

12B

CLASSIFIED

EMPLOYMENT ADMINISTRATIVE

REGIONAL SALES ASSISTANT

Cable Advertising company has an immediate opening for a Regional Sales Assistant. Position involves developing and maintaining a tracking and processing system for client contracts and schedules. Applicants must have basic knowledge of Word and Excel and be well organized. Drug test required for final candidates. Send resume to:

General Sales Manager, Cable Adcast
5016 Parkway Plaza Blvd., Suite 200
Charlotte, NC 28217
EOE M/F/V/D

Fortune 500 Company
Seeks Billing Assistant. Must have a good customer service exp. and be detailed-oriented. Word processing, filing, operating invoice buster and postage meter, lifting boxes. Prefer Notary and prior billing experience. Must be H.S. Grad. Successful applicants must pass drug test. Excellent benefits. Send resume and salary history to:

Billing Manager
P.O. Box 36037
Charlotte, NC 28236-6037
EOE M/F/D/V

Immediate Opening.
Professional theatre seeks Admin. Asst. Ideally with prior arts related experience. Seeking well organized, self motivated individual for fast-paced environment. F/T position with benefits. Send resume with salary req. to:

Admin. Asst.
Charlotte Repertory Theatre
201 S. College St., Suite 2040
Charlotte, NC 28244

MANAGEMENT

CHARLOTTE CONVENTION CENTER CAFE MANAGER

For a fast-paced, exciting environment. Energetic person with eye for details, organized w/proven mgmt.exp.in food service ind. FT w/excellent benefits pkg. Send resume to: Personnel Dept., CAFE Mgr.

MANAGERS ASSISTANT MANAGERS

DO YOU WANT TO MAKE A DIFFERENCE?
Then come join a company who is making a difference. Seeking leaders who desire a challenging career.

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- Structured Training
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 - Educational reimbursement
 - Paid Vacations
 - Advancement Opportunities
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 - Stock Options
 - Incentive Bonus Plan

Candidates must have 1-3 years exp. preferably in restaurant management, good communication/organizational skills, ability to motivate employees. Degree in Hotel/Restaurant Management/extensive management experience a plus.

For confidential consideration, please fax resume to:
Karen Oye @ 615-366-5887.
Position available in
Charlotte/Raleigh/Surrounding NC areas

EOE M/F/V/D

GENERAL

J.Y. MONK REAL ESTATE SCHOOL
Get your real estate license FAST in Charlotte. Weekend and Weekday courses.
FREE BROCHURE.
1-800-849-0932.

HYATT AT SOUTHPARK

Question?
Are you ... enthusiastic, professional, outgoing & career minded?

If the answer is YES, then we have the following positions available for you!

- Housekeepers
- Guest Service Agents
- Convention Services
- Steward
- Cocktail Server/ Restaurant Server

Apply:
9:00am- 3:00pm, Monday-Friday
5501 Carnegie Blvd. across from Southpark Mall

EEO/M/F/D/V

CARRIERS NEEDED
Earn a great part-time income, working only 1 or 2 days per week. Vehicle req., honest, energetic and HAVE good time
CALL: BOB MANAGER 376-0496

CITY OF CHARLOTTE
Equal Opportunity Employer

PROFESSIONAL

THE TRIANGLE TRIBUNE

A weekly African-American newspaper seeks 2 General Assignment Reporters.
• Bachelors degree in communications or journalism a must.
• Knowledge of Raleigh-Durham area is a plus. Send resume and samples to:

Herbert White, Editor
P.O. Box 30144

DIRECTOR OF RESIDENT SERVICES

The incumbent is responsible for assessing the needs of residents and developing, contracting, coordinating, administering, monitoring and evaluating social and human service programs, and services affecting Authority residents. Places special emphasis on developing and securing financial resources to implement resident initiatives and other resident-focused programs which conform to the goals and mission of the Authority. Operates with considerable independence in decision-making and operational functions. Reports to Vice-President of Housing Operations. Reviews regulations and procedures published by Federal, State and local governmental agencies and ensures that all staff are aware of those regulations. Administers and monitors the implementation of and reporting on all grants for resident Organization for the training and/or Resident Services. Master's Degree and additional studies in Business Administration with related background in Urban Affairs and six to nine years of experience in direct social or human services delivery and management; or any equivalent combination of training and experience which provides the practices of Public or Business Administration, trade terminology, substance abuse, criminal justice, social and human service delivery strategies and program and knowledge of program evaluation systems. The individual should also be knowledgeable in the methods and procedures of management, organization and program administration, in funding methods including funding availability, proposal, preparation, ect. Provides direct supervision of managers and administrative support positions. Budgetary responsibility for Drug Elimination and other grants of \$3.6 Million + Salary range \$49,016 - \$68,622. Closing date: 12/15/97. Drug Testing Required. Submit resume to:

Charlotte Housing Authority, Attn: Human Resources Dept.
P.O. Box 36795
Charlotte, NC 28236
NO PHONE CALL PLEASE.
EOE M/F/D/V

THE TRIANGLE TRIBUNE

A weekly African-American newspaper seeks Carriers.
• Transportation needed.
• Knowledge of Raleigh-Durham area is a plus.
• Good working habits a must!!!!

