to exit booth, provide local directions and maps and provide return directions where applicable.
- Assist members with questions and concerns to minimize counter visits.
- Communicate customer service issues to management.
- Ensure that hangtag information is completed correctly.
- Maintain clean low mileage fleet mix requirements.
- Maintain Emerald Aisle for cleanliness.
- Thank member for their business.
- Provide upgraded vehicles on request.
- Perform other customer service related duties in addition to those listed, to ensure our service meets the needs of our customers.

Job Requirements:

- Must be at least 18 years of age
- High School Diploma or G.E.D.
- Minimum of 1 year experience handling customer service functions
- Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.
- Must have basic experience and understanding of a PC and Microsoft Office Products
- Must have a valid driver license
- Must be able to work 25Hrs/wk and have open availability

Contact: apply at: <https://nationalalamo-erac.icims.com/jobs/62993/job?&sn=Indeed&?mode=apply&iis=Indeed&iisn=Indeed>

US Foods - Detroit

Job Title: Warehouse Selector - Night

Job Description: The selector position is a material handling, labor intensive job which processes work orders in the warehouse by manually selecting the correct products from the racks, palletizing them and delivering the merchandise to the dock secured and shrink wrapped for delivery in a safe and efficient manner. Considerable strength and endurance is required to safely and successfully perform the job. The work takes place in normal warehouse environments as well as in cooler and freezer areas where the temperatures may be as low as -5 degrees.

Job Requirements: High School Education or GED preferred. Minimum one year recent experience in highly physical, labor intensive occupation preferred (ex.: construction, farm worker, roofing, freight handler with FedEx, UPS or USPS, trash collection with Waste Mgmt, etc). Minimum of six months comparable warehouse experience preferred. Minimum six months experience with warehouse material handling equipment (electric pallet jack or high low) preferred. Minimum six months experience working with manual order selection/order filling systems, (i.e. Red Prairie, Voice Directed Picking Software) preferred. Must be able to read alpha and numeric codes from pick sheets and slots. Must be team oriented and able to get along with others.

Contact: apply at:
<https://usfood.taleo.net/careersection/ext/jobdetail.ftl?job=205141>

The Volt Lounge - Detroit

Job Title: Assistant Restaurant Manager

Job Description: Position assists with menu planning, maintains sanitation standards, assists servers and hosts on the floor during peak meal periods and supervises Restaurants/Bars and Room Service Departments, where applicable. Responsibilities include ensuring guest and employee satisfaction while maintaining the operating budget. Accountable to ensure standards and legal obligations are followed.

Job Requirements: High school diploma or GED; 3 years experience in the food and beverage, culinary, or related professional area. Or 2-year degree from an accredited university in Food Service Management, Hotel and Restaurant Management, Hospitality, Business Administration, or related major; 1 year experience in the food and beverage, culinary, or related professional area.

Contact: apply at
https://marriott.taleo.net/careersection/2/jobdetail.ftl?job=12000K1L&lang=en&media_id=29587

Job Title: EHS Custodian/Cook Aide

Job Description: The Custodian/Cook Aide performs a variety of duties in the kitchen, including, but not limited to: preparing, serving, storing and transporting food and keeping the kitchen area clean. This position actively participates in menu planning and maintaining appropriate records related to position. Additionally, contributes to the well-being of children, families and staff by providing a clean, safe and a healthy environment per Head Start and day-care licensing requirements.

Job Requirements: Candidate must have a High School Diploma or equivalent. Custodial/janitorial experience. Food preparation experience. Must have valid driver's license and access to reliable transportation.

Contact: email resume to hrresume@swsol.org

Elite Parking Solutions - Detroit

Job Title: Parking Valet

Job Description:

1. Parks guests cars upon arrival.
2. Retrieves guest's cars upon departure.
3. Answers any questions upon arrival.
4. Providing the highest level of guest service.
5. A thorough knowledge of the property.
6. Other related duties as assigned.

Job Requirements:

- Must have a driver's licenses for longer than four years (for insurance purposes)
- Must have a valid state driver licenses
- Must be able to speak fluent English

- Must be able to drive an manual (stick) vehicle
- Applicants must have a working cellular telephone with text messaging features
- Pass background check
- Pass drug test
- High school diploma or equivalent preferred.
- Ability to operate various motor vehicles.
- Ability to operate a vehicle with a manual transmission.
- Ability to perform basic math functions.
- Excellent communication skills.

