504 Help Wanted Office-Clerical

Accounting Clerk

110 PER WEEK
FEE PAID
Variety spot at suburban location.
Snelling & Snelling
336-7400

ADMINISTRATIVE ASSISTANT to 2 insurance agents. Knowledge of typing, shorthand and insurance essential. Braverman & Perlmutter. 855-1010

BIRMINGHAM LAW firm desires sharp Typist for every day office. Must type at least 70 WPM. Salary commensurate with ability. Call Mrs. Bush for appointment. 645-2440

BOOKKEEPER ACCOUNTANT
To control Accounts Payable, Payroll, Collections, General Ledger. Small multi division company. Call
Burt Minor. 358-4370

BOOKKEEPER ASSISTANT. Involving, typing, payroll, some computer experience necessary. Good pay and benefits. Call Mrs. Morelli for appointment 332-7100

BOOKKEEPER

Farmington Hills. Pleasant working atmosphere. Must have experience with double entry set of books & payroll taxes. Associates degree in accounting or equivalent experience necessary. Excellent benefits. Send resume & salary requirements to:
LEE HACKETT CO
23550 Hagerty Rd.
Farmington Hills, MI 48024

BOOKKEEPER for CPA office. Typing necessary, experience preferred, excellent opportunity for advancement. Weekdays. 644-5955

BOOKKEEPER
Part Time
Southfield Law Firm
424-8575

BOOKKEEPER

Suburban construction company needs a Full Charge Bookkeeper. Must be able to do an entire set of books and deal with clients and subcontractors. Excellent salary and benefits. Send confidential resume to Mr. Silk, P. O. Box 691, Southfield, MI 48037.

I Plante & Moran recruiting for an equal opportunity employer.

BOOKKEEPER
with minimum 2 years CPA office experience. Full time or part time position. Call 559-3120

BOOKKEEPER

$12,000
FEE PAID
Newly created position with excellent benefits.
Snelling & Snelling
336-7400

CHEERLEADERS ATTENTION!

If you used to be a cheerleader, you may qualify for a challenging secretarial position available soon. Contact Mr. Johnston at 353-9600

CLERICAL TYPIST
For a fast moving office. Typing, phone & filing skills required. Ask for John Healy.
CENTURY 21
Piety Hill, Inc.
642-8100

CLERK TYPIST

CITY OF TROY
30 hours per week. $3.50-$4 per hour. Apply 8AM-4PM no later than July 8.
Personnel Department,
500 W. Big Beaver, Troy.
An Equal Opportunity Employer

CLERK TYPIST

Mortgage company in prime Southfield location is looking for qualified individuals for positions in their Loan Administration Department. Currently job opportunities are available in the following department:
ASSUMPTIONS
INSURANCE
PROPERTY TAXES
Salary commensurate with experience plus excellent fringe benefits. For interview contact Mrs. Fischer.
355-0500
GRAHAM MORTGAGE CORPORATION
An Equal Opportunity Employer

Closing Secretary

Real estate company has need of a super personnel with closing experience. Good secretarial skills and accurate figure aptitude are necessary. Generous compensation package. If you enjoy the hustle and bustle of a hectic business office, please send resume to: Mr. Sedlock, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

ESTATE PLANNING firm in Bloomfield Hills seeks experienced typist with good general office skills. Telephone experience helpful. Call Cindy between 10AM-2PM: 645-1520

EXCELLENT OPPORTUNITY for an experienced Computer Operator with an expanding company in Troy. Send resume to Box 282, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY

The consulting department of this large professional firm needs an Executive Secretary who enjoys an extremely fast pace. Ideal candidate will have excellent secretarial skills. Generous starting salary and benefits. If interested, send confidential resume to Mr. Stewart, P. O. Box 691, Southfield, MI 48037.

An Equal Opportunity Employer

EXECUTIVE SECRETARY

The executive team of this very well established eastside company needs a sharp Secretary. Must have good secretarial skills and an accurate figure aptitude. Join this office with extremely diversified duties. Excellent compensation package. Send confidential resume to: Mr. Bonner, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

EXECUTIVE SECRETARY
Good telephone voice, excellent typing and dictaphone.
SOUTHFIELD-BASED Management Co. looking for someone for their Loan Banking Dept. Must have good figure aptitude. Call Pat. 355-2500, ext. 260

504 Help Wanted Office-Clerical

EXEC. SECYS GOP CONVENTION

Typing 60 wpm
Shorthand 75 wpm a Must
APPLY AT:
MANPOWER
TEMPORARY SERVICES
Troy 750 Stephenson Hwy.
Suite 111 585-5595

Livonia 19500 Middlebelt
Suite 310E, 478-1130

EXPERIENCED full time bookkeeper, for medium sized construction firm in Livonia area. Preferable computer experience. Send resume to po box 3180Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED SECRETARY
For Father & Son Building Company
525-0630

EXPERIENCED secretary. Birmingham area office. 5 days. Pleasant & challenge position for right person. Phone hanging position for other part time during business hours.

