SECRETARY

RECEPTIONIST

CLERK TYPIST

Must type accurately 60 WPM. exact with figures and 10 key cal-lator. Previous experience NECI SARY. Salary and company be efits. Call for appointment:

522-7774 An Equal Opportunity Employer

RECEPTIONIST - part-time for evenings and Saturday mornings. Garden City Medical Center. 421-1110

OPPORTUNITY for qualified professional Receptions; must have experience with major firm. Bacellent salary, benefits, working conditions and growth potential. Attractive Southfield offices, Prudential Town Center. 355-350

CLERICAL POSITION Insurance Agency in Troy Call Ann Houser at 879-9000

CLERK/TYPIST, minimum 40 WPM, accuracy required Knowl-edge of insurance helpful 12 Mile-Telegraph area. 642-1200

CLERK/TYPIST

Our purchasing department is look-ing for someone who can type accu-rately, maintain files, and take phone messages. If you are inter-ested please call Mr. Wronshi between 9 - 11 am. 525-1500

DISK

**OPERATORS** 

Presently have openings for both full time and part time Key Disk Operators in our Data Input Department. The starting pay rate is \$5.16 per hour plus benefits. Four plase system experience helpful. Apply at the Personnel

METROPOLITAN HOSPITAL

SECRETARY

Excellent opportunity for individua seeking public contact position Good working conditions. Variety of assignments for experienced Secretary.

details Complete the control of the

need:

PERSONNEL - \$11,000+
Fee Paid. Large corporation is looking for an outgoing person with personnel experience, good typing and shorthand to fill an immediate opening. Hurry for this career opportunity.

MEDICAL CLAIMS ADJUSTOR
TEMMPORARY experienced is
major medical and basic medical
plans Large insurance company
needs adjustor for temporary
calams overcload in the N. Wood
reply glving past experience to 80
st, Observer & Eccentric News
papers, MEDI Schoolcraft, Livenia
Michigan 4819.

An Equal Opportunity Employer SECRETARY

EXPERIENCED legal secretary, general law, negligence, salary commensurate with experience, benefits, Southfield area. 358-4100 reactions and the company of the company of the plan the benefits are companied to the fig. 32-6. The Vision of the Vision o SECRETARY-Receptionist, full time. Good typing essential, short-hand not necessary 12 Mile -Southfield Rd. area. 537-5050 Oak Park Office seeks personable individual for varied and interesting office duries. Must have pleasant phone manner. a typing speed of a least 45 WPM, and dictaphone experience. Successful candidate will enjoy lorly office candidate will enjoy lorly office distribution of the same candidate will for the same candidate will for you meet the above qualification, please call 967-0071 for confidential interview.

PREFERENCE

our Plymouth office at 455-1700 An Equal Opportunity Emple

DIVERSIFIED OFFICE POSITION
For person with pleasant phone
personality. Good typing skills with
some knowledge of letter composition. Apply Kitchen Glamor, 28770
Grand River, between 7 & 8 Mile
Roads, later interview, by
spronitment appointment.

CRT OPERATOR for day, evening or Saturday shift, 50-pm typin speed required. Southfield area Call Monday thro Friday, fram-Sper 424-87.

Execting opportunity for sharp mature individual who peasesses accurate typing ability and prefably some shorthand. Inviores working with scheduling

Wanted for local Century 21 Real Estate Office. Must be accurate typist and above all dependable. Ask for: CHUCK CASSIE:

ORDER CLERK
FEE PAID
owing company will train for
spater coding! Advance rapidly
the accurate typing and figure
to Benefits To 1895, all bebte
550-0400
Snelling & Snelling
PERSONNEL

SEURLIANY
Small Birmingham sateryldistribution office needs full time Secretary, Duttes vary dally, An active
Secretary who likes working with
some figures would find this job
ideal. Good fringe benefits. If you
qualify, send resume and satery
history: Box 442, Observer &
Eccentric Newspapers, 362
Schoolcraft, Livonia, Michigan
48190. EMPLOYMENT **OPPORTUNITIES** 

OPPORTUNITIES
IN PLYMOUTH
Plymouth based insurance company has several opening in the bone office stall. Vacancies are in TRANSCRIBING, CLAIMS and CLAIMS 48150.
An Equal Opportunity Employer An Equal Opportunity Employer
ADVERTISING and copywriting
assistant for builder and real estate
to the state of the state day won.
2000 for interview.

