EMPLOYMENT

504 Help Wanted Office-Clerical

CLERICAL TRAINING
An opportunity is available for resident of Oakland County to train for a Clerical career through the CETA program. You must be a High School graduate or equivalent, unemployed or underemployed. Equal Employment Opportunity. Training will be held in our new Troy location. Call between 10AM-4PM at:
588-9660

EXECUTIVE SECRETARY. Permanent part time. Southfield area. Challenging position involving top executive. Call for appointment. 557-3757

EXECUTIVE SECRETARY TO PRESIDENT TO $17,000
West suburbs
Excellent benefits.
Snelling & Snelling
336-7400

EXEC. ASST.
Internationally known company is seeking an attractive secretary for its President. Must have excellent secretarial skills & experience working for top mgmt. Secretary experience helpful. If what you are seeking is to really become involved in a fascinating industry, this may be the opportunity for you. Generous starting salary & benefits. Send complete resume to: Mr. Poole, P. O. Box 691, Southfield, Mi. 48037

Plante & Moran Recruiting for
An Equal Opportunity Employer.

EXEC. SEC'Y.
Busy partner at this Southfield professional firm needs an executive secretary. The successful candidate will possess excellent skills & the ability to handle a lot of detailed work. Must enjoy dealing with people. Generous starting salary, with good benefits & opportunities to advance are offered here. Send confidential resume to: Mr. Prince, P.O. Box 691, Southfield, Mich. 48037.

An Equal Opportunity Employer

Experienced Legal Secretary
Medium sized law firm
13 Mile-Woodward area
288-5000

EXPERIENCED Legal Secretary Negligence and divorce. Salary commensurate with experience. Southfield. 358-6100

EXPERIENCED PERSONABLE Self-starter for Insurance Proposal desk. Good typing & math skills. Some computer knowledge helpful but not necessary. Interesting position with public contact. Pleasant Southfield office. Good salary, excellent benefits.
352-1155

EXPERIENCED SECRETARY-Receptionist-Plus. Presentable, pleasant personality. Excellent shorthand and typing skills, aptitude for figures. BC/BS. Salary commensurate with experience and ability. Only qualified need apply. Contact Controller, 8am-5pm, Monday thru Friday. 427-4100

FARMINGTON HILLS LAW FIRM, Looking for experienced legal Secretary. pay commensurate with ability. 626-3440

FULL TIME help wanted to operate mini-computer, answer phones, etc. No computer experience necessary, will train. Good salary. Call: 414-6610

GAL FRIDAY
INVESTIGATOR
Northland area security company needs attractive and outgoing gal with good secretarial skills who also is capable of accomplishing investigation work. Must be able to type 60 wpm and be able to work flexible schedule.
Call 10 AM to 4 PM Mon. thru Fri.
637-0733

GENERAL ACCOUNTING CLERK
Varied duties in downtown insurance office. Accurate typing and knowledge of business machines and figure aptitude required.
962-0034

GENERAL OFFICE work for 1 girl office. Duties will include typing, filing, billing, etc. Part time, approximately 20 hours. Redford area. Reply to Box 886, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE & Light Bookkeeping. Part time, minimum 30 hours. Experience a must. Farmington Hills. Call Mrs. Van 851-8855

GENERAL OFFICE - full time, including some evenings & weekends, excellent company benefits. Apply: Art Van Furniture, 35523 Plymouth Rd., Livonia.

GENERAL OFFICE - must type, have good phone answering voice. If interested please come in and fill out an application at 32708 W. 8 Mile Rd. 477-5200

GENERAL OFFICE-Clerical. Approx. 30 hours, 4PM-9PM, Mon. Tues. Thurs. & Fri., Sat. 9AM-4PM. Interviews held Fri. 9AM-12 noon. Town & Country Interiors, 4107 Telegraph Rd., Bloomfield Hills.