EXPERIENCED SECRETARY
Marketing services company with an immediate opening for an experienced secretary in the account sales group. Require good telephone personality, excellent typing skills, shorthand or dictaphone. Livonia.
Catherine 645-0500 Ex.13

FIGURE CLERK

To work in
Reinsurance Accounting
Good Math skills.
Call For Interview
NATIONAL CASUALTY CO.
28333 Telegraph Rd.
Southfield
355-5500 ext. 215
An Equal Opportunity Employer

FORTUNE 250 COMPANY
Troy location seeks competent secretary to director of advertising. Excellent benefits and competitive salary. Send resume to L.G. Ciancio, P O Box 3010, Troy, Mich. 48084

FULL-TIME Mature, responsible Secretary for a fast-moving company. Typing, pleasant phone personality & filing skills required.
Ask for John Healy.
CENTURY 21
Piety Hill, Inc.
642-8100

GAL FRIDAY INVESTIGATOR

Northland area security company needs attractive & outgoing gal with good secretarial skills who also is capable of accomplishing investigation work. Must be able to type at least 45 WPM & be able to work flexible schedule.
Call 10am-4pm Mon thru Fri
837-8733

GENERAL OFFICE, typing, light bookkeeping experience required. Data Processing a must. Write P.O. Box 699, Troy, MI 48099.

GENERAL WORK for house building construction office. 40 hour week. Canton area. 397-1540

GIRL FRIDAY. Typing 60 wpm, variety of duties. Opportunity to learn and grow. Prudential Town Center, Southfield. 358-3730

INSURANCE AGENCY in city of Northville needs experienced computer. Call lines service representatives. Call 348-1370

INSURANCE. Southfield agency needs secretary with insurance experience to take full charge. 1 girl office. Nice environment. 557-7822

LAWFIRM/RECEPTIONIST. Good typing skills, gal Friday, must have car. Town Center, Southfield. Good benefits. contact April 353-1333

LEGAL SECRETARY wanted for small general litigation firm must have 1 year legal or 2 year general secretarial experience. Southfield 557-4000

LEGAL SECRETARY

Important position in this large firm needs bi-caliber person to be right hand to partner. Good skills and experience needed. Beautiful benefit package includes prescriptions, dental, and 3 week vacation after first year! $12,000. Hurry, call Kathy today
353-2090
SNELLING & SNELLING
PERSONNEL

LEGAL SECRETARIES PARA LEGAL

Downtown law firm in need of legal secretary experienced in litigation. Type 70 WPM. Dictaphone helpful. $3-$3.50. Excellent benefits. Paid parking. Top salary. No fee.

West suburban law firm seeking experienced para-legal for litigation. Strong organizational skills and research abilities, able to analyze & summarize steps. Top benefits. Salary negotiable. No fee.

Southfield law firm seeking conscientious legal secretary experienced in workmen's comp. Good spelling and grammar important. Shorthand not necessary. Salary to $13,000. Benefits. No fee.

Downtown law firm looking for experienced legal secretary. Consumer background nice, but not necessary. Type 65 WPM. Dictaphone. Shorthand not necessary. Will train in word processing. Top Benefits. Salary to $13,500. No fee.

Many other fee openings now available for experienced legal secretaries seeking permanent, part time or temporary positions. Never a charge to you for our professional and discreet placement assistance.

PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2340
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 532-3140
Livonia 537-0140
Troy 649-3945

LEGAL SECRETARY
Opportunity for experienced legal secretary as personal secretary to 3 lawyer office. Evergreen litigation. Variety of duties involving diversity of legal & office administration responsibilities. 3 years experience, excellent skills necessary. Top salary.
Call David L. Smith 353-0237

SHARP SECRETARY
Needed for downtown Detroit law firm. Legal experience preferred but not necessary. Good typing skills. Blue Cross, Paid vacation. Salary negotiable. Ask for Mrs. Powell. 963-2400

504 Help Wanted Office-Clerical

Medical Transcriptionist

$11,000 - $14,000
Fee Paid
Southfield Clinic needs experienced Medical Transcriptionist. Good Typing Skills. Call Alexis. 358-2141

BRYANT BUREAU
Placement Service

ORGANIZED Secretary needed for fast paced purchasing department of Furniture 500 manufacturer. Candidate should have good typing & shorthand skills and work well with professionals. This entry level position will have a salary commensurate with experience. For prompt consideration, please forward your resume to: W. Midgley, Employee Relations Administrator, FTF Furniture Division, 1845 E. Avis, Madison Heights, Mich. 48071
Equal Opportunity Employer M/F/H

PART TIME secretary for Farmington Hills office. Typing & phone experience. Monday thru Friday, 12-4. Call between 12-4 851-5722

PAYROLL

Northwest area construction has opening in corporate payroll department for highly qualified individual with heavy payroll experience. Demanding position with excellent salary and fringe benefits. Send resume to: P. O Box 635, Novi, MI 48050.

