504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
For Health Corporation located in Southfield; a girl office. Individual must be mature, experienced and possess excellent secretarial skills. Position requires professional demeanor and ability to work with high level professionals. Excellent salary and benefits. Send resume to Box 816 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

HAZEL PARK PASS WINNER

Mary Varchola
7190 Chula Vista Lane
Birmingham, MI 48010

But you must call the Promotion Dept. of The Observer & Eccentric by 5 p.m., Tuesday, June 21, 1977, to claim your TWO FREE PASSES TO HAZEL PARK RACEWAY, 261-8600, ext. 243

CONGRATULATIONS!

CLERICAL SUPERVISOR

Suburban branch of well-known insurance organization has immediate need for professional, clerical supervisor.

The successful candidate will possess 3-5 years clerical supervisory experience, (preferably in Insurance Claims). Responsibilities of the position include planning and controlling the activities of assigned personnel in Claims processing, filing and mail control; insuring compliance with company policies and procedures; and over all development of strong and effective clerical staff.

Excellent salary and benefits. Please contact:

PAMELA MORRISON
313-965-5530

Equal Opportunity Employer M-F

ASSISTANT Bookkeeper and biller for medical facility, light typing, experience preferred, good benefits. Southfield area. Call Linda, 569-5295

BOOKKEEPER ASSISTANT - And general office. Part time 2-3 days weekly. Builders office, near Maple & Telegraph. Write experience, age, references and phone to Box 822, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia Michigan 48150

OFFICE CO-ORDINATOR
Friendly Sales staff needs organized self-starter with good clerical skills to manage their office. Fee paid! $550 Call Sheri Day 569-024000
Snelling & Snelling PERSONNEL

PART TIME help wanted at insurance agency. Located at 10 Mile & Lahser. Shorthand and typing required. Call between 9 AM - 4 PM 357-2330

LEGAL SECRETARY. Experience necessary. Please send complete resume to P.O. Box 162, 3000 Town Center, Southfield, Michigan 48075.

RECEPTIONIST
If you have an outgoing personality, smiling face, some typing, no shorthand, this is for you! To $675 month. Fee Paid. Call Sue
644-4600
SNELLING & SNELLING AGENCY

WANTED Girl Friday typing, filing, bookkeeper. 25 hours per week. United Janitor Supply, 8155 Freeland, Detroit 273-2310

BOOKKEEPER ACCOUNTANT - Community Agency in northwest suburbs, responsible for general ledger thru trial balance and supportive statement. Excellent fringe benefits. Contact Mrs. Ray, for interview. 851-1000 ext. 170.

FIGURE CLERK - TYPIST - For Southfield offices of International Company. Average typing plus 2 years office experience working with figures - qualifies you for this excellent position with outstanding Company. Salary - $600 or more. Full benefits and fee paid.

SECRETARY - No shorthand for a top spot in Troy, Land Development Company with lively new offices. Seeking for bright person with excellent typing. College a plus. Salary $823 with benefits and fee paid.

BOOKKEEPER - Exceptionally well qualified - needed for management company in Southfield. Able to do P & L, salary $866 and fee paid.

ADAMS & MARTIN PERSONNEL
920 E. Maple BIRMINGHAM
646-5600

GOOD TYPIST, general office clerical, some experience helpful, company benefits. Southfield area. Call Mrs. Barrow. 356-6000

ASSISTANT SECRETARY
Must be able to handle detail and follow-up work. Typing minimum 55 WPM, shorthand an asset, some college helpful. Excellent fringe benefits, include Blue Cross, Blue Shield, Major Medical, life insurance, lunch/recreation room and more. Southfield area. Please call for appointment. 353-2399

LEGAL SECY TRAINEE
Major law firm will train bright person with good skills to be a Legal Secretary. Fee Paid. $700 month.
Call Diana.
644-4600
SNELLING & SNELLING AGENCY

GOOD MATH APTITUDE. We need responsible young woman to train in auditing department of progressive Southfield firm. Type 35 WPM with good general office skills, excellent working conditions and fringe benefits. For appointment 353-2399