GENERAL
OFFICE FILING
Leading Manufacture of Industrial Tools has an opening in an entry level position in the Livonia Area. Must be High School graduate, good phone voice, 40-50 WPM typing ability, high math aptitude, some office experience preferred. Excellent employee benefit program.
KENNAMETAL INC.
281-7400
An Equal Opportunity Employer

GIRL FRIDAY - 1 woman office in Birmingham. Good typing skills. Clerical expertise and pleasant phone personality. Interest in engineering a bonus. Full benefit company. 647-2790

INSURANCE AGENCY-position in commercial lines department. Some insurance experience. Typing required. Southfield area. Contact Mrs. Basso. 358-3180

INSURANCE AGENCY Marketing Assistant - Must write all commercial lines, minimum 3 yrs. experience. Salary commensurate with experience. Call American Insurance Network. 645-6282

INSURANCE GIRL, experience in commercial preferred. Must type, full time only. Northville area. Ask for Bev. 349-2300 ee 474-1810

INSURANCE GIRL with experience, personal lines/commercial for agency in Southfield. Full time position. Call 358-0448

INSURANCE Office-Clerical, good at filing, misc. detail, some typing. Part time, call 9AM-1PM. 474-5757

INVENTORY CONTROL CLERK
Immediate opening for experienced Inventory Control Clerk. Requirements include working with perpetual card inventory, teletyping, and general office skills. Excellent benefits, salary commensurate with experience.
Deadline-9 Mile location.
Call Lynn 754-4511 Friday between 9AM-12 Noon only.

KEYPUNCHERS
Keypunchers who want to earn a good wage plus incentive pay. Have good benefits and can strike 10,000-11,000 strokes per hour. Call Livonia area. 478-7449

KEYPUNCH OPERATOR, experienced, plus general office. Livonia area. Ask for Mary 591-3222

LEGAL
SECRETARIES
Highly respected established agency serving the legal community in the tri-county area, for over 15 years, has openings for Legal secretaries for immediate placement, both permanent and temporary. Fee paid by employer.
HILLSTROM & ROSS
626-8188

LEGAL SECRETARY
Trial experience preferred, shorthand. Good pay & benefits. Southfield.
Call for appointment. 352-1729

LEGAL SECRETARY - needed for Farmington Hills law firm, good typing & dictaphone skills required, excellent benefits, call Linda Widrig 851-9560

LEGAL SECRETARY
Birmingham area, one year legal experience preferred. 645-0100

LEGAL SECRETARY
West Bloomfield law firm.
Preferably with mag card experience. Full time position. Salary commensurate with experience. Call for interview.
851-0100

LEGAL SECRETARY needed for Southfield law firm. Must have excellent skills, salary commensurate with experience. Call Barbara 356-7100

LEGAL SECRETARY for Bloomfield Hills office. 1-4 years experience not absolutely necessary. Experience in banking, insurance, securities for allied fields helpful. Competent shorthand and typing essential. 642-2255

LEGAL SECRETARY
Experience necessary...
Southfield Firm 424-8000

LEGAL SECRETARY
Southfield office - Mag card experience, shorthand. Salary commensurate with ability. Contact Dora at 353-1611

LEGAL SECRETARY, full time. For Southfield General Practice firm. Some legal experience required. Call Nancy Jess 355-3344

LEGAL SECRETARY for Southfield/American Center law firm, with word processing experience on Lanier, IBM phere and line benefits. Call Debbie. 352-5536

LEGAL SECRETARY - Southfield, small business law office, 20 hrs. per week, prefer afternoons, minimum 2 yrs. experience, typing, shorthand, dictaphone, must be congenial & self starter. 353-5440

LEGAL SECRETARY
Busy 3 girl office in Southfield. Good typing and dictaphone essential, shorthand and experience preferred, but will train. Salary on ability. 424-8090

504 Help Wanted Office-Clerical

LEGAL
SECRETARY
Exciting opportunity to use your good skills, and learn word-processing in this prestigious suburban firm. Flexible hours, and excellent benefits could make this job the one for you! Hurry! $12,000. Call Kathy today!
353-2090
SNELLING & SNELLING
PERSONNEL

Legal Secretary
Word Processing
Operator
For busy, but congenial, corporate law firm. Applicant should have knowledge of IBM office systems for similar word processing equipment. Also 1 year minimum legal and word processing experience is necessary. Excellent transcription skills and a minimum typing speed of 70 WPM are required. No shorthand. Located in the pleasant surroundings of downtown Birmingham. All benefits, including paid covered parking. Excellent salary. For information call Karen at 642-2000

