EMPLOYMENT

504 Help Wanted Office-Clerical

Secretarial

Legal Secretary

AAA Michigan, the state's largest auto club and personal lines insurer, is seeking an experienced Legal Secretary for an immediate opportunity in our headquarters facility in Dearborn.

General Counsel Office, Dearborn - you'll provide secretarial support to attorneys who handle litigation and in-house legal affairs.

Successful candidates will perform all typing, scheduling, word processing and record-keeping duties as assigned.

Qualifications include:

- 60-70/wpm accurate typing
- Accurate Dictaphone transcription, spelling, grammar and basic math skills
- Knowledge of legal terminology and legal office procedures
- Ability to organize, plan, schedule appointments, meetings and itineraries, as well as to format and prepare letters, memos, tables, reports and all legal documents for litigation and to research and abstract information.
- Previous computer literate experience and Word Perfect skills are preferred

We offer a competitive salary and comprehensive benefits package including 401(k), complimentary auto insurance for employees, discounts and more. If you meet the above requirements, please send resume including salary history by January 20, 1992 to:

AAA Michigan
Attn: Carolyn Hampton/SB06
Sr. Employee Representative
1 Auto Club Drive
Dearborn, MI 48126

Equal Opportunity Employer
Candidate Responses Only

SECRETARY

Our Troy, MI client has an immediate availability position for sharp assistant with excellent skills. Busy environment with prestigious clientele.

Diversified Recruiters Co.
344-6700

SECRETARY/RECEPTIONIST
Part time, 28 hours/week for office in Troy. Flexible hours. Must have typing skills. $4/hour. 643-4334

SECRETARY/RECEPTIONIST
Outpatient mental health/substance abuse clinic seeks full time entry level receptionist for PM and Saturdays. Opportunity for advancement. Seek person with Administrative Coordinator. P.O. Box 1092, Bloomfield Hills, MI 48303.

SECRETARY/Sales coordinator to stock broker. 2-4 mornings/week. Experienced, computer, people skills. Adding to staff. Royal Oak, Crooks Rd area. Call Weather, 435-2900

SECRETARY - Seeking experienced, responsible person for full time secretarial position. Typing, phone skills, and Wordstar necessary. Some bookkeeping experience helpful. Send resume to: Merchants Information Management, 19631 W. 8 Mile, Detroit, MI 48219

SECRETARY
SUBURBAN POSITION
Major manufacturer seeks pleasant personality & strong skills (50 wpm typing) for busy Sales office. Major medical, dental, retirement & vacation. Arthur Thomas. 335-4140

SECRETARY

Two temporary to permanent positions available immediately. Must be proficient in WordPerfect 5.1, Microsoft Word, Excel, Database or Macintosh. Immediate openings.

ARBOR TEMPS 459-1166
(FAX: 459-1593)

SECRETARY
$22,000

Beautiful, plush office. Varied position reporting to 1 busy executive. Excellent benefits & perks for highly skilled professional. 358-2180
DAVIDSON, LAIRD & ASSOC.

SECRETARY. Medical equipment repair facility in Garden City looking for friendly person willing to learn. No experience required. Start at $5.50/hr, 20 hrs. per week. 572-6531

SHIPPING/RECEIVING
General office duties. Computer skills a must. Send resume/references to 1290 Big Beaver, Ste. 111, Troy, MI 48083.

SWITCHBOARD/RECEPTIONIST
Plush Livonia headquarters has opening for experienced with Rolm or Dimension. To $7.50/hr. Call Rita at UNIFORCE 473-2932

TELEMARKETING-SECRETARY
for our dental office in Livonia. Part time evenings 5-9, Mon.-Thurs. Experience preferred. Good grammar, telephone and communication skills a must. 476-1980

TELEPHONE RECEPTIONIST
Needed temporarily for busy physicians school Dec. 18-Feb. 15. Good telephone skills required.
Call Marcia 558-8040

WORDPROCESSING SECRETARY
Wordperfect skills required for worldwide manufacturing headquarters. To $9.50/hr. Call Selena at UNIFORCE 649-7564

$$ HOT LIST $$
BIG 3 AUTOMAKERS
& Other Top Companies

Top pay for your skills
- Word Processors
- Secretaries
- Legal Secretaries
- Receptionists 649-7564
- Typists. (50 wpm)

TELEMARKETS
SNELLING TEMPORARIES
TROY DETROIT
362-5090 871-2700
Quik access from Fax Theater.