SECRETARY-RECEPTIONIST, 8:30 AM-5 PM, 8:30-12 on Sat. Bloomfield Hills area. 646-6200

EXECUTIVE SECRETARY
Your office expertise and ability to deal with top Administrators will start you in this career spot! $12,000. Call Joan Harris today!.
569-024000
Snelling & Snelling PERSONNEL

LEGAL SECRETARY, Southfield 12 Mile area. Good typing and shorthand skills required. Legal background helpful but not required. Call Crystal 557-6300

504 Help Wanted Office-Clerical

SECRETARY
Part-time - international travel agency located in City of Birmingham. Excellent shorthand & typing skills required. 647-7750

RECEPTIONIST
If you have a pleasing manner, nice phone voice and like people, this is an excellent opportunity. Typing, $475 a month. Call Carol.
644-4600
SNELLING & SNELLING AGENCY

DETAIL CLERK - for accounts receivable, computer billing, experience helpful but not necessary. Livonia area. 261-4152

SUMMER OFFICE help needed, 4 days weekly, including Sat. Some experience helpful, real fun college student, call The Terrace Shop. 626-7860

GENERAL OFFICE
$8400
Plush office, super boss, excellent benefits are all yours for your good typing and general bookkeeping. Chance for advancement.
Snelling & Snelling
478-3500

GENERAL OFFICE, accurate typing, phone, mailing, data processing experience helpful, minimum 2 years experience, excellent benefits. Mrs Ron 273-2180

SUPERVISOR Trainee. Will train good-oriented person with bookkeeping ability for position as supervisor of busy ad department of weekly publication. Prefer college or business school background. Livonia location. Call during business hours: 261-8333

ALL CLERICAL JOBS
FEE PAID
If you have excellent skills, we have Secretarial and Bookkeeping positions available in Troy, Southfield to $850. All companies pay the fee.
PREFERENCE PERSONNEL
362-3420

SECRETARY for Southfield Law office. If you have good typing, Language skills, spelling and grammar capability, willing to work and learn, call 569-4411

GOOD TYPIST, 65 wpm, full time, Mon. thru Fri., 3-11 P.M. 358-1188

JR. SECRETARY
$5400
Beginner spot for ambitious HSG with typing and shorthand skills. No experience necessary. Bright and bubbly!
Snelling & Snelling
478-3500

GENERAL OFFICE - full time office clerk position open in Troy for mature person who will exercise initiative and be attentive to detail. Many fringe benefits. Call Mr Paul 588-5500

EXPERIENCED TYPIST
W. Bloomfield area. Full time, good benefits. Resume required. Call Peggy. 851-0100

CREDIT CLERK
Type 60, post accounts receivables, file assist processing credit, 1 year office experience. Up to $135 weekly
#1 Personnel Place
846-7280

MATURE PERSON for full time secretarial work, typing a must, shorthand preferred. Rochester area. Please call for interview. 651-4177

EXPERIENCED General Office Girl. Must be good with figures and typing. Southfield area 353-5649

MEMBERSHIP SECRETARY
$9000
2 years experience, good shorthand. Lots of variety. Benefits and Fee Paid. 569-4760.

KAY TURNER PERSONNEL-1101
18280 W 10 Mile Rd.
SOUTHFIELD

GENERAL OFFICE
MATURE, reliable young woman for diversified office. Pleasant telephone manner, good office skills, Southfield area. 358-3777

GENERAL Office, light typing, good with figures, high school graduate, no experience necessary. Apply: 31751 Lievan, Livonia

PERKY SECRETARY
Busy team of professionals need good typing and a strong and dynamic personality to handle challenging variety position today! $750 plus. Call Linda
588-5400
Snelling & Snelling PERSONNEL

KEY PUNCH OPERATOR - IBM 129 experience preferred. Good working conditions, with possible computer operation advancement. Contact John Spangler: 851-3900

SECRETARY & man sales office. 50 wpm, answer telephones, filing, interview Mr. LaDuke, 8 Mile, Southfield area 275-5004

FOR YOU OPPORTUNITIES
ADMINISTRATIVE ASSISTANT. Intelligent, experienced, take charge person, excellent typing, Shorthand helpful. $900 Fee Paid.