SECRETARY/TYPIST
With office experience for Southfield office. Typing 54 wpm
minimum. Salary open. Benefits.
Call between 44 PM, Mon. thru Fri.
558-9670

MATURE woman wanted for a Southfield Sales office. Filing, some typing and telephone skills. Call Mon. - Fri., 9:30 - 5 PM. 558-1535 SECRETARY-Typing and general office duties, aborthand helpful. Call Mr. Accardo, at Frommer and Associates, 333-0770

LEGAL Secretary general law, negligence, salary commensurate with experience, behefits, Sotuthfield area 250-0100 TRANSCRIPTIONIST, experienced, 65 wpm, to learn Radiology transcription Call 153.7840

ADVERTISING RECEPTIONIST 569-0400 Snelling & Snelling PERSONNEL

EXECUTIVE SECRETARY excel-lent typing and shorthand. Prefer previous public school experience. Send written resume to: William Numez. Associate Superintendent, Southfield Public Schools. 24661 Labser Rd., Southfield 4004. Northville.

KEYPUNCH OPERATORS
Full time operators needed for afternoon shift, experienced only, good benefits, Southfield Area, 83.3551 Ex. 224

Bookkeeper/Sec'y.

BOOKKeeper; Jose y.
Tool Shop
One girl office, full charge
thru trial balance, includes
billing, payables, time
recards, payrall & all taxes.
Clawson area, 435-3535 PART-TIME Mature woman for receptionist in Funeral Home Call between 10 and 12 Noon 836-3001 OAK PARK office in need of girl for bookkeeping & general office daties. Typing required Call 8:30-50M 547.3305

JUNIOR SECRETARY, Renais-sance Center, New York Stock Exchange Member firm. Call for appointment. Martha 259-8500

SECRETARY
Good typing skills, shorthand
preferred, additional office
dulles. Apply District Manager
Gates, McDanald & Co.
2075 W Big Beover
Suite 404 Tray

PERSONNEL ASSISTANT, some college sdychology or sociology required. Will train. Must be over 11 and own a car. 359-8575 United Personnel

SECRETARY-BOOKKEEPER
Men's clothing Store, in Rochester.
Complete knowledge of billing,
accounts receivable, accounts pay-able, taxes thru trial balance. Light
typing esperience. Approximately
30 hour week \$51-175 Needed for company location in Southfield area on a long term tem-porary basis 19 Months 3 trong possibility of assignment becoming permanent. Good benefits and pay rate. Call or come in to Staff Builders Temporary Service, 20100 Greenfield, North Center Builders, Oak Park.

OFFICE CLERK
Answer telephone. Must typeprepare accounts payable vouchers.
call Central Heating Co. 353-660

RECEPTIONIST CORPORATION based in Farmington Hills is necking Receptionis for its Cerporate Office. The successful candidate will be personant of the processing of the processing of the processing of the processing conditions of the processing of the processi

LIGHT TYPING, some filing. Part lime position for home office in Wixon. Prefer high actool student Must have own transportation. Salary E175 hourly Please send written application to Maria Mar GENERAL OFFICE, accurate typist and pleasant telephone voice required 3 days, 8 AM to 4:30 PM Benefits Call 877-967.

Benefits Call 87.9872 CHIROPRACTIC Clinic in Livonia, full time, challenging position with experience in typing, must have pleasant personality, enjoy public cociact and a pleasing phone voice, closed for individual who would like to re-culier the work force. Apply in person Mon. Tues. 9-1 pm. 2746 W?

OFFICE SECRETARY
Full Time Livonia
Randazzo Tuxedo Renai
525-0020

IMMEDIATE
Full-Time Positions
CLERK-TYPISTS
If you like to type, file, do figure
work & varied office assignments
we are a sure to have a position to RECEPTIONIST needed, immediately for Troy law firm, light interest you.

Birmingham location. Excellent employee benefits & promotional opportunities. Call Victo Sata for annointment.

