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MY GAL FR.DAY has retired and left me only with a left arm. Am in need of competent legal secretary with dictation; dictaphone, short-hand and good typing skills. Salary commensurate with ability. 665-2101

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LEGAL SEC'Y Prestage firm offers fantastic of-fice surroundings plus convenient location. Internationally listed corp needs skilled secretary inter-sted in professional set-up. 811.500 Call SC24500 Your New Boss Pays Our Fee' HARRIET SORGE PERSONNE.

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Southfield.

Full time individual to perform general office duties, answer telephore, some typing. Experienced in Office preferred. Northland area. American Gul Uniforms, ask for Mr. Goldberg. 983-2600

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Busy Controller needs helping hand with personnel duties. Track em-ployee records and oversee insur-ance program. No shorthand neces-sary. s153-160. Call 562-800 Your New Boss Pays Our Fee: HARRIET SORGE PERSONNE.

506 Help Wanted Sales

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🛂 Real Estate One.

SOUTHFIELD SALES
SECRETARY
39900
Good shorthond, customercor
tocl. Fee poid. 559-4760.
KAY TURNER PERSONNEL-10
18280 W. 10 Mile Rd.
SOUTHFIELD

FULL TIME Receptionist, light typing. Troy area. Call for appointment. 588-200

ng. Troy area. Cat for popoli-rement. S8-2000
GENERAL OFFICE: MUB. good spirituding Sat. The Burmaphan Femilie State of The State of T

attchigan 48150.

RECEPTIONIST
Golden opportunity for a sharp
smiling individual. If you can type,
your new career is waxing, 850
month Call Diana for an appointment

AGENCY
RECEPTIONIST-Typist Must hav
pleasant phone personalsty, ener
getic Apply an person \$700 Capi
tol. Oak Park

SALES COORDINATOR
Medcal Products Company, experenced person, customer telephonecontact, wiscoet control, purchasing, order entry, sales correspondexce, general offices work, 19ping
573 Robbins Dr. Troy, 4684
Attention D J. O'Brien
Attention 535-7600

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CPHA

769-6511 Equal Opportunity Employer M.F

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GENERAL OFFICE - Typing, filsing and maintenance of sales and
purchasing records Education or
equivalent experience preferred.
Apply, 6771 Haggerty Rd, Bellevalle

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RECEPTIONIST-Typist. Alert & aggressive with good skills. Excellent apportunity to grow with shopping center promotion division troy area immediate opening Call 362-1373

Call 362-1973

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Be your own Boss' Company seeks
an independent thinker and good orgamer to handle typing and figure
work \$600 up Call Pat
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ACCOUNTS RECEIVABLE
Farmington area Immediate opening Muki-plant auto supplier. Send
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Eccentric Newspapers, 36231
Schoolcraft, Livonia, Michigan
aston.

CLERK TYPIST - for public accounting office. Town Center building, Southfield, 356-5310

clerical
MAIN OFFICE
en's Fashion Chain
an over twenty, to work
with invokes. No experiency
Tuesday, 3AM4PM

12985 Wayne Rd., Livonia 10ff Schooleraft)

GENERAL OFFICE work, mature, experienced. Typing, some Book-keeping, filing, pleasant telephone voice. 353-3660

mingman so-1100
SECRETARY for Southfield office.
Hours 9.30 to 4:30 PM, 4 days per week. Pay according to abbility Stalls: 100PM, statistical typing, shorthand & transcribing. Personal qualities: mature & intelligent For interview, call Mrs. Roland, 537:2355

INSURANCE Girl for Birmingham ag ncy, 4 days per week, 8 30 to 4.30 Pm. 647,380

ville area. 349-2000
SECRETARIAL POSITION Southfield Law Firm. Good typing skills, & dictaphone, no legal experience necessary. Call Diane 559-1828

LIVONIA CLERK LIVONIA CLERK
strong week. If you like works
close to home, have light type
and tike working with figures
#1 Personnel Place
846-7280

WOMAN for one girl photographers office, sorting, selling, and sel-phoning, 5 days includes Satur-days, \$120 per week, Farmington Billis area. 851-7020

