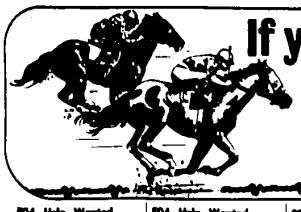

If you find your name in the classified section you've won 2 passes to HAZEL PARK!

It's easy to win.
Just put your name and address on a postcard and mail it to Hazel Park The Observer & Eccentric 36251 Schoolcraft Road Livonia Mi 48150 Then watch the classified section of our paper and when your name appears call our promotion department at 261-8600 ext 209 to claim your two passes to the races It's easy so enter soon and as often as you like

504 Help Wanted Office-Clerical

ASSISTANT To Bookkeeper at south private club in Birmingham area Payroll experience required Beautiful surroundings and here benefits Salary $650 to $750 Fee Paid

PERSONNEL ASSISTANT For division type corporate officers personnel department Light clerical duties general office work Good typing and 2-5 experience required Salary $650 to $750 fee paid Fee Paid

ORDER DESK POSITION For person with some exp in food industry New firm location Salary $650 to $700 fee negotiable

ADAMS & MARTIN PERSONNEL
920 E Maple BIRMINGHAM
646-5600

FULL CHARGE BOOKKEEPER to maintain complete sets of books for small businesses and property tax reports Downtown Birmingham offices area Phone Mrs Bowman 261-0600

SECRETARY
Typing 45 wpm Shorthand 90 plus Southfield sales office $700 Fee paid
LOIS RAY PERSONNEL
559-0560

A BANK TRAINEE $130 WEEK terrific open for H S Grad can type 50 WPM No previous experience necessary Employment Center 348-1636

SALES MANAGER of Computer Systems Company needs experienced secretary for complete charge of office Ideal candidate will be work Starting salary $500 per month and advancements and fringe benefits Check Gallagher Computer Engineering 478-3730 An Equal Opportunity Employer

RECEPTIONIST Light typing Good with numbers Livonia area $130 weekly Send resume to Box 104 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

RECEPTIONIST SECRETARY Typing and phone skills A D P Dealer Service Inc An equal opportunity employer 348-3600

SECRETARY needed for sales department Typing required Shorthand desired Previous experience necessary Salary open Full company paid benefit program Contact Sales Manager 476-1000

SUBURBAN OPPORTUNITIES

JR SECRETARY $600 Fee Paid Good typing and S/H required for plush Farmington Hills office

ACCOUNTING CLERK to $600 Fee Paid Some accounting experience Type 45 Prefer over 25

SECRETARY to $750 plus Fee Paid Light S/H Good typing Advertising Company Farmington

LEGAL SECRETARIES 3 to $750 Fee Paid S/H and transcription with legal experience South field and Livonia

INSURANCE TECHNICIAN to $625 Fee Paid Company will train individual with figure aptitude and average typing Southfield

PBX RECEPTIONIST to $630 Fee Paid Average typing Push button board Experience preferred Farmington

FILE CLERK to $610 Fee Paid Beginning job Southfield

Call Mrs Evans 477-9840
SUBURBAN PERSONNEL

OFFICE work including typing & telephone orders Full or part time Apply 12180 Greenfield Detroit

ASSISTANT accounts receivable bookkeeper to operate NCR 2300 posting machine Full or part time Apply 12180 Greenfield Detroit

OPENING IN NEW OFFICES in Farmington Livonia & Southfield Need 7 girls to fill office positions including management $3 per hour for management only Paid holidays and Blue Shield insurance Apply Ramada Inn Room 2144 Fri 10 AM to 3 PM Telegraph near 12 Mile in Southfield

TYPISTS
Immediate openings in your area Interviewing daily 9-3
See Marsean Burns
26063 5 Mile at Beech Daly
Or Delaney Kay
29234 Ryan Rd at 12 Mile
GIRLPOWER
Div Manpower Temp Services
965-7000
An Equal Opportunity Employer

OFFICE WORK good earnings mass positions send addressed stamped envelope to Enterprise 311 West Grand Blvd Fisher Building Suite 631 Detroit Mich 48202

RECEPTIONIST TYPIST For general contractor 864-9444 An Equal Opportunity Employer

SECRETARIAL ADMINISTRATIVE Assistant with growth potential to work with business manager and visual impact Prefer experienced in the general field of credit analyst mortgage loan and real estate development Will train qualified applicant 473-4700

