

THURSDAY, May 4, 1978								
(S, F-3D, NO-11C) (OT) SE								
504 Help Wanted Office-Clerical	504 Help Wanted Office-Clerical	504 Help Wanted Office-Clerical	504 Help Wanted Office-Clerical	504 Help Wanted Office-Clerical	504 Help Wanted Office-Clerical	506 Help Wanted Sales	506 Help Wanted Sales	506 Help Wanted Sales

<p><b>LEGAL SECRETARIES</b></p> <p>We have many fine openings for experienced legal secretaries. Fee paid by employer.</p> <p>Ask for Grace</p> <p><b>HILLSTROM &amp; ROSS ASSOCIATES</b></p> <p>Southfield 625-8188</p>	<p><b>SOUTHFIELD</b> law office, 1 year general secretarial experience desired for person desiring to become legal secretary. Call Lutz, 625-8188.</p>	<p><b>ADMINISTRATIVE ASSISTANT</b></p> <p>We have an opening in our office for people for someone who is experienced in handling all figures accurately and is a competent typist. The person we want is interested in grand</p>	<p><b>SECRETARY</b></p> <p><b>ADMINISTRATIVE ASSISTANT</b></p> <p>Desire people all phases of girl office people. Must work well independently, show initiative and have 3 to 5 years recent experience. Birmingham area, hours: 8:30</p>	<p><b>BOOKKEEPER - for fuel oil business. Some experience necessary. Will train in Phillips 228 machine, Salaries, Apply in person 1212 First Ct., 218 N. Center, Northville.</b></p> <p><b>SECRETARY for Private Doctor, various duties. Call after 5:00.</b></p> <p><b>INSURANCE AGENT, Farmington Hills desires full time person to handle personal</b></p>	<p><b>AUTO CASHIER</b></p> <p>For northwest area auto dealer. Must have dealer experience and be familiar with PBX telephone. Call Mr. Monte at Morris Buick 342-7100.</p> <p><b>SECRETARY - Flexible Hours</b></p>	<p><b>NOTICE</b></p> <p>We are looking for people who like to meet with people who have a need to help solve problems, who are interested in a challenging career with the largest, fastest growing Real Estate chain in the country. FREE TRAINING. Come on Saturday, May 8, at 10am, to learn more details and have ourselves put on the list.</p> <p><b>SECRETARY - Flexible Hours</b></p>	<p><b>GOLD</b></p> <p>IS THE COLOR OF OUR OPPORTUNITY</p> <p>If you have professional sales experience, get in on Michigan's booming now! Our top salespeople are awarded over \$80,000 per year.</p> <p><b>Norwood</b></p> <p>No. 12, Inc. 478-2000</p>
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**SECRETARY** 37 1/2 hour week, Northland Area, Miss Baste 968-2500  
 assuming additional responsibilities and increasing value & income. To apply, see Mr. Karsak, General Finance  
**EXPERIENCED** legal secretary, shorthand required, Southfield, Cal  
 Management consultant firm is  
 844-7077  
**SECRETARY** 37 1/2 hour week, corporate paid benefits.  
 Homeowners typing necessary. Auto experience helpful. Salary commensurate with experience. Send resume to Box 628 Observer & Excite Newspapers.  
 255-2000  
**SECRETARY** Branch office, large national corporation needs secretary. Short-hand, typing & teletype. Call Sander Sales Co. 255-2000  
 841-4700  
 Global, one of Michigan's largest housing companies, will be opening 50 new offices statewide.  
**CENTURY 21**  
 60/40

[illegible]

