504 Help Wanted Office-Clerical

BOOKKEEPER/TYPIST - experienced, full time for Birmingham Advertising Agency. $450W. Phone 10am-3pm. 647-8020

- BOOKKEEPING SKILLS - Plus experience in a One-Girl Office will get you an interesting, pleasant position with a well-established firm 6 the Building Supply industry. Must be familiar with sales, receipts, disbursements, accounts receivable & payable. Light typing & good spelling skills with ability to compose general business correspondence as well as be a pleasant phone personality. 8 Mile/Joka Ft. area. Salary commensurate with experience. Call 9AM-4:30PM. 891-5578

BORED
WITH YOUR PRESENT JOB?
New company in Southfield is looking for sharp, bright, alert individual to get in on ground floor opportunity. Good Secretarial Skills, General Office, etc. Must be dependable & responsible individual with good reliable transportation.
Please Call between 9 AM-5 PM. 354-5333 ext 249.

BRANCH SECRETARY $14,000
Fortune 500 company offers the ideal showcase for your Executive secretarial skills and professional manner. Suburban location. Call now!
353-2090
SNELLING & SNELLING PERSONNEL

BUSY SALES DEPT. needs person who can type 40wpm, have pleasant phone manner, good organizational skills & enjoy a lot of work. If you qualify, call Karen for interview. 835-6600

CHURCH SECRETARY, part time, $6 per hour. Call Mornings 354-4188 or write to: N.W. Unitarian Universal Church, 22225 Northwestern Hwy., Southfield, MI. 48075.

CLERICAL
Our corporation has immediate openings for individuals to become involved in customer contact, typing and other office duties. To qualify for these positions, you must have accurate typing ability of 40 plus wpm, excellent communication skills and good organizational ability. You must also be able to work under pressure. We offer a complete benefit package.
We will be accepting applications on WEDNESDAY ONLY 9AM-12 NOON
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27355 Farmington Road
corner of 12 Mile Rd.
Farmington Hills, MI 48018
An Equal Opportunity/Affirmative Action Employer

CLERK-TYPIST
Duties will include opening mail, filing, and typing 50 WPM. Benefits. Farmington Hills. 553-4850

CLERK/TYPIST
Full time permanent position available, 36 Hr. week, competitive salary & excellent benefits. Must have good office skills. Ann Arbor area. Please call Claire Price, 8:30 to 4:00 Monday thru Friday at 994-1100
An Equal Opportunity Employer

CLERK/TYPIST
FULL & PART TIME HOURS

CNA has several openings for clerk/typist.
Successful candidates will have at least 1 year office experience & typing 55/WPM.
In return we offer excellent salary, advancement potential & outstanding benefits for full time employees & bonus program for part time employees. Please contact:
JANET LA FATA
CNA INSURANCE
313-962-4400
Equal Opportunity Employer M/F

CLERK-TYPIST
Part time. 15 hours per week. $4.50 per hour. Small group home. Southfield. 552-8544

CLERK/TYPIST position in busy Southfield personnel office. Typing 45 WPM & ability to work with little or no supervision. Excellent benefits including major medical & dental. Call 352-8860

CLERK TYPIST. Good typing, basic accounting knowledge required. Must know CRT/TELEX, word processor, Reception, errands. Farmington. 10PC, 29821 Northwestern, Southfield, MI. 48034.

CLOSE
to home! Super charge for typist to learn the VIP's game plan and earn from $500 start.
562-8900 649-4144
Your New Boss Will Be
HARRIET SORGE PERSONNEL

DATA ENTRY CLERK
Twentieth Century-Fox Video, the leading producer of home video entertainment products has an immediate opening in its Data Processing Department for a Data Entry Clerk.
The successful candidate will report to the Data Entry Supervisor and will be responsible for entry of orders using a CRT, release of orders for production of invoices, entry of physical inventory data, and entry of master file data.
The individual we seek will possess excellent organizational skills, ability to handle detail work, and the capability to utilize a 10 key adding machine. 1 to 2 years office clerical experience required
We offer a competitive salary with an attractive benefit package including a comprehensive dental program. For immediate consideration, call or submit your resume with salary requirements to:
Glenn P. Middlekauff
Recruiter, Human Resources
Twentieth Century-Fox Video
29629 Industrial Park Dr.
Farmington Hills, Mi 48024
(313) 477-7800 ext. 207
Equal Opportunity Employer M/F/H

LEGAL SECRETARY - good typing and dictaphone skills, litigation experience helpful. 13 Mile Telegraph area. Salary commensurate with experience. 540-0677

LEGAL SECRETARY - Experienced - needed for Defense Litigation Law Firm. Good typing & Shorthand skills needed. Excellent benefits. Call: Linda Widrig. 851-9500

