504 Help Wanted Office-Clerical

BOOKKEEPER FULL CHARGE
Birmingham Area

Great opportunity! Get in on the ground floor and help organize this newly established and exciting company. Bookkeeping knowledge and experience necessary. Excellent starting salary and benefits. Send confidential resume to Mr. Welsh, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

BOOKKEEPER - full charge thru trial balance, plus general office duties. Redford area. Call for appt between 3-5pm 532-2400

BOOKKEEPER needed for business in Plymouth, part time. Strong background in accounting. Send resume to 445 Amelia St., Plymouth, 48170.

BOOKKEEPER, part time, grow to full time, minimum two years previous financial statements. Apply at: Plymouth Industrial Center, 18101 Keystone Rd, Plymouth Mi.

BOOKKEEPER - thru Trial balance - office manager. General office procedures. Small manufacturing co. Must be experienced. 261-7989

BOOKKEEPING/GENERAL OFFICE Birmingham area company, 3 years experience. Must type. Send resume to Box 1, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BUSY SALES OFFICE has immediate need for full-time Typist with light bookkeeping and good typing skills. Required 45 WPM - prefer at least 3 years Office experience. 810-229-2800 ext. 32 Send resume to K.A.R., PO Box 2752, Livonia, MI 48151.

CLERK TYPIST
for insurance firm. Minimum 55WPM, excellent benefits, pleasant working atmosphere. Call Mrs. Clayton at 557-7000

An Equal Opportunity Employer

COLLECTORS
MICHIGAN BANKARD

Michigan Bankard Processing Center Firm has an opening for a Collector with a minimum of 3 years P & L or agency experience. If you are organized & looking for a challenging position. We offer a good salary, excellent benefit package for those who qualify. Apply in person 29815 Telegraph Rd. At Southfield, between 8AM-4PM.

EEO/AA/M-F/H/V Employer

DATA PROCESSING COORDINATOR Must have experience in small business computer programming, has good general office procedures. Send resume to General Office, Box 1, 12000 Globe Rd., Livonia, MI 48150

DR'S OFFICE in Troy seeks a mature & responsible individual for part time position, excellent opportunity & benefits for qualified person. Send resume to Box 6914, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXCELLENT TYPIST with secretarial skills for busy South field office. Dictaphone experience a plus. Call 354-1600

EXECUTIVE SECRETARY
Two busy executives are looking for a Super Secretary. Must have excellent typing and shorthand skills and have experience taking meeting minutes. Friendly staff, nice Southfield office. Send confidential resume to Box 6907, P. O. Box 691, Southfield, MI 48037.

An Equal Opportunity Employer

EXECUTIVE SECRETARY for Birmingham service business, excellent and accurate typing, dictaphone, bookkeeping, customer contact, interesting work in pleasant surroundings, salary open. Call for an interview. 644-1623

EXECUTIVE SECRETARY
Full time position requires minimum 3 years experience, 60 WPM typing & shorthand skills. We offer a good benefit program.

Apply in person, 16-L
Personnel Office, Lower Level
DONWIT TELLER
Southfield

An Equal Opportunity Employer

EXECUTIVE SECRETARY
Birmingham based retail division of well-established Michigan corporation is seeking a secretary with 3-5 years experience. Must be mature, energetic and self-starter with good secretarial and organizational skills. Typing 60-65 words a minute and dictation at 80 words. Excellent grammar, spelling and pleasant telephone voice are required. Word processing skills and word processing skills a "plus". Send resume, qualifications and salary requirements in confidence to Box 694, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - full time, experienced preferred, will be available evenings & Sat. Apply Covey Dinette 24406 Plymouth Rd. between 11-2pm.

GENERAL OFFICE - Conscientious Person with initiative, figure aptitude & telephone personality. Reply with salary requirements to Box 958, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Typing, filing, light bookkeeping, 1900 Job Network, 28210 Michigan Ave., Dearborn

GRAPHIC DEPT. - suburban company, compographic IV, typesetting & addressograph operator, forward. Type 45 WPM, benefits. 810-890, for paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

INSURANCE AGENCY seeking experienced person in Property & Casualty, must type, full time. Mail resume to P.O. Box 1390, Northville, MI 48167.

INSURANCE AGENCY
Birmingham, opening for take-charge person in customer service, underwriting, billing, rating and underwriting. Minimum 2 years experience. Salary open 646-6657

INSURANCE agency accounting, part time, experience with accounts receivable statements 455-1243

INSURANCE SECRETARY
Immediate Farmington Hills sales organization is seeking a secretary with minimum 3 years experience. Energetic self-starter with good secretarial & organizational skills. Typing 60 words per minute. Knowledge of word processing equipment preferred. Salary starting range to $15,500. Send resume, salary history to Personnel Manager, P.O. 1400, Farmington Hills, MI 48018.

