

CLASSIFIEDS

PROFESSIONAL HELP WANTED

Charlotte and Surrounding Areas
Sales Representatives needed to sell patented product that effectively relieves the pain caused by razor bumps, shaving irritations and acne. Unlimited Income Potential selling to dermatologists, pharmacies, and the barber/beauty profession. Please send resume to:
TBC Inc. Ad
c/o The Charlotte Post
P.O. Box 30144
Charlotte, NC 28230

ORGANIST NEEDED
For an A.M.E. Zion Church. Must be able to play by ear and read music. All Inquiries please call: (704)596-8279.

MINISTER OF ADMINISTRATION
Large, progressive, metropolitan baptist church is seeking qualified applicants for the position of Minister of Administration. Principal responsibilities of this position include administration and management of daily church operations with significant interactions with the pastor, board of deacons, church members and numerous active church ministries. Prefer degree in Divinity and a B.A. Degree in Business or closely related field with 5 years business administration experience. All candidates must have strong administrative, organizational, oral and written communication skills. Please submit resumes to:

St. Paul Baptist Church Minister of Administration Search Committee
c/o Mr. Bobby Lowery
PO Box 31006
Charlotte, NC 28231

Resumes will be accepted until March 25, 1997.

No Phone Calls Please.

CARPENTRY
Experienced general & finish carpenters needed for single & multi-family projects. Must have own tools. Please call Larry at 342-0933.

EEO/AEE

Spacious, Upscale, Classy
Full Service hair salon and barber shop
seeks:
Experienced Professionals!!!
•Stylist •Barbers
•Manicurist •Massage Therapist
to join
Talk of the Town
call 375-5006
Offering a Relaxed Atmospher, Downtown Location, and State of the Art Equipment

SWITCHBOARD/RECEPTIONIST

With excellent communication/people skills. Cheerful personality. Prior experience required. 9-6 M-F. Mail resume to Personnel, WCCB-TV, One Television Place, Charlotte, NC 28205 or Fax (704) 376-3415 EOE.

Public Library of Charlotte, Mecklenburg County Seeks:

Computer Support Staff: two needed, Requires one year PC/MAC/printer repair experience, knowledge of Windows NT and general software, good customer service skills and interest in working with all age groups in a public library setting, demonstrated problem solving skills, college degree and training or teaching experience desirable.

Send completed PLCMC application, letter of interest and resume to C. Goode at Public Library, 310 N. Tryon Street, Charlotte, NC 28202 by 5:00 p.m. March 21, 1997.

HUMAN SERVICES SPECIALIST

Incumbent will be responsible for identifying needs and concerns of adults, youth, and the elderly residing in public housing in assigned area. Develops, coordinates, monitors and implements programs and activities to promote liaison relationship between available services and target residents. Bachelors degree and one to two years experience in the counseling/human services field. Strong verbal and written skills necessary to effectively communicate with families, other professionals and the public. Computer skills a must. NC/SC driver's license. Salary range \$22,787 - \$31,901. Closing date: 3/19/97. Drug test & criminal record check required. No phone calls, please. Submit resume to: Charlotte Housing Authority, ATTN: Human Resources, P.O. Box 36795, Charlotte, NC 28236. EOE M/F/D

EDUCATION PROGRAM SPECIALIST

The Arts & Science Council seeks individual to coordinate comprehensive cultural education programs, training and applied learning experiences. Individual will assist in working with schools, arts/science/cultural organization providers, and community organizations. Experience in arts education programming, curriculum development, and assessment & evaluation strategies required. Salary range - mid to upper 30's dependent upon previous experience. No telephone inquiries, please. Send resume and letter of interest by March 24, 1997 to:

Arts & Science Council, Inc.
c/o Education Program Specialist Search
227 W. Trade Street, Suite 250
Charlotte, NC 28202

PAINTERS

Experienced painters needed for single and multi family projects. Full time. Please call Larry at 342-0933. EEO/AEE.

RADIO NEWS ANCHOR

Part-time, needed for occasional fill-in work at Charlotte station. Significant on-air anchoring experience required. Send resume and tape to:

News Director
301 S. McDowell
Suite 210
Charlotte, NC 28204

SFX Broadcasting, Inc.
is an EEO.

