504 Help Wanted Office-Clerical

SECRETARY with light experience and average skills for Southfield insurance Co Nice hours, nice people Salary $520 to $580 Fee paid

TROY COMPANY needs accounts payable clerk, light typing 1 year experience Salary $5.5 Nice fee arrangement

Birmingham Company needs great of office secretary, no shorthand Salary $500 to $530 Fee paid

WORK AFTERNOONS Part time secretary, Bloomfield Location Good skills and insurance background required Salary $4 per hour Good fee arrangement

ADAMS & MARTIN PERSONNEL
920 E Maple Birmingham
646-5600

PART TIME Dr's office Typing general office knowledge and linear sheet Form experience Livonia 425-4425

WORK IN LIVONIA
An experienced person wanted to investing job opportunity in linear sheet Office here in Livonia Good hours and working conditions for the person who qualifies For appointment call Mrs B Field 525-6100

504 Help Wanted Office-Clerical

SECRETARIES
BOOKKEEPERS
SR TYPIST
KEYPUNCH OPERATORS
Many challenging temporary assignments near your home Work a few days or weeks at a time No fee Call or visit
SOMEBODY SOMETIME
16415 W 8 Mile, Nthld
272-8500
28277 Dequindre, Warren
545-1700
420 Village Plaza, Drbn
565-3500

RECEPTIONIST Secretary Architectural office Southfield Experience required 260-2002 or 258-2000

RECEPTIONIST-TYPIST
For Real Estate Company in West Bloomfield Good Telephone voice, sharp appearance and mature personality Call Ms Trumbull
626-4800

GENERAL OFFICE typing filing clerical, etc Apply in person to Mold Ex Rubber 13961 Industrial Park Drive Farmington

REAL ESTATE RECEPTIONIST
With secretarial experience Seeking neat appearing sharp and friendly girl 30 - 38 years old A good telephone voice with a bubbly personality is a necessity A variety of responsibilities $130 week to start Ask for Don Waffle CALL 5600

504 Help Wanted Office-Clerical

SECRETARY
Seeking enthusiastic individual who desires a position with responsibility and an opportunity for growth Assist Executive Secretary with phone work, record keeping, correspondence, filing, statistical typing, shorthand Salary commensurate with ability plus complete insurance benefit program, paid vacations and special membership benefits For information, call 642-4200, Ext 73
Silhouette/American Health Spas
30555 Southfield Rd
Suite 400,
Southfield at 13 Mile
Southfield

EXPERIENCED TYPIST work at home Southfield area Must be able to pick up and deliver Call Carol 424-8686

SECRETARY
Like a challenge? This job has it Our service department needs a bright energetic secretary with good typing dictaphone and short hand skills Must be dependable and able to accept responsibility Excellent fringe benefits Farmington area For interview call
476-7100, Ext 296
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

KEY PUNCH OPERATOR
2 years experience, familiar with IBM 129 or 029 Apply
S.M.C.
800 Junction, Plymouth

BOOKKEEPER must have related cost background for The Capstone Table in Northville Call Joyce for interview 349-4080

SHARP SECRETARY
$800 Super company needs good mixture of office skills professional attitude and a flair for figures to round out their executive department now! See Ms Michaels
353-6500
Snelling & Snelling
PERSONNEL

BOOKKEEPER
For modern apartment complex in Wixom Background in efficient record keeping necessary 5 day work week including Saturday Reply, stating experience and salary requirements, to Office Manager, Box 905, Southfield, 48076

ASSISTANT BOOKKEEPER with experience Good statistical typist for multi office firm in Troy Call 643-9630

504 Help Wanted Office-Clerical

Secretary
Southfield professional firm personnel department has opening for Executive Secretary Diversified position requiring personable and flexible individual for extensive public contact and heavy typing dictaphone work load Top skills and ability to organize a must Salary commensurate with experience Excellent opportunity to assume increased responsibilities under excellent working conditions with congenial staff Send complete work and salary history to Personnel Dept P O Box 307 South field, Mich 48076
An Equal Opportunity Employer

PRIVATE SECRETARY to Sales Representative in Southfield Must be good organizer and typist, require mathematical ability Must be confident and self sufficient Call for interview 357 2383