SECRETARY
Typing & Shorthand Required Interest in accounting desirable
MICHIGAN LIFE Insurance Company
28333 TELEGRAPH
355-5500 Ext 215
An Equal Opportunity Employer

TROY AREA Insurance Agency requires High School Graduate with mathematical skills Organizational abilities and accurate typing skills Call Karen 524-1300 An Equal Opportunity Employer

GENERAL OFFICE good typist with some figure aptitude on hand required Farmington area 478-8300

WANTED SECRETARY for part time work Some legal drafting a necessity Please mail resume and apply Box 102 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

RECEPTIONIST-TYPIST
Pleasant office in Ford Middlebelt area needs High School graduate Call Mr Dering
261-0202
An Equal Opportunity Employer

INSURANCE EXPERIENCED HOMEOWNER AND AUTO UNDERWRITER 9-5 PM 5 Days 30 Min Greenfield 557-0900

GOOD TYPIST needed in small Troy sales office Must also be self starter and be able to handle a variety of assignments Established company Complete benefits 524-0634

RECEPTIONIST
People Handler with office skills common sense and experience Busy barn desk full time Fringe benefits Apply at
WESTCOTT HOSPITAL
24609 Grand River
3 Blocks E of Telegraph

STENOS
Immediate Openings in Your Area
Interviewing Daily 9-3
See Marsean Burns
26063 5 Mile at Beech Daly
Or Delaney Kay
29234 Ryan Rd at 12 Mile
GIRLPOWER
Div Manpower Temp Services
965-7000
An Equal Opportunity Employer

BOOKKEEPER
Full charge thru trial balance Send resume which must include experience education and salary desire P O Box 147 Birmingham 48012

DICTAPHONE TYPIST Experienced Call for appointment Southfield 557-0300

COLLECTOR
Mature Person good hours South field Area National Corporation Call Mr Cass 569-3932

ORDER DEPT
General office some typing full benefits
PANASONIC
23975 Research Dr Farmington
477-2760
An Equal Opportunity Employer

INSURANCE AGENCY
Opening for experienced rater for personnel town desk Salary open fringe benefits Farmington Hills 477-8000

FULL TIME Girl Friday Must type Westland area 721-0655 or 365-6800

FRONT DESK
FARMINGTON
$550 Fee Paid
Beautiful offices and great working conditions You will be company's hello person and greet visitors and clients Many extras PERMANENT STAFF Personnel
CALL 388-8900

ACCOUNTS RECEIVABLE CLERK
Experienced for Farmington area Paid Blue Cross and Blue Shield Paid vacation Call 476-9130

MAIL ORDER BUSINESS needs experienced general office help Call Glen Cole Call weekdays 10 to 3 pm 525-5535

LIVONIA
TYPIST
$600/MO.
WORK IN NICE LIVONIA Fast growing local firm wants good typist with ambition to work in fast advancement job PERMANENT STAFF Personnel
CALL 388-8900

EXECUTIVE SECRETARY good knowledge of business and office practices required Located Big Beaver Rd Troy To apply call after 8 30 AM 649-2300

SECRETARY
Pleasant girl with at least 3 years secretarial typing bookkeeping and receptionist experience for small W Bloomfield office 624-0600

AIRPORT SECRETARY
$750 Fee Paid
Truly an executive level secretarial position You will be working with top corporate officers planning meetings and arranging schedules Fantastic benefits PERMANENT STAFF Personnel
CALL 388-8900

TYPIST
Good typist with numerical interest and aptitude needed for accounting dept at marketing and sales promotion company 8 to 4 pm Plymouth Greenfield area Call Personnel Dept 477-8000
An Equal Opportunity Employer

TYPIST CUSTOMER SERVICE Opportunity for typist interested in customer contact and service 8 to 4 pm Plymouth Greenfield area Call Personnel Dept 477-8000 An Equal Opportunity Employer

LIKE MONEY?
ROYAL OAK
$725 Fee Paid
Super responsible position for national firm top executive Detail minded typist will compile reports and have lots of phone work
PERMANENT STAFF Personnel
CALL 388-8900

MAIL CLERK
Opening for person in mail room of sales promotion company Must be personable and able to work effectively with all departments Apply Personnel Dept 20600 Greenfield An Equal Opportunity Employer

MICHFIELD Sharp girl Friday for civil office Light bookkeeping light typing math aptitude Call or send resume 354-3290