65-2700

LIBERTY MUTUAL INSURANCE CO (Telegraph at 12% Mile) An Equal Opportunity Employer SECRETARY

SECRETARY
Looking for a challenge? Opportunity for ambitious, intelligent individual with excellent shorthard and typing skills. Position demands perfection and much responsibility. Salary commensurate with experience and ablittes. Excellent benefits. Southfield area. Call us. 233-229

HUSPII | M.

100 Tuxedo Detroit
An Equal Opportunity Employer
SECRETARY for life Insurance
agency, full or part time, life
tool necessary. Excellent epocuttool necessary. Excellent epocuttool necessary. Excellent epocuttool program with good shorthand
and typing skills. Benefits (for full
time). Includes persion, life insurance, major medical Southfelds.
33-170. MATURE

PART TIME-24 hours per week. St.15 per hour. Custodial work. Apply Birmingham YMCA, 400 East Lincoln.

Waling Tool Co. 23485 Industrial Park Dr Farmington Hills

SECRETARY
Typing 43. shorthand 50, previous
office experience desired. \$185 per
week-full benefits. Southfield. Coptact Miss Folsom. 358-7301
An Equal Opportunity Employer

ENTRY LEVEL BILLING CLERK

ADISTRA CORP 101 Union St., Plymouth 425-2600

CLERK TYPIST I

MOMAN, experienced in accounting and office procedures. Must be good on telephone. Approximately 30 hours per week. Salary open. 685-0555 per week. Salary open.

LEGAL SECRETARY wanted for Southfield office, knowledge of defense work desired. Call Vicky.

33-8565

BOOKKEEPER ACCTS. RECEIVABLE fust be experienced in portules, credit memos, spo GENERAL OFFICE help with bookkeeping and tax service, will train. Apply at 24101 Grand River, Redford. 504 Help Wanted Office-Clerical

SECRETARY, legal experience preferred, full time. Long Lake Telegraph area. 646-250 rience in construction trade red. Excellent starting sal resume to Box 532, Observe

OPERATOR for security system many positions available, switch board experience helpful. Openings in our Westland office. Must be able to work evenings, and weekends Call 10AM-3PM. S22-1565

Call IoM-JPM. S22-165
LAW OFFICE Southfield. Service,
with or without experience. Must
type well, shorthand. 305-223.
LEGAL SECRETARY, I girt office
Good typist, pleasant personality
Good typist, pleasant
Good typist

SPM. 478-6030
GOOD TYPIST with head for figures needed. Real Estate or title work background helpful 8:30 to 5 pm 5 days week. Located in Troy Call Mrs. Skubic, 643-9455

imaker reports. Sourtable stepsing to not essential Call 643-965

WE CURRENTLY have a full time secretarial position available. Shorthand preferred but not required Executive office facilities, excellent fringe benefits including paid veacation. Salary based on skills and/or experience Call for appointment 375-500. Equal Opportunity Employer M:F

SECRETARY

Experienced only. 44.9 per bour plus fringes. Shorthand 80 wpm, typing 80 wpm. excellent grammer and spelling necessary. Applicants will be tested: 1 secretary office. Oakland University area. Send application to: MEA, 2003 Pontiac Rd. Pontine, 16407.

An Equal Opportunity Employer

24. 99.74821

ACCOUNTS RECEIVABLE: Inventory Control. Bookkerging background required. Position with cathy for the property of the property of

BROKERAGE SECRETARY Insurance office - Southfield loca-tion, accurate typist, shorthand and math

Equal Opportunity Employer M/F
RECEPTIONIST FRONT DESK
person to start immediately. Wonderland Center. Call Friday only
965-858

EGAL SECRETARY and Gal Friday. Small Birmingham office. Brains, education and desire - more important than experience. Will train Apply 645-6730

**DEMOS** MARKETING

TEMPORARY SERVICES 24755 5 Mile. W. of Telegrani

GENERAL OFFICE, typing and light bookkeeping. Call for appoint ment. Inez. 354-322

SECRETARY
Typing, filing, related duties for college office. Salary \$3.50 per hour. Send resume to Siens Heights College, 21700 Northwestern Hwy. Southfield, Mich. 48075. TYPIST-RECEPTIONIST for a mental health clinic in Northland area. 557-1009

SECRETARY WANTED for South-field law firm. Some legal expe-rence preferred. No shorthand. Type 65wpm, 337-8840

TYPIST, heavy phone work, type 45 wpm, for busy ad department of Liverda Publication, 251-8300 SECRETARY