LEGAL - SECRETARIES
TEMPORARY
PERMANENT
We are in desperate need of experienced Legal Secretaries seeking temporary assignments. Detroit and suburban locations are available. Earn $40-$45 per day.
Many outstanding permanent positions are also available to candidates seeking full time positions. Openings exist throughout the Tri-county area. Salaries range as high as $15,000.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2340
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 532-2140
Renaissance Center 567-0141
Troy 649-2042

LEGAL SECRETARY, North Woodward office, experience preferred. Salary open - depending upon qualifications. 288-5600

LEGAL SECRETARY
Experience preferred, salary commensurate with ability. Redford Twp. Call 537-3370

LEGAL SECRETARY for Farmington Hills office. General practice, superior skills a must. Mag card experience desirable. Excellent starting salary. Phone 477-7338

LEGAL SECRETARY
TO $13,000
Suburban firm offers lots of variety, full benefits, and a chance to meet other companies and their other personnel. If you like to get out of the office, this is your new job! Call Mark.
SNELLING & SNELLING
649-5900

LEGAL - secretary, prestigious law firm, shorthand, type 70 WPM, 1 to 3 yrs. experience, benefits, $12,000. Fee paid.

SECRETARY - sales background a must, type 60, shorthand 80, benefits, $13,200. fee paid.
LOIS RAY
PERSONNEL
559-0560

LIBRARY SECRETARY
Personable individual with excellent typing and good shorthand skills. Organizational skills and initiative are important for position and well as the ability to work in a busy environment. $9425 a year. Call Barbara at 398-5700 library. 553-0300

MATURE WOMAN receptionist. Part time including Sat. ½ day. Accurate typing & filing required. Please send full written resume to Box 113, Rochester, Mi. 48063.

OFFICE MANAGER - assertive individual with experience in personnel bookkeeping and purchasing for small company. Blue Cross. $30,000 yearly to start. Paid medical. Send resume, full history kept confidential to: Box 140, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE VARIETY
FEE PAID
$10,000
You'll never find a dull moment in this busy office! Expand your career with this progressive firm. Friendly atmosphere and fine benefits. Call Debbie.
SNELLING & SNELLING
649-5900

PART TIME days. Experienced secretary for mental health clinic. Troy area. 643-6235

PART TIME girl, 16-20 hours, must type, excellent working conditions. Bloomfield Hills insurance agency, call Sue. 646-5030

PART-TIME, Mon. thru Fri., 10 to 2. Sat., 9 to 2. General office, minimum typing. Farmington area.
Call 478-8850, ask for Gloria.

PART TIME Secretary, 4 - 8 hrs. Mon thru Fri., Sat. afternoon. Must type 60 WPM. Dictaphone or shorthand. Bookkeeping. Art background helpful. Southfield area 569-1664

PEOPLE
FEE PAID $14-$15,000
Focus both your interest & your career plan on this target. High light this firm's promotional plans & move yourself beyond Secy start. Interest & ability counts.
See us we're across from K-Mart HQ.
CALL 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE
PERSONNEL

PHONE OPERATOR
Primary duty is disbursement of all incoming calls. Console is all electronic, a GTE 120 system. Additional duties require typing & basic clerical skills. Pioneer Michigan is a branch office of one of the largest industrial electronics distributors in the midwest. Experience preferred, but will train the right person. Benefits & profit sharing. This is NOT a receptionist position. Call Steve Martian at 352-1890

PRUDENTIAL
We currently have an opening for General Office work (Shorthand required & typing, 55 wpm). Permanent employment, pleasant working conditions. Excellent office facilities located in Birmingham. 5 day week, paid vacation, excellent employee benefits. Phone Personnel for interview,
642-5151
Equal Opportunity Employer M/F

RECEPTIONIST
For night, for suburban Country Club. Must work Tues. thru Sun., some typing skills required. Excellent benefits.
Call Mon. thru Fri. 851-3200

RECEPTIONIST - SWITCHBOARD
We are looking for an individual with a pleasant telephone manner and good typing skills. Fixing experience helpful. We offer an excellent fringe benefit package. Day shift. NE Detroit firm.
893-8300

RECEPTIONIST: full time, doctors office, in Detroit, W. Chicago & Southfield Rd., Call for appointment 838-8344

RECEPTIONIST secretary full time 8:30-5pm, typing & light bookkeeping experience necessary, Novi area.
348-3180

RECEPTIONIST/SECRETARY
For real estate office. Answer phones and good typing. Hours: 8-5 PM, Monday - Friday. Call 532-8000.