For more information, please contact:
Bob Johnson, General Manager
P.O. Box 30144
Charlotte, NC 28230.
(704) 376-0496

SALES

EXECUTIVE SALES DIRECTORS
Annual income potential \$100,00+
Please call 800-508-0029

ACCOUNT EXECUTIVE, WSOC FM-103

Job Requirements:
• 2 years sales exp/radio background a plus
• Self-motivated/ self starter
• Strong work ethic
• Team oriented
WSOC is an equal opportunity employer. Women and minorities are encouraged to apply. Send resumes to:

American Radio Systems
Human Resources/Attn. Liz Mabe
137 s. Kings Drive
Charlotte, NC 28204

WAREHOUSE

FORT MILL INTERVIEWS
EVENING SHIFTS WAREHOUSE ORDER SELECTORS
START AT \$10/HR. & WORK A FOUR DAY WORK WEEK!

Biggers Brothers, Inc. a division of US Foodservice, has openings for full-time evening shift order selectors at our new, state of the art Fort Mill warehouse. Work 4 days each week between Sunday and Thursday, from approximately 6:00 P.M. to 10 hours or longer, until finished.

Fast paced, physically demanding work. Orders selectors average pulling 1000+ cases (25,000+ pounds) per night of objects weighing up to 100 pounds.

Must have a high school diploma or GED. Must be able to pass a criminal & work history background check and drug test. Applicants must be at least 18 years old.

Starting pay is \$10/HR. Schedules raises begin after six months. Selectors can earn in excess of \$550 per week. We also offer excellent benefits including a choice between four(4) medical insurance plans & two (2) dental plans. Other benefits include paid holidays, vacation, matching 410(k) plan, stock purchase plan, credit union, and employee discounts. Apply in person on MONDAY, DECEMBER 1, 8, 15, 22, & 29 FROM 4:30 P.M. UNTIL 6:30 P.M. AT: US FOODSERVICE, BIGGERS BROTHERS, INC., DIVISION 125 FORT MILL PARKWAY FORT MILL, SC 29715 FOR DIRECTIONS CALL 800-624-5244 EXTENSION 8000

YOU MAY ALSO APPLY WEEKDAYS FROM 8:30 A.M. UNTIL 4:00 P.M. AT: SC EMPLOYMENT SECURITY COMMISSION (JOB SERVICE) 1228 FINCHER ROAD SC HIGHWAY 5 ROCK HILL, SC 29731 CALL (803) 327-4357 FOR DIRECTIONS EOE M/F/D/V

PART-TIME

Local non-profit
Seeking part-time person to work in clothing store. Friendly, good communication skills, ability to work with people from diverse backgrounds. Some retail experience and ability to communicate in Spanish helpful. Must be physically active. Monday-Friday 8:30 am to 12:30 pm. Starting \$6.75/hour. Send resume to:

500A Spratt Street
Charlotte, NC 28206 Or
Call D. Miller at 371-3001, ext. 136

BUSINESS OPPORTUNITY

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College, Scholarships, Business, Medical Bills.
Never repay.
Toll Free 1-800-218-9000 Ext. G-6767

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\$25,000 @ \$237.00
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\$75,000 @ \$725.00
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No Application Fee
Credit Problems OK
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2,3, & 4 Bedroom Completely Remodeled Homes. New carpet, paint etc., Owner will finance with a low down payment and monthly payments. Starting under \$399,00
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Delinquent Tax, Repo's, REO's, Your Area.
Toll Free (1) 800-218-9000 Ext. H-6767 for current listings

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UPTOWN MOTOR INN
Rooms, baths, phone, color TV, maid service, in-house laundry, restaurant. Daily single: \$28, and above. Weekly: \$105 and above. Western Union, money transfers. Two blocks from the square.
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Buy or sell HOMES, APARTMENTS, Condominiums, HERE!!!