<p>STATISTICAL TYPIST</p>	<p>CLERK TYPIST Life Insurance Company located in Plymouth has opening for clerical typist.</p>	<p>Accounting Clerk Two years college accounting experience. New building in downtown.</p>	<p>Exciting atmosphere of the auto related advertising world. Your personality and typing is the key to this special position. \$6000. Hurry.</p>	<p>EXPERIENCED for full time busy Office in Watertown area. Shorthand and typing required. An excellent opportunity with a growing and</p>	<p>LARGE Detroit-based moving and storage company expanding sales force looking for 2 sales persons. Experience helpful but not necessary. Must have 24 hours availability.</p>	<p>Promotion "Company sponsored excursions" "Credit Union Services" "Signature Plan" "Life Insurance Plan"</p>	<p>W. Bloomfield 853-8787 Pyramid Homes Inc A Full Service Real Estate Co.</p>
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Accounting firm has immediate openings for experienced individuals in the following areas: <b>Typical, figure, attitude, responsibility, ability, personality, love.</b> <b>62-2000</b>	<b>SNELLING &amp; SNELLING PERSONNEL</b> 255-2090 Detroit (Woodward/Congress) Suburban locations. Nearby paid training. <b>62-2000</b>	<b>BOOKKEEPER - Part time for</b> homebased firm. Some clerical, parting. <b>509-1125</b>	<b>SECRETARY</b> 674-4112 KANSAS CITY, MO	<b>WOMEN WITH PROVEN SLES</b> ability in Better-Ready-To-Wear. Part-time. Excellent Opportunity. Salary plus commission. <b>641-3000</b>
<b>NON-CORPORATE</b> experienced bookkeeping and warehouse/bookend, retail state office Mon. thru Fri. 10-5. <b>WERN, Beech Day &amp; Mole Inc.</b> 251-1000 BIRMINGHAM, AL 35211 BIRM for appointment.	<b>DETROIT FEDERAL SAVINGS</b> Equal Opportunity Employer <b>M-F</b> 255-2090	<b>KEY-TELE-TYPE</b> 509-1125 KANSAS CITY, MO	<b>COMMERCIAL</b> 325-1100 LIVINGS, MISSISSAUGA	<b>CONTACT Mrs. FERN, 641-3000</b> <b>CITY OF BIRMINGHAM</b>

532-0696	King Realty 202-460	PAST GRADING WORKING of a National Computer Co. needs a part time Secretary with General Office skills. Must have accurate typing & pleasant personality. 12-15 hrs. per week. \$12.00 per hour. Call 550-1010	TO PRESIDENT DESIGN & Engineering develop- ment firm, 12 Mile-175 area, experienced short-hand 500-1010	SOBORNICK WALL, Inc. - Inter- national company needs secretary for 1 girl district sales office. Duties include customer and home office contact. Use of telephone. PAM contact. Use of telephone. PAM 550-1010	REAL ESTATE CAREER SEMINAR Saturday May 8 10-30 A.M. BE A	5320, Monday thru Friday from 10AM to 5 PM.	REPRODUCTION SERVICES SALES Form 578-000, call, toll-free, 1-800- 550-1010
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<p><b>LEGAL SECRETARIES - Typists - Court Reporters - Personal Lines brokers - Bookkeepers</b></p> <p><b>E. M. SPEARS &amp; ASSOC.</b> 10400 BAYVIEW, SUITE 200 903-0810</p>	<p><b>BOOKKEEPER - Travel Agents - Preferable 4 hours daily, Birmingham - Area Call</b></p> <p><b>BOOKKEEPER - Immediate start, part time, Northville Area</b></p>	<p><b>SECRETARY for 1 girl's office on equal opportunity employer. Day shift</b></p> <p><b>LARGE auto casualty agency</b></p>	<p><b>EXECUTIVE</b></p> <p><b>SALES</b></p>	<p><b>LEGAL SECRETARY, Birmingham - Salary open</b></p> <p><b>EXPERIENCED SECRETARY</b></p>	<p><b>CENTURY 21</b></p> <p><b>CORP REALTY</b></p>	<p><b>PROFESSIONAL</b></p> <p><b>WE will train you in Michigan's largest Expansion office maintaining opportunity for experienced person</b></p>	<p><b>blue printing, all copy services - area's fastest growing specialty</b></p> <p><b>Expansion office maintaining opportunity for experienced person</b></p>
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<p><b>SECRETARY</b> for 2 man Toy Law Firm. experience preferred. Good typing skills required. Openings closing immediately. Call or write: <b>385-4222</b></p>	<p><b>SECRETARY</b> - automotive sales office, typing, general office work, ability to handle customer problems, close relations to salesmen. <b>385-4222</b></p>	<p><b>HAIRING</b> 10 experiences reqd, excellent starting salary. Call Mr. <b>50-761</b></p>	<p><b>SECRETARY</b> - part time <b>Mid-Detroit</b> hospital has an immediate opening for a part time <b>50-761</b></p>	<p><b>CO-ORDINATOR</b> train in legal secretary. Accounting background desirable. Excellent typing a must. <b>50-761</b></p>	<p>paid &amp; very lucrative incentive plan. For details, call <b>325-500</b>. Ask for <b>JOHN BUGGY</b></p>	<p><b>SALES/REPL. HOURS</b> 1001 Leaside, Rd. 407, or call Mr. Zimmer <b>501-5521</b></p>
<p><b>SALESPEOPLE</b></p>	<p><b>SALESPEOPLE</b></p>	<p><b>SALESPEOPLE</b></p>	<p><b>SALESPEOPLE</b></p>	<p><b>SALESPEOPLE</b></p>	<p><b>SALESPEOPLE</b></p>	<p><b>SALESPEOPLE</b></p>