RECEPTIONIST
Part time, 1-5 PM, Monday thru Friday. Small company, Rochester/Utica area. 739-5025

504 Help Wanted Office-Clerical

RECEPTIONIST SECRETARY
Established Rochester real estate company needs experience Receptionist/Secretary. Typing essential. Good salary and fringe benefits. Call Dorrene Lee between 3-5 PM. 651-3500

RECEPTIONIST/
TYPIST
Southfield mini-computer company needs sharp Receptionist/Typist. Must be good typist & accurate with figures. Good phone personality a must. Company benefits include: Blue Cross & Blue Shield, Dental, Paid holidays & Vacation. Please forward resume including salary requested to: Personnel Dept., P. O. Box 38, Bloomfield Hills, Mich. 48012. All replys will be kept confidential.

SALES OFFICE - located in Prudential Town Center, Southfield, requires accurate typist, with pleasant phone voice for diversified duties. Good pay for right person. 354-1100

SECRETARY - Birmingham Attorney has position for mature, motivated individual with general legal experience to assume office responsibilities. Higher than average salary plus benefit package. 644-0506

SECRETARY - Cunningham Limp has an immediate opening for an individual with a minimum 3 yrs. secretarial experience. Typing and shorthand at 65 WPM.
Duties will include composition of field reports, client appointment arrangements & misc. clerical duties.
Outstanding company paid benefits & complete to open a modern, up-to-date, in-town suburban office.
For interview appt. please call:
EVELYN LABADIE
CUNNINGHAM LIMP
1460 N. Woodward, Bham. 48011
642-6400 ext. 246
An Equal Opportunity Employer

SECRETARY for Southfield area 1 girl sales office. Typing and shorthand required. Send resume including salary desired. Our personnel know of this ad. Box 103, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY For small Birmingham office. Responsible position with varied duties, no shorthand required. Call for appointment. 644-3316

SECRETARY- Full time, experienced. Southfield area. Call for appointment. Field Hills, 3 man office. 642-0230

SECRETARY
High school education.
Shorthand/Dictaphone experience, accurate typist. Office experience desirable. Downtown location.
962-0034

SECRETARY, must type, file, do business letters and have basic knowledge of real estate. Salary negotiable, depending upon ability & attitude. Apply in person Century 21 Town & Country, 414 W. University Dr., Rochester. 9

SECRETARY - One girl office, branch of national corporation. Duties include: bookkeeping, typing, filing, switchboard, editing, proofing letters, other correspondence. 35 hr. per week. Excellent starting salary plus company wages, group health & life insurance, pension program. For interview send details of experience plus reference to Box 146, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Part time secretary needed. Excellent typist with dictaphone experience, 4 person office, Southfield area. call between 8:30Am & 10Am only.
Ann Zeiwitch 557-3434

SECRETARY
Position available for an experienced secretary, minimum typing 60-65 WPM, shorthand 90WPM. Call for application information contact Personnel Dept.
Alexander Hamilton
Life Insurance Co.
of America
12 MILE & FARMINGTON RD.
553-2000

SECRETARY/RECEPTIONIST
For Northland area doctors office. Must have good secretarial skills. Receiving, transcriber. Please call for interview appointment. Mrs. Johnson 968-3240

SECRETARY
Shopping center developer located in Farmington Hills is looking for a secretary for its top executives. This challenging position requires good shorthand and typing skills,-an ability to work well with figures, a willingness to work hard and a cheery disposition. We offer excellent working conditions and good benefits. Please call after 8:30am
851-8800
SECRETARY
Successful company seeks experienced secretary. Must have good typing and shorthand skills. Must like dealing with people. Excellent starting salary & benefits. Send confidential resume to Mr. Pearl, P.O. Box 691, Southfield, Mi. 48037

Plante & Moran Recruiting for
An Equal Opportunity Employer

SECRETARY - to president, temporary possible permanent position, Birmingham area. Verbal, numerical, steno, typing skills. Send resume to box 0118, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY TO
THE PRESIDENT
$14,500
Officer level position in fast-paced suburban firm. Offers challenge and responsibility. New boss will pay the fee for your excellent skills. Please call today. Outstanding benefits including car insurance. Call Jeanne Bradley now!
353-2090
SNELLING & SNELLING
PERSONNEL