504 Help Wanted Office-Clerical

DICTAPHONE TYPIST
Friendly company needs excellent typist with dictaphone and 3 years experience for research department. Salary $200 per week, advancement, top benefits and fee paid CALL TODAY for a personal interview. Company anxious to hire this week.
PERMANENT STAFF
SOUTHFIELD 353-0505

SECRETARY $12,000
Enjoy a challenge! Major advertising agency needs a personality plus Receptionist. Secretary with zippy typing, fast-paced, exciting and glamorous atmosphere. High level contact with TV and Radio producers. Great opportunity. Call Ben, Clerical Department.
SNELLING & SNELLING
649-5900

ENJOY
The Many Benefits
Of Being A
KIMBERLY NURSE
•The Highest Pay
•Schedule to Advance
•ICU/CCU/ER/Charge Differential
•Shift Differential
•Weekend Differential
•The Reputation
•Health Insurance
•$50 Referral Bonus
•Paid Mal-practice, Workmen's Comp, Liability, Bonding, Full Social Security Benefits
Staffing, Private Duty, Home Health Care
•Immediate openings for experienced aides & companions
•All Transferable to 102 "Sister" Offices
354-1640

EXECUTIVE SECRETARY - excellent communication skills required. Light bookkeeping. Send resume to: P. & A. Industries, 25555 Southfield Rd, Southfield, MI 48076.

EXECUTIVE SECRETARY
Experience a must. Good professional appearance. Reference required. Call Mon. thur Fri., 2 to 5 PM. 647-0977

EXECUTIVE SECRETARY/Administrative Assistant, needed for Bloomfield Hills Law firm. Excellent opportunity for intelligent, career oriented person who must be ambitious and possess administrative and some secretarial skills. Send resume to Box 936, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED BOOKKEEPER
Approximately 25 hours per week. Southfield area. Call between 10am-5pm 552-5770

EXPERIENCED
Shorthand, phones, heavy typing. Troy Office, 8AM-5PM. Send resume & salary expected, to: Box 958, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

GENERAL CLERICAL
$10,000
Will train accurate typist with pleasant phone manner to handle billing, inventory and some purchasing on small computer. Full fringe package with dental, optical and cost of living.
Dearborn location. Fee Paid.
552-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

GENERAL OFFICE - Mature woman for office in Pontiac, part time. Call 332-2646

GENERAL OFFICE - 3 to 5 years experience. Construction experience helpful. Livonia area. Resume? 525-9400

GENERAL OFFICE - need part time person, approx. 8:30AM-1:30PM for Troy area office. Medical company. Must have good typing ability and aptitude for figures. Reply to box number stating schooling or experience and salary expected. Box 939, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL - office spot with prestigious Troy firm. Lots of variety & public contact in a friendly atmosphere. Strong typing & communication skills needed, $11,400, good benefits & fee paid

ADAMS & MARTIN
PERSONNEL
1000 S. Woodward Birmingham
646-5600
DIAL A JOB
To Hear About Our New Jobs Search Counseling & Resume Preparation Services.
646-8780

INSURANCE AGENT, Livonia area, needs person with General Insurance knowledge & sales. Part-time. Replies Box 2216, Livonia, MI. 48151

LEARN LEGAL
Prestigious company offers training if you can type 70+ WPM and Dictaphone, career oriented and want to be a legal secretary. Good benefits, salary: $9,500 year. Employer paid fee. Call for a personal interview this week.
PERMANENT STAFF
TROY 362-4004

LEGAL SECRETARY
Experienced, word processing helpful. Birmingham area. 644-8330

LEGAL SECRETARY
For Ren Cen law firm; must be experienced. BC-BS, life insurance and disability insurance. Salary negotiable based upon experience.
Please call Mrs. Powell at: 259-7900

LEGAL SECRETARY-PART TIME for Birmingham law firm. Must have excellent typing skills, 1-2 years experience preferred. Contact Sue. 642-5074

LEGAL SECRETARY - Experienced only. Southfield Town Center. Mag Card or Word Processing preferred. Shorthand helpful. 353-1811

504 Help Wanted Office-Clerical

Legal Secretaries
Joanne Mansfield is a specialist in finding the best position for you in the legal field. These positions include legal secretaries, para-professionals, and law office management personnel.
Permanent, part time and temporary positions available for experienced legal personnel in the greater metropolitan area.
Invest in your future by contacting Joanne, the legal placement professional today. All fees company paid.
MANSFIELD & ASSOCIATES, INC
900 Tower Drive - 8th Floor
Troy, MI. 48084
(313) 879-8832
Subsidiary of Lawer Personnel Inc.

RED WING TICKET WINNER
Sharon Sember
25365 Virginia Drive
Warren, MI
Please call the promotion department of the Observer & Eccentric between 9 A.M. and 5 P.M., Tuesday, March 16, 1982, to claim your TWO RED WING TICKETS.

CONGRATULATIONS!