An Equal Opportunity Employer

RECEPTIONIST SECRETARY experienced individual, pleasant, with good typing ability. Diversified co. Southfield area. Send application to box 318 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - Mature, responsible individual, full or part time. Franklin Racquet Club, 14250 Northwestern Hwy., Southfield. Apply within.

RECEPTIONIST
Must type. Apply in person between 1-3PM. 16550 Lenore, Detroit , Penkell, and Schaefer area.

RECEPTIONIST - FILE CLERK
For weekends & evenings 5-7pm. Real Estate office. Maple - Inkster vicinity.
Call 425-4600

RECEPTIONIST for Birmingham Pediatrician office, some experience in bookkeeping & typing required, permanent full time, send resume Box 326 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST-SUBSCRIPTION TV. Exciting office, answer busy phone, schedule work, some computer time. 772-1020

RECEPTIONIST WANTED - for an advertising marketing firm. Must have pleasant voice & type 60 WPM. 8232 West Chicago. 551-5780

RECEPTIONIST

PART TIME
Job requires typing, filing, excellent phone skills - approximately 20 - 25 hours per week. W. Bloomfield area.
Call Nancy at - 626-8503

RECEPTIONIST

Part Time Job
Requires typing, filing, excellent phone skills. Approximately 20 - 25 hours per week.
W. Bloomfield area
Call Nancy 626-8503

RECORDS CLERK
Immediate opening. Benefits, light typing. Contact Mrs Mc Callum. Home Insurance Co. Troy. 879-2600
An Equal Opportunity Employer

REGISTER NOW

There will be openings for MAG Card II operators soon. Southfield area.

NO FEE NO CONTRACT
For information Call
Southfield 569-7500
WITT SERVICES
The Temporary Help People

Sales Secretary TRAINEE

National company is looking for a full time SALES SECRETARY. Good phone personality and ability with numbers and pricing. No typing or bookkeeping experience. Will train. Pleasant, professional personality in West Bloomfield area. Excellent benefits including profit sharing. Please send resume and salary requirements to: Preston Food Broker, P.O. Box 615, Franklin, Mich 48025.

SECRETARY - Birmingham Attorney has position for mature, motivated individual with general legal experience to office responsibilities. Higher than average salary plus benefit package. 645-4456

SECRETARY

For fast growing company in Livonia. Typing (60 WPM), dictaphone and general clerical skills required. Excellent benefits. Call Diane.
427-2000

SECRETARY
Full-time. Must be experienced Typist - Shorthand preferred. Knowledge of Office machines able to handle busy phone. Must enjoy working in a atmosphere with Teenagers. Call Brad Blvth Youth Organization (BBYO) at 552-8250

SECRETARY
Independent insurance adjusting company. Full time, Southfield area.
353-5560

SECRETARY
In local college, attention to detail, ability with numbers, excellent typing required. 12 month position beginning now. Reply to Box 352, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SECRETARY - Full time. Typing required. Lathrup Village.
557-0434

SECRETARY PLUS - Needed for medical practice. Occational high pressure, but interesting work. Must have excellent office skills 538-4055

SECRETARY PLUS

Job requires self starter with good typing, phone & organizational skills. Real Estate advertising or legal experience helpful. W. Bloomfield area.
Call Karen - 626-4005

SECRETARY/RECEPTIONIST
For 1 girl office, real estate - contractor's office. 7 Mile, Grand River area. Call for appointment. 538-2182

SECRETARY to VP
Diversified position as Secretary to VP. Potential for advancement to administrative assistant. Must have excellent skills to include statistical typing. Shorthand a plus. Need responsible individual to handle confidential matters. Diversity of position calls for individual with well round office background (3 to 5 years general office experience). Troy location. Excellent fringes. $9,600 to start. Send resume to: Veratex Corp., Box 4931, Troy, Mich 48099, Attn: A. Henderson.

