The Observer & Eccentric Market Place

522-0900
644-1070

504 Help Wanted Office-Clerical

GIRL FRIDAY for interior design firm in downtown Birmingham. Must know shorthand typing, bookkeeping 642-8811

Insurance Underwriting Clerk
To perform various clerical functions. Clerical experience required. Excellent fringe benefits.
KEMPER
INSURANCE COMPANIES
SOUTHFIELD 355-3000
An Equal Opportunity Employer

ASSISTANT to Bookkeeper. Typing required. Call Robert Pirsion 537-6300 ext. 22

ACCOUNTS PAYABLE CLERK. High school bookkeeping, accounting and some on the job experience is plus. Some light typing. Apply in person or call
STANDARD FORGE CO.
E. of Renaissance Center.
2130 Franklin Det
259-7300
An Equal Opportunity Employer

CAN YOU TYPE 60 w.p.m. accurately? Take telephone messages and handle customers on phone? Enjoy people and work good numbers as well as handle general clerical duties in 2 girl bookkeeping office? 348-8476

SECRETARIES TYPIST STAT TYPIST DICTAPHONE
Temporary assignments available in a wide area. Interviewing and responsible positions for selected personnel. Previous experience preferred.
CALL 967-0336
Witt Services Inc.

LEGAL SECRETARY for oil day Tues and Thurs. Experience preferred but will train. Must typed. Northland area. Contact John Kopp 348-1073

Accounting Clerk
immediate opening for firm in Livonia area manufacturing firm for person with bookkeeping aptitude and good general accounting experience. Good math aptitude. Excellent working conditions and benefits. Call for interview
476-7100 Ext. 296
An Equal Opportunity Employer

TYPIST Assistant 2 Bookkeepers needed for Southfield Law Firm. Excellent opportunity for recent High School Graduate with good typing skills. Call Barb 358-0000

Accounting Clerk
Experienced in accounting procedures and accounting practices, to prepare payroll, register and post parts. Capable of computing, posting and checking items from original sources. A variety of other duties consisting of minimal supervisory capability. Some secretarial duties. Typing. Open to most girl going well with people. Experienced only need apply. Good fringe benefit program. Salary commensurate. Apply in person with a resume. Resume Observer & Eccentric Newspapers 36251 Schoolcraft, Livonia, Mich 48150
An Equal Employment Opportunity Employer

GENERAL OFFICE GIRL. Good Typist in Builders Office. City of Southfield 356-0051

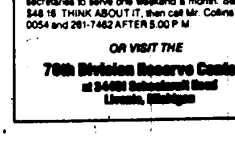
SECRETARY
Office in Northland area needs an experienced secretary. Qualified applicant must possess excellent typing, shorthand skills and have pleasant phone handling manner. Duties include typing memos and financial records. Excellent fringe benefits and working conditions. Salary commensurate with background and ability. Call to arrange an interview
968-2200
Equal Opportunity Employer M/F

504 Help Wanted Sales

CAREER OPPORTUNITY
Can you imagine making two families happy on the same day and getting paid for it? That's what Real Estate One is like and we would like to tell you more about the exciting opportunities available. You're invited to bring your husband or wife and attend our next Career Seminar on Tues. Sept 21 7:30 p.m. at 33620 Five Mile (W. of Farmington Road). Call Mr. Appiedi at 261-2600 for your complimentary reservation. Thank you

Real Estate One.
An Equal Opportunity Company

507 Help Wanted Part Time



SECRETARIES, MAKE EXTRA MONEY
and SERVE YOUR COUNTRY
The Livonia Army Reserve program has openings for secretaries to serve one weekend a month. Starting at $48.16 THINK ABOUT IT, then call Mr. Collins at 427-0054 and 261-7462 AFTER 5:00 P.M.
OR VISIT THE
70th Division Reserve Center
at 34651 Schoolcraft Road
Livonia, Michigan

504 Help Wanted Office-Clerical

ADMINISTRATIVE Assistant Challenging responsibility with growth potential. Degree or full bills + medical phone well organized. Northland area. Reply Box 800, Observer & Eccentric Newspapers 36251 Schoolcraft, Livonia, Michigan 48150

CHIROPRACTIC ASSISTANT Replacement. Must be good typist. Apply in person. 8737 W. 13 Mile, Berkley. Location of job near Orchard Lake and 13 Mile

SECRETARY
Automotive Sales Office in Royal Oak seeks experienced secretary with good Typing & Shorthand Skills knowledge of General Office Procedures. Challenging job good benefits. Send qualifications to Box 806 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

FULL TIME or part-time position available for mature person with office experience and typing skills. Grand River Navi area. Call Ron 349-7

ADMINISTRATIVE ASSISTANT
To co-ordinate the clerical operations of a small clerical staff in an insurance safety office. Typing and transcribing experience required. Excellent benefits and working conditions. KEMPER INSURANCE COMPANIES South field area. Call 353-3000
An Equal Opportunity Employer

INCOME TAX PREPARER not less than 3 years experience. Varied hours. Broad and area. 721-7373

SECRETARY
NEEDED Shorthand required. Ability to handle customers phone. Mature professional business manner required. Full fringe benefits, salary commensurate with experience. Call 9 AM - 5 PM. work days. Mr. McLaughlin.
358-3609

PERSONNEL and payroll clerk experienced good typist, other duties. Grace Convalescent Center across from New Grace Hospital 18901 Meyers 864-8461