**LIVONIA OFFICE:**  
**SECRETARY** Schoolcraft, Livingston, Michigan 48063.  
 Approximately 25 to 30 hours per week. Duties: General office work. Everything from Dusting to Light Bookkeeping. Must be a person with excellent "People" skills. Excellent pay rate and a comprehensive health and pension plan. Qualified applicants, please send resume to: **SECRETARY** P.O. Box 715 Farmington, Mich. 48031-0715.

**REAL ESTATE SALES PEOPLE**  
 Full or Part Time  
 Experience not necessary. Earn \$1,500.00 to \$20,000.00  
 Hourly wages. Experience not necessary. Must be a person with excellent "People" skills. Excellent pay rate and a comprehensive health and pension plan. Qualified applicants, please send resume to: **SECRETARY** P.O. Box 715 Farmington, Mich. 48031-0715.

**SECRETARY**  
 With good business machine experience. \$3.25 and up per hour. Suburban Secretarial Service. 694-6327

**SECRETARY**  
 Sec'y. Temporary, Recording. With good business machine experience. \$3.25 and up per hour. Suburban Secretarial Service. 694-6327

**METROPOLITAN HOSPITAL**  
 1300 Tuxedo, Detroit  
 GENERAL OFFICE WORK  
 Part-time, 15 PM. Typing, planning telephone calls, light bookkeeping. Southfield area. 557-440

**SUMMIT REALTY**  
 extra commission through our investment company. FREE TRAINING. Ask for Jim Reardon.

**Fee Paid**  
 Experienced outside sales person, with mechanical aptitude. Guaranteed \$10,000.00 to sell and service builders and contractors. Experience needed. Excellent opportunity for ambitious individual. Auto

Equal Opportunity Employer M/F	Full time for 3 to 6 months. Confidential work. Experience in taking and scheduling medical records. Excellent typing at 10 wpm. References requested. Call 302-222-8282.	An Equal Opportunity Employer	with payable. Immediate salary increase for anyone-hospital area. Excellent benefits. Send resume to: Billing Clerk, Royal Oak manufacturer, Full time, 12 mile off-Grand Lakes Rd. #169.	27520 S Mile, Livonia 522-4440	We have salary plus bonus, car expenses and a pension plan. Personnel Recruiters	358-3300
RCD/STONY/SECRETARY	Broomfield Rls. Experience required. Typing, shorthand helpful, and pleasant personality to greet clients. Call 302-222-8282.	Billing Clerk	Our Mid-West Hospital has an immediate opening for a fulltime Billing Clerk. Previous hospital experience preferred. Send resume to: Billing Clerk, Mid-West Hospital, 12 mile off-Grand Lakes Rd. #169.	27520 S Mile, Livonia 522-4440	We have salary plus bonus, car expenses and a pension plan. Personnel Recruiters	358-3300
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**ATTENTION** **SECRETARY** **SECRETARY** **ATTENTION**

Challenging opportunity for an individual with good personality. Excellent salary and benefits. Immediate opening. Call today! **303-431-1101**

Equal Opportunity Employer

Neenah, Wisconsin 54956

Michigan operator with supervisory skills for after-school care. Day class experience necessary and excellent experience preferred. Excellent salary and benefits. Send resume today! **313-554-1101**

Legal. **SECRETARY** wanted for **SECRETARY** Law firm. Minimum 3 years experience. Good salary and benefits. Please call office manager. **313-554-1101**

