

Female Help Wanted
3-12 Office/Clerical

SECRETARY
FEE PAID \$575
Sharp and polished girl with good secretarial skills will find this job interesting, working for marketing firm. They prefer girl with minimum 3 years office experience. Age open. COMPANY PAYS FEE. See DOROTHY DAY PERSONNEL, 18210 Grand River, 1 block west of Southfield, or call VE 8-3138.

NCR OPERATOR

Must be experienced on 395 NCR machine. Call for appointment. Mrs. Toth.

ROCCO FERRERA & CO., INC.
Livonia, Mich.
KE 3-1594

SECRETARY, some knowledge of bookkeeping. Permanent position. After 10 a.m. Call 772-2600

Full Time
OFFICE GIRL
Must have some basic book-keeping skills.
Good Working Conditions.

Apply in Person.

ARLAN'S

Telegraph Rd. at 8 Mile

BOOKKEEPER and general office, computer necessary. L.I. 1000. Varsity Newspaper. 33000 Ford Rd., Westland. 422-3355

KEYPUNCH OPERATORS

Temporary assignments, A-11 shifts. All areas. Please call Jean Johnson, 565-5010.

AMERICAN GIRL SERVICE

SECRETARY, \$500. Fee paid. Good skills for major work. Call Mrs. Evans, 33000 Ford Rd., Westland. 422-3355

CLERK TYPIST

Excellent opportunity for a mature person with good typing skills to operate electric typewriter.
Neatness, efficiency and responsibility a must!
For information leading to a confidential interview please call 476-9000

PERSONNEL DEPT.
9 A.M. - 4 P.M. DAILY

Alexander Hamilton

Life Insurance

Co. of America
12 Mile-FARMINGTON RD
FARMINGTON

ARN'S

\$675-\$750 monthly

Plus Differential.

MUST HAVE OWN TRANSPORTATION

FARMINGTON NURSING HOME

30405 FOLSOM RD.

FARMINGTON

An Equal Opportunity Employer

Female Help Wanted
3-12 Office/Clerical

SECRETARY
Diversified duties with local insurance company. Liberal fringe benefit program. Short-term and long-term openings. 409 Plymouth Rd. Call 453-2000.

RECEPTIONIST

FARMINGTON \$435

Chance for girl who enjoys meeting people to work in beautiful new office in Farmington area where she will learn to handle button phones. Must be as the will record and type attendance records. Full benefits plus bonus. See DOROTHY DAY PERSONNEL, 18210 Grand River, 1 block west of Southfield or call VE 8-3138.

SMALL Office requires steady woman. Typing required. Hours 8:30 to 5:30. No exp. req. Send resume to: Mrs. J. W. Smith, 20445 W. 12 Mile, Livonia. 478-1252

SECY TO MANAGER
\$550. No Fee
Manager of leading international firm needs a stenographer who can be trained to his job Friday. Top future and benefits. Towne Per. 477-3330 or CR 4-7250.

WORLD'S LARGEST PROFESSIONAL EMPLOYMENT SERVICE, is opening in a new location and need...

Employment Counsellors

If you have the ability, maturity, and desire to work with people and have had sales or public contact experience, we will train you. \$7,000-\$10,000 first year. Call Norma Adair. 353-6500.

SMELING & SMELING, INC.

FIGURE CLERK
\$450 to Start. No Fee
Handle a variety of interesting figure work along with general office duties. Rush. Towne Per. 477-3330 or CR 4-7250.

CLERK TYPIST, to SEC. Type 30 w.p.m. Several openings. All areas. Call Qualified Personnel. 222-3020

I B M

KEYPUNCH

Experienced operator for West-land manufacturing company. Days. Call Mr. Gibb.

KE 5-5600

STENO GIRL FRIDAY
\$500+ to Start. No Fee
Learn to be the right hand girl to busy executive. Handle calls, confidential files, etc. Future and benefits. Rush. Towne Per. 477-3330 or CR 4-7250.

SECRETARIES \$425-500 mo.
Also General Office positions available. Call Mrs. Ellison. A & A ASSOCIATES OF LIVONIA

261-8100 255-1770

ACCOUNTING CLERK

Needed at once for small accounting department. New air-conditioned building in Farmington. Industrial Park. Phone for appointment.