SECRETARY
TRAINEE
Type - file - phones!
$160 per week. Fee paid.
Snelling & Snelling
336-7400

SECRETARY-TYPIST
For small office. Basic office skills, type 60 wpm. Can be entry level. Will train. Send resume to Box 142, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Secretary/Typist
We have an immediate opening in our Novi office for a SECRETARY/TYPIST. This is a diversified position that includes handling secretarial duties for our District Sales Manager and typing for his sales reps. Shorthand ability desirable. We offer a competitive salary and excellent fringe benefits. Call 471-9900.

BECKMAN INSTRUMENTS
41303 Vincenti Ct., Novi 48050

SECRETARY WANTED for law office, 12 Mile-Telegraph Road Area. Must be good typist.
647-2530

STENOGRAPHER. All-around office girl. Good stenographic and typing skills required. Good benefits. Southfield area. Reply Box 828, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

SECRETARY
$11,232 to $15,285
Secretarial position in City Clerk's office for the City of Birmingham. Applicants must have typing (60wpm), shorthand (80 wpm), clerical, test, and previous payroll experience.

General secretarial duties, filing. Municipal government experience desirable.

Full benefit package.

Apply Mon. thru Fri. between the hours of 9AM-11AM at the City of Birmingham, Personnel Office, 151 Martin St., Birmingham, Michigan.

An Equal Opportunity Employer

SECRETARY - 2 full time secretaries for Southfield Law Firm. Accurate & fast typist or steno, mid-entry level position. Call 557-1155

STATISTICAL TYPIST
Join in the happy, fast paced atmosphere of this busy CPA firm. Must enjoy stat typing. Great salary & benefits. Send resume of application to: Mr. Pike P.O. Box 691, Southfield, Mich. 48037

An Equal Opportunity Employer

STENOS
SR. TYPISTS
GENERAL LABORERS
NEEDED FOR
GOP
CONVENTION
DOWNTOWN
MANPOWER
For An Appt. 478-1130
19500 Middlebelt
Livonia Plaza Pavilion
Troy - 750 Stephenson Hwy.
- 14 Mile. 585-5595
Work In Suburbs

Switchboard
Operator
Experienced for 10 key PBX Board. Typing required. Novi area. Benefits. Call Mrs. Gilbert, Monday thru Friday between 10 AM and 2 PM.
349-5000

TELEPHONE RECEPTIONIST
30 hrs. or other. Must have pleasant voice. 5½ day week. 5 Mile - Telegraph Area. 26636 5 Mile Rd., Wilshire office center. Call for appointment. 537-6646

TELLER
Full time position is open at our office located in Birmingham on Haynes between Hunter and Adams. Position offers public contact with excellent working conditions and competitive salary and benefits. Candidates must have a good math aptitude and light typing ability. Apply in person 10 AM to 3 PM.
1st Federal Savings
of Detroit
1000 Haynes, Birmingham
An Equal Opportunity Employer

TYPIST part time, 30 hours per week. Monday thru Friday. Ask for Ed. 352-4740

TYPIST - part time. Opportunity for secretary/clerical. Typist is work in days. Mon. thru Fri. Sat. & Sun. Farmington Hills area. Someone state days and hours available to: P.O. Box 138, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPIST-RECEPTIONIST - light bookkeeping skills helpful. Farmington Hills office. Please call Rosemarie at 478-2700

WHOLESALE Distributor needs sharp, alert person for clerical work. 357-5591

WORD PROCESSING TYPIST
Fast, accurate to train on Vydec equipment for full time evening shift in large law firm at American Center. Call Peter, Mr. Bornstein. 355-5000

WORD PROCESSING
A$10,400 PLUS
FEE PAID
Looking for a secretary with abilities? A prestigious legal firm needs you. Super benefits. Plus profit-sharing plan.
Call Sue.
SNELLING & SNELLING
649-5900

505 Help Wanted Food-Beverage

Ass't Executive Steward
Excellent opportunity for individual seeking an entry level management position with a first class Hotel. Supervisory experience required. Must be service oriented. Excellent benefit package. Contact Barbara Golimske, 559-6500, ext 7251.
An Equal Opportunity Employer

BARMAID & COCKTAIL WAITRESS
N. W. section, days and nights available. Apply in person Aladdin Bar, 19705 W. 7 Mile, daily 10 till 2 PM.