LEGAL SECRETARY. Experienced with excellent typing and organizational skills needed for law office. Excellent benefits. Write box #822, Blomfield Hills Mich. 48013

LEGAL SECRETARIES
When thoughts turn to finding yourself a new position, contact Personnel at Law. Whether you seek a small, medium or large practice located in Detroit, Southfield, Troy, Downtown Birmingham or some other city in the tri-county area, our contacts will be of value to you.
Tell us what you are seeking in terms of position, type of law practice, location and salary. We will do the rest for you. When we share our client-contacts with you, changing positions will become a rewarding and problem-free experience.
Never a charge to you for our courteous and professional assistance. Salaries. After hour appointments available for your convenience. Telephone or write this week.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 522-3140
Renaissance Center 567-0141
Troy 649-2942

NATURE INDIVIDUAL needed for small office, responsibilities include typing, working with small computer & a receptionist duties. Qualified applicant should be a self starter & able to work under pressure. Please send work history to: Box 914, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MATURE WOMAN WANTED PART TIME.
OAK PARK OFFICE
Hours 10 to 2, Mon. thru. Fri.
Call Mrs. Jamieson
968-6400

OFFICE ADMINISTRATIVE ASSISTANT
National home health care corporation has immediate opportunity for energetic person with strong administrative abilities & experience. Multi-faceted position requiring excellent organizational skills, follow thru on detail, typing, heavy phone contact. Light steno & bookkeeping but not essential. Good salary, benefits & growth opportunity. Please send resume with salary history to: Quality Care, 22511 Telegraph, Suite 204, Southfield, MI. 48034.
An Equal Opportunity Employer

COMPUTER PARAPHERNALIA firm needs dependable person to take payrolls by phone. 2 days a week. Math aptitude. Good phone decorum. Typing or keypunch. Calculator. $4.00 an hour to start. Southfield. After 5 PM. 352-6007

PART TIME Assistant Bookkeeper, Eastern Market area. Experience preferred. Hours flexible. Call 872-7634

PART TIME CLERICAL help needed- Bookkeeping experience helpful. No experience preferred. 535-1100

PART TIME, 12 Noon-4:30pm. Mon. thru Fri. Invoice typing, filing, answering phones, must be accurate & able to work with calculator. $4.35/hr to start. Farmington area. Call Cindy 538-9205

PHONE ORDER CLERK - Part time to work from 10AM-5PM. Call Tuesday only 559-1300

PROMINENT Birmingham law firm in Tel-Twelve area desires experienced legal secretary with paralegal typing skills for Lanier word processor. Leadership role anticipated. Salary commensurate with experience.
Call 644-4433

RECEPTIONIST SECRETARY, high school diploma or equivalent, must be courteous, neat & friendly. Apply at 795 S. Adams, Birmingham. Please call for appointment, E. Whitney Co. 645-0622

RECEPTIONIST NEEDED
Full time, some filing, must be able to type. Southfield area. Call 559-0650

RECEPTIONIST-TYPIST, full time, light typing, light phone. Apply in person: 5-5pm, Mon thru Fri. Jacques Inc. 30100 Telegraph, Southfield

RECEPTIONIST-SECRETARY
Bloomfield Hills law office. Good typing ability & telephone manner required. Start April 1st. Salary based on skills & experience. Call after 6pm. 559-5558

504 Help Wanted Office-Clerical

RECEPTIONIST - Farmington area - must have a professional telephone manner, duties include; typing, filing & misc. office functions.
Call for interview
474-0122

RECEPTIONIST & SALES
YOUNG lady that would be interested in learning all phases of the media, promotion, entertainment fields. Some typing required. Must be presentable and enjoy talking with the public. 352-8000

RECEPTIONIST/Attendant. Slim & Tan, specializing in tan, tones & body wraps is currently accepting applications. Previous experience desired, but willing to train. Salary commensurate with experience. Apply in person to Tan People, 18633 Crooks Lake Rd., Farmington Hills (between 12 & 13 Mile).

RECEPTIONIST
Part time morning. Monday thru Friday. Court One Racquetball Club, Troy. 689-5415

RECEPTIONIST CLERK - Courteous individual able to do variety of duties, and possess pleasant phone personality. Call Mrs Bertrand between; 10 am - 4 pm only 569-1300

RECEPTIONIST/TYPIST
Experience necessary. Healthy agency in Southfield. $8,000. Send resume only to: American Cancer Society, 29300 Southfield Rd., Southfield, Mich., 48076. Att'n: G. Trevisan,

RECEPTIONIST TYPIST
Busy suburban office needs a friendly outgoing person to greet clients and handle phones. The diversified position requires typing of 60 and 1 year recent office experience. Salary offers good starting salary and benefits. Call today for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

