504 Help Wanted Office-Clerical

General Office
Moving Company needs a good typist for clerical, accounting duties. Will learn bookkeeping machine
Contact Personnel
689-2090

INSURANCE AGENCY needs person experienced in personal lines or claims. Huntington Woods. Call 398-1700 between 9 am and 5 pm After 7 pm 334-1817

SECRETARY
Person with good secretarial skills plus familiarity with mini computer operations, numerical control programming. Plasterboy Co. Excellent working conditions in manufacturing engineering office of modern size company in northwest Suburbs. Call for interview
476-7100, Ext. 296
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EXPERIENCED SECRETARY
Typing and dictaphone required good benefits call Pat Argentia 851-8600

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W. 12 MILE
$700 /MO.
Top $$ for figure clerk with light experience to train on company's new computer. Great benefits PERMANENT STAFF Personnel
CALL 388-8900

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NO TYPING
$500/MO.
If you have no experience and don't type another foot, great Farmington employer will train math oriented high school grad. PER MANENT STAFF Personnel
CALL 388-8900

LEGAL SECRETARY Interesting new downtown Birmingham office. Convenient parking provided. Prior legal experience and shorthand helpful but not necessary. Excellent typing skills required. Call Mr. Simpson for interview 963-0725, after 6 PM 644-1187

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LIVONIA
$500/MO.
No previous experience necessary. No typing necessary. Dependable sympathetic high school grad will be trained completely. You'll learn X rays and medical procedures PERMANENT STAFF Personnel
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504 Help Wanted Office-Clerical

SECRETARY
Farmington office has position for experienced, bright, versatile person to run office. Must be secretary. Duties include shorthand, typing and general office work. Excellent opportunity for the right girl 476-1323

FAST RAISES
TELEGRAPH RD.
$600 Fee Paid
Advance quickly even without previous work experience. Expanding suburban firm needs good typist who is self starter. PERMANENT STAFF Personnel
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PRODUCTION CLERK Typing filing general bookkeeping clerical work. Apply in person Ace Control Co. 25456 Industrial Park Dr Farmington

BEGINNER
W. 12 MILE
$550/MO.
Light typing OK here. Nice company wants bright high school grad to train on their new computer. Benefits include profit sharing. PER MANENT STAFF Personnel
CALL 388-8900

TYPISTS Part-time Experienced 70 WPM. Work partially days-afternoons and or evenings. Send resume with hours available to Box 646 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

ARRANGE TRIPS
SOUTHFIELD
$750 Fee Paid
Busy executive who travels a lot needs take charge secretary to keep things straight. Many extra benefits. PERMANENT STAFF Personnel
CALL 388-8900

SECRETARY RESEARCH ASSISTANT challenging position. Elderly Care Research Center. Wayne State University. Excellent skills college background preferred approximately $7500 Call morning 577-3397

WESTLAND
CLERK
$650/MO.
Have you had some experience on adding machines? Nice basic needs help with posting two. Benefits plus PERMANENT STAFF Personnel
CALL 388-8900

504 Help Wanted Office-Clerical

PERSON EXPERIENCED in phone messaging and light office work. Phone United Tele Team Inc 960-5420

LEGAL STENOGRAPHER. Southfield law firm. Experience required 355-3100

TRAINEE
$550 Fee Paid
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CALL 388-8900

BOOKKEEPER STENOGRAPHER Bookkeeping law firm, experience required 352-5100

VACATION TIME IS COMING! EARN SPENDING MONEY! If you type 45 WPM and have experience with business machines, register with us. There's no fee or obligation. We pay you to use your skills in many modern business in your surrounding communities. Call TEMPORARY STAFF. 525-0510

EXECUTIVE Girl Friday, machine tool sales office. Applicant must have excellent references and previous experience. Salary open for right candidate. Call Between 1 00 & 5 00 PM 569-0180