BAR MAID
Personable, Grill Experience required. Days. $3.50 an hour. Schoolcraft and Greenfield. 537-0665

BARMAIDS needed for nights, great with customers and sharp at service station, excellent tips. Apply at Flagpole Saloon, Tel-Ex Plaza, Telegraph & Ten Mile.

BARMAIDS & WAITRESSES wanted. Good pay. Student Body Lounge, 20118 W. Warren near Evergreen. 336-7284

BARMAID & Waitress wanted preferably weekend nights, between the hours 11AM or 2PM-5PM, ask for Mr. Richards. 273-5168

BUSBOY
Full time position open for fast, hard-working individual. Must have own transportation.
Apply in person.
ORIGINAL
PANCAKE HOUSE
13355 W. 10 MILE
(between Southfield & Evergreen)

COOK
Experience necessary, good fringe benefits, early afternoons. Salary negotiable. Apply in person:
The Bloomfield Open Hunt Club
105 E. Long Lake Rd
Bloomfield Hills, Mich.
644-9412

COOKS
All shifts. Apply in person at:
THE GLASS ONION
RESTAURANT
32435 Grand River
Farmington
(bet. Farmington & Orchard Lake Rd. on Grand River)
477-5512

COOKS
At least 4 years experience. Apply in person at Mayflower Hotel. Plymouth, Michigan.

EXPERIENCED BARTENDER
Inquire within, 16035 Middlebelt, Livonia.
427-3170

505 Help Wanted Food-Beverage

HOSTESS
We have an immediate opening for a hostess to work evenings in our gourmet dining room. Previous quality restaurant experience is required.
Please apply in person
Personnel Office
Mon thru Fri
9AM-1PM 3PM-4PM
SHERATON-SOUTHFIELD
HOTEL
17017 West 9 Mile Road
Southfield, Mich.
An Equal Opportunity Employer

RESTAURANT
HELP
PONDEROSA
SYSTEM INC.
COOKS, CASHIERS, PREP
PEOPLE, WAITRESSES
PART TIME
For day and evening part-time workers interested in restaurant work, it is our practice to rotate staff positions to develop your experience. Training accompanies each position change. Promotion is based on performance, so you earn as you learn.
Very competitive wages, plus meal and uniform allowance.
For openings
IN SOUTHFIELD, call
569-8278
9AM-5PM
An Equal Opportunity Employer

SALAD GIRLS Days, experienced. Farmington Hills restaurant. Call for interview 851-4094

SHARP Waitresses needed for days. Experienced only with food and cocktails. Apply in person. Fingers Saloon, Southfield, Telegraph - 10 Mile Tel-Ex Plaza. 353-3916

WAITRESSES
COOK/BARTENDER
Full and part time day and evening shifts. Apply in person at
BOX BAR
777 W. Ann Arbor Tr. Plymouth
between see 9AM and 6PM
see Art Secord

WAITRESSES WANTED for Skylark Afterlounge. Apply in person: 1900 Plymouth Road, Livonia.

WAITRESS Wanted, experienced, full or part time. Fingers Lounge. 427-0200

WANTED. EXPERIENCED Lady Manager for ice cream franchise shop in air conditioned mall. Permanent position. Excellent salary and working conditions. Flexible hours, paid vacations, holidays, medical and profit pension contributions. Call after 4PM, 474-4472

506 Help Wanted Sales

ACCENT
ON YOUR POSITIVE
Join our professional team. Super bonus plan, FAST START TRAINING. & More! Call today for a confidential interview!
Steve Lachman - Southfield 557-6700
Dick Randazzo - Plymouth 455-5200
Bill Wintersteen - Livonia 476-9100
Jerry Piccirilli - Dearborn 721-5870
Pat Sheehan - Dearborn 388-2200

Chamberlain
ADVERTISING Direct Mail program. New stem, unlimited territory. No experience necessary but helpful. Commission only. 399-3157

