Female Help Wanted 3-2E Office/Clerical

BOOKKEEPER

"GENERAL OFFICE

SENERAL OFFICE
\$433"

FEE PAID
Lite typing, lots of phone
work, service calls, 10 key
adders. Prefer middle-sed
with experience.
METROPOLITAN PERS,
16401 W. 8 Mile Road

, 272-7400

SECRETARY

RENEE PERKINS PERSONNEL 15827 Grand River Ave.

CLERK Typist, New office, Excelent opportunity, Call Qualifie Personnel, 255-366

**CLERK-STENO** 

Shorthand (min. 80 wpm.), typing (min. 50 wpm) accurately on elec-tric typewriter. Office experience preferred.

NATIONAL

CASH

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Youlland, 5150 a Week
SECRETARY
Ann Arbor, 520-5000 Month
Fee Paid
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BUREAU
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TRUEMAN, INC.

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SECRETAR I interring to pen the sopen for experienced secretary hasis on accuracy rather speed in shorthand and pen speed to pen spe

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An equal opportunity employer

BOOKKEEPER CLERK TYPIST SECRETARY PBX QPERATOR

WESTLAND EMPLOYMENT
BUREAU
18-21 Farmington Rd., Livenia
177-6881 477-58

477-593:

77-6481

SECRETARIES

REGISTER

## CLERK TYPIST

\$100 WK.

Must type at least 50 wpm,
with some general office experience. Excellent company
to work with. 7 Mile-felegraph area. For appointment
cell Pat McCarthy, Pers.
ALL JOBS COMPANY PAID
26150 Five Mile 532-778

FIGURE CLERK travel agrocy-5470. Work in beautiful plush of-fice of leading travel company. Handle a variety of interesting de-tail work. Executive future Towns per, 477-3380 or CR 4-7250

#### SECRETARY N.W. area. Mature girl who is a speedo in shorthand. Engi neering department. Grea-company, best of benefits. Fe-paid. \$550+.

Den 9-5, Sat., 9-12 ALLIS JOHNSON 425-3000 15195 Farmington Rd., Livoni

GENERAL office work. Permanen pention. Typing essential. Mold-E. Rubber Co., 23847 Industrial Parl Dr., Farmington, 10 Mile - Gran River area. SALESWOMEN,

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Sales clerks for Michigan's largest and most complete fabric store. Age 19 or over. Sewing experience necessary. Apply

MINNESOTA FABRIC Buckingham Shopping Center 27500 Schoolcraft (at Inkster in Livonia)

TYPIST \$425 Fee Paid or purchasing departmen ype releases, P.O.'s, letter lectric typewriter, no.sho and. Good figure aptitud

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ART TIME secretary for law of the Experienced. 477-2777

Like Extra Money? If you have office skills We Neew You

#### Calculator & Compt. **OPERATORS TYPISTS**

Other Office Skills corary assignments, Long short term. Apply Sat., 7, 9 a.m. - 3 p.m., or any Mon. thru Fri, 9 a.m.-5

**STENOS** 

Tempco Temporary Help Service 420 Village Tower Plaza 23400 Michigan, Dearbore

Famale Help Wanted Female Help Wanted

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Office in Southfield-Schoolcraft area has immediate need for woman with good shorthand and typing abilities.

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INTERVIEWING ;

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Apply in Person PERSONNEL DEPARTMENT

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Fours 9-5.

Call Pat McCarthy Pers.