Secretary/Advertising
$17,000
Challenging position for individual with some previous agency or related experience. Type correspondence, handle copy and media contacts, book flights and travel arrangements. Type minimum 50 WPM, shorhand or dictaphone. Fringes. Fee Paid.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SECRETARY - Bloomfield Hills Law firm is looking for an experienced, self-starting Secretary with Word Processing background. 70 WPM typing; competitive salary and benefits. 338-8700

SECRETARY - EXPERIENCED
For fast paced sales office.
Southfield area. 8:30 to 5.
Call: 569-7210

SECRETARY, general office work, typing a must. Hanlo Gauge & Engineering, 26530 W. Eight Mile, Southfield. Ask for Peggy. 353-9200

SECRETARY
Guardian Industries, a leader in the glass and photo processing industries is seeking a dynamic and agressive Secretary for it's corporate offices.
Candidates must possess an ability to work effectively with all levels of management and have excellent secretarial and communicational skills. Shorthand experience is required with a legal background being helpful. This new position reports to the general counsel.
Along with a competitive salary, we offer an attractive employee benefit package. For confidential consideration forward a resume with salary requirements to:
GUARDIAN INDUSTRIES
43043 W. 9 Mile Rd.
Northville, Michigan, 48167
Equal Opportunity Employer M/F

SECRETARY OFFICE MANAGER
Experienced in Life Insurance agency with some bookkeeping preferred. General office duties, phone, typing, processing, light shorthand. Southfield area. Call Mr. Morris, 569-5955

SECRETARY - Part time- Mature person for Secretary with some bookkeeping experience. Approximately 20 hours per week. Rochester area. 852-0090

- SECRETARY -
Professional. Established firm, growing rapidly, in New Center area of Detroit, looking for experienced person in all office skills - to assist in Engineering & Purchasing Dept. Salary commensurate with ability & experience. Send Resume to Box 812, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST
$125 week to start. Over 21 years old. Light typing, some bookkeeping. Pontiac area. 552-8566

SECRETARY
Secretary desired for our worldwide headquarters located in Southfield. This position requires a good typist/Secretary who has the ability to relate well with others and is able to take dictation at 80 wpm and type at 65 wpm. The qualified candidate will have a minimum of 3 years office experience and excellent organizational ability. We offer a complete benefit package and competitive starting salary. If interested, contact:
Diane Gaskins
355-9300, ext. 253
FLORISTS TRANSWORLD DELIVERY ASSOCIATION
29200 Northwestern HWY.
SOUTHFIELD, MI 48037
Equal Opportunity Employer M/F

SECRETARY
SMALL OFFICE of national manufacturer. Pleasant personality, well groomed, dependable Secretary with excellent typing and language skills, some bookkeeping experience helpful, and efficient handling of phones. Shorthand preferred, but not necessary. Must be detail-oriented and capable of performing variety of office duties. Will train. Excellent benefits. Salary commensurate with experience. Please send resume to: P. O. Box 489, Walled Lake, Michigan, 48088.
An Equal Opportunity Employer

SECRETARY WANTED
Troy Law Firm will train excellent typist familiar with transcribing equipment. Call 528-3560

SECRETARY wanted for Southfield law firm. No experience necessary. Excellent typing & office skills required. 559-4210

SECRETARY
$11,000 PLUS
Need a change from the same old dull routine? Work in a plush office with congenial staff. If you have good shorthand and typing skills, this could be an excellent opportunity for you. Paid holidays and excellent benefits. Call Marie, Clerical Department.
SNELLING & SNELLING
649-5900

SECRETARY. Excellent typing, letter writing skills required for DSA Group sign business. Word processor & CRT/TELEX. Will train recent college grad. Mail resumes: P.O. Box 29821 Northwestern Hwy., Southfield, MI. 48034

504 Help Wanted Sales

WILL YOUR JOB BE A JOB OF THE FUTURE?
GET A JUMP ON YOUR FUTURE!
★ Look into our programs
Data Processing
Secretarial (exec., Legal)
Word Processing
Business Management
and others
★ Use Modern Equipment
Train for a secure future
with our staff of professionals
14 Month Programs
Morning, Afternoon, Evening Programs
Financial Aid If Eligible
CALL TODAY - Next Term begins April 12th
PBI, FARMINGTON
PONTIAC BUSINESS INSTITUTE
34801 GRAND RIVER
478-3145

504 Help Wanted Office-Clerical

RECEPTIONIST, Southfield company seeks a responsible hard working secretary with excellent shorthand, dictation and typing skills. Dependability a must. 559-5755

SENIOR Administrative Assistant reporting to two V.P.'s in Birmingham office. Typing 45wpm and shorthand 80wpm. Prior experience in office management or contact with vendors is a plus. For interview call Personnel between 10AM-2PM 645-6110

SMALL executive office in Birmingham needs a mature clerk/typist. Applicant must have minimum of 5 years experience, skilled in typing, shorthand, filing, and phone answering. Send resume complete with work experience, typing and shorthand speeds, and salary requirements to: Box 816, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

People with less than 5 years experience need not apply.