PRODUCTION TYPIST Birmingham company. 82.85 to 84.25 per hour 35 Hour week

SECRETARY Work for top administrator. Typing 65WPM, Shorthand 80. $700 Fee Paid.

BOOKKEEPER - SECRETARY. Southfield company, 4 sets of books thru Trial Balance. Good typing required. $866. Fee Paid.

LOIS RAY PERSONNEL
559-0560

SECRETARY / RECEPTIONIST, 8:30 to 5 Mon. thru Fri. and 8:30 to noon, Sat. Bloomfield Hills area. 646-6200

SOUTHFIELD law firm needs full time dependable girl with good typing & bookkeeping skills. No legal experience necessary. 358-3850

BOOKKEEPER-SECY
Needed for a Southfield firm. Full charge thru trial balance. Typing, (accuracy more important). Excellent salary, Fee Paid.
PROFESSIONAL PERSONNEL
19180 W. TEN MILE RD.
SOUTHFIELD 357-4810

SECRETARY - One Girl Office, typing, shorthand, filing, responsible, pleasant phone voice. Company benefits. Southfield, 8AM-4PM Monday thru Friday. For confidential interview phone. 357-3060

FULL Time clerical help wanted, 6 days. Apply in person at Highland Appliance Co., 32301 Telegraph Rd., Southfield.

BOOKKEEPER - to maintain records including General Ledger & Journal entries thru Trial Balance. We are a corporation consisting of several divisions doing one million in sales & service. Salary commensurate with experience. Attractive fringe benefits. Write Box 824, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Mich. 48150.

504 Help Wanted Office-Clerical

SECRETARY
Whirlpool Corp.
35275 Industrial Rd.
Livonia

is looking for A Secretary in its Consumer Affairs division. Job involves customer contact work as well as general office duties. Good starting salary with excellent fringe benefits. Please Call 525-4200 & ask for Pat Atkinson for appointment.

KEYPUNCH - 3 or 4 years experience preferred, day shift, key tape experience helpful. N.W. Suburban area. Large Medical Clinic. Call Personnel for interview 538-4700

MATURE Receptionist for large Medical Clinic, NW Suburban area. Experience preferred. Contact Personnel Dept. 538-4700

RECEPTIONIST-PBX $6,000
Meet and greet spot. Will hire today. Typing necessary. 478-3500
Snelling & Snelling

EXPERIENCED Mag Card Operator-Legal Secretary wanted for young Southfield Law Firm. Must have shorthand & dictaphone experience. 353-8100

SECRETARY
$7800
Your sparkling personality and executive skills will guarantee swift advancement in this plush exciting firm. Don't hesitate. Call
Snelling & Snelling
478-3500

SECRETARY
For 1 person office of Nationwide Search Firm. General secretary functions, dictation a must. Limited bookkeeping 543-0300

LEGAL Secretary experienced. Excellent fringe benefits. Call for interview. 963-2360

SECRETARY, for Manufacturer's Rep., in Southfield. PWX experience helpful, one person sales office $800 month. Good benefits. Fee Paid.

SALES KNOWLEDGE of retail operation helpful, $18,000 per year plus car. Fee Paid.

SALES SECRETARY Good figure aptitude, 60-70 typing and short hand helpful. $150 to $160 week. Fee Paid

ACCOUNTING CLERK-RECEPTIONIST. Payroll and receptionist typing 65-80 WPM. $660 month.
ACCURACY PERSONNEL
642-3050 358-2010

GENERAL OFFICE
Full time. Apply in person Engineered Heat Treat, 31201 Stevenson Hwy, Madison Hts.