SECKE I ARY
EXPERIENCED
Duties will include Reception,
Typing, Filing, Shorthood necessary, Hours 9 AM-3 PM, 5
days per week. For informaties Cell FRANKLIN

mur. Call M8-7071

EXPERIENCED ONLY! Girl

Friday needed. Accurate typing
shills a must! Excellent phone

GIRL FRIDAY week for expension of the control of

waterpools, Call 2017 and Monters and Mericals Milling for bookseping and ias aren't, will comment to the Monte of the Mon

04 Help Wanted Office-Clerical

a most interesting

way to earn \$\$
at your convenience and
area.
Companies, New Experier
ew Acquaintances.

TYPISTS

SECRETARIES GENERAL CLERKS RECEPTIONIST

Suburbs

Delores-398-4390

Downtown

Darlene-963-5026 MATCHMAKERS OFFICE SERVICES

SECRETARIES We are currently represent fine selection of openings for secretaries. The positions are Law Firms and Industry in the urbs and Detroit. Top salaries benefits for experienced p stocals. Over a cup of coffee can discuss the particulars variety of positions available. Feen. Call or mail your resur

PERSONNEL AT LAW
3000 TOWN CENTER
SUITE 2500
SOUTHFIELD, MI 48075

358-0060 SCHOOL KEYPUNCH-KEY TAPE OPRS.
Schoolcraft - Middlebelt Area.
Minimum 6 months experience, full & part time, days, afternoons & midnights. Call between 10 AM-12.
Noon. 522-1710

OFFICE SERVICES
TYPING, GENERAL OFFICE
Looking for accurate typist, 50
WPM with transcription expertience. No shorthand necessive
Basic math aptitude a must
opportunity to learn computer
opportunity to learn computer
operation. Campbell Services, 2170
Northwestern Hwy. Suite 1070.
Southfield Ms. Phillips: 359-3955 LEGAL SECRETARY SECRETARY

Growing middle sized Troy
law firm seeks competen
legal secretary. Competitive
wages, fringe benefits including Blue Crass-Blue Shield
Call Jerl, 645-5800 OFFICE CLERK
Part-time - 7-3-30 PM, Weekends
Holidays Hospital experient
desired Contact Mrs. Thompson, ACCURATE Typist, answer tele-phone, mailing and filling. Oak Park area. 543-7819 desired, Commercial C30 PM. REDFORD COMM HOSPITAL 531-6200 EXT. 47

Keydisc/Keypunch
Experienced operators and
bright trainees occepted for
top pay, Immediate openings
for all shifts. Excellent benefits
and incentive pay
Southfield 569-2220
Utica 254-1910 TYPIST with adding machin skills, mature. 6 Mile-Beech Daly 533-811

Witt Services Inc.

(Temporary Personnel)

WELCOMES ALL QUALIFIED

STENOGRAPHERS

DICTAPHONE OPR.

TYPIST

GENERAL OFFICE

RECENT HIGH SCHOOL GRADU-ATE - this is a wonderful opportu-rity to get started in the business world.

RECENT EXPERIENCE NOT NECESSARY Maintain and improve your skills while working on a temporary basis.

Assignment area and length of assignment is up to you - DAILY, WEEKLY and LONGER.

We have 8 locations for your venience. Call the office nes

TYPIST - PART TIME
Experienced with good typin,
stills IBM Mag Card A experience
stills IBM Mag Card A experience
back-up receptions delire. Ack
for Martina at:
The Service Bureau Ca.
2000 Civic Center Dr.
Southing Service Service
An Equal Opportunity Employer Programmer

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

S.M.C. ACCOUNTING 800 Junction, Plymouth

CLERK Excellent opening for experienced Accounting Clerk with Associates Degree in Accounting. We offer an excellent opportunity in a progres-sive company. Good salary and lib-eral employee benefits. Send resume or call Ms. Laidlaw

GUARDIAN INDUSTRIES 43043 W. 9 Mile Rd. Northville, 48167 349-6700 ACCOUNTING CLERK, for South-field Public accounting firm. Call for appointment 333-560

LEGAL SECRETARY wanted for :
- man law office in downtown
Birmingham Pay commensural
with experience Shorthand nice
but not crucial Call 645-550

TYPIST Excellent opportunity for an experienced typist on IBM Electric Must type minimum 35 WPM according for processing experience helpful. Excellent working conditions and benefits. Please contact Personnel Dept.