ADVERTISING DISPLAY Salesperson, experience preferred. Must have reliable automobile. Salary, commission and fringe. Dearborn area. Call for appointment, Mrs. Bechtel. 584-6000

ADVERTISING
Southfield sales firm looking to fill 4 openings. No experience necessary. Paid training program for those who qualify. Starting salary $800 per month & up. No traveling.
Call Dale Thompson between 9AM-5PM for appointment.
559-2040
559-2173

AGENCY AVAILABLE
Farmers Insurance Group
Offers complete training program, minimum guarantee per month. Learn without disturbing present job. 557-3569

Are You Experienced!
THEN CONSIDER THESE ASSETS
- $ affiliated offices
- Semi-private work areas
- Dedicated Management Team
- Boom for quick advancement
- Complete relocation network
- Innovative commission structure
- Modern computerized facilities
- Professional & cooperative Sales staff

For Confidential interview call "Today", ask for Mr. Cavanagh.
CENTURY 21
TODAY 559-4488

ARE YOU INTERESTED in earning extra money, bonus car and trips? Learn how you can do this and more by Shaklee. Call after 6 PM. 455-6027

Cranbrook Realtors
Bloomfield Hills office has openings for experienced highly motivated salespersons.
A true career opportunity where your skills will earn top dividends. Call
MR. BALOGH
645-2500 or 645-5790

DECORATOR/Accessory Sales. Part or full time, will train. Call Thurs. 852-7859

506 Help Wanted Sales

ASS'T MANAGER
OVER 18
FUN JOB
$6.05
PER HOUR
Immediate positions available. We offer complete on the job training with a national company. A dependable car is necessary. Travel is available. Call for appointment.
MR. GLEASON
261-4010

AUTOMOTIVE SALES
Ed Carpenter Dodge is looking for 2 sales representatives. One new vehicle sales representative, one used. Top wages, hospitalization and dental. Interested parties contact Ron Brandeberg 721-6400

CAREER TRAVEL
Westcoast-Canada
Gemstone Enterprises has openings for 10 guys-gals, (18-25), to demonstrate Sun Mountain. Must be able to travel East, West coast, Canada & return (guaranteed). 2 weeks all expense paid training, excellent starting pay. Must be neat, ambitious & able to start immediately. All travel paid, many company benefits. Apply Mrs. Fogle, Holiday Inn, Dearborn, 22900 Michigan Ave. & US-24. Thurs., May 22 thru Sat., May 24, 12 Noon-5 PM. No phone calls accepted. Not magazine sales.

CONDOMINIUM SALES
Immediate opportunity for qualified sales woman on large condominium complex to open in Southfield, must be licensed. Please call Mr. Dobson. 642-7600

ELECTRONIC
PHONE
SALES
RS Electronics, a progressive broad line electronic distributor, needs an aggressive phone salesperson with a background in the electronic field. Phone Mr. Miller at:
525-1155

EMPTY DESK
We have 1 desk available for a real estate sales person of the right calibre. Must be willing to work full time. For an appointment for an interview call
JOHN MALSER
Norwood
No. 1, Inc. 464-2800

Entry Sales Opportunity
Major Consumer product company needs promotable degreed individual to sell to math merchants income to 14K plus car & bonus. Call Friday.
ALL FEES ARE COMPANY PAID
ROTH YOUNG
Personnel Service 559-3300
TYE Specialists

EXPERIENCED
SALES SECRETARY
California based electronics sales office needs experienced only person to sell & field. Pay commensurate with experience.
INTEL CORP.
ASK FOR ADRIANNE
353-0920

FINE JEWELRY
SALES PERSON
Saks Fifth Avenue has an opening for an individual with experience in selling fine jewelry. This is a full time position. We offer excellent benefits
Apply in Person
Personnel
SAKS
FIFTH
AVENUE
SOMERSET MALL
TROY
An Equal Opportunity Employer

FINE OPPORTUNITY in sales with prestigious jewelry firm. Working hours, diamonds, precious gems, watches & gold jewelry. Saturdays and some evenings required plus days. Apply in person: Orin Jewelers Inc. 29117 Ford Rd. Garden City.

