504 Help Wanted Office-Clerical

BOOKKEEPER [illegible] knowledge of all phases of bookkeeping including all phases of taxes. Able to operate NCR bookkeeping machine. Call [illegible] Extra pay taxes and fringe benefits. Reply to Box 8482, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

EXECUTIVE SECRETARY

An equal opportunity employer needs executive typing and shorthand for this public contact position. Salary to $800 plus benefits. FEE PAID.

PREFERENCE PERSONNEL
362-3420

PART TIME [illegible]

MATURE WOMAN wanted to assist in [illegible] Some typing and [illegible] Hours [illegible] Call [illegible]

RED WING TICKET WINNER

388-8900

[illegible]

Front Desk Troy $550/Mo.

[illegible]

ACCOUNTANT BOOKKEEPER

388-8900

504 Help Wanted Office-Clerical

INVENTORY CONTROL Clerk for large medical supply house on Livernois. Knowledge of stock control helpful. Duties include light typing, checking and purchase follow-ups. Call Beverly or Virginia Pernick between 9 A.M. & 3 P.M. 255-3600

[illegible] DEPARTMENT. Young lady needed for [illegible] work. Good math aptitude required. Pleasant working conditions. Call [illegible]

RECEPTIONIST. Light typing, work. Must be able to handle [illegible] personnel. Salary dependent upon ability. Apply in person: Kaufman's, 30 Mile Rd. [illegible] Twp. Call [illegible]

504 Help Wanted Office-Clerical

LEGAL SECRETARY. Southfield firm is looking for a bright and efficient secretary for Estate Planning Dept. Shorthand required. Excellent salary and benefits. Call Sharon Patrick between 9 A.M. & 3 P.M. 355-3600

CLERK - TYPIST for Northwest Detroit office. Call Mr. Youngblood. 273-1500

BILL CLERK full time. Farmington area. Call Tom 476-0667.

ACCOUNTS RECEIVABLE OFFICE SUPERVISOR. Leading company in the distribution industry is looking for an outstanding supervisor. Duties include billing and general office supervision. A college degree or equivalent experience required. Call Bill 272-[illegible]

Fast Raises Dearborn $720 Fee Paid

[illegible]

RED WING TICKET WINNER

388-8900

[illegible]

Farmington Fun Job $600 Fee Paid

[illegible]

388-8900

[illegible]

ACCOUNTANT BOOKKEEPER

388-8900

504 Help Wanted Office-Clerical

Breakthrough [illegible] Meet people and make friends. Meet the [illegible] of MANPOWER and earn [illegible] entertainment. Many exciting assignments. Apply Berth Dupont Mon. thru Fri. 28400 S. Mid. at Beech Daly 29234 Hours 9:12 & 1:5 Phone 291-[illegible]

An Equal Opportunity Employer

MANPOWER
TEMPORARY SERVICES
Wonder Target

Temporary Help Service
An Equal Opportunity Employer

CONSCIENTIOUS [illegible] are needed to handle [illegible] Bring your own [illegible] Hours [illegible] Call [illegible]

[illegible] Temporary Help Service. Call [illegible]

FULL TIME [illegible] Clerk position available. Ideal for mature person. Apply in person at [illegible]

INSIDE SELLING [illegible] Call [illegible]

Livonia Super Office $600 Fee Paid

[illegible]

388-8900

[illegible]

Learn Legal Troy $700 Fee Paid

[illegible]

388-8900

TEMPORARY JOBS

[illegible]

542-9232
THE SCOTT GROUP

[illegible]

GENERAL OFFICE Immediate [illegible] Call [illegible]

BOOKKEEPER

[illegible]

624-8083

[illegible]

WANTED: EXPERIENCED Legal Secretary [illegible]

CLERK TYPIST

[illegible]

[illegible]

ACCOUNTING

[illegible]

HARRIET SORGE PERSONNEL

PART TIME SECRETARY [illegible] Call [illegible]

[illegible]

SECRETARY [illegible] Call [illegible]

[illegible]

HARRIET SORGE PERSONNEL

RECEPTION OPERATOR. Small pleasant office in Southfield. Good fringe benefits. Blue Cross, Life Insurance, Paid Vacation, Disability Insurance. At least 3 years experience. Afternoon or days shift. [illegible]

SECRETARY [illegible] To train as order Processor good figure aptitude, light typing, some [illegible] experience helpful. 35 hour week to start. Southfield Area. [illegible]

VERSATILE TYPIST

Suburban company needs sharp figure oriented. You to handle typing and varied office duties. $[illegible] Plus top benefits. Call Martha Kain now.