Contact: apply at <http://www.jobhost.org/jobs/viewjob/valet-parking-hotel-downtown-detroit-89af9d98008dfa8b?source=indeed&medium=organica>

Mariott Airport Hotel

Job Title: Room Attendant

Job Description: Maintain the hotel rooms and building to ensure safe and clean experience for hotel guests, associates and vendors.

- Clean bathtub, toilet, sink, walls, mirrors, tiles, counters, and floor surfaces using cloths, mops, sponges, brushes, and/or cleaning agents by extending arms over head, bending and stooping.
- Adhere to cleaning procedures and instructions for use of cleaning agents.
- Strip beds and make beds, changing bed linens, which may require lifting bedspreads weighing a maximum of 50 lbs.
- Dust all furniture, pictures, drawers, window ledges, and shelves thoroughly.
- Push and pull vacuum throughout entire room and empty trash.
- Replenish amenities, linens, and supplies in guest room.
- Sign for room keys, retrieve, push to assigned rooms and restock heavy cart. Visually inspect room for cleanliness and appearance and signify completion for room.
- Comply with attendance rules and be available to work on a regular basis.
- Perform any other job related duties as assigned.

Job Requirements:

- Ability to scrub and scour surfaces, extending arms over head to perform cleaning tasks, and work in confined spaces.
- Must be willing to “pitch-in” and help co-workers with their job duties and be a team player.
- Knowledge of chemical cleaning agents and operation of various cleaning equipment.
- Ability to push and/or pull equipment weighing up to 100 lbs.
- Must have the ability to communicate in English.

Contact: apply at:

<http://sj.tbe.taleo.net/SJ1/ats/careers/requisition.jsp?org=HEIHR&cws=1&rid=12936>

Friedman Integrated Real Estate Solutions

Job Title: Receptionist

Job Description:

- Answering incoming calls on a multi-line switchboard and directing calls to the appropriate recipient.
- Greeting visitors and announcing their arrivals to the appropriate party
- Responding to client inquiries for property, for lease or sale by directing the inquiry to the appropriate broker/sales agent.
- Preparing and receiving mail and overnight packages/deliveries
- Miscellaneous typing duties as delegated by the supervisor
- Other general office and administrative tasks as delegated by the supervisor.

Job Requirements: The ideal candidate must possess a high school diploma and have 1-2 years of experience as a Receptionist and/or Administrative Assistant in a professional office environment. An Associates Degree in Business or Office Administration is preferred. This highly visible position requires excellent communication skills and a professional demeanor. Candidates must have strong computer skills and be proficient in Microsoft Office (Word, Excel, 2010) applications. A familiarity with the operation of general office equipment such as telephones, fax machines, copies, printers, postage machines, etc.

Contact: apply at
<http://www.jobpath.com/Jobs/Friedmanrealestate/Receptionist/JHP078656CTORK17FWN>

Employment Opportunities: Mid-Level & Professional Level

Job Title: Turret Press Operator

Job Description: Must have experience in the operation of a hydraulic turret press(Centrum 2000):secure sheet metal, set to zero point, run programs, and check measurements to print. Candidates must be able to: read prints, use ruler/micrometer/calipers. Day shift/4 day work weeks, and must have reliable transportation for a shift that starts at 6:00 .m.

Job Requirements: This job requires a high school diploma and 2 years of experience. You must possess a private drivers license, undergo drug screening and undergo a reference or security check.

Contact: Please send resume by email at recruiter@firstchoicestaff.com, by Fax at (248)454-8013 or by mail at:

42505 S. Woodward
 Suite 100
 Bloomfield Hills, MI 48304

Job Title: Machine Operator

Job Description: Local manufacturer looking for someone to work in a fabrication shop. Ability to read a ruler, familiar with hand tools, machine operation. 6:00 a.m. to 4:30 p.m.) and a 4 day work week. Must have reliable transportation for this long term assignment.

Job Requirements: This job requires a high school diploma and 2 years of experience. You must possess a private drivers license, undergo drug screening and undergo a reference or security check.

Contact: Please send resume by email at recruiter@firstchoicestaff.com, by Fax at (248)454-8013 or by mail at:

42505 S. Woodward
Suite 100
Bloomfield Hills, MI 48304

**CALL
313.494.4290**

Pipeline eligibility requirements

- **CW/NE target area resident**
- **18+ years of age**
- **Drug free**
- **HS Diploma or GED**



The Pipeline program is funded by the Local Initiatives Support Corporation (Detroit LISC)