LEGAL SECRETARIES
Experienced legal secretaries needed for permanent or temporary assignments in the metro & suburban areas. Call now or come in for interview.

ALL FEES EMPLOYER PAID

JOANNE MANSFIELD LEGAL PERSONNEL
TOP OF TROY
755 W. Big Beaver, Suite 209
Troy, MI 48084
362-3450

LEGAL SECRETARY with experience on Lanier No Problem word processor, desire for Tel Twelve area law firm. Typing speed of at least 55 WPM. Salary commensurate with experience. 641-6115

LEGAL SECRETARY
Full time, 2 years required w/ Experience preferred. Excellent salary & benefits. 531-7371

LEGAL SECRETARY for sole position in small, general litigation firm. Excellent typing & shorthand skills required. Salary based on experience & ability. Southfield Call Mae Reiner, 557-4000

LEGAL SECRETARY, experienced, Southfield area. Send resume & salary requirements to Box 990, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

LEGAL SECRETARIES AT HILLSTROM & ROSS
HILLSTROM & ROSS AGENCY
626-8188

LEGAL SECRETARY - Experience in negligence litigation for medium-sized Southfield law firm. Salary commensurate with experience - benefits. Call Mr. Dunn, 353-1550

LEGAL SECRETARIES
Good secretarial and transcription skills. Knowledge of word processing equipment helpful. Assignments located in Downtown Detroit and suburban areas. Call for an immediate appointment.

MANPOWER
TEMPORARY SERVICES
Livonia 478-1130

MAG CARD - or display writer, experienced individual with good secretarial skills. Knowledge of "insurance" corporation. Shorthand not necessary.

SECRETARY - with shorthand, short term assignment available for Troy & Southfield firm.

WE CAN KEEP YOU BUSY

UNIFORCE
TEMPORARY SERVICES
646-7660

MAG CARD TYPIST for busy ad agency. Typing 60. Heavy statistical typing & telephone answering. Overtime, good benefits. Birmingham area.

Call Dawn 645-6170

MANUFACTURERS BANK has an immediate need for experienced stenographers in Downtown Detroit. Applicants must have 3 years previous clerical experience, with typing skills at 60 WPM and shorthand skills at 80 WPM. We offer an excellent benefit package and competitive salary. Apply in person at MANUFACTURERS BANK, 611 W. Lafayette At Cass, Downtown Detroit. Friday, March 11, 1983, 9AM-11AM only.

Equal Opportunity Employer M/F/H

MATURE OFFICE person, experience needed for busy dealership in Canton. For appointment, between 10 am and 3 pm. Mon. thru Fri. 981-2182

MATURE PERSON to run office for small company. General office, bookkeeping & payroll 3 to 5 years experience preferred. Salary plus benefits. Near 12 Oaks Mall. Ask for Nancy. 348-3600

DR'S OFFICE in Troy seeks a mature & responsible individual for part time position, excellent opportunity & benefits for qualified person. Send resume to Box 6914, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXCELLENT TYPIST with secretarial skills for busy South field office. Dictaphone experience a plus. Call 354-1600

EXECUTIVE SECRETARY
Two busy executives are looking for a Super Secretary. Must have excellent typing and shorthand skills and have experience taking meeting minutes. Friendly staff, nice Southfield office. Send confidential resume to Box 6907, P. O. Box 691, Southfield, MI 48037.

An Equal Opportunity Employer

EXECUTIVE SECRETARY for Birmingham service business, excellent and accurate typing, dictaphone, bookkeeping, customer contact, interesting work in pleasant surroundings, salary open. Call for an interview. 644-1623

EXECUTIVE SECRETARY
Full time position requires minimum 3 years experience, 60 WPM typing & shorthand skills. We offer a good benefit program.

Apply in person, 16-L
Personnel Office, Lower Level
DONWIT TELLER
Southfield

An Equal Opportunity Employer

EXECUTIVE SECRETARY
Birmingham based retail division of well-established Michigan corporation is seeking a secretary with 3-5 years experience. Must be mature, energetic and self-starter with good secretarial and organizational skills. Typing 60-65 words a minute and dictation at 80 words. Excellent grammar, spelling and pleasant telephone voice are required. Word processing skills and word processing skills a "plus". Send resume, qualifications and salary requirements in confidence to Box 694, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - full time, experienced preferred, will be available evenings & Sat. Apply Covey Dinette 24406 Plymouth Rd. between 11-2pm.