TELLER
Full time position is open at our office located in Berkley on Woodward at Catalpa. 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
2535 Woodward, Berkley
An Equal Opportunity Employer

TELLERS
Part time, full time. Experience preferred. All areas.
Employment Center: 544-0615

TEMPORARY ASSIGNMENTS
Close To Home
SWITCHBOARD
SENIOR TYPISTS
WORD PROCESSORS
Call For Appointment
Suburban Office Services
ROCHESTER 651-1500
FARMINGTON 477-9840

THOV FIRM needs Secretary with liability experience; will train person with responsible attitude. Must be proficient with dictaphone & type at least 70 WPM. Good fringe benefits.
Phone 879-5150. Ext. 110. Plane

TYPIST/RECEPTIONIST
Part time. Experienced only.
373-2400
An Equal Opportunity Employer

TYPIST/RECEPTIONIST - Southfield, 50 WPM accurately, switchboard & light secretarial duties. Call 559-3235

MEDICAL - Claims Adjuster, Birmingham, 3 yrs. experience, medical terminology, $11,700, fee paid

SECRETARY - Birmingham, good typing, shorthand & dictaphone, strong work background, benefits, $12,500

LOIS RAY PERSONNEL
559-0560

WORD PROCESSOR OPR. - part time, preferably CPT experience, 13 Mile area. Telegraph Center. 559-9768

WORD Processors with DEC experience needed for temporary jobs. Top pay. Call Temporary Specialists. 354-3810

You'll Find Jobs That Are Cool When You Step Into Our POOL
SECRETARIAL
MEDICAL/LEGAL
GENERAL
COLLEGE STUDENTS
Appy now for summer clerical employment. We offer long and short term temporary assignments.
Call 478-8352
PERSONNEL POOL
Temporary Help Since 1946

505 Help Wanted Food-Beverage

ARBY'S IS NOW LOOKING for mature responsible individuals to fill the cashier and slicer positions. Applicants must apply in person between the hours of 2:5PM & 4:5PM at Southfield Road, N. of 12 Mile. No job information will be given out over the phone. -

ATTENTION
Everybody's Night Club in Farmington Hills is now hiring bartenders. Apply in person after 10PM, Tues-Sat. 30950 Orchard Lake Rd.

BUSSMEN - for night shift. Good wages. Apply between 9-11AM. Thee Virgo Lounge, 19265 W. Eight Mile. Must be efficient.

BUDDY'S PIZZA
Farmington Hills

Now hiring for: Hostess, Carry Out, Waiter & Waitress positions. Previous applicants need not apply. Apply in person between 12 noon to 5 pm Mon. Tues. & Wed. only. Mar. 15,16,17.
31646 Northwestern Hwy.
Just W. of Middlebelt

CHEF - full time, must have experience or school of study. Plymouth area. Call 455-6510

COOKS
Mature applicants only. Must have egg and broiler experience. Excellent working conditions. Please apply in person by appointment:
Blakeney's Ranch House
28333 Grand River, Farmington
477-3341
with broiler & fryer experience. Please apply in person. Grandee Steak House, 24440 Grand River, Detroit, Mich.

505 Help Wanted Food-Beverage

DISHWASHER
Experience necessary. Must be able to work nights. Apply in person: Jacques Seafood, 30100 Telegraph, Southfield.

EXPERIENCED BARMAIDS, short order cook, person for bar cleaning. Located in shopping center at Inkster & Ann Arbor Trail. Apply Tuesday Sport Lounge, 37000 Schoolcraft, Livonia

EXPERIENCED bartenders & wait persons for fine dining restaurant. Apply in person after 4:30PM. Palazzo's, 6160 Grand River, Brighton.

EXPERIENCED persons to Wait on tables. General Bus & Kitchen Help, experienced Cashier & experienced Deli Counter Person. Now accepting applications before 11 am or after 5pm except Mon. Eddie's Deli & Restaurant, 35378 Grand River at Drake, Muirwood Square, Farmington Hills

HOSTESS/HOST
Days and evenings, part time. Apply in person, Kanellas, 4616 North Woodward, Royal Oak.

LIGHT JANITORIAL & dish machine operator. Hours 8:30am - 3pm, Mon. thru Fri. Apply between 2pm - 5pm
BUGGY WORKS
29335 Orchard Lake Rd.
corner of 13 Mile Road.