PROFESSIONAL HELP WANTED

**RETAIL SALESPERSON
MANAGER TRAINEE**
We have an immediate opening in Charlotte.
WE OFFER YOU:
• Profit center responsibility.
• Outstanding personal/professional growth opportunities
• Comprehensive benefits programs-medical coverages, retirement, insurance, liberal vacations and holiday time off, etc.
• Excellent training and development programs with a company where performance counts.
• Promotion from within.
• Starting salary \$23,000 and up.

TO APPLY YOU SHOULD HAVE:
• Proven management or sales experience, or a 4 year business degree for experience. Strong leadership and business judgement. Pleasant, outgoing sales personality. Background of effort and achievement. Be career oriented and seek success. Ready to join a dynamic growing organization. Automotive knowledge a plus.

If you qualify, please call Roger Clark at 803-256-4496 (collect) between the hours of 9-4 to arrange for a personal interview.

BRIDGESTONE/ FIRESTONE INC.
FIRESTONE TIRE & SERVICE CENTER
Equal Opportunity Employer M/F

RENTAL OPERATIONS COORDINATOR

Ingersoll-Rand's Air Compressor Group, has an immediate opening for a Rental Operations Coordinator. Must be proficient in Word for Windows and Excel. Responsible for reporting, business performance measurements, customer satisfaction data, fleet status, equipment location, invoicing, accounts payable as well as general administrative support. Database administration experience a plus.

For immediate confidential consideration, please forward your resume and salary requirements to:

HR Department
Ingersoll-Rand
P.O. Box 1840
Davidson, NC 28036
EOE M/F/D/V

FIELD DIRECTOR

Hornets' Nest Girl Scout Council is seeking candidates who are dedicated and committed to supporting volunteers who provide service to girls. Ind. should be self motivated, energetic and career minded. Human Services or Social Sciences degree or equiv. exp. in a non profit org, reqd. Evening work and weekends reqd. Competitive benefits package. Forward resume and salary history to Director of Field Services, Hornets' Nest Girl Scout Council, 7007 Idlewild Road, Charlotte, NC 28212. No phone calls. AA/ADA/EOE.

SENIOR MAINTENANCE BUSINESS OPERATIONS MANAGER

Coordinates the development, control and reporting of all fiscal and general business responsibilities for Facilities Maintenance. Oversees the administration of services contracts; evaluates suppliers and service providers on various objective performance measures; provides assistance to the Director in determining maintenance priorities in the development and implementation of departmental goals; provides assistance in formulating programs and performance goals; objectives, and strategies for the dept. Maintains and compiles an automated departmental database. Masters degree in Business Administration, Public Administration or related field required. 5 to 7 years progressively responsible administrative/management experience in organizational development and design. Computer experience in developing databases and generating reports. Technical knowledge of construction methods and procedures, building materials, construction codes, current trends in the construction industry, grant structuring and marketing of various federal housing programs helpful. Knowledge of the policies, procedures, regulations, methods and activities of the Maintenance Dept. including areas supervised. Knowledge of the principles of business management, construction and maintenance, and of administrative requirements for managing related activities. Hiring range \$37,540 - \$52,057. Closing date: 3/19/97. No phone calls, please. Submit resume to:

Housing Authority of the City of Charlotte,
Attn: Human Resources,
PO Box 36795, Charlotte, NC 28236. EOE

EDUCATION "COMMUNITY PROGRAM" SPECIALIST

The Arts & Science Council seeks individual to coordinate comprehensive cultural education programs, training and scheduling. Individual will assist in working with arts/science/cultural organization providers and community organizations. Experience in non-profit organizational management, program scheduling, and volunteer/ntern programming strongly recommended. Salary range-mid 30's dependent upon previous experience. No telephone inquiries, please. Send resume and letter of interest by March 24, 1997 to:

Arts & Science Council, Inc.
c/o Education Community -
Program Specialist Search
227 W. Trade Street, Suite 250
Charlotte, NC 28202

AUTO'S FOR SALE

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

PROFESSIONAL HELP WANTED

TEACHING-PARENTS
Lincoln County CBA Group Home is seeking married couples and individuals as Teaching Parents in a coed therapeutic group home in Lincolnton, N.C. working to reunite troubled adolescents back with their families. This is a new program, with exciting opportunities for professional growth. Live-in positions three days on/ four days off, then four days on/three days off. Comprehensive training and support services provided. Applicants must have any combination of education and experience equivalent to graduation from an accredited college or university with major course work in a human services field of study and 1-2 years of experience working with kids and families. Must have a valid driver's license and submit to a thorough background check. Salary range is \$17,649-\$18,542 to start, with excellent benefit package. Mail your resume along with a cover letter to Lincoln Co. Personnel Dept, 115 W. Main St., Lincolnton, N.C. 28092. Positions will be open until filled. EOE.