Alexander Hamilton

Alexander Hamilto Life Insurance Co. Of America

Of America

12 Mile & Farmington Rd.

553-2000

IF YOU Have previous office experience, are an accurate types with a figure aptitude - we will train you as an automobile bitler. Call Mary at 34:3300

fary at 341-350 HGH SCHOOL Grads! If you can yoe accurately and had book-eeping in school, we will train you or a permanent position in payroll and accounts payable. Call Mary at 341-350 MEDICAL INSURANCE BILLER Pleasant working conditions. Excel-lent benefits. Only Experienced Need Apply. 647-5785

BOKKEEPER-OFICE MGR
2 girl office, Small Mandacturin
College of the State of the St

SECRETARY
Must be alert, have good stills & be well organized. Capable of managing our time & work assignment with accuracy & minimum servicion Good phone manars should be commensurate with experience Serd resume to. Personel, P. O Box 376, Farmington Hills, 6018. Box 576, Farmington Huis, 10010.

LEGAL Secretary for W Bloomfield law office, salary commensurate with experience \$25-445.

ALL AROUND GIRL Must know weing, shorthand, some figure experience ( typing, shorthand, some figur aptitude, telephone experience various office functions for genera contractor & property managemer firm. Call Mr. Weisberg. \$57.962

We have an excellent opening in our Engineering department for an experienced Secretary with good typing and shorthand skills. We offer an excellent working curve-ment. Attractive compensation package and liberal employee ben-efits. Please send letter of appli-efits. Please send letter of applisus. Please send letter of appli ation indicating background or all Ms. Laidlaw for interview urrangements.

349-6700
SECRETARY - Experienced, adult in manner: for Southfield area firm, 3800 a month starting salary. One girl office. Call between 9AM-SPM:

841-6070 SPM States WE need a good typist that takes shorthand and has a good book keeping and general office background. Job offers good salary, pension, health insurance and steady employment in an Oak Park sited warehouse. Call Mrs. 398-3434

Schwartz, 38-34st LEGAL SECRETARY wanted for 3 man General Practice firm in Troy. Work will be primarily for 1 partner. Good experience abso-bately necessary. Fringe benefits. Call

LEGAL SECRETARIES

504 Help Wanted Office-Clerical

506 Help Wanted REAL ESTATE

KEAL ESTATE
SALES
Training with Century 21,
assures success. No experience
as we train to succeed High
comissions, selling in Formington, Farmington Hills and
Bloomfield, West Bloomfield
area. Ask for Gary Cook.

Century 21 FAIR TOWN CO.

626-8000

REAL ESTATE PERSON wanted to service prime areas of North-ville. Novi & surrounding communities. Experienced professional staff with new office. Realtor & Multi-list Membership Communish & Root time negotiable. NICHOLS.

REALTY. 345-334

MS. BOYLE 353-1811
INTERESTED in SAVING

REAL ESTATE SALES 50/50 SPLIT

-AND MORE!

PART-TIME OPPORTUNITY
Ideal situation for housenife 3
hours a day, 3 days a week \$50
Pun, people & profits, too! For
interview call Nancy. 942-068

GOLD

Global, one of Michigan's large housing companies, will be opening 50 new offices state wide

Company sponsored excursion Credit Union services Opticare Plan

Exec-U-Temp

AN OFFICE GIRL Telphone and typing Southfield area 557-0770 Earn Good Pay The Kelly Girl Way ONE TIME

SALESLADY
Malure with gracious personality.
Apply, Kitchen Glamor, 28770
Grand River between 7 & 8 Mile
Roads.