PART TIME - help needed washing dishes, experienced, apply in person, Apollo Coney Island, Schoolcraft at Inkster, Livonia

POSITIONS AVAILABLE
Cooks, minimum 2 years experience necessary. Full time, 40 hrs. Tues. thru Sat. days & nights, full time & part time available. Good benefits. Apply Mon. between 2-4pm.
Utility positions available. Must be available days, evenings, full time. Apply Mon 5-9pm
EDEN GLEN
2085 W. Big Beaver, Troy

PREP COOK
Experienced in Italian Cuisine.
Call 474-2429 or 522-2409

Restaurant Assistant Manager
Private club in Southfield seeks experienced Assistant Manager for Kitchen Room. Apply in person at 30333 Southfield Rd. or phone Lionel Miller
646-6990

RESTAURANT HELP - wait people, cook, prep cook, bartender. Apply in person: Soup Kitchen, 1585 Franklin, 4 blocks E. of Fen Ave. Downtown Detroit, between 2-5 pm only.

WAITERS & WAITRESSES
Full & part time. Experienced only. Downtown Detroit. 259-3273

WAIT PERSON - full time, must be experienced, 11 am - 2 pm. Plymouth area. Call 455-6510

WAITRESS needed, days. 10AM-4PM. Mon. thru Fri. Call Centre Cinema, 852-7373

WAITRESS/WAITER needed, nights, apply in person 10 to 6 PM. Side Street Pub, 29350 Northwestern

WAITRESS needed, nights. Apply in person 10 to 6 PM. Side Street Restaurant, Harvard Row, 11 Mile & Lahser Rd., Southfield.

WE NEED Servers, bus help, cashier/bookeeper, all shifts available.
Holiday Inn of Southfield
36555 Telegraph Rd.

506 Help Wanted Sales

ABLE TO BE YOUR OWN BOSS
Farmers Insurance Group. Offers complete training program, minimum guarantee per month. Learn without disturbing present job. 552-3246

AAAAA + BEST RATING
Learn insurance in your spare time. Free training, opportunity for full time with guaranteed income. Farmers Insurance Group. Call Mrs. Gibson 387-0855

ABOVE AVERAGE EARNINGS
are what you can expect by joining our Sales Team. Unlimited. Life Insurance firm has a limited number of Sales Positions available after free training. No sales experience necessary. We provide a complete training program. Call Program... Call Ross Martin. 689-5600

ADVERTISING SALES TRAINEE
Established and growing Livonia firm seeks an aggressive getter type for it's fast-paced business. Highest commissions in our industry. Earnings of $300-$500 weekly no problem. If you're aggressive, call for an interview. Date, 525-1921

AMWAY DISTRIBUTOR
is helping many persons earn money. We can help you. For interview phone 476-0054

APPRAISAL TRAINEE
Local office of a National Organization needs two full time career minded individuals, willing to work hard. We offer training, earn while you learn, choice of location, bonuses. First year earnings in excess of $22,000. Call Roy between 10-11am at 476-7002.

ASSISTANT MANAGERS
Rock & Roll
Youth oriented company needs 9 sharp aggressive individuals for career opportunity with national wholesale company. Good advancement, benefit package. With full training program.
Diane Gaskins
$250 while training
$310- $325 for Go-getters
Must like money, music, and people. Don't call unless you want to rock to the top and roll to the back. Call for interview after 9 AM. 261-3143

ATTENTION- American Guild needs high school students to do telephone sales. Mon. thru Thurs. 5-9pm. Call Mr. Ryan 559-2300

AUTO SALESPERSON
Professional & experienced only. Dodge dealership. Good salary & benefits, excellent benefits and good traffic. Apply in person to Jerry Ilna at 24825 W. 12 Mile, Southfield

CAREER OPPORTUNITY
NO EXPERIENCE NECESSARY
We provide a training program
Full or part time
Our particulars are your desires
Interviews will be held
Thursdays at 1PM Tuesdays at 6PM
Openings available at various locations
For reservation details
Call Ms. White - 9am-5pm
354-5303

Century 21
HOME CENTER
476-7000
ARE YOU EARNING WHAT YOUR ABILITY TO SELL DESERVES? If not, we have an immediate opening in our office. • SPECIAL • Limited Offer Pre-license course free for the price of $25. Call ROY for an interview between 10 & 11 am.

COUPLES ONLY
Need extra cash?
For further information
459-0019

EARN EXTRA INCOME The Amway Way. Get the whole story. Call between 5PM-8PM. 525-9059

EARN UP TO
40% MORE
As a Career Representative for Mutual of Omaha. Call Mr. Kennedy - 769-4162
Mutual of Omaha
Equal Opportunity Employer M/F

FARMERS WILL Train you for a new career. Does your present job offer you independence, prestige, a feeling of accomplishment & economic security? If not, you should talk with Farmers Insurance Group. Call Bill Cox, 522-0655

FASHION SALES
Become an integral part of contemporary fashion retailing at Alberts. We have openings for outgoing, motivated persons interested in today's exciting new look. Full time & part time. Excellent company benefits. Good opportunity for advancement. Please apply in person
ALBERTS
NORTHLAND CENTER