EFFICIENT PAYROLL CLERK
Outstanding suburban company needs typing payroll experience and career minded You to start working today For prompt $650 plus Call Ms Larson
353-6500
Snelling & Snelling
PERSONNEL

WANTED full time Bookkeeper to take charge of all books for small corporation Must have Book keeping thru Trial Balance Reply to Bookkeeper P O Box 5157 Dearborn Michigan 48126

504 Help Wanted Office-Clerical

FUN FRONT OFFICE
To $800 Plush suburban office needs a super personable You to answer phone greet clients and type 48 cha, top fringe benefits and be paid Phone Trish Cole
353-6500
Snelling & Snelling
PERSONNEL

AUTOMOBILE BOOKKEEPER
needed Full charge experience necessary Vim II EDP System excellent compensation and fringe benefits Apply Falvey Imported Cars Mrs Lehman or Mr Lipman 543-5000

BOOKKEEPER
Experienced Hours, 10 AM - 4 PM 5 days Some typing and shorthand
BIRMINGHAM CAMERA
644-0510

SECRETARIES WANTED more type 50 w p m Shorthand 60 w p m Interviews between 3 PM 5 PM Monday Friday 559-0561

RESPONSIBLE Girl who has Home Owners Insurance experience 569 0050

GENERAL OFFICE
$520 Some experience helpful for prestige spot Fast paced Fun job Harry Call Judy Hope
588-5400
Snelling & Snelling
PERSONNEL

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
for Management Consulting Firm who deals with top Management of Client Companies Must produce a very perfect typing Need mature professional career woman who can keep pace with professional men who are tops in their field Excellent working conditions in Troy Golden Carrier benefits equity and salary commensurate to P O Box 482 Troy Michigan 48084

SECRETARY
To work with Salesmen and to take customer phone orders Typing and Dictaphone experience required Must show initiative and be able to deal with people Excellent fringe benefits Good retention and salary requirements to Medtronic Sales Inc Suite 200 26080 Northwestern Hwy Southfield Michigan 48075

KEY DISC KEY PUNCH
Several openings pleasant working conditions shift differential in evening pay full paid fringe benefits Weekend operators afternoon midnight shifts full and part time days
Brookside Center
22 Mile and Mound
268-2230
16230 Northland Dr Southfield
354 2230

GENERAL OFFICE
Typing and pleasant telephone voice Some bookkeeping experience required Immediate open Full time steady position Downtown area Apply in person
FAIGLE TOOL & DIE CORP
1500 Chene Rd Detroit
581 7500

EXPERIENCED Receptionist Operator Southfield office full and part time Call Carol 424-8770

ASST BOOKKEEPER
General Office Good typing Real Estate Investment Company $160 per week to start Send resume to Rowin & Sparrow Box 695 Bloomfield Hills 48013

LEGAL SECRETARY experienced legals skilled for full time position with Royal Oak law firm 549 0000

Able Minded $700
Organizer Fee Paid
Well spoken personable secretary needed as good right hand to advertising executive of this famous car persian You'll handle confidential material set up files and take charge while your boss is away Call PERMANENT STAFF 542 3141 (all 8 pm weekdays

RECEPTIONIST Dr's office Birmingham Medical Bldg For Thursdays 9 am 5 pm Send resume to Box 878 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

TYPISTS
STENOS
See Marilyn Burns
30600 5 Mile at Beech Daly
GIRLPROPER
Div Manpower Temp Services
965-7000

GIRL EXPERIENCED in preparing claims home owners auto and packages 559 0650

506 Help Wanted Sales

CENTURY 21
FAIR TOWNE COMPANY
Farmington Hills and
West Bloomfield
851-0900 626 8000
Sales volume dictates the need for an increase in our Sales Staff We are looking for 4 Sales Associates The people selected may be experienced or inexperienced eager to work and grow with the largest real estate organization in Michigan

We are members of 2 Multi List Boards Birmingham Bloomfield and United Northwestern

If you are interested in a career in Real Estate we are interested in you

For more details regarding a future with unlimited income call 851 0900 or 626 8000 Ask for John Tower