GENERAL OFFICE - Conscientious Person with initiative, figure aptitude & telephone personality. Reply with salary requirements to Box 958, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Typing, filing, light bookkeeping, 1900 Job Network, 28210 Michigan Ave., Dearborn

GRAPHIC DEPT. - suburban company, compographic IV, typesetting & addressograph operator, forward. Type 45 WPM, benefits. 810-890, for paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

INSURANCE AGENCY seeking experienced person in Property & Casualty, must type, full time. Mail resume to P.O. Box 1390, Northville, MI 48167.

INSURANCE AGENCY
Birmingham, opening for take-charge person in customer service, underwriting, billing, rating and underwriting. Minimum 2 years experience. Salary open 646-6657

INSURANCE agency accounting, part time, experience with accounts receivable statements 455-1243

INSURANCE SECRETARY
Immediate Farmington Hills sales organization is seeking a secretary with minimum 3 years experience. Energetic self-starter with good secretarial & organizational skills. Typing 60 words per minute. Knowledge of word processing equipment preferred. Salary starting range to $15,500. Send resume, salary history to Personnel Manager, P.O. 1400, Farmington Hills, MI 48018.

SECRETARIAL INSTRUCTOR
To teach medical word processing pro-gram. Must have 3 years current job related experience in all phases of office work. Excellent opportunity for qualified person. Call 721-1777

SECRETARIAL POSITIONS AVAILABLE NOW
Full time/part time
Call now 549-6473

SECRETARIES & BOOKKEEPERS needed Call now 557-1200.
Job Network, 28210 Southfield Road

SECRETARY
Ability to work with little supervision, meet deadlines, possess good telephone skills. Good grammar and spelling required. Typing 60 wpm. Knowledge of word processing equipment preferred but not required. N.W. Detroit.

532-2600 ext 62

SECRETARY-Advertising Coordinator. One of America's largest art auction galleries, located in Southfield is looking for a secretary-advertising coordinator. Must have very strong organizational, typing, pleasing personality & good phone voice. There is light typing but no steno. Send resume to box 948, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Answering phones in office for sales department. Must have 55 WPM typing skills. Excellent benefits. Salary commensurate. Livonia area. 425-8072

504 Help Wanted Office-Clerical

SECRETARY/BIRMINGHAM
Shorthand & typing required. Must be neat, personable & energetic. Enjoy dealing with the public. Call 8am - 5pm 540-1262

SECRETARY for 1 person office in Southfield. Typing, light shorthand, good with figures, real estate experience helpful. Mon. thru Fri., 9 to 5. Salary $150 per week. 352-8750

SECRETARY, part time, 20 hours per week, starting wage $4.00 per hour, Wayne area. Please send resume & satisfy typing test to Personnel, P.O. Box 512, Wayne, Mi. 48184

SECRETARY
Part time - immediate opening in our Birmingham office. Must have excellent typing skills & office experience. Please call Lorna Van Tuyn, between 2pm - 5pm at 645-6411

SECRETARY - PART TIME
Experienced, good typing and organizational skills necessary. Approximately 18 hours per week. Bloomfield. Send resume to Box 966, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Small Birmingham office needs an active typist, good with figures and a nice personality. Send resume to Box 6-B 30 pm Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY TRAINEE
Call Immediately. Employment News Inc., 23150 Southfield Rd.

SENIOR TYPIST
Experienced, 55 WPM, accurate. Troy temporary job 15 hour.
Temporary Specialist 524-3300

THE LADIES department store chain in the nation has an immediate opening in their district office for a clerk/receptionist. An individual that has typing skills, telephone communication skills, and calculator dexterity. We have excellent employee benefits. Apply: Personnel Manager, Department 8, 7-Eleven Stores District Office, 14111 Fenkell, Detroit, MI. 48227.
Equal Opportunity Employer M/F/H/V

TRAFFIC CLERK
Expanding Southfield distributor seeks *qualified individual, entry level Accountancy a must.* Fringe benefits. Call before 11AM 512-6234

TYPIST - experienced, minimum 70wpm required Bloomfield Hills 334-4900

TYPIST, part time & general office duties. Southfield - 7 Mile area. Mrs. Clancy. 353-7555

TYPIST - PART-TIME
General Office skills, emphasis on transcribing. Mag Card experience preferred. 5-8 days, Redford. 334-8477

TYPIST - RECEPTIONIST
QYX experience helpful, with misc. office duties, for expanding, fast paced office, good typing skills a must, nonsmoker. Apply in person between 8am-11am, 1pm-4pm. 32900 Capitol, Livonia, MI.

TYPIST - 40 w/pm, 12-75 per hr. Mon. thru Fri. 11am to 2pm. Southfield 559-1633

WATERBED GALLERY
is immediately hiring the following full time positions:

EXECUTIVE SECRETARY - experienced, typing 75wpm, shorthand, document wordcraft, telephone manner a must.