PERSONALITY PLUS Busy West Bloomfield office needs high school grad with light typing and excellent phone manner. Some public contact. \$450 a month #1 Personnel Place 846-7280

GIRL PRIDAY
Experienced only, general office.
40 hours, \$115 to start. 477-6503 JR. SECRETARY, at least 1 year experience, dictaphone preferred but not necessary. Insurance Office in Southfield. Full time. 237-3233

SECRETARY rience preferred but not starty. Must be 18, No., apply 3-4:30 PM, Mon-thru Thursday, at... STEAK & ALE

### 504 Help Wanted Office-Clerical 504 Help Wanted Office-Clerical

PLEASANT SECRETARY
Start today! Local company need
your typing and business sense in
un the office; Fee paid with to
fringes \$700 Call Linda
S88-5400
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PERSONNEL

COOD TYPIST - knowledge o twices, purchase orders, short-and beloud, general office expe-sence Wixom area. 39-120

ACCOUNTS PAYABLE

ellent opening for experienced ants Payable Clerk. We offer ellent working conditions, the environment, good salary, liberal employee benefits. Call Battjes. 284-4700

349-4700 GUARDIAN INDUSTRIES M3 W 9 Mile Rd NORTHVILLE

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SECRETARY Business office of private school seeks experienced person with excellent secretains! skills and an aptitude for figures. Job requires accuracy and a flexibity to adapt to various situations. Call Detroit Country, Day School.

School S44.711

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OFFICE GIRL needed Grand River, 6 Mile area 533-0994

PL preferred systems shirts to supervise chemical staff and nine act with high level administrator-sessitial. Most level administrator-sessitial and staff and the sessitial staff and the sessitial staff and the sessitial staff and maintain department budget Reply. Do 726. Observable, but not exercise the sessitial Must prepare and maintain department budget Reply. Do 726. Observable, but not sessitial staff and maintain department budget Reply. Do 726. Observable, see a sessitial staff and seemed to the seemed to t

GENERAL OFFICE
it's Grad, some accounts rec or bookkeeping background helpful idays, benefits. Apply 12360 Beect Daly, Redford Ask for Controller

Daly, Redford Ask for Controller

DOCS RECEPTIONIST

If you like people and can move
quickly, you'll love this fast pace
medical office. Nice doctor pay
you \$500 a month.

#1 Personnel Place
B46-7280

SOUTHFIELD Insurance agency desires full time person to replace gril leaving after 10 years, to assist agent in handling of Commercial accounts Experienced only 855-333

#1 Personnel Place 846-7280

GENERAL OFFICE, recent experience. Must type Full time North-ville area. 349-2000

# SUMMER

SECRETARIES TYPISTS
DICTAPHONE
SWITCHBOARD
KEY PUNCH
GENERAL OFFICE

**SERVICES** 

UTINC+-LERCOI

SECRETARY - National Organiza
tion, 5 years experience, 70 - 8
WPM, have IBM Executive type
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crober, Blug, telephone answering
accounting helpful Good working
conditions and benefits. Weekdays
call after 6PM, GR 60137; Satur
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Several beganning positions areal-size at corporate differe of Etc. national organization handquar-tered in Southfield Good math aguitute required. No previous re-presence necessary. Cal 365/00 rest of 21 for an inter-

Diversified responsibilities in a small firm. Must be alert, have good skills and the ability to hundle detail. Excellent opportunity for the right person. Please write PO. Box 376, Farmington Michigan, 48018

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University of Michigan has full time geeining in 1922

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BONWIT TELLER 2701 Big Beaver, Troy

SECRETARIES CLERKS TYPISTS

SECRETARY, at leas

perience, dictaphone not necessary Insur Southfield Full time

557-0770

GENERAL OFFICE, Part Time Must type Variable hours includ-ing some weekends. Apply Monday through Friday, 9 AM. 4 PM Arnold Home, 18520 W. 7 Mile LEGAL SECRETARIES

Southfield 026-8-181
RECEPTIONIST Medical back
ground helpful, 3-5 years workin
experience Good personality
knowledge of insurance, good typ
sit. Southfield area Excellent work
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An Equal Opportunity Employs

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Excellent opportunity, if you qualify. Good work and personal references required. Attractive wage and fringe benefits, plus opportunity for advancement.