SECRETARY
Office in Northland area needs an experienced secretary. Qualified applicant must possess excellent typing, shorthand skills and have a pleasant phone - handling manner. Excellent fringe benefits and working conditions. Salary commensurate with background and ability. Call to arrange an interview
968-2200
Equal Opportunity Employer

RECEPTIONIST
AD AGENCY
We are looking for someone to replace an irreplacable receptionist. If you are that someone, you have switchboard experience, excellent phone skills and typing and a good head on your shoulders. We are waiting to hear from you at 356-4000 ext 41

INSURANCE
CLERK
Mortgage company in Northland area is seeking experienced adjustor for their insurance department. Salary commensurate with experience. Excellent fringe benefits. For appointment call Mr Chapin
569-2800

EXPERIENCED BOOKKEEPER Three days weekly. Reply Box 653-E Observer & Eccentric

- SECRETARY -
STENOGRAPHER
A National Corporation located in Redford Twp is presently seeking a Secretary - Stenographer who is technically oriented to work with our Technical Director of Research and Development. The applicant should possess above average typing and shorthand skills.
The position offers an excellent starting salary, opportunity, responsibility and a superior fringe benefit package which includes Profit Sharing. Those who are qualified should submit their resume including salary requirement to Box 572, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

504 Help Wanted Office-Clerical

SECRETARY. Real Estate Experience, shorthand preferred. Southfield Office 557-0779

Office Clerk
Full time position for sharp gal over 25 with good business skills. Background in pharmaceuticals and health & beauty aids helpful. Nice atmosphere. Call Miss Harrier weekdays between 10 AM and 3 PM
349-5000

LEGAL SECRETARY. Previous legal experience necessary. Good typing skills. Birmingham office. Call for interview 642-6225

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Immediate Openings In Your Area
Interviewing Daily 8-1
See Maryann Burns
28069 S Mile at Beech Daly
or Delivery Key
29256 Ryan Rd at 12 Mile

GIRLPOWER
Div Manpower Temp Services
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LEGAL SECRETARY.
EXPERIENCED
Wanted for Birmingham office. Position requires good skills & ability to assume responsibility. Salary commensurate with ability. Send resume to P O Box 1084 Birmingham Mich 48011

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GIRLPOWER
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LEGAL SECRETARY for law firm located in Telegraph 12 Mile area. Shorthand required, salary commensurate with experience. Roswell & Rosenfeld 851-3080

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OPTHALMOLOGISTS Office Northwest Suburb doctor's consult and work experience in Ophthalmic Med. Providence only. Own transportation. Full time. Send resume to Box 646 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia, Michigan 48150

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Math million dollar company expanding. Good salary, commission and benefits. Apply in person to La Fayette Radio 33740 Plymouth Rd Livonia

506 Help Wanted Sales

CAREER OPPORTUNITY
For one of America's leading Life Insurance companies. Must be probably married between 25-40 (we'll train) age not important, what important) with progress made employed at least one year. Insurance you will need simple determination & desire to serve others as well as himself. To this man we offer a guaranteed income & unlimited earning potential. We offer independence of own business yet affiliation and support of large financial firm. For appointment call 425-2958

REAL ESTATE SALES
Our fast growing Troy office has openings for people interested in a full time Real Estate career. Extensive advertising, membership in two multi-list services, effective merchandising tools, in-depth training and management assistance are some of the opportunities for a fast profitable start. Experience preferred but not mandatory. Call Jim Leahy for confidential interview
WEIR, MANUEL, SNYDER & RANKE
289-7300

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You can add money to the family income in your own home. Watkins location available. For details write Mail Sales Division Dept 19 Watkins Products Inc Winona MN 55987

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$27,000 SALARY PLUS
General sales manager for large multi products dealer oriented company. Must have successful track record in developing training and motivating salesmen as well as P & L comprehension. All benefits plus incentive and expenses. Call Mr DeSerio
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Detroit's fastest growing Ford Dealership, needs experienced salesmen. THE best pay plan with benefits. Call Jim Ellison 583-4000
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DAVIDSON'S
249 Pierce St 681-6700