RECEPTIONIST - experienced, able to do many tasks. Typing - 60wpm.

SERVICE CLERK - extensive customer phone work, routing deliveries and inventory control.

Applicants must specify which job opening in your letter or resume. Applications accepted, Thurs & Fri., March 10 & March 11, 10am - 2pm.
32975 Schoolcraft, Livonia

WE NEED GOOD QUALIFIED HELP IN THE FOLLOWING SKILLS.

Typists (65 WPM)
Shorthand - Dictaphone
Switchboard
(Especially Dimension)
Word Processing

If you are interested in a temporary position that could lead to a permanent position, call or come in and fill out an immediate appt. Registered Manpower Temporary Services, located adjacent to the Southfield - Birmingham area should call the Livonia office

MANPOWER
TEMPORARY SERVICES
Livonia 478-1130
Troy 585-5505
Detroit 965-7000

WORD PROCESSING SECRETARY
HUSH ... Major Southfield based firm has top secret project with recent experience on the IBM 5520 system Salary $14,000 - $16,000 plus paid Don't wait, Call Sharri 1011 today Start work Monday!

AMERICAN PERSONNEL 355-5528

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS
for part time dependable help. Must be 18. Apply in person between 2-5 Arbys, 27166 Plymouth Rd., Redford.

An Equal Opportunity Employer

BAR PERSON
Experienced, night shift, recent experience on the IBM 5520 system Salary $14,000 - $16,000 plus paid Don't wait, Call Sharri 1011 today Start work Monday!

AMERICAN PERSONNEL 355-5528

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS
for part time dependable help. Must be 18. Apply in person between 2-5 Arbys, 27166 Plymouth Rd., Redford.

An Equal Opportunity Employer

BAR PERSON
Experienced, night shift, recent experience, 1727 S. Telegraph, Bloomfield Hills

COOKS
Day shift, experience necessary. Apply Palace Fine Foods, 25225 Telegraph, N. of 10 Mile, Southfield.

COOKS
Full time positions available. No experience necessary. Apply in person only, no phone calls please.

ORIGINAL PANCAKE HOUSE
14335 W 10 MILE
(Between Southfield & Evergreen)

EXPERIENCED bar person, part time, nights, Top Notch Lounge, 24301 W. 8 Mile.

HELP WANTED - PART TIME DAYS
Apply in person
Bonnie Brae Lounge
19311 Farmington Rd., Livonia

NOW HIRING, Bartenders, Waiters/Waitresses, Top Pay, Bonuses, Apply in person. Experienced only. Apply between 9am-11am or 2pm-5pm Mon. - Fri., 30100 Telegraph Rd., Bloomfield Hills Office Center) between 12 & 13 Mile Rds

PANTRY PERSON - Experienced in Salads, Hors d'oeuvres & related foods. Apply in person, between 10AM-4PM, Mon. thru Fri. - 10841 W. 8 Mile Rd., Northville. Ask for Chef Lucio

RESTAURANT HELP: Porter, Wait Person, Bar Person. Apply in person 2-5PM The Sugar Kitchen Saloon, 19 Mile at Orleans, 4 blks. E. of the RenCen

RESTAURANT OPENINGS
Waiter, Waitress, Cooks, Busboys, Dishwashers. 557-1200
Job Network, 28210 Southfield Rd.

WAIT PERSONS - Experienced Apply in person
Jason's Fine Foods, 31471 Southfield Rd., Birmingham

WAIT PERSONS - Experienced
Call between 8AM-11AM, 351-5558

WAITRESSES/Waiters Full or part time Must have experience. Apply the Village Pub Family Restaurant, 4170 Orchard Lake Rd near Pontiac Trail

WAITRESSES (Waiters)
Experienced with liquor and tray serve. Also Dishwasher. Full, part time, days, night shift at 35788 S Mile, Livonia.

WAITRESS/Waiter needed for fast paced deli - must have experience. Apply in person only. Ernie's Deli, 35572 Grand River, Farmington

506 Help Wanted Sales

PEOPLE WANTED to sell new restyled dial deposit. Low 15-25% Income. Phone Mr. Gold 261-3535

506 Help Wanted Sales

ACCOUNT EXECUTIVE
We work with major super market chains setting marketing promotions. It's in business for 2 years and sales exceed in DIRECT SALES. Highest commission in marketing field - paid weekly. Send resume to Market Promotions, Inc., 1041 Shelby, Suite 206, Record Rd., East Tawas, MI 48730.