CAREER SALES OPPORTUNITY

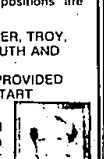
For over 41 years a tradition of quality Real Estate Brokerage has been our Hallmark at:

WEIR, MANUEL, SNYDER & RANKE, INC.

Work with some of Michigan's highest earning Real Estate Sales Associates. A limited number of sales positions are currently available.

- OFFICES IN ROCHESTER, TROY, BIRMINGHAM, PLYMOUTH AND WEST BLOOMFIELD.
- IN-HOUSE TRAINING PROVIDED
- TRAINING CLASSES START REGULARLY

For more information and confidential interview with Phyllis Goodrich, Director of Career Development call 851-5500.



WEIR, MANUEL, SNYDER & RANKE, INC.
REALTORS

504 Help Wanted Office-Clerical

SR. BILLING CLERK

needed, with 3rd party billing experience for Southfield firm. This permanent position comes with excellent benefits. Computer experience a must. Salary to $20,000.

ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410 Agency Fee Paid

TITLE INSURANCE
Lawyers Title is looking for experienced Escrow Closers and Escrow support people. Full and part time positions available at all metro office locations. MUST HAVE PRIOR ESCROW EXPERIENCE. Send resume to: Box 672, Attn: H. Forster, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F

TYPIST - FULL TIME
For small office. 1-48 & Telegraph. Call Kelley for appointment & interview. 647-6490

TYPIST -- Transcendental Title Insurance Company has hours/full position available working in the Livonia area. Must be capable of typing between 35-60 wpm & have some computer experience. Call Steve Laramie between the hours of 9-11 am for interview. 261-4100
Equal Opportunity Employer M/F

YOUR SKILLS
PAY
HOLIDAY BILLS
WORD PROCESSORS
Up To $10.00
Also Needed:
• Secretarial/
Administrative Assistants
• Receptionist/Office Workers
Call
Wolverine Temporaries
358-4270

$$$ HOLIDAY DOLLARS $$$
WORD PROCESSORS
NEEDED IMMEDIATELY!!!
Now accepting applications for:
MACINTOSH, WORD PERFECT
AUTOMATE, WORD STAR
WANG, CPT/CP13
Recap/Switchboard
Data Entry Operators
Typists, Clerks
Legal/Medical Transcribers
Also Bolt Work
Secretaries

Livonia 484-2100
Southfield, 352-1300
SNELLING TEMPORARIES
NEVER A FEE

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS
Bartenders, Waitpersons and Short Order Cooks. Apply in Person.
Blarney Bay Pub: 27758 W. Warren, Westland. Between Wayne Rd. and Middlebelt.

ACCEPTING APPLICATIONS
for
• Wait Person
• Pastry Cook
• Host/Hostess
• Dishwasher
Apply in person:
BEVERLY HILLS GRILL
31471 Southfield Rd.
Between 13 & 14 Mile Rds.

ACCEPTING APPLICATIONS
for an immediate opening in management. Applicant should be success driven, motivated & goal oriented. This is an excellent opportunity for the right individual who has high standards. We are a young & ambitious on the move! Inquire at:
YAYA'S Flame Broiled Chicken
6303 N. Wayne Rd. Westland
Ask for Joe 313-522-8811

BAKERS KITCHEN PREP
COUNTER/RETAIL AREA
Wild Flour Bakery & Deli is looking for friendly & qualified people to join the staff. Apply in person: Mon-Fri 8am-5pm & 3pm-5pm
11428 Merriman Rd. Livonia (just South of Plymouth Rd.)

BARTENDER & WAITPERSON
Full time. Apply in person:
The Box Bar & Grill
777 W. Ann Arbor Trail, Plymouth

ROB EVANS SOUTHFIELD
Now hiring. All shifts. Good tips, good benefits, apply 10-4 Telegraph

BOUNCER & COCKTAIL SERVER
For Royal Oak night club. Apply after 9pm 547-9344

CATERING/SALES MANAGER
For high volume office. Requires hotel catering experience. Challenging position will begin Jan. 1. Send resume to: Radisson Hotel, 8000 Merriman, Romulus MI. 48174. No phone calls please.

