

## TICKET

TO WIN: Send your name and address, on a postcard, to RED WING TICKETS. The Observer & Eccentric Newspapers, 36251 Schoolcraft Road, Livonia, MI 48150. Then

504 Help Wanted Office-Clerical ADVANCEMENT PROGRAM 2000 Excellent training program in public contact area. If you have a flair for figures and cashier

flair for figures experience. DURHAM ASSOC. SECRETARY

A Unique Person ized person answer phones, & do generas and their phones, & do generas and disting for our boary Southfield Firm. This is a job for a person with light office background or back to work benefits & lots of room for advance—354-1616

Temporary Jobs! TYPIST RECEPTIONIST SECRETARIES KEYPUNCH **OPERATORS** CALL TEMPORARY STAFF
SOUTHFIELD 353-650

PROGRAMMER, 200,000
For established manufacturing ratalisation. Light experience. Pre-er IBM with PLI. Full fringes, plus imployer paid fee. SHARROW & ASSOCIATES PERSONNEL AGENCY

## RED WING TICKET WINNER

Timolhy J. Pierce 23050 Midland Redford, MI 48239

3ut you must call the Pro-notion Department of The Observer & Eccentric by 5 p.m., Tuesday, February 7, 1978. to claim your two free RED WING HOCKEY TICK-ETS 261-8600, ext 243.

CONGRATULATIONS

Light experience for Fortune 50 company. Full fringes, plu employer paid fee. S25-7870 SHARROW & ASSOCIATES PERSONNEL AGENCY

PERSONNEL AUENCY
IMMEDIATE opening for experienced Receptionist and Typsis, byth Bookkeeping or experience with figures would be helpful. Good Farral, 864-760.
Farral, 864-760.
American Feldmachle 3000 Telegraph, Suite 548
Equal Opportunity Employer M/F

CLERK TRAINEE
you have a pleasing marner and
e ability to get along with people,
ell known company wants you.
35 month. Call Mary Alice.
644-4600
SNELLING & SNELLING
AGENCY

ADMINISTRATIVE High level secretary wanted for administrative personnel of a major formation of the center appears of the center app Schoolcraft, Livonia, Michigan 6150.
Equal Opportunity Employer M/P
ADVERTISING Clerk/Typist Lipk
typing, Illing, and maintaining typing, Illing, and maintaining to the compensation. For the compensation of the compensation from the compensation from the compensation from the compensation from the compensation for the comp RECEPTIONIST
ADVERTISING FIRM
This friendly suburbar firm off
opportunity and advancement
bright and charming Typist! Ge
benefits! To \$535. Call Pobile Ro
569-0400

Snelling & Snelling PERSONNEL

PERSONNEL
SECRETARIAL POSITION
Beginning 3-16-76 with Livenia area
Automative Supplier Sales Office
tience helpfoil with skills require
60/70 WPM typing & 80/100 WPM
Greg Shorthand, Salary 3780-90
month plus fringes. Seed resume to
80x 332, Observer & Excentive
Box 332, Observer & Excentive
Livenia, Michigan 48150.

General Office
Career opportunities available. Office positions now
open for fall and part time
personnel in a fast growing
Southfield Corporation. Top
benefits and good salary with
training available. Office
experience is helpful but not
required. Call today and ask
for Jean.
SOUTHFIELD PROPERTY Mandement company needs woman for
FSIW weetly. Some rail cattle
background helpful. From DAM. WOMAN For full & part time office position, must type. Garden City Area. Ask for Jan. 522-7575 Area, Ask for Jan. 322-D.C.
BOOKKEEPER
Accounting Staff of Builder-Devel
oper, Inventory Records, Journals
Leedgers, Trial Balances, Banking
Location: 13 Mile & Northwestern
Hgh. Ask for Mr. Coligan 853-10.
An Equal Opportunity Employer

CLERK TYPIST I

OFFICE GIRL to operate mini computer, type 40 WPM, 10 key calculator, must be organized, with train, call 559-7850

RECEPTIONIST
To \$9,000 Fee Paid
ood skills necessary for this somes frantic spot. Excellent bits. Immediate opening.
Snelling & Snelling
478-3500

4/8-3500
PRSONNEL ASSISTANI
your clerical ability and basels
dealing with people to lead this
eer opportunity with lead firm.
9 a month. Call To linn.
644-4600
SNELLING & SNELLING
AGENCY

OOF READER - Southfield firm glish degree required; with good immar, punctuation and spelling 6. Fee paid.