An Equal Opportunity Employer

SECRETARY with experience in typing, shorthand and office procedures. By appointment only, call 588-8220

SECRETARY. Part time, approx. 20 hrs/week. Type 40 - 45 wpm. Technical and bookkeeping background preferred. Send resume and salary history to Personnel Dept. 24800 Drake Rd. Farmington Hills, Michigan 48018

YOUNG AGGRESSIVE, fast growing Bloomfield Hills management labor law firm seeks a full time secretary. Top pay for top skills - Minimum requirements. Typing 70, shorthand 70. 338-8700

504 Help Wanted Office-Clerical

SR. SECRETARY - Southfield, type 60, shorthand 80, stat typing, general correspondence & accounting background. $12,000. Fee paid

SALES SECRETARY - Southfield, typing 60, shorthand 80, excellent benefits. $10,200, fee paid

LOIS RAY PERSONNEL
559-0560

Statistical Typist/Receptionist
For Southfield CPA Firm
Permanent Position
424-8575

STAT TYPIST

Southfield firm has a super opportunity for a STAT TYPIST with experience on word processing equipment. Pleasant working conditions, generous starting salary and benefits are offered along with advancement possibilities. Call
352-2500 Ext. 286

An Equal Opportunity Employer

TRAVEL AGENCY SECRETARY

Busy office in beautiful suburban highrise needs your good typing and secretarial experience. Use the Fresh green right hand. Includes travel benefits. $10,400. Call today
352-2500
SNELLING & SNELLING
PERSONNEL

TURN YOUR CLOUDY DAYS

Into sunny days with well known company. Work with VIPs. Accurate typing, phones. Fee paid. $900 a month. Call:
644-4600
SNELLING & SNELLING
AGENCY

TYPIST
Permanent Part Time
We are seeking a skilled typist/gal Friday, with prior work experience. Can you work a minimum of 25 hours a week assisting the department manager/secretary? In return we offer flexible hours, a challenging and varied work experience and an attractive hourly rate. Please send resume and wage requirements to: Human Resources Manager, P.O. Box 415, Franklin, Michigan, 48025

VYDEC OPERATORS
Immediate temporary assignments
Call Staff Builders Personnel:
558-0909

$14,000 PIUS

Super secretarial skills needed here. Shorthand and dictaphone preferred. This unusual opportunity includes great benefits. Call Jan.
353-2090
SNELLING & SNELLING
PERSONNEL

505 Help Wanted Food-Beverage

BARMAIDS & WAITRESSES wanted for Days and nights. Chateau Lounge. 534-0050

BAR MAIDS & WAITRESSES
Experienced only. Redford 531-0189

BARTENDERS, females preferred. Full time nights. No temporary or summer help. Suburban fine dining restaurant. Ask for Bob or Ken. 642-9400

COOKS

Experienced, for Days and Afternoons. Apply in person.
GLASS ONION RESTAURANT
32436 Grand River
Farmington 477-5512

COOKS WANTED- Experienced 3 years or more, top pay available for right person. Apply in person, between 10 or after 2pm. Pear Tree Restaurant, 34959 Plymouth Rd., Livonia

EXPERIENCED BARTENDER
Apply at Moy's Restaurant.
16455 Middlebelt, Livonia

FOOD PREPARATION and counter help wanted, full and part time for day shift. In the hills. For interview call Mr. Little Caesar Pizza Station, 24459 Telegraph, Southfield. 478-8200

RESTURANT MANAGER

Several Metro area openings for fast food Managers with excellent goals of Multi Unit Supervision. Full pay training. Excellent salary & good benefit package. Prior Management experience required. Great opportunity for advancement based on your talent. Resume to: Larry Slater, 23114 Telegraph, Southfield Mich. 48034.

WAITRESSES

ALL SHIFTS
Top salary, vacation pay, uniforms and meals furnished, apply in person between 8 & 10 AM and 3 & 5 PM.
Bates Hamburgers
33406 Five Mile, Livonia

WAITRESSES for afternoons and Cook for nights. Experienced. Apply in person Sky Lark Restaurant, Middle Plymouth Rd, Livonia.

WAITRESS
Experience only. Athens Family Restaurant, Harvard Row Mall, 11 Mile at Lahser Rd, Southfield.

506 Help Wanted Sales

ACCENT YOUR POSITIVE

Join our aggressive sales team. Super bonus plan. FAST START TRAINING. A Most Call us today for a confidential interview.
Steve Leibman - Southfield 557-6700
Ken Lewis - Livonia 425-5330
Bill Winterstein - Livonia 478-9100
Ben Denny - Redford 531-8400
Pat Sheehan - Dearborn 538-2200

Chamberlain

A GREAT MOVE
...with REAL ESTATE ONE. Have expanded our office in Florida, Kansas and Missouri. In need of good sales people in the Livonia-Redford area. Exciting local training program for a quick start. Call Ray Bleiber. 261-2600

A MONEY MAKER
Canvassers & closers needed for home improvement. Also need managers.
Call 559-9110

BOOKSTORE SALES
Part time and/or full time help needed for Tel-Twelve Mail bookstore. Must be flexible to work some days, evenings & Sunday. Some management experience helpful. Send complete information to Ms. Spencer, 340 No. Telegraph Rd., Pontiac, MI. 48053. Do not apply in person.