EXPERIENCED COOK - Excellent pay for right person. Wall Street area. Apply at: Mike's, 35372 Ford Rd., Westland 722-4442

COOK - Days & nights. Experienced only. Apply at: Four Green Fields Restaurant, 3333 North Woodward, Royal Oak. 280-2902

COOKS, DISHWASHERS, Prep cooks & Salad bar attendants. Apply in person: Casa Brea, 20600 Haggerty Rd., Novi.

COOKS - EXPERIENCED
Night shift. Apply at Van's Place, 25710 Ford Rd., Dearborn Heights (Ford Rd & Beech Daly)

DISHWASHER. Now hiring for lunch & dinner shifts. Full/part-time. LALINA GRIAK CAFE, 183 N. Woodward, Birmingham. 642-7070

GEM THEATER
Hiring Cocktail Servers and Bartenders for early January hire. Apply Tues. Dec. 17th thru Fri. Dec. 20th, between 3-5 pm ONLY. Apply at: 2100 Woodward Ave (Elwood Ger & Gwk) across from Fox Theater.

505 Help Wanted Food-Beverage

COOK

Experienced in all aspects of fine cooking. Evening hours. Good pay. Full benefits. Call.
SWEET LORRAINE'S
In Southfield
559-5986

COUNTER HELP - Part or full time available. Hiring for all positions, also in our new larger Southfield office. Several significant work days. Excellent buyer/seller support systems, referrals/relocation, adorable training. We have room for 6 associates. Call Bill Jefferson

AUTO SALES
Don't starve - Earn big bucks at the best quality Dodge store in the Metro area! Super commission, full training demo. Need 3 motivated people. Don't stare at an empty lot or floor! Call

421-5700
Joe Himmelspach
CRESTWOOD DODGE
Garden City

BIG BUCKS!SELL MEATI!
1-800-292-6328 Ext.1000 Specialties, growing company, management opportunity. Our product is an occasion proof. For interview call 10am-4pm 313-523-2900

BILLION DOLLAR
GLOBAL MARKETING
CORPORATION
with 40% growth during 90-91 fiscal year. Urgently looking for business & marketing support from qualified professionals seeking financial freedom with unlimited security. Business, marketing, and computing experience beneficial.
Call: 458-7745

DETROIT AREA temporary help company seeking salespersons - experience with sales, people skills, car expense. Send resume to: 1134 South High St., Columbus, Ohio 43206. Attention: Ron

DRIVER/SALES
Calling industrial & automotive accounts, training salary, must have van, excellent benefits & income. See us at: 25743 W. 7 Mile, Corner of Beech Daly.

EARN EXTRA DOLLARS in your spare time. No investment, we train you at our expense, you can earn up to $200 per day. Apply at: 25743 W. 7 Mile, corner of Beech Daly.

• ENTRY LEVEL OUTSIDE SALES
Local territory. 1 year degree required. Base + Commission to $32,000. Excellent Benefits.

• MANAGER - TRAINEE. $20,000 & Yr. Degree. Local Sales Office. New Grads are invited to apply. Excellent benefits.

473-7210
Steven J. Greene Personnel

ENTRY LEVEL SALES with a prestigious firm set up shop in Oakland County. Duties include setting appointments and calling on corporation prospects. Must be reliable, make or break Larry 650-2948

ENVIRONMENT & EDUCATION
Are 2 of the hottest industries in America & figure income potential. Flexible hrs. for more information call D & M Distributors. 421-8280

ERA
Ranked #1 Real Estate Franchise company for 1991. Now ERA office in Farmington Hills is looking for a Recruiter/Trainer. Excellent compensation. Join this growth organization. Call Ann Marie 855-9000

EXPERIENCED
NEW CONSTRUCTION
SALES PERSON
Coldwell Banker Schweitzer Real Estate has an exciting opportunity for a sales person with knowledge of single family housing base priced from upper 100's to lower 200's. 1992 projected sales of over 40 homes gives you confidence to be Pat Ryan, Manager, 218 S. Main, Plymouth, MI 48170
313/453-6800

506 Help Wanted Sales

CAREER IN REAL ESTATE
SALES WITH US A "REAL JOB".
Our programs and support systems are so effective we guarantee you a minimum annual income of $25,000 with unlimited potential.
DON'T GAMBLE WITH YOUR FUTURE. CALL ME TODAY!
SUE KELLY 644-4700
REAL ESTATE ONE, INC.
Bloomfield - Birmingham

A CAREER IN
REAL ESTATE
SALES
With us is a real job. Our programs and support systems are so effective we guarantee you a min annual income of $25,000 with unlimited potential.
DON'T GAMBLE WITH YOUR FUTURE
Call me Today! - Pat Phillips
349-3600
REAL ESTATE ONE, INC.