O& E 559-0560

READY TO MOVE?
\$6,000
Golden opportunity with unbmitted advancement possibilities. Now experience, move money, You must type, but no experience necessary. Fantastic benefits. LOIS RAY PERSONNEL

504 Help Wanted Office-Clerical

BOOKKEEPER - SECRETARY experienced working with builder Bloomfield area. 628-7210 INSURANCE CLERK roup experience a must. Benefits nowledge a plus, type 50 accurate nd earn 8700 from Southfield mptoyer. Company pays fee. #1 Personnel Ploce 846-7280

SECRETARY - excellent typing, shorthand, and experience for career type position, Bloomfield Hills \$500. Fee paid.

GENERAL - office front desk position, good typing required, Southfield firm. \$650 to \$700, fee

LOIS RAY PERSONNEL 559-0560

TYPISTS TYPISTS

Fireman's Fund Insurance Co
We need typists capable of typing
SS - 65 wpm, experience preferred
but not necessary. We are located
to southfield and offer an excellent
fringe benefit program with experience. If qualified, please call Mrs.
Mayfield.

557-5700 An Equal Opportunity F

GREAT NEWS

Exec-U-Temp

. WE NEED

Stenographers

Key Punch Opr.

FOR INTERVIEW CALL

565-0266

Exec-U-Temp

SECRETARY ADMINISTRATIVE

General Office

**BLUE** 

**JEAN** 

**JOBS** 

Many people needed for temporary PACKAGING WORK in Plymouth, heary other various temporary light industrial jobs available in the Livonia, Farmington and Novi areas. No experience necessary, Days and afternoons. If interested

Kelly Servcies, Inc.

522-4025 Equal Opportunity Employer M/F

TYPIST-CLERK

Appointment Coordinator with tele-phoning skill, and some typing. Call W.K.R.S. 560-1816

Snelling & Snelling 478-3500

NO CONTRACT

0 FEE

Temporary Service

We Offer Top \$\$\$ We require 5 years professional experience Typing 65 WPM., short-hand 110 WPM.

Call Dennis. 338-1262

RECEPTIONIST-TYPIST

Experienced
Send resume and expected salary.
470 American Center Building,
Southfield, 48024. Typist Secretaries

Part-Time 5 hours per week out-shorthand & typing skills neces-sary, 12 Mile - Greenfield Rd, area. 557-4201

imum Typaris experience. 384-810
BOOKKEEPER-OFFICE MGR.
Full charge bookkeeper with
supervisory experience. General
Ledger, monthly financial statements, payroll, tax report, etc.
Opportunities for advancement
unlimited with taxt proving computy. Send Resume to A. Nitsecke.
Dec. 2016 August 1986, Southfield, 4073

Key Punch Trainee

outside assignments. Will train typict.
(2all MS-3700 ext. 240, for an interview appointment. Employer M/F.
Equal Opportunity Employer M/F.
SECRETAN-BOOKKEEPER
Muture woman for responsible position with small Soutifield company. Must be willing to work working and occusional weekends
for additional compension-401.

Friday : armington 334-0990
Coleen. 334-0990
GENERAL OFFICE - Livenia, must be good with figures, typing necessary 3 days week. Thes. Wed. Thurs. I, to grow into full time, ask for Lee. 473-2205

Clerk Typist

That Something Special

BOOKKEEPER'S

Mutual Benefit Life Equal Opportunity Employer M/F SALESMAN - heating and air condition experience preferred. Leads supplied, excellent position for right person. Call Central Heating, Harold Laven. \$35400

TYPIST, 60 WPM, good benefits. Good starting salary. Southfield area. Call Dec 253-4520 CLERK TYPIST II

Above average typing aklfa. Ability to compose letters and compile reports. Salary \$4,201 to \$210 per year. Applicants must be Ferrington Hills residents, unemployed for 15 days or under-employed. Cells: Personal Office for applications. Celly of Farmington Hills. (Hell)