SOUTHFIELD LAW firm desires clerical help. Light typing, short hand and filing card preferred. Will train if necessary. Salary commensurate with ability 352-6690

Summer Jobs
TYPISTS
NEW TO THE AREA?
NEED SUMMER WORK ONLY?
Why not be a POOL GIRL. We have openings now just for you. Must be able to type and if you take shorthand - that's super TOP PAY - NEVER A FEE
478-8350
OFFICE PERSONNEL POOL
Affiliate of PPA
Temporary Personnel Since 1945

EXPERIENCED legal secretary for Southfield office. Call 353-1611

RECENT High School Grad, good typing skills, full or part time. For appointment call: 478-7222

RECEPTIONIST
Birmingham company pays fee and $650 month for your outgoing personality and good phone ability. Type 60 wpm and you qualify!
#1 Personnel Place
846-7280

SECRETARY-Permanent, part time. Experienced preferred, not afraid to accept responsibility. Light typing, insurance company moving to Troy area July. 641-2611

MALE OR FEMALE secretary-receptionist for Downtown Birmingham interior design firm. Skills required: typing, dictation, light bookkeeping 645-0510

STENOGRAPHER
Looking for diversified position in the Birmingham area? Qualified candidates with typing skills, 50 wpm & shorthand, 80 wpm, please apply at our main office.
1ST FLOOR
Detroit Bank & Trust
211 W. Fort, Detroit, 48231

FULL CHARGE BOOKKEEPER
We need a dependable, hard working, full charge bookkeeper, with a minimum of 3 years experience. This person should also have experience working with Accounts Receivable, Accounts Payable and Payroll taxes. This position requires knowledge of general office procedures, necessitating accurate typing and good grammar. Salary is negotiable. Located in Troy area. If you have the above qualifications, please send your resume to Box #8200/observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

GIRL for small Southfield office, billing and dictaphone experience preferred. 353-1870

PART TIME
EARN SUMMER $$$
GRADS-TEACHERS
HOMEMAKERS
REGISTER NOW FOR TEMPORARY ASSIGNMENTS. HIGH PAY RATE AND NEVER A FEE!
•SECRETARIES
•TYPISTS-CLERKS
•PBX RECEPTIONISTS
•KEYPUNCH
IMMEDIATE SUBURBAN OPENINGS. CALL TODAY!
569-6144
SUNNY GIRLS

GENERAL OFFICE - Person to assist in general office duties on a seasonal basis. Typing and light Math required. Call Mrs. Hankey - Madison Hgts. 398-2300

MATURE Reliable Woman to do minor bookkeeping (Postings), and some secretarial work. 20 hours per week in Novi, Novi area. Apply in writing P. O. Box 454, Farmington, Michigan, 48024.

SECRETARIES
CLERKS
TYPISTS
KEY PUNCHERS
We have many openings for temporary employment in a number of areas and companies. Call or apply at
Somebody-Sometime
450 Village Plaza, Dearborn
565-3599.

SECRETARY needed for Farmington Hills area. Good benefits. Call Linda Widrig 851-6900

504 Help Wanted Office-Clerical

BOOKKEEPER
Need ambitious person for accounts payable and accounts receivable in busy retail store. Benefits and opportunities for advancement. Call Ruby 477-5284

LEGAL Secretary, experienced in Domestic Relations, good typing, no shorthand, excellent salary. Fringe benefits. Downtown law office. 965-0053

HELLO PERSON
Dr. and very busy office needs you to set up appointments and greet his patients. $500 month.
#1 Personnel Place
846-7280

BOOKKEEPER for Southfield based construction firm. Immediate opening, excellent opportunity for the right individual with 3 years prior experience required. Salary commensurate with experience. Please send resume to Jack Bachel, % Agib Restaurant Inc., 32600 Telegraph, Southfield, 48034

EXECUTIVE SECRETARY
Must have initiative, possess excellent secretarial skills, including shorthand, be energetic & enthusiastic. Forward resume including employment references & salary history to Box 818, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

INSURANCE
POLICY TYPIST
Multi-line Insurance company seeking experienced Policy Typist with typing speed of 50 - 60 wpm. Excellent benefits, pleasant working conditions, competitive starting salary. Contact Mr. Roper.
RELIANCE INSURANCE COMPANIES
649-4300
An Equal Opportunity Employer