DRIVER - SALESPERSON
Commission $150 week guaranteed. Great summer job for college students & others. 19109 Goddard Rd., Romulus. Apply 1-5 P.M.

DYNAMICALLY motivated salesperson for contemporary retail furniture store in Southfield. Salary and commission. Applicants must need personal full time employment, confidence is a must, retail experience necessary. This is a position with growth. Call Dave 14-PM, ask for Mr. Craig.
477-1531

EARN EXTRA income without giving up your present job. Exceptional opportunity with one of the nations fastest growing companies. Full or part time, unlimited earnings, bonus car, insurance, pension. For interview call after 5pm. J & M Associates. 455-4499

506 Help Wanted Sales

DIVERSIFY your income part time. Excellent income potential. J.L.S. Enterprises. Call 731-5525

EARN $20. - $50. an evening selling lawn fertilization program. Call: 477-1350 or 588-3512

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 HALSER
Norwood
No. 1, Inc. 464-2800

EXPERIENCED Building material salesperson for inside sales position. Ypsilanti area. Call Nelson Wood. 482-0735

EXPERIENCED FURNITURE PERSON

Wanted for a new furniture rental/retail store. Must have management ability. Salary commensurate with experience. Contact Mr. Kessler or Mrs. Lanoe at
588-1800
or apply at:
GLOBE
INTERIOR RENTALS
100 E. Maple, Troy

FULL or part time business of your own. Local Amway distributor shows you how. Call 5PM-9PM. 557-3431, or 459-0452

IMPROVE Your Financial Status. Tired of being at the mercy of a boss? Tired of the same drudgery of house-work? Take this opportunity of being in charge of your own destiny. I'll show you a new business which you will own and which won't stop growing until you want it to. Call for a personal conference. 525-4287

Insurance Personnel Lines

General insurance agency is in need of an individual with general insurance experience in Personnel lines. Ther person we seek sould be able to rate, sell coverages, to prospective customers and be familiar with the policies and forms: Must be able to type and handle own correspondence. Southfield area. Competitive starting salary. Contact Mr. Johnston or Mrs. Patterson at 353-9600

JOIN THE WINNING TEAM

with Us Century 21 Today sales group. Excellent pre-license training followed by extensive in-office knowledge and help. Excellent opportunity for a successful career. Call PAT BARCLAY for a confidential interview.
CENTURY 21
TODAY 425-7900

LET US TRAIN you for a new career. Does your present job offer you independence, prestige, a feeling of accomplishment and economic security? If not, you should talk with Farmers Insurance Group today. Call Office, 459-8070. Evenings, 397-0894.

LICENSED INSURANCE Brokers. Participated work station available in luxury Birmingham office with Secretary to market insurance & securities. 647-0777

LIQUOR BROKER needs sales rep preferably now calling on bars or package liquor stores. Salary expenses & benefits, must have own car. Apply Box 316 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LOCAL OFFICE of nationally affiliated organization needs 2 full time, career minded individuals willing to work where & be to our team while you learn. First year potential earnings $15,000-$25,000. We take personal interest in your growth & success. Call Mr. Stone for details. 464-9600

MANAGER TRAINEES
Livonia Area
Over 18-Unemployed
No factory work, be your own boss. Money - Travel, national company.
$5 - $8 Per Hour
No experience necessary, must have own car or van, we train. Need strong individuals that want a career. Call Greg, 261-4117.

MATURE SALESPERSON wanted for ladies shoe store, full time, 32 weeks a year. No experience necessary, will train. Apply in person
The Bootery, New Orleans Mall, 10 Mile & Greenfield.

NATIONAL SALES company seeking 7 aggressive individuals to head up expanding new division. Promotions come from within. No experience necessary, we train, must have car. Contact
Mr. Barson for interview. 425-7775

NOW IS THE TIME
to make that change that can assure you a real future selling real estate in an office where there are qualified people handling residential, commercial, industrial, business opportunities in bars & restaurants. If you like selling, we may be a place for you. If you are not experienced, we will train you in any of the above. For a confidential interview, call Bob Near or Bill O'Rilley
O'RILLEY REALTY
464-8444

REAL ESTATE Classes Starting Soon. Call Barbara Lynn at Realty World C.W. Allen, Inc. 525-1810

REAL ESTATE SALES
75%
KNOW WHAT YOU ARE DOING?
We need experienced sales people. Great office location for Redford, Livonia, & Farmington.
CALL JIM WILBANKS
CHALET 477-1800

REAL ESTATE
SALES PEOPLE
FULL OR PART TIME
Experience not necessary. Earn extra commission through our investment company. FREE TRAINING. Ask for Jim Reardon.
SUMMIT REALTY
27520 5 Mile, Livonia
522-4440

SALESMAN WANTED
For T & T Sealcoating. Canton area. 495-0657 or
455-3323

SALES OPPORTUNITY
If you have ever gone door to door selling, canvassing, selling leads, etc. call us. You can increase that income double with our sales team. Experienced people welcome. 589-0360

SALES PEOPLE
Full & part time. We train. 20% commission plus bonus, must be 19 & have car. LTD Enterprises.
348-3228

SALES PERSON
For Institutional & Industrial Sales. Call on established & repeat businesses. Salary, expenses, bonus & hospitalization, share the profits & paid vacation. Apply between 10 AM-4 PM. 23743 W. 7 Mile Rd., corner Beech.