Unique & Rewarding
Compensation Plan while establishing yourself in a Real Estate Career Company furnished lease car other qualification Equally good today for experienced salespeople Ask for Ken Cook
REAL ESTATE PROFESSIONALS
649 0200

NEED MONEY? ACT NOW this start 3 sales persons part time Call for interview 522 3490 or 653 6882

Century 21
Newest office located in Farmington Hills desirous of hiring a few experienced producing Real Estate Sales Associates Million dollar sales producers earn over $21 000 Two million dollar producers earn over $45 000 Call for details and interview
478 5900
VINCENT N LEE
EXECUTIVE TRANSFER SALES

REAL ESTATE SALES
Immediate positions open for self motivated licensed aggressive salesperson Excellent opportunity for advancement For appointment call
TRIAD REALTY
358-4663

ACCOUNT REPRESENTATIVE
For radio visual and art production studio Commission basis with Contact Steven Rudolf Inc 17463 W 10 Mile Southfield 557 2210

We have all the new tools to help you set the new year right! Prime location in Troy's Golden Corridor Extensive advertising, membership in the Birmingham Bloomfield Board of Realtors excellent training and supervision Contact Jerry Strohmaier
643 0704
CRANBROOK
Assoc Inc Realtors

SALESMEN
MARK REALTY
is happy to announce the opening of their new office at 15271 Farmington Rd Livonia We are looking for full and part time salespeople to staff this office If interested please call
DICK BONNIVILLE
261-0990

WOMAN for pleasant part or full time work Ability to handle and work with people important 35 45 yrs preferred not required 863-6476 or 646 1388

506 Help Wanted Sales

CONDO SALES
We need 3 more ambitious Sales Associates to specialize in Condominium Sales Experience not necessary but will train Highly motivated newcomers Farmington Hills and W Bloomfield Offices 2 MLS Services We know this field best Call Owen Hall at 626 6100 to explore this opportunity
CONDO - MART Realtors

Century 21
The largest real estate organization in Michigan with 67 offices and over 1 300 in the U S A and growing rapidly is looking now for you and great work as Both personal & advanced training all new sales academy to future success Century 21 will help you every step of the way Call for details
BIRMINGHAM - BLOOMFIELD
TROY
644-3232
WEST BLOOMFIELD
& FARMINGTON HILLS
851-7711

SALESLADIES Infants and children's apparel full time Experienced only need apply Berlin's Orchard Mall 13 Mile Orchard Lake area 851 3110

THE DURBIN COMPANY
REALTORS
BLOOMFIELD HILLS OFFICE
HAS OPENINGS FOR
Energetic hardworking individuals wanting a career in real estate sales We want to talk to people who are a success oriented person that enjoys meeting people and starting off doing for yourself If this is you resume If you possess these qualities call Mr Seaver for a personal interview 642 3500
THE DURBIN COMPANY
REALTORS
1300 S Woodward
Bloomfield Hills
Across from the Fox & Hounds
& N of The Kingsley

THE DURBIN COMPANY
REALTORS
BIRMINGHAM OFFICE
If you are thinking of selling Real Estate then start your career in one of the best Real Estate markets in the United States The Birmingham office of The Durbin Company Realtors has one opening for a self motivated sales oriented go-getter We offer a superb in house training program membership in the top multiple service & a superb management team work ing on your side 24 hours a day Call Bruce Durbin for a personal interview 642 2700
THE DURBIN COMPANY
REALTORS
1300 S Woodward
Birmingham

MANAGEMENT TRAINEE progressive Co seeks several ambitious with management potential must be willing to work hard and have transportation Extensive training with advancement for qualified individuals Ask for Mr Kirk 553 1300

Attention!
Gals-Guys-Couples
A fantastic ground floor opportunity is here with an established Michigan company Be the first in this state selling a prestige item through home presentation Tremendous proven success in other states
ORIGINAL OIL PAINTINGS
CALL FRAN
255-7804
AT
ARTISTIC
INTERIORS INC

SALESMAN To sell clothes in Birmingham area 647 7766 642 6172

506 Help Wanted Sales

MATURE aggressive woman to work days in Mini Florist shop in Southfield Must have sales experience and like to talk to people Florist experience not necessary Call Betty at 353 0963