MATURE, experienced office girl for small office vicinity of Pontiac Silverdome. Call & ask for Gail Phillips 338-4133

EXPERIENCED girl for general office to start immediately 353-7905

Accounts Payable
Must have 3 years experience in checking invoices for payment and the processing of high volume of Accounts Payable. Novi area. Call Miss Harner weekdays between 10 AM and 3 PM
349-5000

SECRETARY, insurance office. Pleasant voice. Full or part time. Minimum 30 hours. Opening immediately. Own transportation. Livonia 522-3777

OFFICE TRAINEE to learn operations and mini-computer needed for Royal Oak financial company. Mature woman with at least 3 yrs. office experience. Must be able to type and be available at once. good salary and benefits plus excellent working conditions makes this a real career opportunity. Please call Mr. Brooks for interview 399-8800

Accounts Receivable
Two years good Accounts Receivable experience needed. Position requires the processing of a high volume Accounts Receivable payments. Novi area. Call Miss Harner weekdays between 10 AM and 3 PM
349-5000

TRAINEE
Like Typing
Southfield Area
Ask for Roy 557-0770

OFFICE manager & secretary for hot air balloon company - exciting work. $456 month. Rochester - Birmingham area. 651-5566

OFFICE CLERK
Sharp person over 25 with good business skills and background in pharmaceuticals. Novi area. Call Miss Harner weekdays between 10 AM and 3 PM.
349-5000

SECRETARY
With excellent skills to work full time in new Southfield office. No shorthand required, but experience on dictaphone helpful. Prefer Payroll and Personnel record knowledge. Good benefits 353-0250

INSURANCE AGENCY
Southfield - Experienced Secretary - Personal Lines Salary open, benefits provided. Call Mr. Lipson. 353-4074

GENERAL OFFICE
SECRETARIAL
Diversified assignments in Engineering Department of Construction company. Must have above average typing and shorthand skills. Minimum of 2 years of previous experience. Send resume & salary requirements in complete confidence to
WEISS POLUTION CONTROL
30999 10 Mile Rd.
FARMINGTON
An Equal Opportunity Employer

MATURE woman, excellent shorthand, typing, basic bookkeeping knowledge, minimum 5 yrs. experience for professional society. Mrs. Wehrley. 273-2180

FUN JOB
SOUTHFIELD
Mainly phone work and follow-up - self-starter with general office skills will earn $550 month and fee paid by company
#1 Personnel Place
846-7280

EXECUTIVE Secretary to vice president of land development company with legal or leasing experience. Excellent typing and dictaphone skills. Excellent salary. Call for appointment: 352-1373

VARIETY JOB
Figure aptitude, phone manner, and good typing will help you get this great job and $650 month. Fast paced office with unlimited opportunity for advancement.
#1 Personnel Place
846-7280

LEGAL Secretary. Birmingham law firm needs secretary with good to excellent typing skills, dictaphone experience and at least 2 years office experience 642-3000

Temporary Secretary
SOUTHFIELD office has immediate opening for indefinite assignment. Good secretarial skills could lead to permanent. High hourly rate, no fee. Call or come today!
SUNNY GIRLS
569-6144
TEMPORARIES
17370 W. 12 Mile, Sthfd.

SECRETARY for Birmingham office, professional attitude, and excellent typing necessary. Dictaphone and mag card experience helpful, will consider recent high school grad. 644-6200
Equal Opportunity Employer M/F

STENOGRAPHER, IBM executive typewriter, shorthand essential, law office, Honeywell Building, Southfield. 569-2366

SECRETARY/RECEPTIONIST, Evenings, 5 to 9:30 PM, Mon. thru Thurs., all day Saturday, Bloomfield area. 646-6200

504 Help Wanted Office-Clerical

ORDER CLERK
VLASIC FOODS, located on 14 Mile Rd. near Farmington Rd. has an immediate opening for a mature Clerk for taking telephone orders from brokers and customers.
Requirements include having a pleasant telephone voice and proficiency on a 10 key adding machine. Some light typing and filing involved. Order desk experience helpful but not mandatory. Apply at
VLASIC FOODS INC.
33200 W 14 Mile Rd
(Near Farmington Rd)
West Bloomfield
An Equal Opportunity Employer