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SEND YOUR AD-COPY TO CLASSIFIED BY FRIDAY 12 NOON NOVEMBER 21 TO INSURE INSERTION IN THE NOVEMBER 27TH EDITION
Fax 704-342-2160

SERVICE

RAPID KILLING POWER ENFORCER 20 SECOND Roach Killer
kills bugs and scorpions in their tracks! Effective for weeks. **GUARANTEED!**
Available at these participating stores:
Faulk Brothers Hardware
5744 N. Tryon Street

KILL ROACHES!
ENFORCER Overnite Roach Spray or Overnite Pest Control Concentrate.
Makes up to 2 gallons for fast and lasting roach control. **GUARANTEED!**
Available at these participating stores:
SHAMROCK HARDWARE COMPANY, INC.
3128 THE PLAZA

MERCHANDISE FOR SALE

TEMPLE BETH EL ANNUAL ATTIC SALE
THE BIG TEMPLE BETH EL ATTIC SALE IS ON AGAIN!!!!!!
November 23- November 25, 9 AM to 3 PM. at Temple Beth El, 5101 Providence Road, Charlotte, 28226
CLOTHING FOR ALL SEASON. FOR ALL AGES. FURNITURE, ACCESSORIES AND MORE.

VISIT THE TEMPLE BETH EL ATTIC SALE AND WIN HORNET TICKETS. RAFFLE TICKETS WILL BE ON SALE AT THE ATTIC SALE.

AUCTIONS

SEIZED CARS from \$175.
Porsches, Cadillacs, Chevys, BMW'S, Corvette's. Also Jeeps, 4WD's. Your Area. Toll Free 1-800-218-9000 Ext. A-6767 for current listings.

BIDS WANTED

ADVERTISEMENTS FOR BIDS

Sealed proposals will be received until 2:00 PM, on December 18, 1997, in the Charlotte-Mecklenburg Government center, 14th Floor, Room 1432, for the renovations of Fire Station 8, Project No. S12-95-038, at which time and place bids will be opened and read aloud.

The project consists of the renovations and addition to the two-story building at 1201 The Plaza for the Charlotte Fire Department together with all associated site work, general, mechanical, plumbing, and electrical work.

A Pre-Bid Conference will be held at 2:00 PM, December 11, 1997, in the Charlotte-Mecklenburg Government Center, 14th Floor, Room 1432, for prospective bidders to present any questions they have about the bidding.

Plans and specifications can be obtained from the architect, Scott Garner, PA, 1718 East Boulevard, Charlotte, NC 28203.

Plan & specification deposit \$100.00/Refundable.

The City of Charlotte reserves the right to reject any and all proposals.

For more information contact Scott Garner, AIA at (704) 333-1051.

ADVERTISEMENT FOR BIDS

Sealed bids for the Glenn C. Marlow Elementary School on Butler Bridge Road, Henderson County, North Carolina will be received by the Henderson County Public Schools Board of Education, at 414 Fourth Avenue West, Conference Room 1A, Henderson, North Carolina, until 3:00 PM on December 16, 1997, and thereafter publicly opened and read:

Bidders may obtain complete sets of plans and specifications at the offices of the Architect, Martin Boal Anthony & Johnson, Architects 1300 Baxter Street, Suite 300 Charlotte, North Carolina 28204, for a deposit of \$250.00 per set.

Bid documents may also be inspected at the Charlotte and Shelby offices of the Architect, the Charlotte, North Carolina, and Greenville, South Carolina, offices of the AGC, the Charlotte, North Carolina, and Greenville, South Carolina, office of F.W. Dodge; and the Charlotte office of Construction Market Data.

A pre-bid conference will be held at the office of the Henderson County Public Schools Board of Education, 414 Fourth Avenue West, Conference Room 1A, Hendersonville, North Carolina, on December 2, 1997, at the following times:

10:00 a.m.	Civil and General Construction
1:00 p.m.	Plumbing and Mechanical
3:00p.m.	Electrical

All bidders are notified that the provisions of NC Senate Bill 308, including guidelines for multi-prime construction options and minority business enterprise participation shall be observed in letting and executing the work. Bids are begin solicited for multiple prime contracts to complete the general construction, plumbing, HVAC, or electrical portions of the work respectively for the projects and for a single-prime construction contract to complete all the work.

All bidders are also notified that they must be properly licensed under the state laws governing their respective trades, and that applicable provision of Chapter 87 of the General Statutes of the State of North Carolina shall be observed in the receiving of the bids and awarding of contracts for the Work.

No bids may be withdrawn for the period disclosed in the "Form of Proposal". However, the Owner reserves the right to reject any and all bids. Bid security shall be submitted with each bid in the amount of 5 percent of the bid amount. A performance Bond, separate Labor and Material Payment Bond, and Insurance to be provided as required in the Supplementary Conditions.

Bidders shall be required to begin work upon receipt of Notice to Proceed and to complete the work in the time period provided for in the Supplementary Conditions. Liquidated damages will be assessed for each calendar day beyond the schedule substantial completion dates for each scheduled phase on each school as outlined in the requirements of the Supplementary Conditions.

Dr. Dan Lunsford, Superintendent
Henderson County Public Schools
414 Fourth Avenue West

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The Charlotte Post

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