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Experienced commercial furniture ales person for Detroit based com-iany. Prefer someone with own contacts, Salary potential \$17,000 and up ner year.

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RETAIL SALESPENSON - experienced in selling fine merchandine Mature and aggressive full or part time. Excellent salars. Apply in person. Evabline Shop, 263 W. S. Mile, Ferndale.

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Management potential under the
Best training program in the business. Call Joe L at \$44,200 for a
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Needs aggressive sales reps for
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FULL TIME sales help needed i growing than of ladges specials shops. New store opening soon Positions available in suburba locations Experience preferred Call for interview. Mr. Finkel - 968-2600

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CAREER

and training program of 19600 per tar for a person interested in a fundative career. Good sales expense took related a must Aho, a tile college preferred.

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COUNSELLORS CLERKS for progressive convenient store chain. Needed for second and third shifts. Premium rates paid for third shift. Must be 18. Unly mature, ambitious individuals need apply. Call between 9:12. Ask for Barbara Gruich. SSS-3550.

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Telephone contact work To make appointments for USS steel siding Pleasant, aur conditioned Southfield offices \$1 per hour to start plus commission Full or part time Call Mr Brooks. \$56-790

Today Store, an exciting new Apparel Store for Today's Woman will soon be opening at the Twelve Oaks Shopping Center, in Novi

TODAY Equal Opportunity Employer M. ACT. Now, be a Sarah Cowentry fashion show director, full or part time. New branch opening in this area. No nevisiment, no defivery, area of the companion of the c

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BETAIL SALES PERSONS
Experanced in selling fine merchandise. Jewelry background preterred but not required Work part
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DEROY RING SMITHS, IVC
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RESIDENTIAL SALES with holium? Ever consider specializing in Commercial. Apartments or Acress Sales? Higher level of income Higher grade of client Petwer evenings or weekends - Develop a future or transition of the matter, professional salespresson. Call Dick Perry Inconditional discussion. R.PERRY 478-76-40

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. 559-5700 ext 235 for an inter Call 598-3700 est 235 for an inter-view appointment. Enqual Opportunity Employer M/F Equal Opportunity. Employer M/F PREFERABLY Retired man with background in specially food sales to work with a small Wine Impor-ter and Wholesaler. Knowledge of the control of the control of the but not essential.

YOUR OWN AGENCY. Farmer's Insurance Group. We offer complete training program in all types of insurance. Continue present job while starting your own agency on part time basis. No investment.

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Girls & Boys, So
Work For Me Investment Free
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mings in our Livonia Office for
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SALESLADIES - Experience, Inc. 18 miles for Children's Sameral Apply Youth Center Store, 7e-12 Mail 333-1040 BE A PROFESSIONAL e will fram you in Michigan's fin-it Real Estate School and provide aw with all the modern tools and culties needed in the Real estate foctsion. Highest comessions paid devery lucrative incentive plan or details. cell. 522-4300. Sk. for John Buggy

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\*Earn while you learn" We have
the best training program available

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excellent floor opportunities, excelint Livenia locations, a progressive commission structure

For more information and a confidential interview call JOANNE BRYNGELSON at MICHIGANN LARGEST SELLING OFFICE Century 21 HARTFORD S. 261-4200
THE PRUDENTIAL INS OD is now accepting applications for insurance Representative in Livonia & Dearborn Heights area Livonia & Dearborn Heights area (Livonia & Dearborn Heights area (Livonia & Dearborn Heights area) and the second in the proof of the second of t

PART TIME HELP NEEDED for rental/sales work. Knowledge of band instruments, typing. & bookkeeping required. Please Phone, \$37-1500 Between 10am 5mm, Monday-Friday. Ask for Elaine or Jon.

SECRETARY - Part time: Mature person preferred. Hours adjust-able, typing required. 33 hourly to start. Reply to 80x 76. Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 68136.

