504 Help Wanted Office-Clerical

CLERK TYPIST, requires typing on business machine. Permanent 5 day week. Schoolcraft - Farmington area. Responsibilities are expected to. Call 692 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

INSURANCE SECRETARY. Ready for advancement and responsibility? We have an opening for an all around insurance secretary who can manage and direct a personal lines department. If you think you can do the job, call Al Johnston at 353-9600. Salary commensurate with experience and ability.

SUMMER POSITION as personnel counselor for college graduate. Call Mr. Grant 477-9613

CLERK TYPIST
40 WPM MINIMUM
CALL MR. JARVIS
353-3000

INSIDE ADJUSTER
2 Years Work Comp. Experience
Call Mr. Jarvis
353-3000

SECRETARY
For Bookkeeping law firm. 12 Mile-Southfield area. Must be excellent typist proficient in shorthand preferred. Legal experience helpful but not required. Call Mr. Hanselmann at 557-6300

RECEPTIONIST-SECRETARY
For Real Estate firm. Call Mrs. Wilhelm 2 PM or 12 Noon
642-6500

SUBURBAN NEWS PUBLICATIONS
SECRETARY, to $756. Fee Paid. Light shorthand. Good typing. For advertising company. Farmington area.

JR. SECRETARY, $600. Fee Paid. Good typing and 8 H required for plush Farmington Hills office.

SECRETARY $803 plus. Fee Paid. Life insurance experience with good skills required. Southfield.

RECEPTIONIST, to $579. Fee Paid. Type 50. Pleasant manner and voice a-1!

INSURANCE, $650 plus. Fee Paid. Minimum 3 years home owners experience. Southfield.

ACCOUNTING CLERK $650. Fee Paid. Associates Degree in accounting required. General accounting. Not area.

Call Mrs. Evans 477-9840
SUBURBAN PERSONNEL

LIVONIA OFFICE
Of National Company has immediate opening for, persons with strong posting or telephone experience. Full time only. Excellent fringe benefits. Apply 13109 Wayne Rd. S. of Schoolcraft. E. of Levan Rd.

Office Help
Good with figures, to work in downtown Detroit retail store. Call Carol for appointment
WO 3-5800

BOOKKEEPER. Part time. Full charge to Trial Balance. Typing. 365-3390

ROYAL OAK TYPIST
$550 Fee Paid
Super interesting job with excellent benefits. Variety of duties for quick to learn typist. Congenial co-workers. PERMANENT STAFF Personnel
CALL 388-8900

SECRETARY RECEPTIONIST
For Architectural Firm. Must have experience in general office procedures with accurate and fast typing, good spelling grammar and excellent phone skills. Diversified responsibilities. Salary commensurate with experience. If qualified please call Mr. Vagi 557-3700
An Equal Opportunity Employer

SECRETARY, $150 $180. Fee Paid. Engineering department. Type 60 shorthand 90. Ray Grosse Personnel 399-1626

For Your Convenience
KELLY GIRL Suburban Offices will be open Saturday 9 AM to 1 PM. Please visit one of our suburban offices nearest you and find out about the many job opportunities available.
TYPISTS - STENOS
SECRETARIES
FILE CLERKS
KEY PUNCH OPR.
If you have good office experience we can put your skills to work and keep you busy throughout the summer, and as much as you want, so that we could use one of our environments located suburban offices.
Kelly Girl
DIVISION OF KELLY SERVICES
Bloomfield Hills 642-9650
Dearborn 561-2530
Livonia 522-4020
Southfield 424-9100
An Equal Opportunity Employer

SECRETARY AD AGENCY
Skilled experienced and smart. Nice work in new agency at Italian agency with lots of pluses. Phone 354-0080 ext 61

OFFICE CLERK
Full time position. Must be flexible in hours to work. Novi area. Call Miss Horner, weekdays between 10 AM and 3 PM. at:
349-5000

SECRETARY In Administration of Inter. Real Estate Association. Some experience, shorthand helpful but not necessary. Excellent typing skills required. Call Mr. Hervey. Small office, pleasant surroundings. Long Lake - Telegraph Rds. area. Call 644-6250

SECRETARY TO V.P.
Sharp bright girl needed for corporate offices of large manufacturing company. Shorthand typing plus 2 years secretarial experience. Salary to $750. Fee paid

ALLIS JOHNSON PERSONNEL
Qualified Employers 32999 Northwestern Farmington Hills 476-2900

GENERAL OFFICE.
Mature person, good overall position. Will train. Apply Harvey Brock Inc. 9065 Livernois 861-6180

SECRETARY
NORTHLAND AREA
SECRETARY to common administrative assistant. Two year office background. Superior skills 4 or 5 days per week
Call evenings
357-0537