Chicago is expanding their field and inside sales force. Experienced sales person preferred but will train the right person. If you qualify, write or call **312-554-1101**

**Sales Training Manager** **\$16,000 to \$25,000**

"Birds Jewelers" 417 Forest Ave. Plymouth

who face an uncertain future or who want a career change. Our business is full-time financial planning services. Complete training program available. Please call

<p>225-1300 - Ex-Southwest Tenn.</p>	<p>SECRETARY Fantastic chance to work in terrific suburban location &amp; make the most of your own Dicta-Sec's with a salary of \$10,000. Apply to: Mrs. J. L. Smith, 1000 Taylor St., Memphis, Tenn. 38103</p>	<p>Professional Temporary Personnel Apply at the Personnel Department Dept. 21000 Nudg. Ind. Sterling Heights, Mich. 48310</p>	<p>BOOKKEEPER Real Estate Office, Minneapolis, Minn. area. Northwestern 10 Mile area. Qualified, full service business office with secretarial staff. Apply to: Mrs. J. L. Smith, 1000 Taylor St., Memphis, Tenn. 38103</p>	<p>Michigan firm will upgrade your marketing skills. Increased earnings guaranteed salary plus override. Company car plus expenses. Excellent. Female or Male. Apply to: Mrs. J. L. Smith, 1000 Taylor St., Memphis, Tenn. 38103</p>
<p>225-1300 - Ex-Southwest Tenn.</p>	<p>Exec-U-Temp 1500 Taylor St., Memphis, Tenn. 38103</p>	<p>METROPOLITAN HOSPITAL 1500 Taylor St., Memphis, Tenn. 38103</p>	<p>CENTURY 21 REAL ESTATE</p>	<p>AVON CUSTOMERS ARE WAITING!</p>

<p>Shortland &amp; accuracy with figures required. Salary commensurate with experience.</p> <p>323-7521</p>	<p><b>SWITCHBOARD OPERATOR -</b></p> <p>4144</p> <p>Your New Boss Pays For You!</p> <p>HARRIET SORGE PERSONNEL</p>	<p><b>IS LOOKING FOR</b></p> <p>Experienced</p> <p>6000 TYPIST. 60 wpm for weekly publication, varied duties, team basic photography &amp; developing</p>	<p><b>EXPERIENCED</b> Receptionist with knowledge of basic office duties, neat appearance and willing to work with the public. Excellent</p>	<p><b>Excellent salary &amp; benefits.</b></p> <p>Opportunity for advancement. Send resume to: Box 412, Observer &amp; Eccentric Newspapers, 38751</p>	<p><b>SALES PERSONNEL</b> needed for our expanding office serving Troy, Birmingham &amp; Bloomfield area. We have openings for individuals who</p>	<p><b>FRANCIS HALL, RECRUITERS</b></p> <p>358-3300</p> <p>Give them a chance to buy great Mother's Day gifts for you. High</p>	<p><b>MIAMI'S FASTEST</b> Growing furniture chain looking for</p>	<p><b>4 Flexible hours</b></p> <p>324-2109</p>	<p><b>427-4000</b></p>
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<p>Needed, experience unnecessary. For full time only. Please ask for 325-1090</p>	<p><b>SUPER SECURITY</b></p>	<p><b>Typists</b></p>	<p>ington Hills. 651-3100</p>	<p>GENERAL SECRETARY - 401-3100</p>	<p>EXPERIENCED, Order Coordinator, 401-3100</p>	<p>540-1777 879-8177</p>
<p>DISTRICT SALES OFFICE of Major chemical company requires Secretary. Busy office in Birmingham. Duties require 32 hours per week.</p>	<p>Enjoy working for a Multi-National Corp. in the suburban region? You should consider top skills for this company. Duties require 32 hours per week. Call Susan, 540-4443</p>	<p><b>Secretaries</b> <b>Stenographers</b> <b>Key Punch Opr.</b></p>	<p>SHARP PLEASANT GUY. For full time receptionist/secretary. Typing, shorthand experience. Southfield firm. Call Susan, 540-4443</p>	<p>RECEPTIONIST - Christopher</p>	<p>EXPERIENCED, Order Coordinator, 401-3100</p>	<p>187 REAL ESTATE American Home Services</p>