569-0400
Snelling & Snelling
PERSONNEL

LIFE INSURANCE OFFICE. Experienced full or part-time, commencing Jan. 10. Bertsang woman who wants challenging responsibility. Superior ability. Call phone Northland area. Reply to Box 650 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

LOCAL ATTORNEY seeks intelligent secretary with top stenoskills. Flexible schedule and hours. Legal experience not essential. Write for interview. Box 650 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

START AT THE FRONT! Friendly new offices needs bright person to greet clients on phone and in person. Some typing. $[illegible] Call Kate Harmon

569-0400
Snelling & Snelling
PERSONNEL

504 Help Wanted Office-Clerical

GAL FRIDAY needed for busy Novi office. Excellent typist and shorthand required. Send confidential resume stating job history and salary to Box 382, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

EXPERIENCED payroll clerk and general office for construction firm. Livonia Farmington area. [illegible]

TYPISTS
STENOS
SECRETARIES
KEYPUNCH OPRS.

Break out of the rut! Join Century. Meet people and make friends. Meet the [illegible] of MANPOWER and earn [illegible] entertainment. Many exciting assignments. Apply Berth Dupont Mon. thru Fri. 28400 S. Mid. at Beech Daly 29234 Hours 9:12 & 1:5 Phone 291-[illegible]

An Equal Opportunity Employer

MANPOWER
TEMPORARY SERVICES
Wonder Target

Temporary Help Service
An Equal Opportunity Employer

LADIES
NEED EXTRA MONEY

[illegible]

967-0336 &

[illegible]

Witt Services

[illegible]

[illegible]

TEMPORARY OR PERMANENT WE NEED EMPLOYEES

[illegible]

LEGAL SECRETARY

[illegible]

DENTAL OFFICE MANAGER. Some experience required. Salary [illegible] Call [illegible]

506 Help Wanted Sales

EE A PROFESSIONAL

[illegible]

SALES REPRESENTATIVE. We seek an aggressive individual with proven sales background interested in a sales career with a well established company with the housing field. This exceptional opportunity in yours if you are an ambitious self motivated individual interested in more than just a job. We offer excellent income and benefit package. Send resume with history of income and experience to Box 472, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

[illegible] THE RIGHT [illegible] full time sales associates needed at the top selling Jewelry Store. Call Get with a going company. Call Mr. Angel at 653-9613. East Metro Realty South Inc.

ABOVE AVERAGE Telephone listners wanted to work for Detroit National Dating Service. Experience helpful but not particular qualities are: Sales ability, a pleasant voice, a good sense of humor. Call Mr. Martin 352-7660

EXPERIENCED REAL estate sales manager can you lead people? Can you make and meet your goals? 1977 will be a good year if you make the right move. Call us. Let's talk. Earl Kelm Realty South Inc.

ONE MILLION

That's how many people seem to be in the real estate business. You've met them all every bridge party, at every social party at the beautician, the barber, the teacher, the baker. Everywhere.

Big companies with long lists of names. Well we are not interested in that. We want our staff to remain small and we want it to remain staffed with professionals. If you think you can be part of that, we think does too. If that is a career business and like to talk to you. Call for an interview and ask for Tony Rizzo.

RIZZO
REAL ESTATE
349-9460
Number 1 Company in Northville

506 Help Wanted Sales

WOMAN to sell auto parts. Good phone voice. Will train. Call Ron. 8AM-5PM. 532-9830

BARBIZON SCHOOL OF MODELING

Liberal commission structure. If you have experience in Health Spa sales, Modeling Schools or similar background you might be the person we are looking for. We are seeking a Mature Self Starter to help teach in sales to recruit prospective students. A strong closing ability is required. Training and rewarding. Interviews working almost there. Southfield area. For interview call 569-3200

DAVIDSON'S
SALESWOMEN

Experienced, full medium to better ready to ready-to-wear. Full or part time. Call for appointment

644-7200

REAL ESTATE
Opportunity Knocks

[illegible] CENTURY 21 [illegible] Call [illegible]

SALES AGENT. Train at full time or part time. Experienced [illegible] Call [illegible]

CAREER OPPORTUNITY

[illegible] Call [illegible]

Century 21
TODAY 538-2000

SALESMAN

[illegible]

[illegible] ENGINEERING
[illegible]
FARMINGTON HILLS 48024
474-[illegible]

SPORTING GOODS -SALES-

One year experience selling Fishing, Hunting equipment and accessories. Excellent benefit program. Apply in person