A CAREER IN
REAL ESTATE
Experienced or new licensee. New drive on listings You can be paid within hours! Call Gene Calvey

O'Rilley Realty
689-8544

ACCOUNT EXECUTIVE NEEDED for commission magazine sales. High earning potential. Knowledge of jewelry industry a + . Send resume to: Jewelry Exec, P.O. Box 530241, Livonia, MI 48153

A CHANCE OF A LIFETIME
Make your dreams come true, this is the way to make $100K plus per year and that's just the beginning. Our partnership time is wasting money. 313-449-8165

ADVENTURE & TRAVEL can be yours! Expanding business seeks contacts in S. America & Europe. Call 24 hrs. message 471-9633

A GREAT PLACE TO WORK!
REAL ESTATE ONE, INC.
PLYMOUTH - CANTON
Chart your course for real estate success. Work with an office managed by a CNHI® (Certified Real Estate Brokerage)
$25,000
Guaranteed Minimum Income
Call Today
Joseph P. Maiale CRB, CRS
455-7000

ARE YOU EARNING $3000 to $6000 per month? If not, it may be time for a career advitisment. Expanding Rochester Hills Real Estate Office seeks career oriented sales people. Call Karen Kent for confidential interview at 299-6200

ATTENTION SALES ASSOCIATES
Experienced or New
Coldwell Banker or Difference
• Four Commission Plans
• Referrals/Relocation
• Best Buyer/Best Seller® Systems
• Accredited Training
For a personal interview contact:
JACQUELINE STEUER
737-9000 477-4353
COLDWELL BANKER
Schweitzer Real Estate
19 Offices
Expect the best!

DO YOU LIKE Meeting People??
Do you like talking on the phone??
Do you like helping people??
Do you have a technical background? We may have the job you are looking for. George Instrument Company has an opening for an Inside Sales person. A back-round in electronics or physics necessary (Associates degree helpful) We are fully computerized and have some of the latest types of Industrial Process Instrumentation to sell. We offer full benefit package and competitive salary. Send resume to Personnel Dept., George Instrument Company, 4949 Delemere, Royal Oak, MI 48073.

506 Help Wanted Sales

APARTMENTS UNLIMITED
RENTAL CONSULTANT
Unique company in Farmington seeks successful & creative people. We've pioneered highrisk with high touch & competition with teamwork. Position requires energized & caring professional with psych, sales or management experience who works 45 + hrs./week. $30K + . Call Marc. Only: 9am-5pm 680-9090

ATTENTION - Real Estate sales associates interested in joining our team in our new larger Southfield office. Several significant work days. Excellent buyer/seller support systems, referrals/relocation, adorable training. We have room for 6 associates. Call Bill Jefferson

AUTO SALES
Don't starve - Earn big bucks at the best quality Dodge store in the Metro area! Super commission, full training demo. Need 3 motivated people. Don't stare at an empty lot or floor! Call

421-5700
Joe Himmelspach
CRESTWOOD DODGE
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BIG BUCKS!SELL MEATI!
1-800-292-6328 Ext.1000 Specialties, growing company, management opportunity. Our product is an occasion proof. For interview call 10am-4pm 313-523-2900

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NEW CONSTRUCTION
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313/453-6800

Farmers Insurance Group
The third largest insurer of autos & homes is looking for ambitious people to develop their own insurance agency. Initial training can be done on a part time basis without disturbing present employment. For further info call 313-432-4440 (East Side) or 313-347-7797 (West Side)

FULL TIME - $300/wk. salary, 10% commission & bonuses for enthusiastic & motivated individuals seeking job for local newspaper. 425-8933

HEALTH & BEAUTY Aids Manufacturers Rep firm seeking experienced person to oversee sales & drug headquarters. Car, salary, incentives, bonuses, benefits. P.O. Box 37226, Oak Park, MI 48237. All resumes will be answered.