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We are looking for an individual to handle the transfer of our stock from store to store but more important to see good automotive in train for a possible management position within our organization. If you are good at verbal expression are willing to put in some real effort on the job are between 19-24 and have an interest in the retail business please contact Rick Johnson 477-0909

SALESWOMAN
Ladies Apparel Shop Oak Park has opening for an experienced dress salesperson. Good salary and commission. No night work. Management also available
MARTIE SLURBAN

506 Help Wanted Sales

PHONE HELP WANTED full or part time in Southfield area. Good pay 559-6161

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Gene Darke Realty

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We are growing and looking for a branch representative. You must have proven sales ability and good character references. We offer you plenty of opportunity, long hours, opportunity to grow with us and more than a average income. Ask for Mr Ross 535-2000

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SALES
OPPORTUNITY
With National Co Openings for experienced Sales People to call on business owners & professional people in Detroit & surrounding territory. Call Mr Earle or Mr Nolt at Jones per hour leave call back number work hours
353-7700

506 Help Wanted Sales

ALUMINUM SALESMAN full time opportunity with international aluminum manufacturer. Home fronts & windows. Construction and 8 P.M. Experience not necessary. Call 261-1166 or 553-5250

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We need a dynamic man or woman to sell our exclusive wallcovers and an extensive line of advertising specialty business gifts. If you have a good history of sales success or wish to begin a career in sales you can benefit from our attractive commission structure in our industry. Must be need to an individual who can deal directly with businessmen, who use calendars and specialty items to promote their business. This is an excellent opportunity for you to grow close yourself with the Than D Murphy Co. a pioneer in the advertising field since 1888. Your initiative and planning will determine your growth and success with our established company. Your accounts are protected and repeat orders make money for you. If you like organize your time and work with a minimum of supervision this can be an excellent full time or part time business. Call Mr Earl Bond Sales Manager Than D Murphy Co Redford Twp 937-3100

506 Help Wanted Sales

SALESWOMAN Full time Mature Women for permanent position at card shop in Woodland Shopping Center 3 days including 3 evenings 12 P.M. Experience not necessary. Call 261-1166 or 553-5250

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ADVANCE NOW in one of the most respected companies in the industry. Salary, bonus, car, expenses, insurance, vacation. Livonia representative. High school graduate good over all appearance. Age 25 to 35 preferred. Earning potential three to four figures per year. Phone after Call Mr Donald 261-1771

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506 Help Wanted Sales

WANTED Aggressive merchandising individuals to participate in door to door sales drive. Machine shop experience helpful. Rivarossi 476-1880

507 Help Wanted Part Time

SECRETARY Part time, permanent opportunity for 1 PM daily. United Methodist Church 591-0550

GENERAL office work for mature woman with bookkeeping background. SOUTHFIELD area 569-3767

HANDYMAN for light maintenance work. Southfield area 557-4831

PART TIME 29 hrs per week to call on retail stores and department stores as a fulltime sales trainee. Part time sales experience helpful. Salary 12 years or more. Call 557-1550

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For Douglas Foods
Apply 9 AM 12 noon Tuesday Morning only
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Ford Lahr & Grand River Area

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508 Help Wanted Domestic

BABYSITTER mature 3 days a week Farmington area. Refs 661-4462

HOUSEKEEPER Live in live out Bloomfield area. Must have own transportation. Mrs Ginsberg 851-8684

BABYSITTER 6 M to 6 PM Mon-Fri. Own transportation. 5 Mile-Telegraph area 532-1766

MATURE WOMAN live in or out to care for 3 children. Hours flexible. Mon-Fri. Refs 532-1785

BABY SITTER live in or live out care for 19 month old girl. Mon-Fri 8 AM-5 PM. Sat 8 AM-5 PM. Call after 6 PM 532-3000

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S Mile Rd Farmington Hills
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BABY SITTER Birmingham area live out. Mon-Fri 7 days 8 AM-5 PM. 3 girls 10 10 and 3 phone after 6 PM 642-2522

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