JCPENNEY
PERSONNEL OFFICE
North and Center Streets
Mon.-Fri. 10 AM - 4 PM

JCPENNEY

[illegible]

HELP WANTED

[illegible]

Ad Sales Rep

[illegible]

AVON

AVON REPRESENTATIVES [illegible]

334-2109 352-2926
422-2252 427-4000

ALL CAREER SALESMAN wanted. Exceptional earnings. Three year [illegible] Call [illegible]

LENTURY 21
[illegible] & ASSOC. INC.
644-3222

MARK FIRST [illegible] FIRM. DISCOMFORTED BIRDS. Seeking [illegible] with exceptional opportunity. Three year [illegible] Call Mark Fenton [illegible]

REAL ESTATE

[illegible]

Norwood
Nab 1 Inc 464-2800

SALESWOMAN

Part time 3 days 10-6:30 PM. Experienced in sales apparel. Apply Julius Eugene Clothing, Lincoln Center Northgate. 10 Mile

A CAREER IN REAL ESTATE

Classes forming now. Call or write for FREE brochure. Pat Kimball, Director

559-3468
EARL KEIM REALTY
TRAINING CENTER
22200 Southfield Rd.
Lathrup Village

WANTED.
EXPERIENCED
REAL ESTATE SALES PEOPLE

Work in South Lyon Brighton based company. Selling beauty in new homes & beautiful lake lots. Good sales & bonuses. Pleasant surroundings & friendly staff. Contact Mariann Zander.
200% CENTURY REALTY 437-6961

ALWAYS

THOUGHT ABOUT SELLING REAL ESTATE? WE HAVE MANY NEW AND EXCITING PROGRAMS IN PROGRESS WE KEEP

GOING FORWARD

CALL MR. LARRY PHILLIPS
557-6660
chamberlain
LATHRUP VILLAGE

506 Help Wanted Sales

INTERESTED IN SELLING REAL ESTATE?

Get complete details on positions open in Chamberlains greater Western Wayne offices by calling

FRED MADLEY
RECRUITING COORDINATOR
455-5200
chamberlain

AMBITION is all you need to succeed in a new career. Just out of the ordinary? Large company looking to expand Western Wayne County office. Older young married man 21-35 to after our first appointment. Earnings unlimited. Only career minded need apply. Call Mr. Hall 261-3[illegible]

MAKE YOUR CHRISTMAS

[illegible]

[illegible] Call [illegible]

SALES AGENT. Train at full time or part time. Experienced [illegible] Call [illegible]

CAREER OPPORTUNITY

[illegible] Call [illegible]

507 Help Wanted Part Time

PART TIME VERTICAL [illegible] Call [illegible]

GYMNASTIC INSTRUCTOR

[illegible] YMCA

TENNIS INSTRUCTOR

[illegible]

SEAMSTRESS [illegible]

[illegible]

SEAMSTRESS [illegible]

[illegible]

FARMINGTON HILLS [illegible]

[illegible]

NEIGHBORHOOD PHARMACY SERVICE WANTED [illegible]

[illegible]

HELP WANTED

Experienced person to take BOARD MEETING MINUTES, evenings, at least 3 meetings a month. Only experienced need apply. Call

459-1710

PART TIME [illegible]

[illegible]

TYPIST [illegible]

[illegible]

PART TIME HELP [illegible]

[illegible]

LADY [illegible] Call [illegible]

[illegible]

[illegible]

HOSTESS needed for [illegible] Call [illegible]

[illegible]

[illegible]

[illegible]

508 Help Wanted Domestic

BABY SITTER wanted [illegible] Call [illegible]

RESPONSIBLE [illegible] Call [illegible]

MATURE woman for [illegible] Call [illegible]

HOUSEKEEPER [illegible] Call [illegible]

HOUSEKEEPER COMPANION [illegible] Call [illegible]

BABY SITTER [illegible] Call [illegible]

CHILD CARE [illegible] Call [illegible]

BABY SITTER needed Middlebelt & Six area for 3 children, day shift 4 days a week. Call [illegible]

EXPERIENCED MAID NEEDED Ford & Sheldon Rd. Plymouth area. Call [illegible]

COLLEGE Professor needs live-in housekeeper for convalescent husband. Must have experience caring for invalid and meal preparation. References required. [illegible]

WANTED BABY Sitter nights [illegible] Call [illegible]

MATURE WOMAN Mon. thru [illegible] Call [illegible]

RELIABLE baby sitter, refer [illegible] Call [illegible]