IMMEDIATE OPENING - Real Estate Sales Manager. Please send resume to: Bill Jefferson, Realty World, Jefferson & Associates, 25880 Schoolcraft Rd, Lathrup Village, MI 48076

INSIDE SALES
A national sales company based in Livonia is seeking an inside sales person. Job requirement includes quoting & customer service as well as telephone prospecting & outside sales. Knowledge of factory automation, hydraulics, or electrical components helpful but not required. We offer a competitive salary package including salary, bonus & benefits. Send resume to: P.O. Box 530241, Livonia, MI 48153

Join the professionals at
Real Estate One!
Our programs and support systems are so effective we guarantee you a minimum annual income of $25,000 with unlimited potential.
Don't Gamble With Your Future
Call Dan Elsea 648-1600

JOIN THE WINNING SHOE TEAM

One of America's fastest growing Retail shoe companies is opening a multi-million dollar Designer Shoe Warehouse in Troy, MI

We seek energetic, ambitious Sales Associates and Cashiers full time or part time.

Retail experience an absolute must, shoe experience a definite plus

WE OFFER
• Excellent Compensation
• Medical, Dental, Vision, Insurance
• 401K Plan
• Profit Sharing Plan
• Merchandise Discounts
• Free Life Insurance
• Education Savings Plan
• Excellent Work Environment

If you have a positive "can do" attitude, a friendly personality and the ability to lead and motivate others, come and apply in person at the store

Designer Shoe Warehouse
3615 Rochester Road
Troy, Michigan
(313) 689-2900
Equal Opportunity Employer

KIM IS EXPANDING! Need experienced account executive to set up accounts for Kim's promotions. Starting salary $20,000/year plus commission, must have good telephone ability. 837-0050 or 838-8080

LIFE STYLE TRAINERS Needed for motivational seminars. Highly lucrative pay plan plus leadership bonuses plus car bonus
Recorded Message. 313-748-3278

LOCAL company now hiring full or part time Excellent earning, bonus or professional background helpful but will train right individual. 377-1540

506 Help Wanted Sales

KITCHEN & BATH showroom looking for experienced sales person. Must be familiar with kitchen design and sales. Salary, commission and benefits. Call for appointment. Matthewson Kitchen & Bath Supply: 522-6632

LOOKING FOR A BETTER PAYING CAREER As a Prudential representative selling insurance and financial security products you could earn $35,000 in your first year. For more information call or send resume to: Mr. Tom Candiano, 31787 W. Lawrence Park Dr., Livonia, MI 48152. 462-0191

A MANAGER TRAINEE
Large Automotive Company is expanding it's regional office and needs an outgoing, aggressive individual looking for a lucrative career in management. This position offers rapid advancement, high earning potential, complete management training and full benefit package. To arrange for a personal interview, call 1-800-336-8180

MANAGEMENT & SALES
Full/part time position for lively Birmingham gift shop. Retail experience required. 258-8574

MEDICAL SALES - Part time Calling on doctors and hospitals selling dental, commission sales. Call Jim for an appointment 1-800-336-8180

MOBILE HOME SALESPERSON
Commission, $35,000 possible.
Call Bob at Holly Homes.
097-5400

REAL ESTATE
Better Yourself
Scattered site affordable home building company has openings for dately several area representatives. Financial program will enable qualified experienced, licensed real estate person to generate for an excellent income & growth with commissions starting at 100%.
FRANKLIN HILLS HOMES
063-4778 Eves. 693-3153

REAL ESTATE CLASSES

Learn how to obtain your Michigan Real Estate license. Our classes are taught by experienced real estate pros. State of the art facility. Day and Evening classes available. $129 includes tuition and materials.
For more information call during business hours:
1-800-989-2121

REAL ESTATE SALES
$25,000 Guaranteed! If you always wanted to start a career in real estate, but felt you couldn't take a chance on a lower first year income, now is the time to get started. Call Triche at 348-6430 to find out about our guaranteed training program, and start immediately in a fast paced, self-promoted potential.
REAL ESTATE ONE. EOC

REAL ESTATE SALES
Energetic Realtor to learn from top trainers with nationwide real estate company. Call today to begin your successful career. We offer a variety of commission plans, including 100%. In Plymouth Call
Pat Ryan: 453-6800
Coldwell Banker Schweitzer Real Estate, 19 Offices
Expect the best!

RESPONSIBLE, mature persons for telemarketing positions. Experienced preferred.
478-0092

RETAIL
MANAGEMENT
Looking for a career in retail sales? AFTERTHOUGHTS may have just the opportunity you have been looking for.

We are a rapidly growing chain of retail stores specializing in budget priced jewelry, handbags and accessories.