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26150 Five Miles 532-7788 RECEPT. GIRL FRI., \$200, no fee. Accurate type and pleasant personality most important assets. Handle a variety of interesting general office duties along with lots of public contact and phone work. Rush Towne Per. CR 67200 or 6774300 or

Stenographer 476-2121

SECRETARY ent opportunity for attrac-persanoble, hard working gal. type 50 wpm. Liberal bene-Contact Joan Healy 386-1880, Ext. 288 I.B.M. CORP. 20200 Greenfield Rd., Oak Park An Equal Opportunity Employs

\$600 to start for good and bene-ence. Excellent company and bene-fits. Towne Per. 477-3330 or CR 4-725

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file, located on GRAD
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to another decidation, retice, located on GRAD
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to handle dictation, retice, located on GRAD
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ease call 477-6450 for as GRANCO STEEL PRODUCTS CO. 30785 Grand River Farmington

\$500 Up for Good Skills Northwest Suburbs—Fee Paid Tall Mrs. Moorhead 474-7210 NTERNATIONAL PERSONNEL

KEY PUNCH, EXPERIENCED BOOKKEPER - CLERK TYPIST SECRETARY PBX OPERATORS WESTLAND EMPLOYMENT BUREAU 18224 Farmington Rd., Livenia 477-6481 477-583

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Excellent challenging position
or experienced secretary with
some shorthand and dictashone skills. Knowledge of
graphic arts and/or composiion writing preferred for our
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ares promotion leading to a confidential interview please, call 476-9000 PERSONNEL DEPT. 9 A.M.-4 P.M. DAILY Alexander Hamilton Life Insurance
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3-2F Part Time/Temperary

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On Mon, Feb. 9
rom 9 a.m. - 6 p.m.
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Y.W.C.A., 25940 Grad
KE 7-8500.
SPECIAL INTERVIEWING
, Feb. 9-10 a.m. a p.m.
outh Credit Union Bidg.
D S. Harvey, Plymouth
further Information call

KELLY GIRL 965-9300

3-26 Sales/Agent SUPPLEMENT

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month. For interview ap-

SPARE TIME EVENINGS Earr that extra money you need and still keep that all important job of mother and housawife. Free samples, no collecting, no delivery, Beeline Fashions, Call 728-8480. Investment. Bookings galore, demonstrators needed to demand for our quality syn-wigs. The Wig Wardrole. 474-4368

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Available for mature working in our Livonia dffice.

Must be a high school graduate, type wpm and enjoy public contact.

Call for appointment between 9 a.m. 5 p.m. Ask for Mrs. Malcheski.

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LIVONIA, MICHIGAN

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Hebett. Reward.

FOUND. Large female cat. Brown.

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For very long hair, bushy tell.

white white collar. Brownish plastic

collar. Front paws de-clawed.

474-1393

REAL ESTATE SALESMEN

conditions. Fringe bene Call Jay Fiore. 425-1500.

DEPENDABLE Young man, age 19. lettres work in the retail or a re-ated field. 421-2816

-8 Situations Wanted

OTHER Desires babysitting.

EXPERIENCED Bookkeeper-typist desires part time, evenings, 342-6771

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4-1 Personals

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LOST, Jan. 24, Siberian Huski Red and white male. Blue eye Answers to Corri. Very friendi Pord Middleholt. 251,439

4-8 Halls For Rent

LIVONIA VFW Hall for rent, 27555 Grantland, GA 1-8557 1-10 Child Care

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CHILD CARE
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255-0013 MOTHER wishes to habysit in home. 5 days week. Call 225-4183

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LOST. German Shepherd, large male, Vicinity of 8 Mile and Mid-diebett. Reward. 474-2170

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GA 1-0990

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4-13 Professional Services

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5-1 Antiques For Sale OAK CUPBOARD, spinet desk, commode, frames, 5932 Arcola, Garden City, 421-0642

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LANNY'S AUCTION 42400 Grand River, Novi ESTATE SALE Same residence since 1898

cupboards. 2 camel to Child's roll top desk. (as (s). Couch and ch frame). Hanging chail gloic. Small tool chest Stiection of glass and other items. Admission son. Refunded on purc Engers. Auctioneer.

15-1 Antiques For Sale -2 stripped, refined, repair Grand River, near Taft 349-8128

5-2 Auction Sales

5-4 Boats & Motors SMALL boat and trailer, GR 4-37-9

17 FT. CHRISCRAFT Inboard 13 H.P. Needs some work \$275 Trailer included. KE 1-6/8 5-6 Business & Office

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