BEGINNER?
TROY
$500 Fee Paid
One of our repeat companies wants to train high school grad who types Work variety including some receptionist duties PERMANENT STAFF Personnel
CALL 388-8900

COMPUTER OPERATOR
For Litton 1231 General office duties and some accounting knowledge required Salary open Call 8 30 AM 5 30PM 546-2565

LEGAL SECRETARY
Part Time Downtown Birmingham Mon thru Fri 5 7 PM Call Mrs Shelton 963-4430

FULL OR PART TIME responsible person for Night Auditor position Will train Apply in person Red Roof Inn 29246 Ann Arbor Rd Plymouth

LIVONIA
CASHIER
$500/MO
No experience necessary for math minded high school grad who would like to work in a friendly firm will train completely to make bank deposits and handle cash
PERMANENT STAFF Personnel
CALL 388-8900

MAG CARD II operator experienced Southfield law firm full time salary commensurate with experience 443-3900

PART TIME OFFICE
Sharp experienced only over 25 for general office work Hours daily 5 8 PM Saturday 9 5 PM 555 to start Middlebelt & 7 Mile area Mrs Roman 477-6363

PERSONNEL
TRAINEE
DEARBORN
Respected progressive employment office needs outgoing trainee to learn commercial personnel business on a salaried basis Good starting salary Lots of advance now PERMANENT STAFF Personnel
CALL 388-8900

FIGURE WISE?
W 10 MILE
$500 Fee Paid
Fast advancement firm wants train able high school grad who likes figures work You will learn their interesting business and get quick raises fee PERMANENT STAFF Personnel
CALL 388-8900

SECRETARIAL Permanent part time work available at Livonia for mature store Typing general office and telephone work required Hours flexible benefits The Toy Store Shop 425-7080

MEDICAL ASSISTANT Full time Royal Oak Internist Experienced mature female with Med or insurance billing 548-0530

FILE CLERK needed for Farmington Hills area Good benefits Call Lynn Baker at 851-9500

SECRETARY
Shorthand & Typing
Southfield area builder's office
557-4770

SECRETARY
SALES ORDER DESK
Machine tool distributor has opening for individual in part sales order position Experience on machine tool or manufacturing industry essential Contact Applied Mfg Systems Inc 348-8140

INSURANCE AGENCY desires girl to handle Home Owners and auto policy insurance Experience preferred but not necessary Call Mr McGarragan 655-8000

SECRETARY
Legal department has opening for secretary with accurate typing and shorthand Must be good at detail and follow up Good starting salary and excellent employee benefits Call J G Kanavos 968-6000
Detroit Chemical Inc
An Equal Opportunity Employer

MATURE GAL NEEDED in busy sales department to take telephone orders Some typing and a lot of public contact Full time For appointment call 525-1366

LEGAL SECRETARY
Bloomfield Hills Law firm expanding Excellent skills required Salary commensurate with skills 647-4000

WE ARE BUSY
We Need People
ANY OFFICE
EXPERIENCE
Send some extra money We need your skills to fill our many temporary assignments TYPISTS STAT TYPISTS SECRETARIES KEY PUNCH OPERATORS STAT CLERKS
WHY WAIT?
CALL
Witt Service
Call 967-0336 for office nearest you In Livonia call 525-0330 Mon Thurs & Fri 10 3 PM Now we also have offices in Troy

COMPANY RECEPTIONIST
Your friendly smile and desire to work in pleasant surroundings for a dependable firm are needed now 5343 in start Harris Hall Ann Winnie
588-5400
Snelling & Snelling
PERSONNEL

GENERAL office & switchboard 3 days weekend/day Saturdays Must be experienced Pleasant Apply between 11 A M 4 P M Monday through Friday Pine Lake Nursery Club 3396 Pine Lake Rd Orchard Lake

WANTED A FILE TYPE office clerk type 40 wpm Call Mrs Monday through Friday Call for appointment 541-1656

TOP PAY RATES
FOR YOUR SKILLS
Secretaries
Typists
File Clerks
Openings in
Southfield Livonia N W Detroit
Somebody Sometime
272-8500

LEGAL Secretary wanted in small Parkland Towne Lake Firm Legal and typing and shorthand preferred 356-5400

EXPERIENCED SECRETARY for Southfield based mortgage company In multiple openings with profit sharing benefits 353-6730