MANAGER

Kelly Girl

506 Help Wanted Sales

SALESLADIES, full time, ch dren's apparel. Apply Youth Cent Store, Twelve Oaks Mall, Novi WANTED - high school students for part time work, hourly pay plus commission, excellent hours for young responsible person seeking after school employment. 425-600 PERSON for outside sales will experience in office supplies/offic furniture. Full time, salary, bet efits. Call Dan Campbell, 642-56

OPPORTUNITY

UNLIMITED

SALES

Contact

Mona Hemmerling
646-4834

646-4834 SUPER SALES POSITION men and women call toll free 1-80-327-9696 for a recorded message 24 hours a day. PHONE SOLICITORS No

INSURANCE nes rep with commercial line ickground, travel Michigan empstead Barrett & Associates 334-472

INSURANCE
INSURANCE
ACCOUNT EXEC to service small
commercial accounts and inhouse
sales Hempstead Barrett &
Associates 3344724

4-2109 9-8177 546-187 427-400 POSITIONS

**AMFRICAN** 

**SERVICES** Is looking for talented REAL ESTATE SALESMEN and BRO-KERS for its new location. We are

nuits for its new location. We a a company with new and innovati ideas. There is tremendous pote tial for a good salesman. Plea call and ask about this opportunity 353-3337

STANDARD CARPET CO 333-9174
WOULD YOU like a more quet
business of your own? Minimum
investment, excellent income
Begin at home part time, ideal for
husband & wife team. 478-7286

hubband & wife team GF-7268

CAREER OPPORTUNITY
We have openings in our West
Bloomfield Office for full time
Seleppople. Lucrative commission
and boous plan The best in Sales
Polan. Complete Relocation Service
and TV Advertising. For cofidential interview Call Jerry
Haydon, Manager Manager SCHWEITZER 851-0300

REAL ESTATE SALES
Bored' Want a change' Job potential limitled' We need six people for
our new office in Rochester If you
qualify, we will provide you with
acuter consultation and enroll you
our professional training proyour potential REACY
WORLD Call Dwayne Frechette at
WORLD Call Dwayne Frechette at

FILM DEPARTMENT SALES
Full time, Birmingbam area. Retail
and/or photo experience helpful
Call Bert, mornings 642-6576

MATURE SALES person for ladies

Salary, Insurance Plan No Sundays or Evenings. Experienced or we will train. Call Mr. Graves. Farmington Lumber 474-4015

SO YOU THINK YOU CAN SELL? Belzona Molecular, 534-2417 Industrial Repair Materials

507 Help Wanted Part Time

506 Help Wanted Sales

REAL ESTATE
Full time sales people needed in our
West Livenia Office. For info on the
70% COMMISSION PLAN, call
JOHN HALSER, TODAY.

Norwood

REAL ESTATE ull time, 4 sales people raining available. Call

Norwood

BE A PROFESSIONAL E will train you in Michigan's fit Real Estate School & provision with all the modern tools citities needed in the Real Estate Indicate the Commission Highest commission & very lucrative incention For details, call \$22,800, sk for JOHN BUGGY

Integrity,

DESIRE A

DESIRE A
SUCCESSFUL CARREER
IN REAL ESTATE?
You will need expert training to
schiere that The principuls of our
firm combine for nearly 30 years
if the principul of the principul of the
firm combine for nearly 30 years
bloomfield area. We will provide an
excellent training program for a
fee select prople. Call Mr. Sermot
tion for more information or a persocial interview. 647-6030

rorrentino. solcomb & pascouau, inc. REALTORS 860 West Long Lake Rd., Bloomfield Hills

GLOBETROTTER TICKET

James S. Nichols 33675 Hillcrest Farmington, MI 48024

WINNER

CONGRATULATIONS

FULL and PART TIME men and women to sell designer shees Excellent pay amid pleasant surroundings with career opportu-nities. Becker Shoes, Tel-12 Mall. 356-3692 INTERIOR DESIGNER

NTERIOR DESIGNES

Fully experienced person with good
sales and design ability. An unusual
stop specializing in contemporary
home furnishing a located in the
West Bloomlield area Good earning potential for qualified person
Brasch Interiors Contact Mrs.
Simons, Monday through Frid.
62-001 SALESMAN for large furniture and

Mich 49770

LIFE UNDERWRITER trainer. No experience occessary. Will train Training salary and career position. By appointment only. 274-5740

Join The Chamberlain Team

Dick Randazzo (Plymouth/North-rille/Canton Area I - 455-5200. chamberlain

HIFIELECTRONICS
Salesman. Full and part time
Experienced in retail selling
Willing to earn money, well
groomed. Full benefits, good
advancement opportunities Westland area. Olson Electronics. Mr.
Chaldouir: 722,344

Chaldrour: 772-344
WE'RE EXPANDING!
Openings for trainers, experiences
sales associates, associate brokers
and sales managers. Commission
plan up to 70° For personal inter
view, call JOE E. NORWOOD.