SALES PERSONNEL
Salesperson needed. Full and part time position available. Excellent salary and benefits.
APPLY AT
HIT OR MISS
6710 Orchard Lake Rd.
W. Bloomfield, Mich., 48033

SALES - SALES - SALES
Excellent career opportunity for mature, aggressive, ambitious, self motivated person desirous of unlimited earnings. Full fringe benefits, starting pay up to $250 week while training. Call for interview. 432-3200
An Equal Opportunity Employer

506 Help Wanted Sales

SALES TRAINEE
Water Heater Manufacturer requires a Trainee for eventual Outside Sales position. Excellent career opportunity in a growing industry - for a person with good sales potential. College education or equivalent required.
Call for interview. 273-9500

SELF STARTERS

have an excellent beachfront to be successful in Real Estate, that plus our training programs combined to be a successful professional career in Real Estate. for details call John Healy.
642-8100
Century 21
Piety Hill, Inc.
Birmingham

SELL Fluid Process Equipment to industrial companies in Michigan. Mechanical aptitude required to run product. Call P.O. Box 4, Birmingham, Mich. 48012

SELLING PAYS!

Become an Avon Representative and you can earn good money selling the world's most popular cosmetics. Call
425-8989 879-0183
644-5404

SKI SHOP - Farmington/Novi area; Assistant Manager. Sales & technical experience necessary.
Call 9:30AM-12 Noon: 884-4200

STOP!!!

$30,000 + +. We are a national sales organization with over 5,000 offices nationwide. We need people who have low tap on our leads. We offer professional training, security, flexibility & independence. Graduated pay plan rewards hard work. Unlimited income potential, individual training, no cost pre-licensed training for those who qualify. We take a personal interest in your success. Informal gathering - real estate questions answered - Jan. 8, 1980, 7pm-10pm Hines Park Inn, 36455 Plymouth Rd., Livonia, between Levan & Newburgh Rds. Take a moment to call and get some straight talk. Ask for Mike Workman

ERA
MARK REALTY 464-9600

507 Help Wanted Part Time

ARE YOU A SECRETARY
Would you like to work in the Maple/Lahser area? Do you have good shorthand/typing skills? Would you like to work from 1 to 5PM daily? Start $4.35 per hour + Bonus. This is a Permanent position! Call
645-7067

BOOKKEEPER/Secretary with double entry experience through trial balance. Flexible weekday hours. Bloomfield Hills reminiscent of old Detroit.
Call 645-5400

BOOKKEEPER up thru trial balance, 1 or 2 days a week, may work up to full time. Southfield area. Excellent typing & good phone voice. 354-4808

CASHIER WANTED- part-time days, 15-20 hrs/wk. Must have experience at 552-2000 - ask for Karen Sandler

HELP WANTED - Part time, Farmington Hills condo development responsible person to assume general maintenance duties. 30 hours per week. If interested write: Village Green, 27000 Farmington, 18118 W. 8 Mile Rd., Farmington Hills, 48024

HOSPITAL WORK PART TIME
Person to work for Private Co. in local Hospital Nursery. Mornings 4 days per week. Must have car. Hospital or Sales Experience a plus. Call Mrs. Ellen Mile - Grand River area. Please Call for more information. 868-4003

MAINTENANCE Part time 10 to 12 hours per week. Retired person with general maintenance skills. Call 9 am to 12 noon. 557-4630

MATURE WOMAN
Part Time for sales
Ebenezer Furniture
31578 Grand River, Farmington

PART TIME Person needed in Insurance office. Must have some experience. Flexible hours, good pay. Sales experience helpful. Call Pat Davis, Monday - Wednesday, Friday, 9am-1pm. 355-2220

REAL ESTATE SECRETARY with excellent typing ability. 3 Mile & Middlebelt area. 3 evenings per week and alternate weekend days with possibility of expansion. Experienced only apply

RECEPTIONIST/TYPIST needed. 358-5940

RECEPTIONIST/TYPIST - 5 hours per day - 5 days per week. Salary commensurate with experience. Southfield area. 559-9888

508 Help Wanted Domestic

BABYSITTER - College student, interest in early childhood development, stay in my Birmingham home for full day Mon. Wed., Fri., 7:30-5:30. 646-5874

BABYSITTER - Experienced, mature, full time for infant son at our Bloomfield Twp. home. Must be non-smoker, own transportation. Ref. Call 644-5498

BABYSITTER for 1 year old boy (working Mother & Father), room for home than wages, to live-in. Elderly person preferred. If possible, Livonia area. Call after 4PM. 522-4328

BABY SITTER for 3 month old baby, 2 days a week in our home, prefer Redford/Livonia area. Fee negotiable.