476-0213

3-20 Sales/Agents

SPARE TIME EVENINGS
Earn that extra money you need and still keep that all important job of mother and housewife. Free samples, no collecting, no delivery. See-time Positions. Call 728-6490.

SECRETARIES \$425-500 mo.
Also General Office positions available. Call Mrs. Ellison. A & A ASSOCIATES OF LIVONIA

261-8100 255-1770

ACCOUNTING CLERK

Needed at once for small accounting department. New air-conditioned building in Farmington. Industrial Park. Phone for appointment.

476-0213

3-20 Sales/Agents

SPARE TIME EVENINGS
Earn that extra money you need and still keep that all important job of mother and housewife. Free samples, no collecting, no delivery. See-time Positions. Call 728-6490.

SECRETARIES \$425-500 mo.
Also General Office positions available. Call Mrs. Ellison. A & A ASSOCIATES OF LIVONIA

261-8100 255-1770

ACCOUNTING CLERK

Needed at once for small accounting department. New air-conditioned building in Farmington. Industrial Park. Phone for appointment.

476-0213

3-20 Sales/Agents

SPARE TIME EVENINGS
Earn that extra money you need and still keep that all important job of mother and housewife. Free samples, no collecting, no delivery. See-time Positions. Call 728-6490.

SECRETARIES \$425-500 mo.
Also General Office positions available. Call Mrs. Ellison. A & A ASSOCIATES OF LIVONIA

261-8100 255-1770

ACCOUNTING CLERK

Needed at once for small accounting department. New air-conditioned building in Farmington. Industrial Park. Phone for appointment.

476-0213

3-20 Sales/Agents

SPARE TIME EVENINGS
Earn that extra money you need and still keep that all important job of mother and housewife. Free samples, no collecting, no delivery. See-time Positions. Call 728-6490.

SECRETARIES \$425-500 mo.
Also General Office positions available. Call Mrs. Ellison. A & A ASSOCIATES OF LIVONIA

261-8100 255-1770

ACCOUNTING CLERK

Needed at once for small accounting department. New air-conditioned building in Farmington. Industrial Park. Phone for appointment.

476-0213

3-20 Sales/Agents

SPARE TIME EVENINGS
Earn that extra money you need and still keep that all important job of mother and housewife. Free samples, no collecting, no delivery. See-time Positions. Call 728-6490.

SECRETARIES \$425-500 mo.
Also General Office positions available. Call Mrs. Ellison. A & A ASSOCIATES OF LIVONIA

261-8100 255-1770

Female Help Wanted
3-12 Office/Clerical

SECRETARY, full or part time. Must be capable of either dictaphone or typewriter. Call 728-6490. 27300 W. Nine Mile, Southfield. 357-0000

SECRETARY

Farmington area. Diversified work in sales office. \$500 plus benefits. No fee. RENE PERKINS PERSONNEL 15827 Grand River VE 6-5070

CLERK TYPIST
\$350 per month
Call Mrs. Lockwood 474-7210

International Personnel

GENERAL OFFICE
Typing, shorthand, dictaphone, filing, phone, etc. Sales engineering office in Southfield. 3 day week with fringe benefits. Must have transportation. Call Mrs. Lockwood 474-7210

FOR THE SECRETARY WHO IS SEEKING A DIVERSIFIED AND INTERESTING OFFICE IN SOUTHFIELD
A NATIONAL FOOD SERVICE CO.
with offices in Ypsilanti is seeking a secretary to the president.