<p>spending, customer phone messages &amp; credit work. 642-1590</p>	<p>the promotion &amp; benefit plan. Call 563-8000</p>	<p><b>INDEPENDENT SECRETARY</b> office. Mature adult woman, part-time, afternoons, 3 to 9 PM, Monday, Wednesday and Friday. No smoker. 654-0200</p>	<p>An Equal Opportunity Employer</p>	<p>643-9550 <b>CENTURY 21 OAKLAND, INC.</b></p>	<p><b>REAL ESTATE</b> Full time, 4 sales people wanted. Training available. Call</p>	<p><b>HOME SERVICES</b> is looking for <b>BROKERS</b> <b>SALES PEOPLE</b></p>
<p><b>PART-TIME office help wanted.</b> Webs, Thurs. Fri. 9 to 5, May thru</p>	<p><b>Your New Boss Pays For You!</b> <b>HARRIET ROSE PISKOPOL</b></p>	<p>5 years general agency experience, homemakers, raising and tying</p>	<p><b>506 Help Wanted</b> Sales</p>	<p><b>GOLF STORE</b> Salesman wanted.</p>		
<p>NO FEE</p>	<p>Register Now NO CONTRACT</p>	<p>NO FEE</p>	<p>NO FEE</p>	<p>NO FEE</p>	<p>NO FEE</p>	<p>NO FEE</p>

<p>ON: General office work must be high school grad. Frankfort, KY 40620  <b>655-0266</b></p>	<p><b>LET YOUR MOVE NOW</b>  <b>MAKE SHOW YOU HOW</b></p>	<p>For Interview Call  <b>565-0266</b></p>	<p>Pleasant Bloomfield Hills surrounds  <b>644-7161</b></p>	<p>Who can spell... your success? We can! We are seeking a motivated, energetic person for a position in the sales and marketing department. This position involves selling our products to existing and new customers. The successful candidate will be responsible for developing and maintaining a strong sales base. We offer a competitive salary and benefits package. If you are interested, please send your resume to: <b>SALES HELP, fence sales experience necessary. Evening and weekends, training. 367-2023</b></p>	<p><b>Norwood</b>          No. 10, Inc. 459-2800</p>	<p><b>SECURITIES</b>          If you are a <b>SECURITY</b> person, please inquire 9 AM - 6 PM. Mon-Fri. For an appointment.</p>	<p><b>353-6800</b></p>
<p><b>LEGAL SECRETARY</b>, experienced, excellent communication with experience. Southfield area. Call <b>424-9000</b></p>	<p><b>For Your Career</b>  <b>For Your Future</b></p>	<p><b>Exec-U-Temp</b></p>	<p><b>OPENING</b> in busy property management division for <b>MINOR</b> with sales, strong <b>ADMIN.</b> Adv. for Mr. Steyer, 234-9000</p>	<p><b>CANVASSERS</b>          Good pay - nice hours. Earn fast. Be a sales rep. <b>041-4-1111</b></p>	<p><b>WANTS</b> Be Your Own Boss? <b>FARMER'S</b> Insurance Group. No experience. For Agent Training send resume to:</p>	<p><b>353-6800</b></p>	

**SECRETARY** For Your Future  
See KELLY GIRL. Becoming a Kelly Girl Temporary Employee is a simple, easy job that pays you well.  
Call Mrs. J. E. Kelly, 2000 N. 1st St., Phoenix, AZ 85016

**WITT SERVICES**  
We have openings for people with bookkeeping knowledge and telephone experience. \$550 per month. Call Jim Witt, 353-1000.  
BYRON W. TREASURE CO.

**CLERK BOOKKEEPER.** Payroll, accounts payable, typing, back up bookkeeping, experience preferred. \$50,000.  
Call Mrs. Russell.

**MONTGOMERY WARD**  
Big money opportunity. National product. Investigate. Call Mr. Russell.

**OLD FISH & TRAINERS**  
Training will not interfere with your present employment. Call for particulars. 438-8570. Evenings 587-0803.