We are presently accepting applications for the ASSISTANT MANAGER position at our Livonia MALL location in Livonia, MI.

Come in and see us about your future business career.
AFTERTHOUGHTS
Livonia Mall
Livonia, MI
Equal Opportunity Employer M/F

SALES ASSISTANT
Experienced only for brokerage office in Farmington Hills.
Call Ann at: 851-1003

SALES - Distribute New Year's Eve posters and Greetings business gifts to bars, restaurants and package stores. Cash paid daily.
474-1803 535-8495

SALES MANAGER
Capital Equipment Mfg. seeks manager with sales/marketing background to oversee sales & rep. Coordinate advertising, trade shows, new product launch. Good resume & salary requirements to: Manager, PO Box 15, Oxford, 48371

SALES - No prior experience necessary/well established pack aging company will train self motivated persons for outside sales rep. Position offers salary, bonuses, commission, medical benefits after 6 mos. Call Chris 684-6363

SALES PROFESSIONAL

RAPIDLY EXPANDING local corporation seeks experienced Sales Professionals. Must be self-motivated, self-starter with a sincere desire and drive to succeed

If you are goal oriented, serious about your business opportunities, if you believe that a professional image is conducive to your success in life, we would like to arrange an interview, please call

427-5048

SALES - $3000-$5000
BEFORE CHRISTMAS!

Make immediate income. Run hundreds of sales promotions. Accounts with music and video product. High re-orders, bonuses
Call
818-783-7018

TELEMARKETERS
Experienced sales pitch dept growing company. $8/hr plus sales bonus. Call Trudi at UNIFORCE 646-8500

TELEMARKETER - Top rated moving company desires responsible person for evening work. Flexible hrs. Top pay for the right person who can work without direct supervision.
(313) 332-1590

TELEMARKETING SALES REP
Nations leading distributor of christmas products. Looking for individuals to staff new outbound telemarketing center. Business to business phone contact. Salary plus commission. Excellent benefits program. Experience preferred. Position would begin Jan. 1992. Send resume & salary history to H.R.D., PO Box 985, Belleville, MI 48111

TELEPHONE PERSON
Local publishing company seeks person to set appts. for sales staff. $20K + commission, working from home optional 313-828-0022

TELEPHONE SALES
Raise funds for local Michigan Veterans! Easy task for pros or newcomers. We train and pay cash daily. Call today, start today 425-5225

THE RIGHT CHOICE
A career in real estate affords you unlimited income, freedom to set your schedule & challenging opportunity to help people. A much more
THE RIGHT START
Let us show you the right start with a FREE pre-license training course for qualified individuals. Make the right choice!
Call Darlene Shemanski in Livonia
462-2930
or Don Kamen in Plymouth
451-5400
QUALITY REAL ESTATE, INC.
BETTER HOMES & GARDENS

WORK FOR YOURSELF, Own a business of the 90's. Unlimited income. You owe it to yourself to call for details 626-8728

506 Help Wanted Sales

TRAVEL CONSULTANT
Friendly, out-going, aggressive, self-motivated sales people needed to sell vacation's to qualified leads using Bloom telephones sales techniques. Opportunity for advancement, high commissions, salary guaranteed, training Sales experience helpful but not necessary.
Call Bob 278-4100

WE REQUIRE one attractive experience sales person, for inside sales position. We offer low overhead commissions, bonuses and benefits. Call Mr. Michaels Mon-Wed 10am-4pm 535-6503

507 Help Wanted Part Time

ARE YOU AN EMPTY NESTER?
Do you want to work but feel you've been away too long? We are looking for someone like you in our office. Must be good typist, computer literate, non smoker. Part time to start, full time later. P.O. Box 644, Birmingham, MI 48012

CITY OF FARMINGTON HILLS
RECREATION DIVISION
WINTER EMPLOYMENT

The city of Farmington Hills announces the following part-time Winter employment opportunities in the Recreation Department:

POSITION	HOURLY WAGE
Karate Instructor	$8.00
Turnbelly Instructor	8.00
Children's Cooking Instructor	8.00
Judo Instructor	8.00
Children's Music Instructor	8.00
Ballet Instructor	8.00
Facilities Attendant	5.00
Art Instructor	8.00

Classes pertaining to the above will be held at Maxine Cantlier Building in January during weekday afternoons and Saturday mornings. Instructors will be responsible for implementing the class content beginning the week of January 13 to March 14, 1992.