ADD SUCCESS ...
to your Career! Many Real Estate firms talk of success. We can show you how ... and how to be a part of it! We will teach You how to make more money than you ever dreamed. We offer the most revolutionary Compensation Program in the business. Call Ken Farmer, Group Vice-President - for details. 557-1900

15 Offices in Detroit Metro Area

Schweitzer Real Estate
BETTER HOMES & GARDENS

ADVERTISING
Southfield advertising firm has a part time opening on sales staff. No experience necessary. Will train the well-rounded. Call Chris Naylor between 4-5:30pm 569-0650

AN EXCITING way to become a new you. Become a color cosmetic consultant. Will train. Terrific income & benefits. Call 10-4pm Mon thru Fri 591-0817

AN OHIO OIL COMPANY offers outstanding opportunity for high commission, security and cash bonuses. Desire to motivate person for full or part time work. Prefer person familiar with farm equipment, industrial equipment or heavy machinery. Lubrication sales experience helpful, but not absolutely essential. Write Jim Kosnik, Sales Manager, American Lubricants, Box 498, Dayton, Ohio, 45401

APPLY
Need men & women for set-up & display - start work immediately. Experienced not necessary. We will train. Dearborn area. $350 mo. if qualified. Call 271-8310

AREA MEN'S STORE NEEDS
Semi-experienced salesperson.
Call for interview information
649-2811

A STEP AHEAD
B.F. Chamberlain Real Estate Company, Michigan's largest family-owned and operated real estate company is growing fast, since the Perometer in the industry has to offer! 18 area offices - professional training program. Call Steve Leibham, at 557-6700

AVON
Time On Your Hands?
Meet nice people. Earn good $$$. PART-TIME/FULL-TIME.
Livonia-Westland Area
553-7866

BEAUTY CONSULTANTS
Manage your own beauty consulting business. Has no selling. Celebrate with fashion. No experience necessary. Free training. Call 455-3245

BICELINE FASHIONS is looking for women full or part time Earn cash, discount wardrobe, incentives, trips. No experience necessary. Training provided. For interview call Cathy 477-3388

BIRMINGHAM
real estate office with exceptional facilities is currently interviewing sales associates. Applicants with a sincere interest in a career in real estate.

KINGSWAY ASSOC. ERA
Michael Cotter or Don Stein
642-4300

CANVASSERS for phone solicitation, part time income from your own home, for local Chimney Sweep. Commissions. 453-7234

CAREER MINDED WOMEN
Enjoy a fashion career with QW to Fashion. Unexceptional Free training. Call for Pat, 476-3174, 521-6178.

Career Opportunity!
Join the winning F. P. Chamberlain Real Estate Company Sales Team! Modern offices and equipment, established Sales Staff and excellent Commission Programs. Ready to learn? Free Sales Training Program. Ask for the Winning Team - Today!

Call A. J. Riehler
B. F. Chamberlain, 540-6777

CLERK-TYPIST $3.75 per hour evenings shift 11 3am. Part time. Apply in person only. 8am-2pm No phone calls. Mayflower Party Store 8 & 5 Mile, Plymouth.

COMPUTER SALESPERSON
Electronic Retailing
Financial terminals
Main stop between Detroit & Grosse Pointe record
IBM, Hamming Distance, Experience. Reply to box 832, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Considering A Real Estate Career?
We have a story to tell!

Chamberlain Real Estate Co.

CONTACT:

Birmingham
Robert F. Gavey 646-6000

Bloomfield Hills
J. Donald Keller 647-1100

Farmington Hills
William C. Harker 626-9100

Troy
David G. Marquardt 649 8900

West Bloomfield
Earl D. Patrick 851-8100

Rochester
Brock D. Cleland 651-8850

COSMETICS
Sales/Management
New, fresh, natural base skin care & complete cosmetic line. Expanding to this area. Looking for person with sales, management experience ability. Will be only Apply between 9am-11am or 2pm-5pm Mon. - Fri., 30100 Telegraph Rd., Bloomfield Hills Office Center) between 12 & 13 Mile Rds

DISTRIBUTOR REPRESENTATIVES For a food client, main or female, full or part-time for a selected area. No investment. Send resume to Box 874, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DISTRICT MANAGER
Aggressive, experienced District or Regional Manager needed immediately to supervise 15 to 20 Dealers, Metro Detroit area. Salary, commission, vehicle & opportunities galore. Send resume & salary requirements to Dryvers Corp. 15 Ml. PO Box 21006 Lansing, MI 48909

EARN MONEY in Your Spare Time (Shaklee)
Call Joan 455-2488
Or Pauline 455-7186

EMPTY DESK
We have a desk available in our Plymouth Office for the Real Estate Salesperson of the right caliber. Most new Real Estate license. No experience necessary, but helpful. If you are a Real Estate Salesperson with high ethics who likes to work with people, consider the Real Estate profession.