SECRETARY
General office, Southfield, Manufacturer's Rep., accurate typing and shorthand skills, self-starter, salary open. 569-1225

SECRETARY
TO VP OF SALES
for offices located in Retford Type 70 WPM, dictaphone experience and analytical ability required on hour week Paid insurance, hospitalization and vacation. Excellent working conditions. Send resume and salary desired to Box 828, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

SECRETARY - Experienced and capable of supporting manufacturers rep to automotive industry. Good shorthand and typing-skills self-motivated 12 Mile & Southfield 646-4820

SWITCHBOARD & GENERAL OFFICE
Schaeffer & Grand River area
Off-street parking.
PFAFF SASH & DOOR COMPANY
13333 Lyndon, Detroit
491-0900

GIRL FRIDAY Small office, excellent typing, billing, quotations, filing, letters, some shorthand. Must have telephone sales ability. Some experience desired. Livonia area 522-1200

FULL TIME
Help needed. High school grad, needed to work in real estate office full time, salary determined by experience
Ask for Joan Downing
559-1300

SECRETARY
Southfield Manufacturer has opening for experienced Secretary. Duties include typing, reception, order processing and filing. Reply to Box 552, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

TYPIST
RECEPTIONIST BILLING CLERK - with at least 5 years experience. Monday thru Friday, full time (or short hours) Blue Cross, vacation, bonus
624-9575

TYPISTS & RATERS
No experience necessary. Oak Park based company, call Mr. McDonald.
968-1010

SECRETARY
for Division office of large Food Management Company. Office soon to be relocated to Southfield. Excellent typing skills, (55 wpm), good telephone manner, and ability to perform basic accounting tasks. Good opportunity for recent graduate
GREYHOUND
FOOD MANAGEMENT, INC
276-1400 ext. 362
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
We have many fine openings for experienced legal secretaries. Fee paid by employer. Ask for Grace
HILLSTROM & ROSS AGENCY
Southfield - 626-8188

LEGAL Secretary, Small Southfield office. Experience mandatory. Mr. Keene: 354-1330

Are you available for TEMPORARY ASSIGNMENTS? If you have office skills, register now for short or long term assignments

TEMPORARY NO FEE

COLLEGE STUDENTS & TEACHERS register now for summer work

Secretaries
Typists
Dictaphone
Switchboard
Key Punch
General Office Skills

Work where you want and when you want. For your convenience, we have 7 interviewing offices

LIVONIA DETROIT
MT. CLEMENS CLAWSON
WYANDOTTE OAK PARK
DEARBORN

Call 967-0339 for office nearest you
WITT Services

LEGAL SECRETARY
Active Southfield law firm specializing in Insurance Defense and Subrogation, requires well organized, experienced Legal Secretary. Good typing, dictaphone, knowledge of Pleadings & Legal Procedures required. 538-5500

506 Help Wanted Sales

REAL ESTATE ONE
CAREER OPPORTUNITY

Real Estate One Sales Associates are selling over 5,000 homes a year. Immediate openings available for reputable ambitious people to earn and grow with us as we expand across the nation. Famous fast start training program, sales aids that competition can't match. Attend our next Career Seminar on Mon. June 27, 7:30 p.m. at 1863 N. Wayne Road (near Ford-Westland). Call 326-2000 for your complimentary reservation

An Equal Opportunity Company

GEM & R Wants
Real Estate Sales People
Experienced Residential Commercial
Top Commissions*
to
Top Producers
*Plus Fringe Benefits
Phone 559-6380
Shirl Lanier
Rosetta Johnson
General Equities Mortgage & Realty Inc.
26321 Southfield Rd
Lathrup Village, MI 48076
(313) 559-6380

504 Help Wanted Office-Clerical

FILE CLERK
Attention recent H.S. Grad. Must be quick to learn, pleasant, hard working and reliable. Mon. thru Fri., 8 hour day as filing and mail clerk. Farmington Hills area. Call 478-0024