Applications will be accepted until December 23, 1991. Apply in person or at written request:
Dept. of Special Services
City of Farmington Hills
31555 W. 11 Mile Road
Farmington Hills, MI 48336
An Equal Opportunity Employer

DO YOU LIKE A CHALLENGE?
Have a good phone voice, then give us a Call 8a/r. 10am-4:30pm.
Ask for Janet. 399-0577

EARN EXTRA CASH
Permanent Sales Telephone Advertising $11 per hour earning potential. Mon-Fri hours, 5-8pm, Sat., 10am-3pm. 476-7355

EXCELLENT OPPORTUNITY for Parent with school-aged kids, part time position requiring light office skills. Flexible hours. Call 541-3144

FULL TIME/PART TIME/OVERTIME
lingerie at home parties $50-$150 starting fee. Car needed.
Call Bonnie 349-6225

LIGHT DELIVERY WORK
FT/PT, potential. Must be neat in appearance and have your own car. 9-1pm, 1-5pm, or 5-9pm. Livonia
472-8933

PART TIME: Macintosh Microsoft Word experience, good typing speed. 5-8PM Mon - Fri, plus weekends. Helen Nelson 843-8699

PART TIME office - Eves & weekends for well known Bakery & pastry shop. Apply in person, Sally's Pastries, 29055 Plymouth Rd., Livonia.

PART-TIME POSITION
Flexible hours Customer Service Representatives/Telephone Order Desk. Pleasant Office. Call 937-3966

PART TIME Teacher's Assistant needed immediately. Farmington Hills Nursery school. Call after 10am. 478-3111

RECEPTIONIST with some clerical & light bookkeeping duties. Eves and downtown Detroit. 20 hrs. a week. Send resume to: P. O. Box 87474, Canton, MI, 48187

RECEPTIONIST - Mon. 2pm-7pm, Fri. 1:30pm-6:30pm. Start work Jan. 3rd., 1992. Apply in person Livonia Family Y, 14255 Stark Rd

SERVICE REPRESENTATIVE
Part Time - Seeking self-starter to merchandise Canton area store Call (800) 873-3782

STANLEY STEEMER
CARPET CLEANER
is looking for Sales Representatives evenings 5pm-9pm, Sat. 10am-1pm. Must have a pleasant phone. Professional office environment. Call after 2pm, ask for Eileen
348-4400

STEADY NERVES & cheerful personality - Receptionist and odd jobs in busy Birmingham law office. Hours days Jan 15-April 15 644-5685

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508 Help Wanted Domestic

ABLE CHILD CARE
Full time for infant newborn and maintain home in Plymouth. Non smoker, references and own transportation 455-4007

A LOVING CARING PERSON
needed in my Farmington Hills home to care for and develop our 21 month old son 313-788-7787

BABYSITTER needed, part time in my home. Mature responsible adult. Own transportation. References required. Please call 624-7211

BABYSITTER NEEDED - Responsible person approx 1 hour/day after school and some days. Farmington area home. Lakeshore school area. References required. Call 626-9697

BABYSITTER NEEDED Warm & loving person to care for 1 year old in our Southfield home. 2-3 days a week, 7:30AM-5PM Call 356-5553

BABYSITTER needed 4-5 hrs. 2 days/week plus pet sit in West Bloomfield home for 13 mo. old girl. References, non smoker. 932-1861

BABYSITTER needed in my Christian Troy home, non smoker for infant 20-30 hours/week. References needed Mrs Keeling 649-6313

BABYSITTER NEEDED Non-smoker, 3 days weekly in our Redford home. Starting February. For infant & older children after School. Own transportation 538-0748

BABY SITTER/some light housekeeping. Live in position. Private room & bath the right person. Board & Private hours. Ideal for student in Bloomfield 681-8710

BABYSITTER - 25 to 30 hrs per week for 2 children in my Bloomfield Hills home. References & own transportation required. Excellent pay. Call after 4pm 851-5782

CHILDCARE in my Birmingham home. 3 months old Approximately 25 hours per week
647-0366 540-1633

508 Help Wanted Domestic

BABYSITTER - Must be dependable. Our Garden City home, for 2 girls, 9 months & 5 years. 4 days per week 7am-6pm. References a must. 18 or older, own transportation. Call after 5pm 421-7594

TRUSTWORTHY, PATIENT full time child care for 2½ yr. toddler & infant in Bloomfield home. Own car, references, non-smoker. Deb 626-2638