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Driver &

Moinferionce Mon Southfield ser company looking for reliable man to make deliveries daily to Downtown Detroit and clean and maritism building near 8 Mile and Southfield 12 to 6 PM daily, 3350 per hour Excellent opportunity for older handymanity per of person with good driving record Permanent Call Mr Gray at 1

DELIVERY PERSON wanted Must have car and license and willing to work. Apply 2077 Farm-ington Rd near 8 Mile. After 4 PM 477-8001

JANITOR
Experienced floor man Part-t
Evenings Birmingham area
831-5631

FULL TIME sitter, with high housekeeping, for one three year old and four school age children, 8AM-6FM, 5 Mile - Beech Daly, 532-1855

ences. Call Jube 6445547

MATURE person to join family Father & 5 school age ...hiddren need live-in homemaker Room. board, wages provided Shelby Tormship References Call after TPM. 781-5136

10 PM. STANDAY OF THE PROPERTY OF THE PROPERTY

have references 59-3042

HOUSEKEEPER 2 mornings seekly, approximately, 5 hours total Salary negotiable 50-505

STUDENT mother needs full time chald care, for 1 year old My home preferably 11 Mile & Middlebelt, or your home if convenient, Start

BABY SITTER wanted, my home 4 days weekly 14 month old Full time job, not just summer Sheldon Pennuman area. Plymouth Affe 5 PM 453-3121

453-7400

dependable.

SECRETARY - Part time. Matureperson preferred. Hours adoptable, typing required. \$3 hours to
start. Days: \$81-1848; Eventings:
686-463

Maintenance Man

COLLEGE STUDENT to be companion for children for month of August only. Room and board. 5 day work week, on Fish Lake, near Holly Days, call 349-0292, evening 349-4726

533-169
HARDWORKING, dependable college student to do housekeeping Flexible schedule good references. Call Jube 644-554

LADY companion to elderly lady, live in own transportation References, 557-1454. 298-24-79

TEACHER needs dependable baby sitter for kindergartener and Tr year old beginning September. 5 Mile. Haggerly area 435-957

Mature woman to live older woman 274-7149 WORKING couple needs loving baby sitter to care for 2 year old. light housekeeping included, own tramportation, would prefer her in, but not necessary if near the W Bloomfield area. Good wages, references required. 651,284

MATURE baby sitter for infant grl. Start Sept., Mon. thru Fr. 3 pm - 6 pm, your transportation. Cherry Hill-Wayne Rd. Eves. 729-0166 EXPERIENCED bousekee cook, own transportation, J days references, Livonia area, 522742 BABY SITTER, own transporta-tion, good pay, 2 children. Plymouth area. 455-800 Plymouth area.

SINGLE father with 3 teenage children seeks a mature full time live in housekeeper. 12 Mile and Southfield Rd. area. Call after 6 pm. 358-6217

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Caretaker Couple
MATURE, wanted for large
apartment complex. Apartment and utilities furnished.
Good solary, other benefits.

559-2111 559-2111

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OUPPLE for suburban garren

spartment, good mechanical adjust
and tenant handling a must Carrtaker provided. Excellent salary
and apartment Call Mr Lewis
after 6 PM 698-617

698-617

Manager Couple Manager Couple Middleaged, experienced in opariment management, to direct operation of large suburbon complex. Excellent soning solary plus apportment, utilities and benefits. Call utilities and benefits. Call utilities and benefits. Call the suburban apartment competition of the complex operations of the complex operation. The complex operation of the competition of the complex operation. The complex operation of the complex operations of the competition of the complex operation. The complex operation of the complex operations of t

Caretaker Couples needed to maintain aport-ment complexes in suburbar areas. No children or pets Salary, aportment, utilities and other benefits. 355-2424

EXPERIENCED MATURE

EXPERIENCED mo baby sitting, full firm or occasional, Middle craft area. Your trans

DOMESTIC SERVICES

EXPERIENCED Child care in my licensed home, includes meab, AV or PM. 273-4021

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514 Situations Wanted Male Speaking teenagers. Practice your Spanish Conversation. Looking for yard, farm work - baby sitting An-mais. Plymouth-Canton 981-1784 ENERGETIC 35 yr. old retired educational administrator feels outside sales work, public retirous or similar job which required dealing with public, businesses and estitutions. Travel no problem

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