AIR NATIONAL GUARD HAS OUT-STANDING CAREER OPPORTUNITIES FOR HIGH SCHOOL SENIORS AND HIGH SCHOOL GRADUATES (INCL. GED).

Heinterment Dements

We also have positions for prior service people
who may entist into their previous career field or
retrain in a new field.

Call your Air National Guard representative at

Call your Air National G

HOME

WOMEN WANTED Over 35 for part time phone work evening hours. Southfield Office, 44 per hour guaranteed plu

851-3560

WITT **SERVICES** Exec-U-Temp

A Most Unique Temporary Service We Offer Top \$\$\$

We require 5 years professions experience Typing 65 WPM., short and 110 WPM. Typists Secretaries Stenographers Key Punch Opr

565-0266

FOR INTERVIEW CALL

**SECRETARY** 

rangements.

GUARDIAN INDUSTRIES

43043 W. 9 Mile Rd.
Northville, 48167

349-6700

SECKET ARIES
We have mony fine opening
for experienced legal secretor
ies. Fee poid by employer.
Ask for Groce
HILLSTROM & ROSS AGENCY
Southfield 626-818

LEGAL

504 Help Wanted Office-Clerical

Little experience necessary. Start immediately, salary & commission Call Shelly at: 345-3477 SUPPLEMENT your income. Let a second income specialist show you how. Call 425-6269

TROY AREA REP WANTED SALARY - CAR - BONUS MS. BOYLE 353-1811

MONEY?
Join our Co-op for 30% to 40%
savings on natural food supplements 6 househeld products \$13
total lifetime membership fee. For
more information, call after
6.30pm, Jim, 522494

As far as we know—Knoll & Associates offers the best commission schedule anywhere.

WHY?!

we want producers' The more legally consideration and money we give out and a second producers and money we give out and a second producers and money we give out and a second producers and the return it works and the second producers and the seco

IS THE COLOR OF OUR OPPORTUNITY If you have professional sales experience, get in on Michigan's housing boom now! Our Salespeople are averaging over \$20,000 per year

50 hew offices state wide
We offer:
"15 existing locations
"Management Positions
"I week sales training program
"Commission up to 5% of gross
"100,000 per year in advertisi
promotion

Opticare Plan

\*Life Insurance Plan

\*Life Insurance Plan

\*Company Blue Cross/Blue Stield

\*Limited Competition

\*We will have a need for over 48

Managers within 18 months This

does not involve land sales.

Professional Salespersons call 535
500 Monday thru Friday from 18
AM-5 PM.
ARE YOU EXPERIENCED, outgoing, fashion aware & sales
ceinted! 18 of a re interested
in full time employment, our load
package of pay, benefits &
amonsphere warrant plouding for a
minerview. MUNISONEW. 64-730.

paceage and phoning to an interview and paceage and pa PART TIME OR ALL THE TIME See KELLY GIRL. You'll wor as in our customers' offices. We schedule tailored to your ab-dime and needs and EARN TATES. You only need to con-some and register to start a new saried career. We have a se-demand for:

SECRETARIES TYPISTS
DICTA TYPISTS
KEY PUNCH SWITCHBOARD FIGURE CLERKS BOOKKEEPERS

A Division of Kelly Services lot an agency Never a

CLERICAL HELP, phone answer-audit reports, accounts payable, interviews daily noon til 2P3 at Krught Enterprises, 30785 Gran River, Farmington Hills, Suite 306

CLERK TYPIST

BOOKKEPER - Position available for experienced person in financial Agency in Southfield. Full time benefits available, excellent working conditions. Must be mature with pleasant telephone personality call between 1 and 5 PM. 358-112.