**American Center**  
Suite 1030  
2777 Franklin Rd.  
Scottsdale, Ariz 85068

<p>With Profit sharing in Farmington Hills, Typing, Shorting, general office work, CALL</p> <p>478-6100</p>	<p>TEMPORARY NO FEE</p> <p>REGISTER NOW</p>	<p>SECRETARY, experienced, wanted for large Southfield insurance company. Shorthand required. Excellent benefits. Salary based upon experience and background. \$20,000. ext. 210</p> <p>An Equal Opportunity Employer</p>	<p>EXPERIENCED person to run L-500 machine. Excellent pay and benefits. GSA Park - 545-000</p> <p>CLERK TYPIST</p> <p>Attractive Southfield Office has immediate openings for persons with experience. Good pay and benefits. Will train.</p>	<p>Full Time Commission Sales Plus a Bonus Back Shop Tip &amp; Battery</p> <p>542-8040</p> <p>506 Help Wanted Sales</p> <p>UNLIMITED income with rapid growing company, name your own territory. Growed your own business, will train.</p> <p>620-015</p> <p>REAL ESTATE</p>
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**SECRETARY, Legal/Administrative for Real Estate Development firm.** Must be strong on phones. Typing 70 wpm, shorthand 40 wpm. **\$10.00 per hour.** \*Secretaries

**Secretaries**  
**Stenographers**  
**Dictionnaire Corp.**

**AUTOMOBILE DEALERSHIP**  
Auto dealer is looking for a person  
good math aptitude. Typing 50 WPM, excellent benefits. For appointment call 333-2529

**INSURANCE SECRETARY, with 10 yrs exp.**

**25001 Plymouth Rd., Livonia**  
**SALESMAN**  
Prefer clothing experience. Livonia area. **\$10.00 per hour.**

**JCPenney**  
**Northland**

**CAREER OPPORTUNITY**  
Join our winning team, named top listing company in 1977 for Century 21, State of Michigan-Wa. offer

**SALES CLERK** to post through the retail balance and receive general office responsibilities for the department. Please forward resume to Box 60, Clover, S.C. 29930. **SALES CLERK** to post through the retail balance and receive general office responsibilities for the department. Please forward resume to Box 60, Clover, S.C. 29930.

**WORLDWIDE** computer manufacturing  
Scholarcraft, Livonia, Michigan 48150

**KELLY GIRL**  
A Division of Kelly Services  
Not an agency      Never a fee

On a temporary basis  
A wonderful opportunity for recent high school graduates to get started in the business world.

**WOODWARD at 8 1/2 MILE RD.**  
Accurate typing of 55 WPM, excellent benefits and fast advancement. Southfield area. For application call  
**353-3300**

**BUSINESS MANAGER** Needed for Girl Scout Camp, June 18 - Aug. 5 or portion thereof. Salary range \$10,000 - \$15,000.

**Commission**  
**Sales**  
Full time

**WRIGHT KAY Jewelers has openings for full or part time sales person, previous experience helpful but not necessary. So if you're**

**Century**

<p>part time cleaning to work 4 am to 12 pm daily. Duties include cleaning, answering, typing, filing, etc. for various departments. For consideration, send resume and references to:</p> <p><b>CASHIER RECEPTIONIST</b>          205-115-1150</p>	<p><b>Renaissance Center</b>          209-1010  <b>Household Hints</b>          643-8000          214-5000  <b>Southland</b>          322-8000  <b>Loisiana</b>          325-2200  <b>Madison Hts.</b>          326-3000</p>	<p>Work a day, week or longer. I locations for your convenience. open Monday thru Friday 9 am to 12 pm</p> <p><b>BANK TYPIST</b>          Fulltime position available. We are seeking a person with previous experience in typing. Must be able to type 40 wpm accurately. No previous experience required. Excellent benefits. Employment Center, 310 W. Washington, Suite 200, Birmingham, AL 35203</p>	<p>Beginning Clerk-Typist needed with previous experience. Able to type 40 wpm accurately. Must have experience responsibility, typing 25 wpm. Excellent benefits. Employment Center, 310 W. Washington, Suite 200, Birmingham, AL 35203</p>	<p><b>REAL ESTATE SALESPEOPLE</b>  <b>RED CARPET</b>          1-800-225-2252</p>
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ing & serving the public; must be able to type and work with figures; business experience desirable but not necessary.