504 Help Wanted Office-Clerical

YOUNG RECEPTIONIST - light typing necessary for busy South-field law office. Ask for Mr. Bockoff's secretary. \$57-135 BOOKKEEPING-TYPING EXPERIENCED Send resume and expected salary. 470 American Center Building. Southfield, 48034.

growing computer marketing
Birmingham location. Ptes-hours. 24 hours per week. Pos-full time. \$3.50 per hour. Paid days. Typing minimum 60 1. Call extension 260, 842-8000 or wpm. Call extension 200, 000 Mr. Michaels, 642-6991 An Equal Opportunity Employer

CLERK/Typist, part-time, 2 to 3 days. Southfield area. Minimum \$3 per hour, possible advancement. 559-1600 SECRETARY/GILLR/EMAY
SECRETARY/GILLR/EMAY
SECRETARY/GILLR/EMAY
SECRETARY/GILLR/EMAY
SECRETARY CORE ## 27.350
AN Equal Operaturally Employer
SECRETARY - Carrieal, type 58
WPM. very accurate, less of numbers and tab stops, Applicable for figures helpfol, ability to work with people a must, contact Jana Cez.
Recognition of the contact Jana Cez.

ANSWER phone, posting production schedules. Must be able to perform securate work. Blue Cross, 11 paid bolidays. Apply 11920 Mayfield. Livonia.

Livonia.

SECRETARY for 1 girl office.
Typing, filing & processing orders.
Mature person. \$350 to start. Good benefits. Southfield. Call C. Weston.
\$35.022

IMPORT CLERK
Nov office has immediate opining
for mature person to handle import
ordering and correspondence. Will
train. Minimum two years bookkeeping or accounting experience.
Type 45 wpm. salary commensurate with experience and
ability. Call Monday only 345-800 RECEPTIONIST for Southfield CPA firm to do typing, telephone answering and filing. Typing experience required. 335-3387

RECEPTIONIST-TYPIST for Southfield law office, no experience necessary, will train. 559-0200

Livonia. 333-133
SWITCHBOARD OPERATOR, receptionist for new dimension switchboard. Typing experience helpful, only qualified applicants need apply Excellent salary, fringe benefits, working conditions. Shell Oil Co., ask for Miss Lee. 353-800 SECRETARY as second girl of business office, shorthand and typing required, references neces-sary. It's hours, 12 Mile, near Northwestern. ISS-1613

SECRETARY, shorthard, typing, experienced, references, pleasant personality, 1 man office. Downtown Birmingham location. Indoor parking. 647-664

Bookkeeper DOOKKEEPEr

For established distributor in
Cakland Mall Industrial Pak,
Good salary, benefits,
opportunity to grow. Pleasant,
modern work environment.
Coreer resume required for
interview. Phone M. Boders
SSS-3200
ABE BADER BAG CO.
800 E. MANDOUNE
MADISON HEIGHTS

MACISON REIGHTS

First Job Opportunity
A Dynamic, growth oriented
builder/developer has an outstanding opportunity for a recent
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handle service calls from our cushouser. Good chance for advancement. The position requires
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TYPIST - Receptionist for insur-ance office in Southfield, good location, call for appointment 332-1155

Call S44000
TYPIST NEEDED for general typing. Must type at least 50 WPM Salary commensurate with experience. Southlield area. Call Belth 537-3750, Ext 251. ONE GIRL office, 12 Mile-Southfield Rd. area, shorthand, typing required, liberal benefits, phone for interview 557-4435

phone for interview 537-4433
phone for interview 110 2
LEGAL SECRETARY - with 1 to 2
years experience for general
practice law firm in Southfield.
559-1212

MAIL ORDER company seeks full time phone order clerk and shipper. Ready for busy hard working company, Call for appointment Joanne. \$25-353

SECRETARY Immediate opening for experienced career-minded person. Shorthand, typing, and mathematical sitting required, Outgoing, friendly personality, with ability to work with people easential. Call for appointment.

354-0990 IO EXPERIENCE NECESSARY
sopic needed to work part time is
or Southfield office. Hours: 5 - 1
on. - Thurs: 10 - 1 Saturday
ornings. \$2.50 per hour plus bonus
start. For more information at
start PM 355-318 TYPIST

12 Mile & Farmington Rd. 553-2000

504 Help Wanted

PERMANENT foll time office yob.
Must have 60 #pm. typing, leighte writing, ability to work with numbers, and enjoy people. Starting wage. 310 - 33,50 pc book.
Contact Gatt Line. 2444 Jan.
Hatel Park. 222775 Hazel Park. 562-773

PAYROLL Clerk with general accounting experience, salary commensurate with experience. North-land area. Call Confroller, 987-111

SALES ORIENTED? Employment consuled to interview applicants, also client phone contact Salary and commission. Subarban Original Conference, 1800-1800.