ASSOCIATE DIRECTOR

The Arts & Science Council is seeking a development professional with 2-3 years fundraising experience to manage several areas of the Annual Fund Drive. Must have bachelor's degree, excellent volunteer management and oral/written communication skills. Strong organizational and financial management skills are also essential. The Associate Director will work closely with corporate and community volunteers to raise annual operating funds for the ASC's affiliate organizations. Please submit resumes to:

Arts & Science Council
227 West Trade Street, Suite 250
Charlotte, NC 28202

No phone calls please

Brick Layer and Laborer Wanted!!!

Top Pay depending on experience
Position Available Immediately
For info: Call
896-3539

PHOTOGRAPHER/EDITOR

Full-time News Photographer/Editor for a fast-paced news operation. 3 years experience in news photography. Prefer experience field producing and writing news stories. Job requires excellent driving record. Send tape and resume to:

Bill Bruce
News Operations, Dept. 48
WSOC-TV
1901 N. Tryon Street
Charlotte, NC 28206
No phone calls please.
EOE/M/F

Construction Inspector

2617 Jobs #2645-Hiring Rate: Negotiable

The City of Charlotte Engineering Department is seeking an individual to conduct inspections of a variety of construction projects; manages budget for assigned contracts; prepares and reviews plans and specifications; prepares cost estimates; ensures compliance with contract specifications as well as city, state and federal regulations; acts as liaison between city contractor, citizens and regulatory agency. Requires high school graduation with supplemental college level courses in civil engineering or related preferred; considerable experience in field engineering and construction work; knowledge of construction materials and quality control testing including administration of and developing the scope of services for construction materials and quality control testing, excellent oral and written communication skills. Deadline: Friday, March 28.

Interested applicants mail resume or apply.

City of Charlotte, Human Resources Department
600 E. Fourth Street, Charlotte, NC 28202

Please include job number

**You've Made Your
Bed, Now Lie In It.
FREE!**

Here's exactly the kind of tip you've been waiting for! After one year on our staff, you get 12 nights free accommodations at other Hyatt Hotels around the country. That's just one of the dozens of outstanding benefits you'll earn when you work for Hyatt.

APPLICATIONS ARE BEING ACCEPTED FOR:

- PM Server •
- Engineer •
- Cook •

So Wake up to the possibilities! The choice is yours... Hyatt offers such benefits as Medical, Dental, Life Insurance, Paid Holidays, Sick Leave, Retirement Plan, 401k Plan and 2 weeks Vacation.

HYATT
CHARLOTTE
AT SOUTHPARK
Applications Accepted
9:00 am-5:00 pm, Monday - Friday
5501 Carnegie Blvd.
554-1234
Job HOTLINE Ext. 2345

FOR SALE

HATBOXES by SCENTSATIONS
For Storage or Travel
assorted sizes
Wallpaper samples sent for \$4.00
Send Money Order and Color Choice(s) to:

Scentsations Hatboxes
252 Catherine Street
Albany, New York 12209

BIDS WANTED

APAC- Carolina, Inc. is soliciting bids from M/WBE contractors for Project # 7.7911235, etc., Catawba County. The following Work is needed for this project: Widening, Resurfacing, Mat Coat, Pavement Markings, Conc. Wheelchair Ramps, Structure Adjustments. Bids due by March 17, 1997. Interested parties contact Tom Kindred at 704-872-6556 or Todd Edge 704-332-3805.