**TYPIST**

Mr. Clemens 791-3051  
Oak Park 696-0351  
Wyandotte 284-9961  
Lusitana 618M-39m + 525-0350

**SOUTHEAST FIRM - needs sharp, mature woman for secretary/receptionist. Full time, permanent. Good math aptitude, typing necessary. Please call.**

**ADVERTISING FIRM - needs experienced bookkeeper/accountant with stereo ability, minimum 2 years college, data prep and tax return prep helpful. Part to full time. Interested, please call.**

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**70% NET**

**Sales**

Benefits include paid vacation, paid

**CAREER**

**WITT PROCESSING SKILLS**  
Word processing skills sought with good typing ability. Send resume to: **WITT SERVICES**, 1001-0016

**TYPIST**  
Citizens Insurance Co.  
334-9570

**70% NET COMMISSION**  
\*Plus:  
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\*No Experience Necessary  
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Apply in person.  
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**OPPORTUNITY**  
Can You Imagine  
profit sharing, insurance and more.

**MORTGAGE** **KELLY GIRL** **Keydisc/Keypunch** **Northland**

Immediate openings with top pay. For small office, Maple - Telegraph area. Mature, experienced persons. Call after 3. 661-2223

Currently has an opening in its South branch office for experienced typist. 65-70wpm required. Excellent starting salary and benefit. **EXPERIENCED, mature women**

All Processing Done In Our Office  
All Closings Handled By Broker  
No Title Company Closings or off Premises Processing

making two families happy on the same day, and getting paid for it! That's what Real Estate is like, and we would like to tell you more about it. Attend our next Career Seminar on Sat., May 6, 1979, 12:00-2:00 PM.

Personnel Office, Northland Center

[illegible]

**CLERICAL**  
 National service corporation has  
 openings in Mortgage Closings. This  
 job consists of typing & preparation  
 of closings to be sent to Title Com-  
 panies. Many fringe benefits.  
 Call 351-4853

**SECRETARY**  
 Major insurance company has a  
 responsible position open for a Sec-  
 retary. Must have college degree  
 and 3 years experience. Excellent  
 salary and benefits. Call 351-4853

**BOOKKEEPER**  
 Established Rochester area firm  
 will soon have a full time opening.  
 Experience or formal training  
 required. Need someone with  
 good references. Call 351-4853

**INSURANCE**  
 Commercial lines underwriter with  
 10 years experience. Excellent  
 salary and benefits. Call 351-4853

**RED CARPET REALTY**  
 Operate a Retail wholesale  
 business from your home. \$ to \$  
 10,000 per month. Call 351-4853

**AN EQUAL OPPORTUNITY COMPANY**

<p><b>MID-STATE MORTGAGE CORP.</b> 543-5505</p>	<p>immediate openings for general sales clerks at the beginning of the year. <b>Will be moving from Southfield to Farmington Hills by June 1st.</b></p> <p>Requires good health aptitude &amp; typing ability. Benefits provided. Interested call 575-5000, Ext. 296.</p>	<p>For the additional Kalamazoo Sales representatives are accurate listing in excess of 50 WPMs and excellent communication skills with ability and experience. Must have knowledge of dictation device. Mr. B.G. Osterberg &amp; Economic Consultants, 30331 Schoolcraft, Livonia, Michigan 48150.</p>	<p>5 years plus experience. Excellent growth opportunity. Southfield area. Mrs. Logan. 335-4400</p>	<p>BUSY WALLPAPER store needs experienced salesmen for interior decoration. 677-9000 hours &amp; weeks. \$150 to \$500 per week. No exp. req'd. Call after 6 PM. 338-0871</p>
		<p><b>GENERAL OFFICE</b> / Day time work. Insurance agent/modern office. Figure WPM, pleasant manner. Brian A. Toland.</p>		<p><b>AMETIGOLD</b> Sales person wanted for jewelry store. Able to sell, honest, no experience necessary. Please contact: Brian A. Toland.</p>

**TYPIST**  
Excellent opportunity for an experienced typist at our Birmingham office.  
**CLERK-TYPIST**  
An Equal Opportunity Employer