LAWYERS in Farmington Hills seek full or part time experienced legal accretary. Ask for Mr. Friedman, 553,9680

CLERICAL/RECEPTIONIST.
Southfield C.P.A. office. Good salary, benefits. Office experience desirable but not necessary.
Parker, Wittes & Co. 315 Travelers.
Tower. Call Miss Yolan: 354-4890 Tower Call Miss Yolan: 55-700-SECRETARY/RECEPTIONIST for public accounting firm. Shorthand. Southfield area. For appointment call 332-602

SECRETARY with shorhand are some bookkeeping experience for public accounting firm Southfeld area. For appointment 32:0002
WANTED Experienced Sorthand Typist to transcribe from sedon dudeo tapes. Full or part time. Fisher Building location 27:1300
Denise

FULL SERVICE Bookkeeper, part time, Toesday & Thursday, Refer-ences. 38,1220 SECRETARY needed for Farmington Hills area law firm Cod typing and dictaphone skills required. Excellent benefits Call Linda Widrig. 851-8500

TROY FIRM needs typist 50 WPM. good pay and benefits Call Ralph Petersen 649-6500

MS150. SOUTHFIELD C.P.A needs experienced Steno. Full or part time 352-555

SECRETARY

**CENTURY 21** 

LEGAL TRAINEE Suburban Legal firm will train good typist to handle citents & corre-spondence. \$650. Excellent benefits & fee paid. PERMANENT STAFF

522-4210 RECEPTIONIST

SALES
SECRETARY
NORDSON CORP is asserbing for a Sales Secretary to work in its Earnington Finishing Division Office. Circial duties induction for the sales secretary to work in its Farmington Finishing Division Office. Circial duties induction of the sales of the s 522-4210 Southfield Law firm Muss nave good typing & dictaphone skills. No legal background necessary. Call Mrs. Frank. 559-2228

477~5700

SECRETARY, one girl office, statistical typing Southfield 569-022 GENERAL GENERAL
OFFICE
Immediate full time position for
mature person in congenial Southfield property management office.
Interesting duties including typing
& light bookkeeping. Excellent
opportunity for person re-entering
job market. 352-9555 or after 8 PM.

Corporate

Executive Secretary

Deportunity for ambitious, military

reclient shorthand and typing and the secretary of the s

appointment call 333-209

CLERK TYPIST
Typing, filing, varied office duties including some transcribing. Experience preferred. Call for appointment, 416-0213

ACE CONTROLS, INC.
Farmington Freeway Industrial Park

Industrial Park

BNURANCE PIRM presenty interviewing for the following positions:
Properly-Cassualty Underwriter
Properly-Cassualty Underwriter
Interer required. Secretary to
Account Executive, Insurance raperenece Mandatory. Both positions
offer challenge, excellent benefits,
growth potential & career opportunity. Resume preferred. Contact
Mr. Schaden at Mr. Sc

Sacution New York Modern South ided Office, seperience & depend-able, good typing stills a must shorthand belpoil. Call Mrs. Bess-an Bould opportunity Employer MrF MATURE person needed for man-agement office in Southfield. Light typing, Illing and bookkeeping required. If interested, please call

Telegraph Area. 20/2000
TROY OFFICE needs individual with good typing and clerical skills to assist office manager. Part time mornings, 8 AM to 12 Noon. 382-2826

5u4 Help Wanted Office-Clerical

UTIICE-LITING
LEGAL SECRETARY wanted.
Mature attitude, minimize 5 yrs experience, dictation & excellent office stills required. Mast know tegal forms & be capable of assuming responsibility. Settlements of the commensurate with ability. Methods.

ville. 348-293

BOOKKEEPER, Bloomfield Hills, experience thru general ledger, good typing. Real Estate investment & Management Co. Send returne to: Rowin & Sparrow. Box 635, Bloomfield Hills, 48013 SECRETARY with bookkeeping and Steno abilities. Excellent salary. Farmington fills area. Please send resume to Box 286. Observer & Eccentric Newspapers, 38251 Schoolcraft, Livona. Mich-igan 48150.