FOR A BRIGHTER FUTURE
Join the CENTURY 21 Neighborhood Professionals. You'll never be bored. You have our word on that. For personal interview call Sally Clevenger.
Century 21
TOWN & COUNTRY
414 W. University Dr.
Rochester 652-8000

FREE
REAL ESTATE
TRAINING SCHOOL
OPEN HOUSE SUNDAY,
2PM SHARP
8077 N.Wayne Rd.,Westland
(Just N. of Westland Shopping Center)
Century 21
COMMUNITY REALTORS
Announces limited opening for Mary Classes. We have a full time qualified teacher whose only job is training YOU to be successful. Let us show you how to get your R.E. license in 3 short weeks followed by a 90 day on-the-job training program.
We offer morning or evening classes. Call our Training Director, Larry Leach, at:
522-6416
SPOUSES WELCOME

MEN-WOMEN
Outside survey work, part time, $4 per hour plus incentive. Must be neat, mature. 967-3200

506 Help Wanted Sales

Hand and
Power Tool
Sales
Michigan area. Auto parts experience. To call on auto parts stores in Metro Detroit area. Some travel required. Age 23-29. $13,000+. Usual fringe benefits. Expenses. Interview dates: Week of June 15. Send resume to Proto Tool Div., P.O. Box 209, Southfield, Mi. 48037.
(All Replies Confidential)

HIGH EARNINGS for phone salesmen experienced in cutting tools and shop supplies. All leads furnished. Oak Park area. 543-9500

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REALTORS
"FREE TRAINING"
OFFICES IN LIVONIA, WESTLAND
DEARBORN, WEST DETROIT
CALL TERRY OR ROSE
425-3840

INDUSTRIAL SALES
National manufacturer of consumable industrial products needs aggressive proven salesperson to cover industrial distribution in direct accounts from Michigan territory. Position includes car, expenses & an excellent benefit program. Pertinent sales background and salary history to: Box 134, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INDUSTRIAL
SALES
?
879-1590

Experienced preferred but will train hard-working, aggressive person. Route or debit sales experience preferred. A definite plus in our recession-proof industry.
Call Bill Collins between 9AM-4PM
533-3305

INSURANCE SALES
Usually quiet 12 year old giant is adding two additional agents to successful Southfield agency. Agency has outstanding record of production, high agent income and retention. Training program, support services, and success environment makes this a dynamic situation for the right person.
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506 Help Wanted Sales

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$23,500 plus profit your first year. There is an easier way to making a living and have fun. Southfield based company will turn over accounts to people tired of not being paid for their efforts & ability. Call today.
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OPPORTUNITY for experienced sales person to move up to management with Michigan's largest Century 21 group. Contact Jack Keoshian for a confidential interview.
CENTURY 21
TODAY 538-2000

506 Help Wanted Sales

CLASSIFIED
OUTSIDE SALESPERSON
Community Newspaper needs salesperson interested in growing with and becoming a part of our advertising sales team. Applicants must have knowledge of advertising sales, layout and presentation skills. Newspaper advertising sales experience desired. Good working conditions and excellent fringe benefit program.
We will be accepting applications for this position at:
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36251 Schoolcraft
Livonia, Michigan 48150
We are an equal opportunity employer

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THE DURBIN COMPANY-REALTORS
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851-1300	647-5500	851-6000
6345 Orchard Lake Road W. Bloomfield	1591 Woodward Bloomfield Hills	29920 Orchard Lake Rd. Farmington Hills

504 Help Wanted Office-Clerical

SECRETARY
Immediate openings for individual with excellent typing skills, 60 wpm, accurately, shorthand preferred, but not necessary.
Experience preferred
FOR APPOINTMENT CALL:
MRS. POWELL
421-8200
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secretarial
Marketing Secretary
Southfield (Town Center)
The Regional Office of a large, rapidly expanding computer manufacturer has an immediate opening for a highly skilled secretary in the Marketing area.
The qualified individual will have strong secretarial qualifications including excellent typing skills (70+ wpm), well developed organizational abilities, good people skills and a pleasant phone personality.
We offer an excellent starting salary, semi-annual merit increases and a complete company paid benefits package including tuition reimbursement and dental coverage.
If you are interested in further details, please call Kathy Knight, (313) 358-4440. Or send your resume to Amdahl Corporation, 3000 Town Center, Suite 3100, Southfield, MI 48075. We are an equal opportunity employer m/f/h.
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505 Help Wanted Food-Beverage

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