LEGAL SECRETARY Active suburban law firm specializing in mortgage defense and Subrogation requires well organized experienced Legal Secretary Good typing dictaphone knowledge of Pleadings & Local Procedures required 358-3300

CLERK TYPIST for northwest Detroit office call Mr Vosler at 862-2700 Ext 273 864-0000

TEMPORARY OR PERMANENT BE NEED IMMEDIATELY
Bonus Sr Typists 35 wpm Data phone typists Accounting Clerks PBX Operators Legal Secretaries Insurance Underwriters Raters Coders Payroll Typists Claims and Workers Comp
MICHIGAN INSURANCE PERSONNEL SERVICES INC
961-0033 961-0733
TEMPORARY PERMANENT

CONSTRUCTION COMPANY in Farmington area needs girl for bookkeeping Payroll typing Experienced preferred Light office duties 477-4660

SECRETARY NEEDED for Trenton office experience preferred part time afternoons excellent typing skills essential Reply to Box 136 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

506 Help Wanted Sales

CAMERA Sales Retail Full time position Good knowledge of photographic retail sales experience preferred Mr Jensen 553-2222

STEP into the World of Sarah Coventry Women wanted Part time dates Full time part time evenings no experience necessary Will train 534-0213

THREE women needed immediately for part time employment Call for interviewing 421-1633 or 653-8482

WEST BLOOMFIELD
LAKES AREA
The new West Bloomfield office of Earl Kemp Realty one of 25 Earl Kemp offices in Metro Detroit is looking for people to join our team and share the future potential with us in the field of residential Real Estate Sales in the prime markets of West Bloomfield Farmington Birmingham Franklin and the Lakes If you have the need to succeed we can provide you with the gift of training and selling tools to help you obtain your goals For appointment call Jim Morse at 681-5700

INTERESTED IN
SELLING
REAL ESTATE?
Call TODAY For an Interview
Fred Madon 455-5200
Plymouth Northville
Tom Kunter 476-8700
Livonia Farmington
Bob Kersten 557-6700
Southfield Lathrup
Peter Oring 722-8400
Rochester Livonia

chamberlain
REAL ESTATE
CENTURY 21 Well established firm has openings for listing & sales minded producers real estate sales experience Up to 75 listing and sales commission program Benefits paid transfer fee advertising and high incentive plan Call for details and confidential interview 478-3000

PLEASANT
People needed for new present present staff Part time telephone work onsite or varies work schedule $2 50 plus per hour 338-6790

506 Help Wanted Sales

POTENTIAL MANAGER
Top salesman manager trainee career position some business experience helpful extensive job training Call Mr Mc Mahon 347-8 Mc Mahon Dealer

Real Estate
Sales
Earn while you learn Business is good and we need help Full or part time help for our New and Used HOme Division for a short term
Interview call Jerry Fitzsimmons 477-4700

TELEPHONE PRIVATE WAGES & COMMISSION CALL 398-7900

ASSISTANT manager experienced preferred Excellent opportunity over Tel 12 Mall Call Mr Mahan 313-1100

MEN AND WOMEN
Full time experienced preferred but training also available Call Chet Moore for personal interview 427-9030
157 UNITED
32900 Five Mile Rd Livonia

REAL ESTATE SALESMAN Aggressive motivated real home sales professionals to work fast paced building Excellent opportunity to make big money Call Tom Kunter 476-8700

EAST OUTSIDE SALESMAN Both Experienced preferred for Earl Kemp Co Farmington area sales & benefits Call Mr Campbell Modern Office Supply Co 442-5400

MATURE LADY
With Night Nights Full or part time Paid vacation
Apply within DONUT STOP
20745 FARMINGTON RD
AT 8 MILE

MATURE LADY for nursing home showroom sales Call Mr Mark Friedman 421-2536

INSIDE SALES
Michigan Distributor of Auto machine tools has position available for individual with inside degree or equivalent and experience with machine tools Position carries salary and benefits Send resume to Box 1 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

Drive Trim Michigan 48083 or contact Ron Meyer 689-8100

CAREER OPPORTUNITY
Two Northville MINT PERSONNEL REALTORS real estate sales Both have an excellent opportunity for a career approach to employment seeking high opportunity Interested call 348-1000

TRIAD REALTY
358-4663

MENS CLOTHING
Sales position available Full time Good salary Will train experienced or inexperienced Call Mr Mr Mr