• Applicant must have secretarial experience, excellent typing skills with shorthand preferred.
• Good wages... benefits include:

PAID HOLIDAYS
PAID VACATION
LIFE INSURANCE
DISABILITY BENEFITS
Contact Mrs. Jordan SEVONATY in typing, 2727 E. Michigan Ave. Ypsilanti (313) 483-6600

KEYPUNCH OPERATOR
N.W. area. Nice offices and working conditions. Afternoon shift. \$3.50 to \$4.00 per hour, plus benefits. No fee. RENE PERKINS PERSONNEL 15827 Grand River VE 6-5070

SECRETARIES
Good skills. Fee paid. Northwest Suburbs Call Mrs. Johnson 474-7210

International Personnel

TYPIST
N.W. area. Diversified work. \$3.50 to \$4.00 per hour, plus benefits. No fee. RENE PERKINS PERSONNEL 15827 Grand River VE 6-5070

3-27 Part Time/Temporary

SECRETARIES \$425-500 mo.
Also General Office positions available. Call Mrs. Ellison. A & A ASSOCIATES OF LIVONIA

261-8100 255-1770

ACCOUNTING CLERK

Needed at once for small accounting department. New air-conditioned building in Farmington. Industrial Park. Phone for appointment.

476-0213

3-20 Sales/Agents

SPARE TIME EVENINGS
Earn that extra money you need and still keep that all important job of mother and housewife. Free samples, no collecting, no delivery. See-time Positions. Call 728-6490.

SECRETARIES \$425-500 mo.
Also General Office positions available. Call Mrs. Ellison. A & A ASSOCIATES OF LIVONIA

261-8100 255-1770

ACCOUNTING CLERK

Needed at once for small accounting department. New air-conditioned building in Farmington. Industrial Park. Phone for appointment.

476-0213

3-20 Sales/Agents

SPARE TIME EVENINGS
Earn that extra money you need and still keep that all important job of mother and housewife. Free samples, no collecting, no delivery. See-time Positions. Call 728-6490.

SECRETARIES \$425-500 mo.
Also General Office positions available. Call Mrs. Ellison. A & A ASSOCIATES OF LIVONIA

261-8100 255-1770

ACCOUNTING CLERK

Needed at once for small accounting department. New air-conditioned building in Farmington. Industrial Park. Phone for appointment.

476-0213

3-20 Sales/Agents

SPARE TIME EVENINGS
Earn that extra money you need and still keep that all important job of mother and housewife. Free samples, no collecting, no delivery. See-time Positions. Call 728-6490.

SECRETARIES \$425-500 mo.
Also General Office positions available. Call Mrs. Ellison. A & A ASSOCIATES OF LIVONIA

261-8100 255-1770

ACCOUNTING CLERK

Needed at once for small accounting department. New air-conditioned building in Farmington. Industrial Park. Phone for appointment.

476-0213

3-20 Sales/Agents

SPARE TIME EVENINGS
Earn that extra money you need and still keep that all important job of mother and housewife. Free samples, no collecting, no delivery. See-time Positions. Call 728-6490.

SECRETARIES \$425-500 mo.
Also General Office positions available. Call Mrs. Ellison. A & A ASSOCIATES OF LIVONIA

261-8100 255-1770

ACCOUNTING CLERK

Needed at once for small accounting department. New air-conditioned building in Farmington. Industrial Park. Phone for appointment.

476-0213

3-20 Sales/Agents

SPARE TIME EVENINGS
Earn that extra money you need and still keep that all important job of mother and housewife. Free samples, no collecting, no delivery. See-time Positions. Call 728-6490.

SECRETARIES \$425-500 mo.
Also General Office positions available. Call Mrs. Ellison. A & A ASSOCIATES OF LIVONIA

261-8100 255-1770

ACCOUNTING CLERK

Needed at once for small accounting department. New air-conditioned building in Farmington. Industrial Park. Phone for appointment.

476-0213

3-20 Sales/Agents

SPARE TIME EVENINGS
Earn that extra money you need and still keep that all important job of mother and housewife. Free samples, no collecting, no delivery. See-time Positions. Call 728-6490.

Female Help Wanted
3-12 Office/Clerical

JOIN THE STAFF
of Michigan's largest real estate firm ELSEA REALTY. Openings now available in the top-selling branch of the company. Thorough individual training available, both classroom and on the job. Participate in a field with professional standing and highest earnings.