INTERESTED IN SELLING REAL ESTATE?
Call TODAY for an interview
Plymouth Northville
Fred Madley 455 5200
Livonia Farmington
Tom Kuster 476 9100
Southfield Lathrup
Ken Kersten 557 4700
West and Livonia
Peter Tintop 721 8000
chamberlain

AN ESTABLISHED realtor firm needs woman as sales representative in this area Experienced salary plus commission paid training program paid vacation and opportunity to advance Call Mrs Ford 331 888 1870 before noon
An Equal Opportunity Employer

RED WING
TICKET
WINNER

MODELING SCHOOL
Barbizon School of modeling is seeking Girls Girls Girls who [illegible] Health Spas Sales Modeling School Sales experience helpful but not necessary Job training available Interviews Monday thru Thursday 3 PM 9 PM Saturdays 10 AM 5 PM
Call for interview 353 2896

YOUNG SALESMAN
To sell unique term life policies Leads furnished Contact Observer & Eccentric Newspapers Inc Schoolcraft Livonia Michigan 48150

REAL ESTATE
Highest Commission [illegible] program for high earners [illegible] in Michigan's finest Real Estate School [illegible] willing to work a full time high earning career [illegible]
Call Gene Davies for [illegible]
525 7770

Century 21
Home Center Realty

GOURMET KITCHEN Seven Mile weeks [illegible] for self motivated individual [illegible] for the right person [illegible] 10 30 AM and 1 PM 344 6194

YOU CAN SELL REAL ESTATE
Our national training program [illegible] income We offer [illegible] competitive [illegible] immediate openings in our new Royal Oak office American obligation Career Seminar on Saturday January 24th 10 AM at 1225 E Maple Birmingham Call 646 1600 for your complimentary reservation
REAL ESTATE ONE
NEED 10 WOMEN IMMEDIATELY

506 Help Wanted Sales

AGGRESSIVE
Realtor Associates
Sharp new sales office with established name and location and excellent reputation Realize the potential of your earning power and join a winning team dealing about deals in property Monthly and yearly bonus plans Outstanding advertising program Listings entirely by broker Call Weldon Clark or Bob Fox 425 7376

1ST Weldon Clark
REALTORS

NORWOOD
REAL ESTATE CAREERS
MEN OR WOMEN
WE'RE EXPANDING
We're expanding our present NORWOOD staff We have openings for hard working honest people
LEARN REAL ESTATE
Learn real estate sales and listing skills from NORWOOD S professionally trained instructors
EARN MORE MONEY
You will earn more because NORWOOD pays top commissions plus a liberal bonus plan
MANAGEMENT GROWTH
You can grow with NORWOOD we offer each qualified sales associate an opportunity for management training
CALL NOW
Now is the time for you to pick up the phone and call one of our NORWOOD offices listed below
Farmington-Novi 478-2000
Livonia-North 478-5000
FARMINGTON HILLS 478-2002
Livonia-Civic 522-3010
NORWOOD REALTORS

WHODUNIT?

The sofa, the chair, the stove and the dresses . . . all sold in a single day. Who could have gotten away with it? It's really not such a mystery. Every clue points to the Observer & Eccentric Classifieds: the quick response, the number of calls, and most important, the results--SALES.

Consider the opportunity . . . the Observer & Eccentric Newspapers are read twice each week by more than 155,500 families in Wayne and Oakland Counties --families next door to you and in neighboring communities.

Consider the motive . . . the Observer & Eccentric Want Ad Department has a strong desire to satisfy your needs, whether you're selling a couch or looking for a job.

Consider the weapon . . . the Observer & Eccentric Family Want Ads have a double edge because they're placed in two consecutive issues (Monday Thursday or Thursday Monday) and are seen each time by more than 155,500 witnesses. And these Family Want Ads (no changes in copy, no cancellations) cost only 86 --that's a savings to you of 82 off the regular cost of placing an ad in two issues.

It's a modus operandi that is well known and makes the solution to this case elementary.

DIAL CLASSIFIED DIRECT

644-1070
When calling from Oakland County

522-0900
When calling from Wayne County

852-3222
When calling from Rochester or Avon Twp.

The Observer & Eccentric
Classified Ads