INSURANCE SECRETARY
Experienced, needed to run casuatiy property agency. Immediate
permanent position available to
ground in insurance agency procedures. References regiered, 12
Mile, Southfield Rd area., 557-2812

Mile, Southfield Rd area, 537-2817

Looking ECRETARY
Looking for a challenge instead of a dynamic team? Spelling St WP34 to be a memba, of a dynamic team? Spelling St WP34 to Call us.

ASSLETARY MCH. TRANSEE Typing with good much aptitude and ability to interact with people spelling with good much postude spelling with good much postude spelling with good much postude of some college shiploid. Southfield officer of some college shiploid. Southfield officer populational coll. 252-259.

Programmer Experienced in RPG2 language. Knowledge of system 3 model ISD also required. Liberal employee benefits. Apply today. Catl 425-5600

S.M.C.

5.7/1. C.

80 Junction, Plymouth
FERNDALE LOCATION Start
synthesistery Full time sales office
terming ability. Mathematical part
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TYPIST/RECEPTIONIST
Personable individual to handle
basy office. Phones, filing, heavy
typing. For real estate development
firm located in Bloomfield Hills
For interview: 64-200

THE FOLLOWING POSITIONS
Are now open in our Southfield Law
Firm. Experience Legal Secretary.
Experience Receptions: & File
Clerk Please apply in Person Mon.
Hurs Fri., between 11 AM4 FM at
21700 Northwestern Hwy. Suite 600,
509-600

SECRETARY EXPERIENCED

For Southlield Insurance Company
Typing 60wpm, Shorthand 80wpm,
aplitude for numbers, excellent
fringe benefits Salary commensurate with experience 355-1122

ENTRY LEVEL ENTRY LEVEL
BILLING CLERK
For marketing distribution facility
serving the automotive industry
Applicant must be aggressive and
self-starter. No prior expenses
required but good math aptitude
helpful. Contact: MERLE HARRIS
ADISTRA CORP.
101 Union St., Plymouth

101 Union St., Plymouth 425-2600

CLERK TYPIST - accurate typing with reasonable speed, some business experience is necessary. with reasonable speed, some business experience is necessary, excellent working conditions paid vacation, paid Blue Cross, paid holidays, Call Jim O'Brien for appointment. Multigan of Dearborn Inc. 274-800

KEYPUNCHERS rienced full & part tim

etts. Call Jeri 645-3000

OFFICE HELP, full time days
Prefious experience required, good
math knowledge, use of adding
machine & some typing Apply in
person at 9AM-SPM, Monday thru
Friday, Acme Sporting Goods, 2224
N. Woodward, Royat Oak
N. Woodward, Royat Oak

INSURANCE AGENCY needs experienced Typist, 55 WPM. Somitting and other duties. Benefits Farmington Hills. 553-4800 Farmington Hilts.

RECEPTIONIST for Mechanical Contractor & Service Co. located in Southfield. Some typing & filing required. Call 569-7999

PHONE LADY 6 HOURS PER DAY 5 DAYS PER WEEK REDFORD TWP. AREA Apply In Person Mayer Janitorial Supplies Co. 13743 W. 7 MILE AT BEECH

PM B1-4114

BOOKKEEPER, full time, experienced thru trial balance, for Livonia CPA firm, Repty to: Box 200, Observer & Eccentric Newspapers, 30251 Schooleraft, Livonia, Michigan 48150.

BOOKKEEPER Part time for Public Accounting Office Expe-rienced only, Mr. Delorme 433-1930 Fablic Accounting Office Experience (G1): Discovered (G1): Mr Bellever G2: Discovered (G1): Mr Bellever G2: Discovered (G1): An analysis of the Carlotte (G1): An analysis of th

SECRETARY to help sales ergo-neers. Includes typing & customer contact Self starting, enthusaem plus excellent typing 60 wpm i needed to help fast growing business. Maple & Telegraph 645-050

r interview:
The Development Group, Inc.
qual Opportunity Employer M. F

WE'RE SERIOUS! \$30 - \$70 PER DAY

PER DAY

Men & Women

arnings start the first day Sales
perience, waitress or Airhuse
ipful, but not necessary studies
thusiastic and like people. Work
leading department stores and
ijor mails. IS ONE IS DIFFERENT 569-7576

**CENTURY 21** REAL ESTATE CAREER have openings for Sales the Southfield and Farr office Licensed or col-

**CENTURY 21** 

RESTUM REALTY INC. 353-6666 SALES TRAINEE Inside sales position pays \$200 to start on order desk. Must have potential for building management Growing manufacturing company needs sharp person with sales or related experience.