CALL MR. ELSEA
BR 3-0100

EARN OVER \$1000
Sell TOYS AND GIFTS
Now to December
"SANDRA PARTIES"
20% commission plus incentive. No delivery, no collecting, no cash needed. We train. Station credit to \$15.95. Call 422-4786, 422-7036, 357-2275, or 353-0380

CLERK TYPIST
\$350 per month
Call Mrs. Lockwood 474-7210

International Personnel

GENERAL OFFICE
Typing, shorthand, dictaphone, filing, phone, etc. Sales engineering office in Southfield. 3 day week with fringe benefits. Must have transportation. Call Mrs. Lockwood 474-7210

FOR THE SECRETARY WHO IS SEEKING A DIVERSIFIED AND INTERESTING OFFICE IN SOUTHFIELD
A NATIONAL FOOD SERVICE CO.
with offices in Ypsilanti is seeking a secretary to the president.

• Applicant must have secretarial experience, excellent typing skills with shorthand preferred.
• Good wages... benefits include:

PAID HOLIDAYS
PAID VACATION
LIFE INSURANCE
DISABILITY BENEFITS
Contact Mrs. Jordan SEVONATY in typing, 2727 E. Michigan Ave. Ypsilanti (313) 483-6600

KEYPUNCH OPERATOR
N.W. area. Nice offices and working conditions. Afternoon shift. \$3.50 to \$4.00 per hour, plus benefits. No fee. RENE PERKINS PERSONNEL 15827 Grand River VE 6-5070

SECRETARIES
Good skills. Fee paid. Northwest Suburbs Call Mrs. Johnson 474-7210

International Personnel

TYPIST
N.W. area. Diversified work. \$3.50 to \$4.00 per hour, plus benefits. No fee. RENE PERKINS PERSONNEL 15827 Grand River VE 6-5070

3-27 Part Time/Temporary

SECRETARIES \$425-500 mo.
Also General Office positions available. Call Mrs. Ellison. A & A ASSOCIATES OF LIVONIA

261-8100 255-1770

ACCOUNTING CLERK

Needed at once for small accounting department. New air-conditioned building in Farmington. Industrial Park. Phone for appointment.

476-0213

3-20 Sales/Agents

SPARE TIME EVENINGS
Earn that extra money you need and still keep that all important job of mother and housewife. Free samples, no collecting, no delivery. See-time Positions. Call 728-6490.

SECRETARIES \$425-500 mo.
Also General Office positions available. Call Mrs. Ellison. A & A ASSOCIATES OF LIVONIA

261-8100 255-1770

ACCOUNTING CLERK

Needed at once for small accounting department. New air-conditioned building in Farmington. Industrial Park. Phone for appointment.

476-0213

3-20 Sales/Agents

SPARE TIME EVENINGS
Earn that extra money you need and still keep that all important job of mother and housewife. Free samples, no collecting, no delivery. See-time Positions. Call 728-6490.

SECRETARIES \$425-500 mo.
Also General Office positions available. Call Mrs. Ellison. A & A ASSOCIATES OF LIVONIA

261-8100 255-1770

ACCOUNTING CLERK

Needed at once for small accounting department. New air-conditioned building in Farmington. Industrial Park. Phone for appointment.

476-0213

3-20 Sales/Agents

SPARE TIME EVENINGS
Earn that extra money you need and still keep that all important job of mother and housewife. Free samples, no collecting, no delivery. See-time Positions. Call 728-6490.

SECRETARIES \$425-500 mo.
Also General Office positions available. Call Mrs. Ellison. A & A ASSOCIATES OF LIVONIA

261-8100 255-1770

ACCOUNTING CLERK

Needed at once for small accounting department. New air-conditioned building in Farmington. Industrial Park. Phone for appointment.

476-0213

3-20 Sales/Agents

SPARE TIME EVENINGS
Earn that extra money you need and still keep that all important job of mother and housewife. Free samples, no collecting, no delivery. See-time Positions. Call 728-6490.

SECRETARIES \$425-500 mo.
Also General Office positions available. Call Mrs. Ellison. A & A ASSOCIATES OF LIVONIA

261-8100 255-1770

ACCOUNTING CLERK

Needed at once for small accounting department. New air-conditioned building in Farmington. Industrial Park. Phone for appointment.

476-0213

3-20 Sales/Agents