FULL OR PART-TIME
promotional telephone sales. Are you tired of sweat shop conditions? If you have telephone sales experience from Sprint, MCI, Westin, etc., you will qualify for this job. You must speak clearly & distinctly. You can earn $3.50 to $5.00 per order. Only experienced & qualified salespeople will be hired. Here's a rare chance to earn what you deserve if you're good. For App't. call Lorna, weekdays between 3pm-5pm. 964-3389

506 Help Wanted Sales

HOTEL SALES MANAGER
Holiday Inn, Farmington Hills. Must have hotel experience. Call Anita Ste. Marie Mon. thru. Fri. between 9 am and 11 am for appt. 477-4000 ext. 140

HOUSEWIVES, interested in earning money and have a good telephone voice. Call Faye Sales or Lynda Meyers, at Century Trane 478-8784

HOUSEWIVES
Work at your convenience, out of your home. Commission Sales. Come talk to Mary Ann, 8 Mile Rd., corner Beech Daly.

I NEED 4 people with Management, Teaching or Sales Background - or who have owned a small business. Must have a good self-image & be able to handle a large income.
Call Richard Dick, 941-9415

INFLATION-PROOF CAREER.
Royalty. You determine your own income. Fill trails, license & subsidize you into your insurance business. Assure yourself with the 3rd largest auto & homeowner's company in the nation. Call for confidential interview, 525-0173

INSURANCE SALES. Prefer Spanish speaking salesperson with Life Insurance Fringe benefits Call Larry. 559-0400

INVESTMENT SALES
Largest financial institution of it's kind has limited openings for professional sales representative. Unlimited promotion. Complete training course. Salary and commission program. Very high income potential. Call for confidential interview. College degree preferred. Mr. Rend, Investors Diversified Services, 968-1000
An Equal Opportunity Employer

It's Never Too Late
To Start
Your Own Career
See Avon and earn good $$$. Set your own hours. For more information, call
553-7866
879-0183 644-5404

LICENSED INSURANCE AGENTS
Sales and or management. Most unique revolutionary concept going. Unlimited income. Learn qualified referral system. Call Mr. R between 10am-5pm. Mon. thru Fri. 354-6202

LICENSED REAL ESTATE SALESPERSONS
Become a member of the World's largest Resort Time-Sharing Market Co. and involve yourself with the fastest growing industry in today's Real Estate Market. Training provided. For confidential interview, contact:
Marlene Isenberg, Sales Manager
Office, 453-2210,
or Hall Hesa, Birmingham Office, 644-7456.

HITCHCOCK
GALLERY
OF HOMES
453-2210

LIFE INSURANCE SUPERVISOR
One of America's great life insurance agencies has an opportunity for a supervisor in the Western Wayne and Washtenaw County area. An individual with a successful sales background of at least two years should send his/her business card to: P.O. Box 1347, Plymouth, MI 48170.
An Equal Opportunity Employer

Manager/Trainees
Immediate openings for 10 full time, career-minded people. No experience necessary, company will train & advancement. Call for interview appt.
453-2940
ULTRA AIR INDUSTRIES

MATURE PEOPLE wanted part time for Florida community developer, for our Lathrup Village office to invite people to dinner parties. Good speaking voice. Call Claire After 8PM.
552-9200

NEW YORK TIMES
Seeks experienced phone solicitors
please call e.d. Mr. Starler
552-9600

Ground floor opportunity. Full or part time. Men-women needed to show original paintings. $300 a week to start. Big you quality. Top management also available. Call for personal interview
543-5427

PERSONNEL CONSULTANT
Southfield branch of major personnel agency needs a mature self motivated person for a challenging public contact job. Office clerical and sales or agency experience helpful. Beautiful offices, excellent commission and friendly work environment plus various incentive programs. Call Ms Roberts for a personal interview.
PERMANENT STAFF
353-0505

PERSON WITH Knowledge of string instruments & retail preferred. Part-time. Northville area. 349-9420

PROFESSIONAL minded people to take an active part in fast growing and expanding business. Thompson Enterprises 697-7235

QUEENS WAY
TO FASHION
offers the finest in fashion. High income potential. Flexible hours. Management opportunities and it's fun!
261-3269
476-0516
or 453-6232

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IS
EXCITING
and financially rewarding. If you are desirous of making between $20,000 - $100,000 per year - call us. We offer complete in-house training and a massive advertising program. Great locations in Plymouth. Contact:
FRED MIOTKE
Century 21
Gold House Realtors
459-6000

REAL ESTATE
SALESPEOPLE
Excellent opportunity for dynamic Real Estate Salespeople in Congenial living room atmosphere. Best Plymouth location. 9 offices in Metro Suburban Detroit. Nationwide Referral Program.
Complete training program. Call Mary Lou Guibault - for confidential interview.
HITCHCOCK
GALLERY
OF HOMES
453-2210