#1 Personnel Ploce 846-7280

FULL OR PART TIME
Sales People. Inquire within
Phillips Shoes. D10 Westland
Center, Westland

SUPER MEN & WOMEN \$240-\$420 WEEKLY
content with the run
may, 4 if

424-8430

504 Help Wanted Office-Clerical

OFFICE SKILLS

MANP®WER®

506 Help Wanted Sales

KINNEY SHOES now accepting applications for full time career opportunities. Apply at Kinney Shoes, 33465 7 Mile Rd. Lavonia

AVON YOU'VE GOT WHAT IT TAKES TO BE A SENSATIONAL SALESPEISON

PARTIES Maple At The First State Sta

American

INTERSTATE ALARM Musimum s years previous outside sales expeyears previous outside rience required. Must be high-caliber. Excelli-opportunity. Tri-county for interview.

TROPICAL fish store neeb experienced full time sales person Garden City area, call 8AM 1PM 47-422 PART TIME Besible ho

We will fram you in Michigan's finest Real Estate School & provid-you with all the modern tools & facilities needed in the Real Estate profession. Highest commissions paid & very lucrative incentive plan For details, call \$22,8300.

Integrity,

ANT TO BE Your Own Boss's armers Insurance Group has penings for Agent Traines, raining will not interfere with our present employment. Call for articulars, 459-8070 Evenings, 397-2005 WANTED
LIVONIA OFFICE
Wealth, success, prestige is in your
future in real estate if you choose
HARRISON MOORE Openings
available, men and women, free
hierase training if quadried. Call
427-9030. IZZY NEDEAU for
appointment CAREER OPPORTUNITY is also & sales management Starting monthly salary up to \$1,000 No sales experience necessary, on the 9th training program Call Harry Paparian. \$73-9335 Metropolitan Lefe E O E

appointment

SALES PERSON wanted for women's apparel Immediate opening for qualified, experienced aggressive individual Good pay, plus fringe benefits Call 647-056

THE WILLOW TREE

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stee volume is receiving the safet volume.

for additional safes associates if you enjoy working with people and would like to earn income commenurate with your effort, call today and see about writing your on-Success Story' as part of the Chamber lain Team For an appoentment call

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SALES MANAGER Strong Recruiter & Motivator Unlimited advancement for builder of sales staff. Must be experienced in Birmingham-Bloomfield Board Box #302

Birmingham Bloomters

18 202
The Observer & Eccentric
Newspapers
36251 Schoolcraft Rd
Livenia, Michigan 4310
An Equal Opportunity Employ An Equal Opposition

SALESLADY for Ladies Specialty
Shop in Rochester Experience
preferred The Emportum Ladies
Jinery, 406 Main, Ask for Lynda
652-3431

Business Forms & Peg Board Systems SALES

Here is an opportunity for a SALSS CAREER in the Detrot Merce area with a maper business forms and data processing company forming salls apprenence preferable or some general activation of the processing company for the processing compan

MATURE satestady for fast



SUBURBAN LOCATION
Let yourself abine? Top bootch firm
desires quality person with good
general office background. Excellest advancement, super co-workers. 1998 as month. Call Debba.

644-4600
SNELING & SNELING
AGENCY PART-TIME GENERAL OFFICE

FULL CHARGE BOOKKEPPER tru Irial balance, computer perience preferred. Needed mediately. Modern office in chester. Good salary and ben-its. No fee. No fee. Suburban Office Serv BOOKKEEPER

504 Help Wanted Office-Clerical

BEGINNER SEC'Y Beautiful Dearborn surroundings, 2000 year and company pays fee. Good typing and shorthand are all you need. NO EXPERIENCE. #1 Personnel Proce

846-7280

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