Albin Industries
An Equal Opportunity Employer

GENERAL OFFICE
Responsible person needed to handle diversified office duties. Neat appearance, pleasant personality and reliability a must. Permanent position requires experience with business machines and light typing. Apply Mon. thru Fri. 8 A.M. -12 noon at
DOUGLAS FOODS CORPORATION
32416 Industrial Rd. G.C.
Garden City, Michigan

RECEPTIONIST with personnel background desired. Duties will include processing and typing of related personnel data. Filing and general assistance, experienced only need apply. Hours from 11:30 to 4:30 only. No phone calls please. Acro Lee Inc. 7560 Walnut Lake Rd. W. Bloomfield, E. of Haggerty Rd.

CLERK TYPIST
To perform general clerical activities. $7,227 to $8,606. Must meet the following CETA eligibility requirements
•Farmington Hills resident
•Family income with a 70% of the lower living standard income level
•Registered with MESC
•Unemployed for 15 weeks or more, or whose family is receiving AFDC
City of Farmington Hills
31555 11 Mile
474-6115

SECRETARY Position open at Multi Hospital system, northwest suburb. Background in planning and personnel helpful, but not necessary. Three years plus experience. Competitive salary, excellent fringe benefits. Send resume to Box 816 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

506 Help Wanted Sales

REAL ESTATE SALES
A Prestige Career Opportunity in Real Estate
The very successful Southfield-Lathrup Office of The Durbin Company, Realtors has one opening in its Sales Staff. We are looking for a person who is committed to a full time Real Estate Career. Our outstanding training program, effective merchandising tools and strong management backing, combine to assure you of a fast, profitable start in your chosen career. Call for a confidential interview. Ron Galperin, Vice President-The Durbin Company, Realtors
559-8181
THE DURBIN COMPANY
REALTORS

CAREER OPPORTUNITY-REAL ESTATE
For a limited number of Realtor/Associates in our super Farmington Hills office, just north of 13 Mile Road.

Starting [illegible] training program for qualified applicants interested in a career in Real Estate Brokerage.

We're [illegible] for our [illegible] Broker. We're [illegible] and [illegible] and the [illegible] to [illegible] a career in Real Estate.

If you are comfortable [illegible] and are interested in a position [illegible] strong [illegible] and the support of an established company, call [illegible] today. You need not be personally licensed.

GARY COOK
Associate Broker Manager
851-6000
THE DURBIN COMPANY
REALTORS

506 Help Wanted Sales

Management Opportunity

If you would like total responsibility with an opportunity to achieve job satisfaction and earnings in the UPPER brackets, then would be just the challenge you have been seeking. As part of our continued expansion program, the Chamberlain Companies is seeking an aggressive individual, licensed, who has the talents to excel in real estate sales while building a team of dynamic people. To see about writing your own success story - CALL KEN RICHARDSON
REGIONAL VICE-PRESIDENT
557-6700
chamberlain

SALESLADIES - Experienced 50 Junior Dresses in Novi. Apply Youth Center Store. 761-12 Mall. 351-1040

SALESLADIES Full time infant & childrens apparel. Experienced. Mature Berlin's Orchard Mall. 851-5100

FAST Growing chain of ladies specialty shops needs full time sales ladies. Positions available in our Northland and Livonia stores. Experience preferred. Call Mr. PINKEL 968-2490

506 Help Wanted Sales

THE J. L. HUDSON STORE

LOCATED AT THE

NEW TWELVE OAKS MALL NOVI

Is Now Accepting Applications For Employment. The Following Positions Are Available:

GENERAL SALES
COSMETIC SALES
SALES SUPPORTING

APPLY AT THE PERSONNEL OFFICE
MONDAY THRU FRIDAY-9AM-5PM

ENTRANCE IS LOCATED ON THE
12 MILE ROAD SIDE OF HUDSON'S BUILDING
12 MILE-NOVI ROAD at 96

An Equal Opportunity Employer M/F