KEYPUNCH OPERATOR
Southfield area. Full time of temporary 129 or 5 hour experienced only. Call Eileen
355-3840

EXPERIENCED Legal Secretary Royal Oak Office 543-3500

STENOS TYPISTS KEYPUNCHERS
If you have past experience work ing in an office and use your spare time and skills to make money. Temporary and full time assignments are available. Call today. Apply in person or call for an appointment today
Interviewing Daily 9 AM 3 PM
See Maryann Burns
30833 5 Mile at Beech Daly
Or Joan Sebastian
28236 Ryan Rd at 12 Mile
MANPOWER
Temporary Services
965-7000
An Equal Opportunity Employer

BOOKKEEPER and Office. Experienced in retail home furnishings. Full time position. All benefits. Send resume to Box 816 Observer & Eccentric Newspapers 36251 Schoolcraft, Livonia, Michigan 48150

LEGAL Secretaries
We have many fine openings for experienced legal secretaries. Fee paid by employer. Ask for Grace
HILLSTROM & ROSS AGENCY
Southfield 557-3007

506 Help Wanted Sales

REAL ESTATE SECRETARY
Position open for a secretary with Real Estate or related experience. Excellent typing and shorthand skills required, plus a willingness to accept further responsibility. For the career minded only. For confidential interview call after 6PM 644-1810

506 Help Wanted Sales

EXCITING CAREER OPPORTUNITY for ambitious real estate salesperson. Realtor member. Birmingham - Bloomfield Board of Realtors requires licensee capable of dealing with clientele in luxury homes. Excellent salary of $15,000 bonus in one of Bloomfield Hills finest sales ranging from $50,000 to $150,000 861-0066

LOCAL BUSINESS Man - expanding. Work when you want. Income potential unlimited. Management experience. Phone for interview 425-6200

JOIN THE WINNERS
Tops in Sales, tops in commissions, tops in training, sales tools - competition can't match New Real Estate One office has a few openings for persons with strong desire to learn, earn and grow. No experience necessary. 1976 is our best year ever. Now is the time to phone Mr. Hussey at 425-8000. If you deserve the best, you'll be grateful you called Real Estate One

Byron W. Trevice Co

ATTENTION!!
YOUR FUTURE IN INDUSTRIAL SALES CAN START NOW
The person we are seeking will receive an extensive training program which will make him capable of earning $20,000-$25,000 his first year. Fringe benefits include Hospitalization, Profit Sharing & Paid Vacation
If you are capable of handling a responsible Sales Position, Call Us Now. Ask for Mr. Clay
348-5680

MANAGEMENT TRAINEE. Need reliable person to assist manager. Opportunity to earn $200 per week. An Equal Opportunity Employer M/F Pay interview. 525-3600

SALES EMPLOYMENT COUNSELOR
The ability to work with people and sales public contact experience can lead to an exceptional future with the world's largest employment service. Beatley & Darling. Call Kathy Baker Troy office 528-5400

NEED MONEY for the holidays? Part-time or full-time work. Excellent earnings. Call for appointment. Call 348-7175 after 5 PM or 644-0662

TELEPHONE SALES Men & Women
Good commissions plus salary. Sales experience necessary. You must speak clearly and distinctly. For appointment, call Mr. Jackson
358-4270

PHONE SOLICITORS
Experienced only $3.00 per hour starting a week plus bonus on every sale. Call Mary 348-7900

BIG MONEY
For ambitious people who want to retire in 5 years. A complete training program. A lucrative career. A complete insurance program. For a confidential interview
427-5599
474-8309 537-3484

VERSATILE FEMALE needed to learn all phases of the furniture market. Sales and design experience necessary. Call for appointment 538-0031

SALESPERSON
To be trained to sell hi-end Mansard Vacuum Cleaners & related items. Sales experience helpful but not necessary. Only those interested in full-time career opportunity need apply. For appointment phone Mr. Beaver at 569-2113

SINGER COMPANY
Northland Shopping Center
Southfield, Michigan
I Desperately need experienced telephone salespeople. Full and part-time. Excellent pay. Unlimited opportunity for the right people 644-7800

SALES HELP NEEDED. Looking for experienced salesman for furniture and Display work. Full-time position. Contact Mr. Gailey at Apogee Somerset Mall 643-6121

Are You The One?
Out of 10 that qualify*, Pardee opens for more and is looking for a career in real estate. Will train. Ask for Lee Fowler. 476-5180 Livonia office
chamberlain
DEMONSTRATORS
Men and women. Large list. Clientele. Demonstrate cookware. Complete training. Commissions on high dollar volume

REAL ESTATE TRAINING NOW MADE EASY
New Modern "Earl Keim" Training Center Teacher License Prep and Machine Professional Training at extremely low cost. Sales approach, well prepared and fully equipped to make money and be successful. call Mike Rogg, Mgr. EARL KEIM, WEST. 525-2581

SHOE FITTER. Better salesmen & good young clientele. Full or 4 days a week. Women preferred. Bloomfield area. 644-0500

STOP! OPPORTUNITY KNOCKS. Earn $15,000, $25,000, $50,000 or more. Unlimited income potential. Unlimited business contacts. Must be willing to learn our business. Training expenses paid. Train you in the field. Unlimited opportunity. Unlimited business contacts. Must be over 35, have own automobile, good telephone and sports minded. Responsibility and management ability required. Call Mr. Pat Gallagher 559-1500 Mr. Ed Tomlinson 559-1500 Mr. Ed Tomlinson 559-1500 Mr. Ed Tomlinson