SALES
DON'T DREAM ABOUT YOUR FUTURE, ACT ON IT!
•Join the sales team selling Michigan's number one subscription T.V.
We have openings for aggressive, self motivated, disciplined sales people.
•Opportunities for advancement.
•Fantastic commissions, bonuses, and supplemental income
Call Mon-Fri ONLY
10am - 5pm ONLY
631-1580 or 995-9188

SALES & MANAGEMENT TRAINEES
Exceptional opportunity with fast growing company. Health & dental insurance, paid vacations, holidays & sick days. 476-4419

SALESMAN
Burglar alarm salesman. Experienced. Call between 2-5 PM. weekdays
356-2880

SALES
Paid TV - Recession Free
Are you self motivated?
Are you a self starter?
Would you like earnings
up to $500 week?
If your answer is yes, call Mon. thru Fri. ONLY between 10am - 5pm ONLY.
878-6381 - West
751-3820 - East & North

SALES PERSON
Experienced in wallpaper & bath. Part time. Farmington Hills area. Call Mrs. Gold 626-1150

SECURITY SALES PERSON
Self starter, experience preferred
Central Desk
653-2380

506 Help Wanted Sales

SELLING gold jewelry, silver jewelry, diamonds, coins. Lowest prices in town. Erin Coins & Stamps. 24448 Joy Rd., Livonia. 261-7640

SMALL, PROFITABLE advertising - creative services firm in Southfield seeks to expand through experienced (minimum 5 years), aggressive sales representative. Reports directly to president. Great opportunity potential. Salary plus commission. Office, Reply in confidence to: P.O. Box 65, Franklin, MI. 48025.

STOP!
If you are unhappy with your present position as a phone or street canvasser for home improvements, Michigan's leading home improvement company now has openings for phone and street canvassers. Guaranteed salary plus high commissions as well as bonus. Must be experienced and willing to work. Call between 9-5. 559-7716

TELEPHONE SALES - part-time. Mon. thru Thursday, 3-8PM. Sat., 10-3PM. $100 Week + Commission. Experience preferred. Call Elaine, 855-3400

TIRED OF LISTING & Selling Houses but enjoy the field of Real Estate? Let us show you a new & exciting way to enjoy earning a Good Living. Real Estate Licensure preferred but not mandatory. Call Pete Wickenden or Lloyd Edwards at RE/MAX West. 549-4414

TURN YOUR SPARE TIME
into spare cash. Sell Avon for a second income. Between Inkster Rd. & Evergreen. 398-3952

UNEMPLOYED, OUT OF WORK, or Need Extra Income? One (1) Sales Position open. For appointment, call between 12 Noon & 6PM. 651-9194

WANTED: Canvassers, street & phone who are willing to work for high commission as well as guarantee. Experienced, full time preferred but not necessary. Call between 1pm-5pm 559-7716

WORLD'S FASTEST Profitable & realistic Multi-level Marketing Co. seek seeking Representatives. For appointment, call Marlene Isenberg, or call Mr. Parker before 3PM:
LUND MOTORS
ROYAL OAK
549-0344

$20,000 Yr. Plus
NO EXPERIENCE NECESSARY
FREE
TRAINING
For more information call
CENTURY 21
Today Realtors
Farmington/Steve Stockton 478-1040
Westland/Larry Buckmaster 525-7700
Redford/Jon Ruud 538-2000
Livonia/Tom Lawrence 261-2000
Lathrup Village/Bill Cavanagh 559-4488

507 Help Wanted Part Time

BE YOUR OWN BOSS
Great opportunity to fight off inflation Earn extra dollars delivering prestigious national magazines, shopper & local advertising pieces in the communities of Livonia, Farmington, Redford Twp., Garden City and Westland. Work 2 days or more each week. We offer free bonus dollar earnings, exercise & flexible hours to fit your schedule. We invite family participation. Not a door to door job but selling or solicitation. Call now: Ann-Marie Field Marketing, 981-9494

BUSINESS EXPANDING! Demand an Extra Income thru Marketing & Management training program. Call between 9AM-2PM. 459-0425

CLERICAL WORK - Bookkeeping experience a plus. Send brief resume & phone calls/ G.L.R.C., 24558 Indopkes Circle, Farmington Hills, 48024. 476-8116

CUSTODIAN, 20 hours a week. Hours flexible. General maintenance experience. Mail or drop off references & personal data. Troy Jet. Metrobolt Church, 6363 Livernois, Troy, 48098. 879-6363

DANCE INSTRUCTOR
Teach youth dance classes, pre-school thru elementary grades. They also include adult classes. Must have previous experience in all forms of dance. College degree preferred. $4 to $7 per hour. Farmington Hills Parks & Recreation.
474-6115
Equal Opportunity Employer M/F

FORD WIXOM PLANT AREA
Part time 2 - 3 full days per