INVITATION TO BID MBE AND WBE SUBCONTRACTORS

Sloan Construction Company, Inc.
an EOE is requesting quotes from WMBE Subcontractors for NCDOT project No. 6.961021-Widening, grading, drainage, paving, pavement marking on .73 miles of Road NC 107 Northwest of Cashiers, Jackson County, NC

DESCRIPTION OF WORK THAT WE ARE REQUESTING BIDS FOR:

Milling, traffic control, structure adjustment, masonry drainage structures, curb & gutter, misc. concrete, guardrail, silt fence, storm drainage, thermoplastic and trucking (hauling asphalt, surface treatment aggregate and stockpile materials), clear & grub, uncl exc, various grading items, geogrid reinforcement, pipe culverts, crack sealing, perforated subdrain, conc ditch, shldr gutter, guardrail, rip-rap, bldg removal, traffic control devices, thermoplastic marking, paint marking, silt fence, seeding, hauling asphalt (from Dillard, GA), hauling materials.

Bid date: March 18, 1997 @ 10:00 A.M. M/WBE Subs should contact Gary R. Baumgarner or Kevin Neal at Box 2008, Greenville, SC 29602. Call 864/271-9090 or fax 864/235-5245.

ADVERTISEMENT FOR SALE

The Housing Authority of the City of Charlotte will receive bids for a house located at 5720 Closeburn Avenue, Charlotte, North Carolina. The successful purchaser must move the house off the property within sixty (60) days of acceptance of the offer. Bids less than \$5,000 shall not be accepted. Bids shall be mailed to Ms. Barbara Scott, Senior Buyer, 2600 Youngblood Street, Charlotte, NC 28203. The bids will be received until 2:00 pm on April 2, 1997. Bids may be submitted prior to the deadline, but NO BID WILL BE ACCEPTED AFTER THIS DEADLINE.

The contact for this project is:
Barbara D. Scott, C.P.M.
Phone: (704) 336-5212
FAX: (704) 336-5202

The owner reserves the right to accept or reject any and all bids, to waive informalities and to award the contract to other than the low bidder, should it be deemed in their best interest.

The owner prohibits discrimination in any manner on the basis of race, color, creed, national origin, sex, age or disability and will pursue an affirmative policy of fostering, promoting and conducting business with minority owned enterprises.

HOUSING AUTHORITY OF THE CITY OF CHARLOTTE

Harrison Shannon, Jr.
President/CEO

BIDS WANTED

Sealed proposals will be received by the Director of Charlotte-Mecklenburg Utility Department in the 2nd Floor Conference Room of the Administrative Offices, 5100 Brookshire Boulevard, until 2:00 P.M. on Tuesday, April 1, 1997. They will thereafter be publicly opened and read.

Proposals must be on forms furnished by the City and marked "PROPOSAL FOR WATER AND SANITARY SEWER MAIN CONSTRUCTION - FY97 CONTRACT 'M' - STREET MAIN EXTENSIONS.

Proposal forms and specifications may be obtained at the Office of the Chief Engineer for \$25.00 (non-refundable), 5% deposits must accompany proposals.

North Carolina laws and regulations apply.

The City provides equal opportunity to Minorities and Women and requires M/WBE Participation in contracts. To obtain copies of the M/WBE Plan call 336-4137.

The right is reserved to reject any or all proposals.

The City complies with the American With Disabilities Act and will provide contract materials in alternate format upon request. Reasonable accommodations and auxiliary aids will also be provided upon request.

Crowder Construction Company

is soliciting MBE/WBE's to furnish quotes for the following project bid:

Stanly Co. 8.2680701 and Union Co. 8.2691101
Grading
Traffic Control
Pavement Markings
Guardrail
Hauling
Seed & Mulching

The plans and specifications are available for review at our office. There will be a pre-bid meeting at our office on 1123 East Tenth Street on Tuesday, March 11, 1997, at 4:00 P.M. If you have any questions, please call Larry McCarley at (704)348-1323.

Crowder Construction Company

is soliciting MBE/WBE's to furnish quotes for the following project bid:

Purser Dr/Finchley Dr. Storm Water Imp., Phase II
Hauling
Fence
Masonry Drainage Structures
Traffic Control
Seed & Mulching

The plans and specifications are available for review at our office. There will be a pre-bid meeting at our office on 1123 East Tenth Street on Tuesday, March 11, 1997, at 4:00 P.M. If you have any questions, please call Larry McCarley at (704) 348-1323.