American Personnel Agency SECRETARY

Ask for: CHUCK CASSIE:
CENTURY 2 |
Hartford West, Inc. 453-450
GENERAL OFFICE work: Detroit based company. Hours &AM
-4:OPM, Monday thur Friday Cal
from 10AM-3PM. 875-2505, Ext. IMMEDIATE OPENING
Professional Receptionist
tchboard Operator, In
mited Hills area, permanent
time position, requiring punc
ly, typing & organizationa

PERSON FOR purchasing department with experience in typing purchase orders, follow-up & general office work including snswering phones. Full benefits. Roberts Engineered Products Co., Redford Township. 528-1931

Typing 35 wpm., and shorthand 9 wpm. preferred. Apply at:

MANUFACTURER'S BANK

OF LIVONIA

38047 Ann Arbor Rd.

Tues. & Thurs, 10-4 PM.

Equal Opportunity Employer M/F SECRETARY

GIRL FRIDAY for seasons employment, April thru September Call Tues. morn. 9-12. 477-316

TYPIST - part time. General office, shorthand and filing. 474-7200 TYPIST - part in the shorthand and filing. 470-7 are EXPERIENCED LEGAL Secretary for small Birmingham law office. 444.433 BILLING CLERK familiar with Medicare and Medicald hilling for modern Nursing Home in Livonia, full time. Contact Mrs. Barr. 322-1446

504 Help Wanted Office-Clerical woman, experienced in accounts payable, receivable, payroll, taxes, Call Mr. Knight: 525-530 TYPIST accurate, general office work, March of Dimes near Northland, benefits, salary com-mensurate with experience Call isabel: 264-5199

BOOKKEEPER-Sales Coordinator for durable medical goods branch in Farmington, Good working hours and fringes. Excellent opportunity for qualified person. Call 8:00AM-478-6990

SECRETARY, experienced, for administrative headquarters of multi-office Real Estate firm located in Troy. Must be excellent typist & like working on a variety of financial reports. Shorthand helpful but not essential Call 863489

GÉNERAL OFFICE
PARTTIME POSITION
Od starting wage. Must be
ractive and outgoing. Start
mediately. Call Christine. Ext.
962-9831

965-868
EXPERIENCED payroll and office routine Retail background preferred. Pleasant office, 10 Mile. Southfield area. Mrs Rotin 565-0390

ASSIGNMENT YOU WILL ENJOY

**MANPOWER** 

FASTENER 537-8900

BOOKKEEPER WANTED
ee mornings per week, 14 per
348-7077

Southfield 626-8188
BLOOMFIELD HILLS Law office
has position for Telephoca-Receptionist with good typing skills.
Pleasant suroundings Hill Ith
young person with potential. Seto
Resume 6 Salary requirements the
Resume 6 Salary requirements to
Ros 318, Obsavve & Eccentric
Newspapers 34853 behoofersft,
Livoria, Michigan 48150.

ыvords Madison Hts. Equal Opport

WOUMAN Experience of page 1879.

WOUMAN experienced in astonobial indigenerating the page 1879.

WOUMAN experience of page 2879.

WO

FREEZER FOOD SALES
Experienced, good closer, car
essential, 90% approvals, 800+
weekly assured Mr. Vanderven,
261-7990

HARDWARE SALES

EXPERIENCED SALESMAN.
Advertising background preferred.
Top commissions paid. Send
returne Marketing Impovations,
P.O. Box 376, Rochester Mich. 4800

TRAINES
TRAINES
National corporation needs 2
aggressive individuals warding to
learn an exciting business Earning
potential \$140 to \$150 weekly for the
tight people! Full training program
6-benefits. Call D. Mendez: \$48450

oen to established customers, 6 hours, 5 days. Salary plus hours. Apply within, 25742 W, 7 Mile. Delroit.

SALES PERSON
Inside 8 month training for an
ambilious, personable individual.
Salary plus bonus, apply within
25743 W.7 Mile, Detroit.

SALESPERSON. We will train neal, conscientions, career minded man or woman with car. No sake experience necessary. If to 25 years. For personal interview, Motor City Sales & Service, 335-7812

Fred Madley (Livonia/Westland

Norwood No. 12, Inc. 478-2000
WANT TO BE Your Own Boss?
Farmers insurance Group has openings for Agent Trainers
Training will not interfer with your present employment. Call for particulars. 459-8070 Evenings
397-0005

GED)

We want to interview for immediate poolions young pacepte who are mature enough to resize the ground pacepte who are mature enough to resize the ground pacepte who are mature enough to resize the ground pacepte of the pacepte of the pacepte of the ground pac

elfridge ANGB (313) 463-6153 or (313) 466-5512.