BABYSITTER/Housekeeper for 2 young children of Teacher-Mother. Own transportation and references required. 557-7259

BABYSITTER needed mature dependable woman to sit for infant in my full home, 1/2 mile & Southfield area. After 5pm only. 559-8563

BABYSITTER needed, reliable person for afternoons. 1 school age child. Plymouth area. 455-3604

BABYSITTER over 30 needed in our home near 10 Mile/Greenfield. 11AM-6PM, Mon.-Fri. Own transportation. Call after 6PM & weekends. 559-8443

BIRMINGHAM COUPLE seeks qualified person with car to act as companion and assistant in home. Write to Box 316, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLEANING LADY needed 2-3 days per week, 8 hours per day. Bloomfield home cleaning. Good pay. Bloomfield Hills area. 851-3511

CLEANING WOMAN for professional home in Farmington Hills, 2-3 days per week. Salary open must have own transp. Call 7-10PM. 478-1818

FARMINGTON FAMILY needs housekeeper for 3 children, ages 11, 11 & 3. Pays well for right person. Call 476-4488, 478-1081

HOUSEKEEPER/experienced cook. Prefer live in. No children, good Friends home. Excellent salary. Call morningings. 4PM-6PM, or eves.
851-8160

LIVE IN companion, for elderly lady in Southfield, must have a car. References 851-7525

LIVE-IN HOUSEKEEPER
Troy area. 3 schoolage children. Nice quarters and wages. Driver preferred. 283-3232

LIVE IN middleaged governess- housekeeper sought for Bloomfield Hills family. Salary & benefits commensurate with experience. (references required) 851-0402

MAID for luxurious condominium complex - full time. Call Friday, 9am-noon only. Farmington area. 553-2400

MATURE BABYSITTER in our home. Ages 7 & 10 Days, Mon.-Fri. Own transportation. Garden City area. 261-0918

MATURE MIDDLE-AGED unencumbered woman as housekeeper/companion for semi-invalid. 1 days per week, must stay nights & have own transportation. Good pay. 538-0660 or 414-8774

MATURE person needed for weekend & evening babysitting. 2 children,age 16 month & 4 year old) 13 Mile & Lahser area. References needed. 356-7690

MATURE WOMAN for cleaning and some ironing. In the heart of Birmingham. 647-7817

508 Help Wanted Domestic

MATURE woman needed in my home to care for 6 month old baby. 5 day week, 7am-6pm. Own transportation, Farmington Hills area. 661-5323

NANNY-HOUSEKEEPER
Single male executive needs a mature dependable nanny-housekeeper for 3 young children. Immediate opening. Permanent position available. Live-in situation possible. Must be able to drive. References required. Before 5pm. 626-6061, after 5pm. 661-5323

NEED baby sitter for Saturday evenings only, must be over 14. Inkster & Ford Rd. area. 561-4367

PERSON between 55 & 65 to care for wife between 6:30 AM & 3 PM. Mon thru Fri. Garden City area. Own transportation. After 4 PM. 421-1683

RESPONSIBLE HOUSEKEEPER
References. Mom like children. 5 half days. $55. 14 Mile - Drake.
661-0019

TEACHER needs sitter for 2 year old boy. Sept. to June, 9AM-2PM. Mon. thru Fri., my Birmingham home, non smoker, pay negotiable. 642-1756

YEAR Round housecleaning. 1 day a week. Own transportation, some work & references. Near Big Beaver & Adams. 649-2504

Working couple needs live in housekeeper. Car required. Call 9Am-5Pm
557-3322

510 Help Wanted Couples

A COUPLE TO ASSIST MANAGER of large apartment complex. Telegraph-Grand River area. Husband full time, full but not necessary. Call Mr. Garmon 538-2497

APARTMENT MANAGERS

Mature couple to manage small complex in Birmingham. Cleaning and light maintenance required. Good salary plus apartment. Contact Mr. Kessler or Mrs. Lanoe at 588-1800

CARETAKER COUPLE

Excellent opportunity for mature couple to advance with large Plymouth apartment complex. Salary plus apartment. Blue Cross after 90 days. Husband "Jack of all Trades" for maintenance, wife, general cleaning. Call:
455-7200, or 358-0455