GENERAL OFFICE.
Answer telephone, type letters and general typing on shorthand notes. Mailing duties. Oak Park area. Call Richard Schuster 542-7613

ACCOUNTS PAYABLE CLERK
Excellent opening for experienced Accounts Payable Clerk. We offer excellent working conditions, growth environment, good salary and liberal employee benefits. Call Mr. Battres
349-6700
GUARDIAN INDUSTRIES
43043 W. 9 Mile Rd
NORTHVILLE

ACCOUNTING CLERK
Minimum 1 year business school or counting education plus 3 years accounting work experience desired. Must be able to type and use calculator. Attractive salary and top benefits. Apply Personnel Department
NATIONAL BANK OF SOUTHFIELD
29201 Telegraph Southfield
354-5250

EXECUTIVE SECRETARY for legal firm in Northville area. Only bringing job for an experienced take charge type person. Good typing and good English. Send resume to P.O. Box 600 Northville 48167

Accounts Receivable Clerk
Some experience preferred. $500 a month. Southfield area. Call Cheryl
557-2930

CAL FRIDAY
Southfield Area Salary based on past experience. Send resume to Gallagher - Bassett Insurance 19111 8 Mile Rd. Southfield 48075

ADMINISTRATIVE ASSISTANT
Fantastic opportunity for stylish individual with good secretarial skills to work with President of prestigious clothing firm. $900. Call Sue Stone 569-0400
Snelling & Snelling
PERSONNEL

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
We are seeking an experienced person with initiative and good judgment. Position available for excellent typist with good clerical skills. Shorthand and dictaphone a plus. We offer pleasant modern surroundings and an excellent benefit package. Call the personnel office for an appointment
CPHA
1968 Green Rd
Ann Arbor, Mich 48105
769-6511
An Equal Opportunity Employer

INSURANCE RATER
Insurance Agency has opening for company or agency experienced rater in personal or commercial lines. Salary open. Fringe benefits. Farmington Hills 477-0000

LEGAL STENOGRAPHER
$11 000 to $12 000 plus cost of living. Must be bona fide resident of Livonia and U.S. citizen with high school diploma or equivalency certificate. Must have had at least one of 3 years of full-time paid legal secretarial experience within the 5 years preceding and having date for filing applications OR have an associate degree in legal secretarial studies. Applicants must possess 50 WPM shorthand 90 WPM. Apply Friday May 28 1976 to City of Livonia Civil Service Commission 33023 Seven Mile Rd.
An Equal Opportunity Employer

SECRETARIAL Part time. Tues. Wed. Fri. 8 30 AM - 2 30 PM. Manhattan's Big project. 3 mile area office. Franklin Village 557-7200

BOOKKEEPER & Assistant billing and payroll clerk. telephone. Livonia area 1 person office. Experience and salary desired. P O Box 681 Franklin Mich 48025

ACCOUNTING CLERK
Excellent opening for clerk with general accounting experience and education. Prefer applicant with accounting associates degree. We offer excellent working conditions growth environment good salary and liberal employee benefits. Call Mr. Battres
GUARDIAN INDUSTRIES
43043 W. 9 Mile Rd
Northville
349-6700

EXPERIENCED LEGAL SECRETARY with excellent typing and shorthand skills for modern law office in Troy 643-9900

BOOKKEEPER
EXPERIENCED
Wanted for Combination Co. in Livonia. Steady employment, good working conditions & salary. Call Ms. Pankarski. Dept. 522-7180 Evenings 281-8033

SECRETARY office skills to include typing and accuracy with numbers small office pleasant surroundings. Bloomfield Hills area. Call 646-8250

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

LEGAL SECRETARY Interview now downtown Birmingham office. Covered parking provided. Prior legal experience, shorthand helpful but not necessary. Excellent typing skills required. Call Mr. Hervey. Small office, pleasant surroundings. Long Lake - Telegraph Rds. area. Call 644-6250

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Snelling & Snelling
PERSONNEL

504 Help Wanted Sales

REAL ESTATE SALES
Terrific opportunity for beginners and experienced salespeople. Fast growing office in Bloomfield Hills. Immediate openings. Chance to learn while earning. Excellent commission split. Call Bernice Perlmuter
Multiple - Listing Member
645-9070
Peterson
REALTY CO. REALTORS
4600 Telegraph Bmf. Hills

CAMERA SALESMAN RETAIL. Good knowledge of photography and retail experience preferred. Part time and full time positions available. Mr. Jaskie 851-2353

AMBITIOUS
Experienced direct sales personnel needed. High commission, bonus and extras. Call for appointment 642-1214

RETAIL SALES Part time (no Saturdays). Permanent 40 Hours 3 Days but you must work Saturdays. Prefer an attitude more than special. Prefer knowledge of office products. A sincere desire to help customers is the most important at this time. Interviews are possible for the Career Minded individual. Call or visit Apply in Person
BIRMINGHAM
OFFICE SUPPLY & EQUIPMENT
675 MAPLE RD BIRMINGHAM