**INSURANCE AGENCY**-located in Troy has 2 positions open: good wages, broadest pleasant working conditions. If you have some knowledge of Commercial Fire Insurance call or write:  
Twelve area Ash Rd., P.O. Box 355-184  
Troy, N.Y. 12180  
daily  
520-1500

**RECEPTIONIST** needed part time office help in Troy, 10 hrs. a week, natural health oriented individual.

**Sales & Manager**  
Cottondale, Fla. J.D.

**FREE TRAINING IN**

**Branch Operations**  
Must have 5-8+ WPM accuracy. Excellent working conditions and benefits. Please contact Personnel Department.  
**Alexander Hamilton**  
Life Insurance Professional

**GENERAL OFFICE**  
Manure woman with management experience. Must have 10+ years of typing skills and 10+ years of office experience. Fred S. Janney & Co., Inc. of Mich.  
3100 Sunshine Place, Orchard Lake, MI 48323

**LEGAL SECRETARIES**  
An Equal Opportunity Employer  
**RECEPTIONIST**, little office work 35-3777

**Boutique**  
The Durbin Company Restlers has a limited  
**TOM RICHARD**

**LEGAL SECRETARY - Part-time**, experienced, hours flexible, South-  
east. **359-1960**

**GENERAL OFFICE WORK**,  
experience. **359-1960**

**12 Mile & Farmington Rd.**  
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**Of America**  
experience. **359-1960**

**Permanent full-time & temporary**  
openings exist in Southfield, Bu-  
rmingham, Troy, Westland and  
Dearborn Detroit in medical ma-  
nagement. **1960-1961**

**355-5280**

**1591 Woodward Ave.**  
**(So. of Long Lake Rd.)**

**number of openings.**

**1591 Woodward Ave.**  
**(So. of Long Lake Rd.)**

**1591 Woodward Ave.**  
**(So. of Long Lake Rd.)**

[illegible]

STENOGRAPHER IBM executive representative firm, based in Troy, Sparta, Maine. experienced office manager/secretary. Bookkeeping experience desirable. Long term employment. Salary commensurate with experience. 427-7742	Livonia based sales office has immediate part time opening for an experienced person in pay roll system. Salary commensurate with experience. 427-7742	Typing: TO 800. Benefits. Call Kyle for this diversified position. 353-2090 SNEILING & SNEILING	LEGAL SECRETARY wanted for attorney's office. Must be experienced. Excellent benefits desired. Call Vicki. 385-6070	Some knowledge of diamonds. Benefits & salary commensurate with experience. Please call, come in or mail your resume. PERSONNEL AT THE 29920 Orchard Lake Rd. Farmington Hills
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with the right applicant. 585-2524 <b>MANUFACTURER'S REP</b> in qualified to assist opportunity (general office work, excellent fringe benefits & working condi- tions) 585-2530	<b>PERSONNEL</b> Pleasant suburban Dr.'s office offers qualified to assist opportunity (general office work, excellent fringe benefits & working condi- tions) 585-2530	<b>RECEPTIONIST</b> SECRETARY-SALES, a nationwide opportunity for a woman to work in the Southfield area is seeking an experienced, friendly, and energetic executive sales - secretary position. If you are both, call Pam. 358-0040	<b>SECRETARY</b> Must be alert, have good skills, experienced in medical field, to handle detail. Excellent company if you are both. 358-0040	<b>SECRETARY</b> complete resume to: Box 720, Glenview & Scenic Hwy papers, 36251 School- craft, Livonia, Michi- gan 48150	<b>JIM STEVENS</b> Manager 528-1286
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**TYPIST** - Part time - medical terms helpful but not necessary. 12 MIAP - Northwestern Area. 333-7119

**SHAR BOOKKEEPER** to total 444-6400

**SNEELING & SNEELING AGENCY** have good typing and shorthand skills, can work with numbers, and exhibit strong organizational abilities. You are the person for the job. Benefits include a starting salary of \$10.00 per hour. Send resume to P. O. Box 574, Farmington Hills, Michigan 48018

**EXPERIENCED** general office, accounting, dental receptionist. Send resume to 333-7371

**WATERFORD TWP. CONTRACTOR** Needs too much free individual to 481-2500

**TELEPHONE WORKER** - hourly rate plus bonuses. you will be training from my office in Irvine, Calif. 949-441-7771

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