CARETAKER COUPLE

Excellent opportunity for mature couple to advance with large Plymouth apartment complex. Salary plus apartment. Blue Cross after 90 days. Husband "Jack of all Trades" for maintenance, wife, general cleaning. Call:
455-7200, or 358-0455

COUPLE to clean 2 office buildings in Farmington, 5 nights per week. References. 649-2848

MATURE MANAGER COUPLE

FOR LUXURY APTS.
BIRMINGHAM AREA
No children. No pets
Live in modeled
No experience necessary.
FOR INTERVIEW - 626-7739

RETIREMENT COUPLE manage new 59 unit apartment complex. Cleaning and light maintenance required. Salary plus 1 bedroom apartment, all utilities paid. Southfield area.
559-5322

512 Situations Wanted Domestic

ABCARE

Specializing in private duty nursing in the Home, Hospital, Nursing Homes
RNs, LPNs, COMPANIONS
AIDES
NEWBORN CARE
RESPIRATORY - PHYSICAL
OCCUPATIONAL
SPEECH THERAPISTS
HOME PODIATRY VISITS
There Is A Difference, We Care!

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24 HOUR COVERAGE
AIDES, COMPANIONS, RNS, LPN'S
Quality home health care
RN supervision 681-3950
Professional Medical Personnel

BABYSITTING
Any Shift
Wayne/Westland Area.
326-0516

BABYSITTING
In my licensed Redford home. Hot meals and activities. Ford Rd and Middlebelt area. 532-2483

BEST HOME CARE

DEPENDABLE AIDES, COMPANIONS
RNS - LPNS
Are Immediately Available for needs in your Home, Hospital or Nursing Home.
24 HR. COVERAGE
DEPENDABLE
HEALTH CARE
421-3480 277-6887

Call-A-Maid

Delivers a Maid To You
Experienced personnel
Fully Insured
All Transportation Furnished
557-2008

CARE for school age children by responsible mother. Companionship, picnics, library & other activities. Plymouth Canton Area. Reasonable rates 453-5495

CHILD CARE- Dependable mature woman for your child. Loving, creative environment. Avon at Livernois. Rochester area. 651-4197

CHILD DAY CARE
Southfield Rd.-10 Mile Rd. area. Your transportation. Infants to 5 years.
559-8250

CLEANING WOMAN, own transportation. Birmingham & Bloomfield Hills preferred. References 435-7099 or
559-4688

COLLEGE STUDENT, OF MAJOR Desires summer work, full or part time. Experienced with handicapped children & adults. 591-2250

COMPANION-AIDE. Available now for elderly. Might consider full time live-in arrangement or afternoon/night hrs. Mature, trustworthy. 273-9133

EXPERIENCED CLEANING Own transportation and references. Birmingham - Bloomfield area. 646-4927

EXPERIENCED CLEANING TEAM
Own transportation
Plymouth/Canton area.
453-7784

EXPERIENCED HOUSECLEANING Own transportation, Birmingham, Bloomfield, Troy area. 4 hrs. $10.
435-7285

EXPERIENCED, mature Secretary-Office Position -Part-time Day.
459-0595

GENERAL CLEANING. Reasonable, experienced. Own transportation. Farmington area. 478-3269

GENERAL Housecleaning, experienced, references, own transportation. Call Kim. 476-2782

HOUSE CLEANER, experienced, references, own transportation. $35-$40 daily. Prefer Northville, Farmington, Livonia. Call Carol after 5 PM 437-8451

HOUSECLEANING or babysitting. Dearborn or Birmingham Area. Call Sally after 6PM. 534-3384

LADY Available for day work in Birmingham Bloomfield area as companion &/or light housekeeping. Has own transportation. Excellent references. 30 yrs. experience. Reply to Box 334, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

MAID AVAILABLE. Honest, dependable, good worker, good references. Birmingham/Bloomfield area. 850-855 daily. Call anytime.

MATURE mother wishes babysitting. Five Mile/Middlebelt area. Your transportation. Full or part time.
437-1087

MEDICAL ASS'T., Clinical, Registered, 5% Vrs. Exp., EKG, Vens-puncture, X-ray, Pulmonary Function, U.A. Injections, Vitals, basic EMT. 631-4917

512 Situations Wanted Female

MOBIL MAIDES

Bring the Maid to you
HOME or OFFICE
Experienced Personnel
Fully Insured
Transportation Furnished
968-0151

MOTHER wishes to babysit in my Canton home, Mon. - Fri. Infant to school age.
397-5834

QUALIFIED, refine lady seeking position as companion-aide to lady. Live-in 5 days, $175 per week. 884-2237

REFINED LADY with car & chauffeur's license wishes to care for elderly, days or eves. No invalids please. Leave message. 933-0229

ROBBINS HOUSEKEEPERS
Call Now For Your
Housecleaning Needs!
Mon. thru Fri.
425-1870

SAVE THIS AD!!
Overnight