CAREGIVER needed immediately for Birmingham nursery school. Experience with children necessary. Hours & older. 645-3770

CHEERFUL YOUNG LADY to visit Senior Lady weekdays. 9-11:30AM. Apartment - Inkster area. Call evenings 6PM-7PM 562-5930

CHILD CARE, part time for single parent in my Farmington home for 2½ yrs old References, own transportation 478-9052 after 5pm 421-7273

CLEAN HOMES, Mon-Fri Days. Own car, $5-$7 hr. face working conditions. Apply Tues - Fri 9:30am-11:30am, Parkside Plaza, 32310 Five Mile, Livonia

DEPENDABLE PERSON to care for toddler, in my Bloomfield home. Part-time hours. Non smoker. Own transportation Call. 645-0144

HOUSEKEEPER - Ale purpose, 3 times/week. Rochester area. Good salary. References required. Call after 5pm 375-9158

HOUSEKEEPER/BABYSITTER
Live-in needed for a loving Birmingham family to help care for children and home. References required. Please call Terri between 9-5pm at 647-7900

HOUSEKEEPER - Looking for all purpose person. Garden City or Rochester area. Own transportation for errands. Good salary. References required. Call 273-5155

HOUSEKEEPER
Wanted weekends Bahama Motel, 29051 Grand River. Apply or call 474-8590

LIVE IN Housekeeper/Babysitter. Warm and affectionate, non smoking English speaking, drivers license. 5½ days. After 8 PM 932-0538

LIVE-IN'S
AVAILABLE
FOR THE ELDERLY & INFIRM
476-9091
EXCELLACARE

LOOKING for a Christmas Angel, reliable, loving, non smoking Auntie to watch two children before & after school, my home in Canton, starting January. Please call the week end. 397-2478

MATURE WOMAN sought for home health aide includes personal assistance & light housekeeping. Approximately 35 hrs weekly 10-3pm Southfield, after 8 30pm 357-0260

MOTHERS HELPER
2 days per week. Birmingham home. Help with kids laundry & light housekeeping. Rochester. 656-6998

NANNY - Mature individual for full time position, Mon. thru Fri. References required. Own transportation, Shelby Township After 5pm call 731-2179

NANNY WANTED, day care for 3 months old in my Southfield home. References required Call Ann Marie Days 637-2675 Eves 552-0089

NEED LOVING nonsmoker to care for 2 children, 2 days per week in our Novi home Start in January. 348-6547

NON-SMOKER help with light housework, ironing & occasional care of 2 kids. 2-3 days per week. Flexible hours. Pay negotiable. May bring your pre-schooler. References. Degan Janitorial. Leave Message 450-0622

PART TIME Mary Poppins needed for Birmingham family. Light Housekeeping, laundry Mon-Fri 3-6pm 190 a week. Pediatric student Farmington Hills Eves 788-0935

509 Help Wanted Couples

APT. MANAGER COUPLE
Husband & wife team to manage luxury apartment community in Farmington Hills. Wife will manage apartments & maintenance. Husband will be responsible for night candidates. Call for appointment
Kaftan Enterprises, Inc.
352-3800

511 Entertainment

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512 Situations Wanted Female

A RETIRED NURSE, 35 years experience. Specialized Wordprocessing Team Player. Interested in part time. Call after 4pm 851-5782

CHILDCARE in my Birmingham home. 3 months old Approximately 25 hours per week
647-0366 540-1633

512 Situations Wanted Female

ABSOLUTE QUALITY CHILD CARE
NEWBORN/PRE NEWBORN
Special attention, love, play & fun!
Newburgh/Palmer, Westland
Super References! 326-9587

BLOOMFIELD CHILD CARE
Mother of 1 wishes to care for your infant-4 yr. old Adams and Walters
642-9744

CARING Mom seeking New Kids on the Block, infants! Full-time Nonsmoker, good rates. Love, hugs, activities! Joy Parkside.
937-3343

CARING, NON-SMOKING MOTHER of 3 month old to babysit in Northville. Full or part time starting Jan 6
348-1918

CHRISTMAS TREES?
32 year old female will assemble your Xmas tree for small amount
Call ask for Crystal 937-9391

CLEANING- Mon, Wed & Sat available. Own transportation, experienced, honest, dependable
Alma 273-0568 Beeper 430-0329

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