LIVE IN COMPANION for elderly semi-invalid lady, minimal light care meals. No heavy work or lifting. Hours are [illegible] or after 6:30 P.M. [illegible]

BABYSITTER in our home in Plymouth 3 children ages 2 and 10 months. Monday thru Friday 8:30 A.M. 5:30 P.M. weekdays. Some nights. Own transportation and references. Mary January 3 [illegible]

MATURE RESPONSIBLE Person to Baby sit for grade school children, my home, Bloomfield Hills Area After 6 P.M. [illegible]

BABY SITTING [illegible] Call [illegible]

508 Help Wanted Domestic

DEPENDABLE, HOUSEKEEPER Mature Women 2-3 days week. General cleaning, some cooking & ironing. Own transportation. Experienced with children. References. Start in Jan. [illegible]

BABY SITTER Plymouth area. Part time afternoons some evenings and weekends. Call after 4 P.M. [illegible]

WOMAN To live in with elderly woman. Responsibilities include comfortable home with own private bedroom and bath. References Birmingham. [illegible]

LOVING MATURE WOMAN to care for 4 year old. 11 AM to 7 PM starting Jan. 10. Own transportation. References. Bloomfield Hills. [illegible]

AIRLINE TICKETING
Travel Agent Course
Job Placement
[illegible]

MODERN MATH [illegible]

IBM KEYPUNCH

Learn Now - Work in Days
DAY & EVENING CLASSES
FREE PLACEMENT ASSISTANCE
DETROIT BUSINESS MACHINES INSTITUTE
18770 Farmington Rd.
(1 Block S. of 7 Mile)
477-2020

PROFESSIONAL [illegible]

[illegible]

GUITAR & DRUM LESSONS

[illegible]

2534 Orchard Lake Rd.
(N. Sylvan Lake)
682-3[illegible]

[illegible]

[illegible]

[illegible]

510 Help Wanted Couples

RESIDENT Manager [illegible] Call [illegible]

RELIABLE Maintenance [illegible] Call [illegible]

Apartment Manager

Couple for nice smaller building in Northwest Suburb. Light maintenance. Small apartment in exchange. Plus salary may have other work.

Weekdays 557-0194

CARETAKER COUPLE

Maintenance [illegible] Call [illegible]

ASSISTANT MANAGER for large apartment complex in Southfield. Man with organizational ability. Knowledge of [illegible] Call [illegible]

512 Situations Wanted Female

COLLEGE GIRL seeks full or part time work in daytime or evenings. Call after 4 P.M. 864-[illegible]

HOME HEALTH care Companion available evenings and days. Live in or out. Call [illegible]

MOTHER experienced [illegible] care offers day care in her home. Own transportation. Hillsdale Telegraph area. [illegible]

RELIABLE, High School Senior Needs Part Time work. Hours are [illegible] Call [illegible]

YOUNG MOTHER desires baby sitting, full time or part time. Farmington area. [illegible]

NURSES

PRIVATE DUTY ANY SHIFT
Live-in Companions Domestic Vocation Sitters New Hours Gate Parts Help

LIMAR INC
647-3540

EXPERIENCED [illegible] Call [illegible]

MATURE ASSERTIVE [illegible] Call [illegible]

MOBILE MAIDES brings the maid to you. Experienced personnel. Fully insured. Transportation furnished. [illegible]

WOMEN available for babysitting and vacation calls. Also for light nursing and companions. ABC NURSERY [illegible]

514 Situations Wanted Male

BOOKKEEPING PAYROLL part time Per Diem Bonnie Kelly. Library in a period Jan March 476-[illegible]

COLLEGE STUDENT with varied work experience available. Dec 20th thru mid Jan. will consider all offers. Call anytime 442-3427

PAPER HANGER looking for residential work. Call Dan 352-8143

PAINTER experienced teacher will paint your home. Also custom design painting and murals. Reasonable 8 years experience. 537-8212 or [illegible]

SANTA CLAUS for hire. Available for parties, schools, office parties and home visits on Christmas Eve. 331-4498

516 Situations Wanted Male-Female

FREE [illegible] employment [illegible] sponsored by Detroit [illegible] Legislative Committee. 1290 [illegible] Call [illegible]

518 Education Instructions

GUITAR LESSONS IN YOUR HOME

GARY [illegible]

FRENCH LESSONS

[illegible]

602 Lost & Found

LOST [illegible] Call [illegible]

FOUND [illegible] Call [illegible]

LOST [illegible] Call [illegible]

LOST [illegible] Call [illegible]

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602 Lost & Found

[illegible]

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602 Lost & Found

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