We are currently interviewing Call Mr. Lehman or Mr. Reece at Cranbrook Realty - 459-8700

MOBILE HOME SALES - Excellent opportunity for top sales person. Plymouth Center/Belleville area. Reply to Box 848, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

506 Help Wanted Sales

EXPERIENCED Sales Persons and Managers for a high income career. Parts Counters, Rail Jobber, 8 of Joy Rd. Westland. 261-6178

FASHION WALLPAPER, Michigan's largest chain of home decorating stores has opening for experienced salesperson for part time career. Applicant must have experience in wallcovering, window decor & draperies. If you like working with colors & design, you'll enjoy this job! Please call Cindy Goode for information 646-4725

FULL TIME NIGHT MANAGEMENT Opportunity available at ladies' specialty boutique in Somerset Mall. Experienced, well-motivated only need apply. 643-6003

FURNITURE DESIGNER/SALESPERSON
Minimum 1 yr. Experience
Call Hours 10-2 Pm. Excellent benefits, pleasant surroundings, Apply in person
JACOBSON'S
1220 Walton Blvd.
Rochester

GRAND OPENING
Seriously motivated individuals needed immediately to start distributorship in California based company now expanding to Michigan. Unlimited income potential, opportunity to upgrade your monthly income, full or part time. Limited number being held.

313 348-7198

HIGHLY MOTIVATED Individuals for Sales Position Selling or Leasing Commercial Advertising Sales experience. Call Mr. Gruttner, 474-2305

HIGHLY MOTIVATED telephone salesperson with pleasant telephone manner. Training given. Call days or eves. Westland office 326-6710

ILONA & GALLERY seeking full time and part time person. Sales experience only. Some evenings and weekends. Apply Ilona of Sweden, Square Mall, 14 Mile and Orchard Lake Rd.

IMMEDIATE PLACEMENT - will train well qualified individual with pleasing personality. Salary, day time hours of salary, between 12 noon.

H.C.I. Energy 531-2100

INDUSTRIAL PHONE SALES
Experienced only need apply. Interviews, set up appointments. Work 8 hours, our office. We train. Hourly plus commission. 477-2300

Investment Sales
Latest financial institution of it's kind has immediate openings for professional sales representative. Unlimited prospects. Complete training course provided. Excellent earnings potential. Very high income potential. Call for confidential interview. Sales experience preferred. Call Mr. Kend, Investores Mortgage Corporation 968-1000

An Equal Opportunity Employer

LICENSED
LIFE INSURANCE AGENTS
Area manager needs agent to cover the following developments & train for his job. Must be aggressive & need to make at least $30,000 per year. Call 995-9652

LIVING TRAINER - 8 hrs per week, fastest growing business in country now in Detroit area. No experience nec. Training provided. 557-3283

MEN & WOMEN
to sell Florida housing & building sites to our clients. Exciting work. No license needed. We train. Ask for Al.
FERGIN AGENCY
522-1500

• MULTI-LEVEL SALES •
Commodore Vic Home Computers Less than 1% of U.S. Homes have Computers, over 98% of nation's homes will need one before 1985. Vic is the Vanguard of technological explosion. No Selling, a special back ground needed. We train, full or part-time positions available. For interview, call Kirk Goebel. 537-0013

NO LIMIT
Commission, sell City Factory service to contractors. Excellent benefits receivable in your area.

Call Mr. John
1-291-471-4817

OPENING for ambitious people. If you want to work part time for an after you can't resist. Call after 5 PM, and leave your name and number or on my answering machine 348-7188.

USED CAR SALES
Two sales people needed for expanding used car operation. No previous used car experience necessary. Apply in person Mr. Ed Bonsall, Chapman Oldsmobile, 21000 Telegraph Road, Southfield

$50,000 YEAR PLUS
Vacation Time Share Marketing Corp requires 6 additional associates (men & women) in the area and will train to earn in excess of $50,000 per year. Applicants who qualify will be provided with a thorough training program, proven presentation techniques & extensive qualified prospects. Please call for interview. Mr. Golding, 557-8300

507 Help Wanted Part Time

ACCEPTING APPLICATIONS A FEW OPENINGS LEFT
TELEPHONE SALES from our Redford Office. Part time, eves & Sats 20 hrs per week $4.0hr, minimum plus bonus, incentives or commission rates

No Experience Necessary
Call between 10am - 2pm. Mon - Sat.
MR. CAIRNS
533-7748

ATTENTION PART TIMERS
We have a few openings for outgoing people to work on the phone. This is part time position with excellent working hours. Shifts available, 9 30am to 2pm or 4 to 8pm. Salary plus commissions. We will train. Call before 10am and 5pm. Ask for Wendy or Linda