FULL TIME salesperson experience required good pay good benefit company benefits. Apply in person Alcove Wayne & Warren Roads

FULLER BRUSH
Company needs college Students or Teachers for Summer work. Good Routes available. $175 weekly. Call Car service. For interview Call 371-8730

SALES
Employment Counselor
Ability to work with people sales or personnel background. Can lead to an outstanding future with the world's largest employment service. Bartlett & Bartlett. Call Bernice Fromm 569-0100 or 569-5400

PART TIME, opening for mature salesperson in Women's specialty store 10 Mile - Greenfield area 557-8760

SALES PROFESSIONAL $12 000 plus salary and commissions! The dramatic growth of our nationwide company has created a demand unusual career opportunity. If you have a successful professional direct sales background and have earned in excess of $10 000 per year, learn how to think on your feet, sell multiple units, and have the ability to cultivate a strong friendly business relationship with operators of business stations this may be the right position for you. We prefer applicants with sales experience in sales or new for encyclopedia furniture, land home improvement water softener, magazine or public relations, but an aggressive male or woman from most any field will be considered. You should earn up to $12 000 or more per year on a base salary plus commissions. You will receive the largest company of any kind in the automotive repair service field. Because of the unique area of the opportunity your work availability should be immediate. For more information and interview appointment call Mr. Goodrich 353-9434

WANT TO BE YOUR OWN BOSS?
Start now to learn the insurance business in your spare time
FARMERS INSURANCE GROUP OFFERS
- FREE Licensing Classes
- Free Sales Training
- Opportunity to go full-time with minimum guarantee per month after training
682-0704 681-9750
Equal Opportunity Employer

AUSTIN GALLERIES is growing again, and interviewing for 2 positions in sales. Experience helpful, preferably in paintings and graphics. Work hours include weekends. If you are ambitious sharp and looking for a challenging career please send resume to 280 Fox street. Troy Mi 48084

LADIES FASHION Wagon of Miniwonds is looking for a few good reps to show beautiful fashions and an exclusive line of fragrances just introduced. No experience necessary. We answer 21 to 35. Call for OPPORTUNITIES AVAILABLE also. If you can work evenings & weekends, have transportation, and would like a high income and free fragrance call (all) free at 1-800-241-0411 and ask for Nina Newsom

REAL ESTATE
Well established broker has openings in Livonia or Farmington Of. Hrs. Highest commission and full training program. Call Richard Burt
Norwood
No. 11, Inc. 522-3010

WANTED AGGRESSIVE yet sensible salesman for part-time or spare time representing Detroit Tonight Night Club tours. Well established partners showing our London double deck buses. Call 961-5180

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 backing offer you the opportunity for a fast profitable start. Experience preferred but will train. Call Jim Leahy for confidential interview
WEIR, MANUEL, SNYDER & RANKE
289-7300

SALES PERSON to photo shop 27 time. Mature person. Hours 4 PM Apply between 9 30 AM and noon. Mr. Fox Photo 602 W. Ann Arbor Trail Plymouth

AUTO SALESMAN
Detroit's fastest growing Ford Dealership, has an experienced salesmen. THE best pay plan with benefits. Call Jim Elder Jr., 585-4000
TROY FORD

SHOE SALESMAN
Mature person experienced in selling women's shoes. Full and part time for our Northland Store. Call for Appt. Tall-ess Shoe Co. 962-6025

INTERESTED IN SELLING REAL ESTATE?
Call TODAY for an interview
Peter Orlop . 721-4400
Westland-Livonia
Fred Madley . 453-1300
Plymouth-Northville
Tom Kanter . 476-8100
Livonia-Farmington
Ken Karsten . 537-6700
Southfield-Lathrup
chamberlain

504 Help Wanted Sales

INDUSTRIAL SALES TRAINEE
Manufacturer employs 3 industrial units with some college. Applicants selected will be given training program leading to sales positions using industrial material handling equipment. "The Big Ball Game" Prior sales experience helpful but not necessary. Prefer Oakland County resident. For personal interview call 332-5122 or write Mr. Don Gibson at 300-7122 S-4

REAL ESTATE
Highest Commissions. Good plan for high earners. We will train in Michigan's finest Real Estate Schools if you are willing to work, you are able to earn extremely high income. Call Gene Darke, for details
525-7700
Century 21
Gene Darke Realty

FOREMAN or SUPERINTENDENT of medium size general maintenance. Prefer an athletic physique background, age 35 to 40 approved. Attractive starting salary fully fringe benefits including retirement, paid vacation, hospitalization and some instruction provided