Century Trane
32500 W. 8 Mile
Farmington Hills 478-2784

ATTENTION - Permanent part-time position available immediately. Approx 3 hour shifts 35 per hour plus bonus. Experienced preferred. High school degree or equivalent. Mature persons must welcome. Call Mr. Ferguson 348-3300

ATTENTION 10 people needed for part time office promotion work for Detroit area. Flexible hours. Hours available 9 am to 1 pm., 1 to 5 pm., 5 to 9 pm., $4 50 to $15 per hour depending on position. Apply in person morning only, Renaissance Center, Tower 200, Suite 1770. No phone calls

CLEANING JOB for hard working dependable individual 356-3333

SECRETARY, 2 or 3 half days per week 855-2153

CLERK-TYPISTS For temporary and part-time assignments in various township departments. Canton Township residents preferred. Minimum of 40 WPM typing. Apply Canton Township Personnel Department, 1150 S. Canton Center Road. An Equal Opportunity Employer

CUSTOMER SERVICE
Insurance company located in South field needs a person with previous telephone or customer contact experience. Will be trained to interpret insurance contracts and maintain credit union members via telephone and in person regarding their insurance needs. Excellent communication and interpersonal skills required This is a job share arrangement, working 3-8 hour days within a 5 week period. Apply

Michigan Credit Union League, 15600 Northwestern Hwy., corner of Greenfield Providence Dr., between 8 & 10 Mile Rds., from 8am to 5pm

ONLY APPLICANTS SEEKING PART TIME WORK WILL BE CONSIDERED!

507 Help Wanted Part Time

LARGE RESEARCH COMPANY needs people to conduct interviews at our Southfield location. Pleasant speaking voice, good reading ability. Weekends required. No experience necessary. We will train. No sales involved. For appointment call 352-1993.

PART TIME JANITORIAL Work. Must be 18 or older, with car. Minimum wage. Call Mon. thru Friday, 9-5pm 535-5549

POSITIONS AVAILABLE immediately in Bloomfield Hills, Farmington, Plymouth. Paid training. Send resume to Arrow Community Homes, P. O. Box 19139, Detroit, 48219

REAL ESTATE RECEPTIONIST Sel-ling 11 Mile & Middlebelt, Farmington Hills. Tues. evening 5-8pm & alternating weekends. Ideal for fulltime for additional hours if necessary. Excellent typing skills and pleasant telephone manner. Previous real estate experience and shorthand preferred. Compensation commensurate with experience. Please submit resume to Box 193, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECREATION LEADERS
To plan, coordinate, and implement summer recreation activities, sports, arts, and crafts. Prior recreation experience required. Recommend 1st AID, CPR, Lifeguard, Arts and Crafts training and skills. Must enjoy working with children. Farmington Hills Parks & Recreation.

474-6115
Equal Opportunity Employer M/F

TELEPHONE SALES REPRESENTATIVE
Previous telephone sales experience, preferably in sale insurance needed for this part time position in Southfield based insurance company. Excellent communication skills and pleasant telephone manner. Hours 10am-5pm, Mon. thru Thurs. and 10am-2pm Fri. Salary $3.50 hour plus bonus. Apply: Insurance Office, 25800 Northwestern Hwy., Suite 200, Southfield, MI. Providence Dr., corner Greenfield/Providence Dr., between 8 & 10 Mile Rds., from 8am-5pm.

508 Help Wanted Domestic

AID/HOUSEKEEPER to help care for elderly gentleman Must be willing to live-in. Birmingham area. 646-9955

BABY SITTER, Birmingham-Troy area. Full time. Responsible, mature, caring, interested in child development of 3 month old. Non-smoker. 647-2668

BABYSITTER - experienced, to take care of infant in our home, references preferred, own transportation, 14 Mile & Telegraph area 356-5358

BABYSITTER for infant, mature, responsible individual, 35 hrs/wk (7 to 3 PM), references required 642-8935

BABYSITTER for infant, my Bloomfield Hills home, 2 days through 5 PM, references required 642-8935

BABY SITTER, Farmington-Troy area. Full time. Responsible, mature, caring, interested in child development of 3 months old. Non-smoker. 647-2668

BABYSITTER - experienced, to take care of infant in our home, references preferred, own transportation, 14 Mile & Telegraph area 356-5358

BABYSITTER for infant, mature, responsible individual, 35 hrs/wk (7 to 3 PM), references required 642-8935

BABYSITTER NEEDED, my home, for infant, 3 days weekly, Tuesday, Wednesday, Friday, 7:30am-5pm, own transportation 626-2187

CHILD CARE and light housekeeping for child 8 years old, approx 25 hours week, car needed. Very negotiable salary. Call Bernadette Davis Mon. thru Fri. 9-5 553-5550

CHILD CARE needed while parent out of town. 2 school-aged children. Must be able to drive Rochester area. 852-9371

CLEANING LADY
Must be mature & know how. 2 days week, 9AM - 3:30PM - $35 day.
Call Mrs. Gordon 855-9700

COOK - MATURE, live-in or part time, salary negotiable, knowledge of Pritikin diet helpful. Call Marilyn 540-0660

Cooks, Housekeepers, Maids, Laundresses, Butlers, Drivers, Companions, Day Workers, Handymen.
Michigan Maids 569-1474

DEPENDABLE BABYSITTER needed, approximately 36 hours week. Birmingham 642-7400

ELDERLY LADY needs live-in companion. 7 Mile/Middlebelt area. Some light housekeeping. More for good than money. Call 476-5348

ELDERLY LADY wishes adult live-in companion. Must be responsible, non-smoker. Pay negotiable. Wixom area. Call after 6pm 624-1918

EXPERIENCED BABYSITTER for infant & school age children in Oak Park home. Mon-Fri, 9am-2pm. References required. Call 967-0412

EXPERIENCED housekeeper desired, some ironing. Must be reliable, drive and have references Farmington Hills 626-0603 or 851-9485

FULL TIME Cook & Housekeeper required for Bloomfield Hills home. Own transportation Week Days 545-2000.

Call Mrs. Gordon 855-9700

HOUSEKEEPER - full time, moderate salary, light sorting duties and driving, own home, near Bloomfield Township Southfield condo 557-4116 or 541-4758

HOUSEKEEPER, 3 days week. Be experienced with local references. Own car. Non smoker. 351-2355

I am looking for someone with own transportation to pick up my 4 year old son from a Birmingham School & care for in my home. He needs a responsible person to be an active companion, babysitter & tutor. Hours will vary. References a must. If you feel you qualify, please call 281-8228, between the hours of 8am - 12noon.

LIVE IN COMPANION for mobile elderly lady in Southfield area. Light housekeeping & cooking. Weekly salary included Call after 5pm, 354-0175

LIVE-IN MANAGER wanted for adult foster care home. Light cooking & cleaning or couple preferred, free room/board/utilities plus small salary. 645-9545

LIVE IN/OUT Housekeeper/cooker needs help, non smoking, mature person, light housekeeping & child care. Live in basic weekly salary. 626-2187

LOOKING FOR mature woman to be your 3 small children in my Rochester home. Own transportation and references required 651-3631

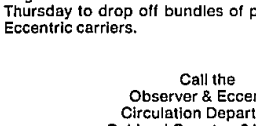
MATURE COMPANION needed for home elderly lady, Farmington area, live-in available. Southfield area 476-6275

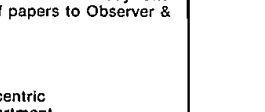
MATURE WOMAN, occasional babysitting, 1 child References Own transportation, Westchester Village Apts. Days, 847-8110, eves 644-7036

OUR HOME, in Birmingham is warm & loving. We need a responsible woman for housekeeping & help with care of young children, 6 or 3 days a week. Prefer someone who loves children & has non smoker, have own transportation Call after 5pm 646-5909

507 Help Wanted Part Time

PART TIME DRIVERS





We have Driver openings available for Independent Contractors in Wayne and Oakland Counties for men or women drivers. Must have truck, van or full size station wagon and be available on call for Monday and Thursday to drop off bundles of papers to Observer & Eccentric carriers.

Call the
Observer & Eccentric
Circulation Department
Oakland County - 644-1100
Wayne County - 591-0500
An Equal Opportunity Employer

508 Help Wanted Domestic

SUBSTITUTE MOTHER - needed while I am in the hospital having my 6th child. Due date June 6th. Children ages 3 years, 2 years, some housekeeping References. 699-5579

GOLDEN LADY for a live-in companion for elderly lady. Room, board & pay. No smoking or drinking, reference 351-4337

510 Help Wanted Couples

CARETAKER COUPLE
Suburban complex. Apartment plus salary. Experience in maintenance and cleaning. References. Call Mon. thru Fri. 9am to 5pm.

352-2013

MAINTENANCE COUPLE
100 Unit Apt. Complex, near Westland Shopping Center, is looking for a Manager Couple. We need a mature, experienced man familiar with all phases of Apt. Maintenance, woman experienced in office work. We offer a salary, an excellent salary & medical insurance. For appt., please call Mon. thru Fri., 9-5PM. 261-7334 or 349-7148

MANAGER COUPLE
Mature Full time for Beta Adell community, Birmingham area. No petts. No experience necessary. Related handyman & light typing skills helpful. 3 bedroom house plus salary and benefits. Reply to Box 850, Observer & Eccentric