504 Help Wanted Office-Clerical

STAFF Absolute Beginner?

Big business in Sombited will pay you self smooth for lite, accurate typing and your ambitious attitude. Rapid advancement starts in your first year. Call 539-7755 or come to 53523 Southfield, topen till 3 pm). Personnel.

PART TIME, mature woman for general office and bookkeeping.

STAFF

File Clerks! Get a foot in the door in bus Farmington office. Earn \$100 wee plus fast promotions. Call 478-121 or come to 10752 Grand Rive topen till 8 pm) Personnel.

Permanent

STAFF

. Company Oak Park Starter

PART TIME TYPIST. Preferably afternoons for Southfield area. Call Mr. Animan 352-0620 Data Processing

eypunch Computer Operator shift. Convenient Troy loca-Small but growing depart-with varied & interesting

established manufacturing any has an opening available diately. Hours 3 A.M. to 5 Applicants must have min-i 12 months experience on 085, and 084 machines, renected on operating com-renected on operating com-

WORK for Architect, engineer or plumbing wholesaler concern??? Must have general office knowl-edge, shorthand, minor book keeping, good phone personality. Farmington area. 474-3400

Permanent

STAFF

Travel Typist No experience needed to earn \$110 week on interesting job in travel agency. Careful typing? You'll enjoy lots of variety. Call 478-1213 [till 8 pm.] Personnel.

Busy employment agency with train a HSG who can type 50 WPM. Call Mr. Hanley. 235-7400 Permanent

STAFF

Company Oak Park Typist

BOOKKEEPER for CPA office. Southfield area, experience neces-sary, 9-5 Monday-Friday. For ap-pointment 233-0616 Permanent

STAFF

Compar Company
Life Typing?

Bubbly beginner can start in northwest suburban sales department
where typing is at a minimum.
s100-s105 wrek. Call 478-1213 or
come to 30730 Grand River. Farmington (till 8 pm.) Personnel.

STAFF

Permanent

Company
Free Training Plus 1459
Super suburban company will train accurate typist on more advanced equipment. Good future with fast advancement. Call 478-1213 or come to 20732 Grand River lopen till 8 pm) Personnel.

SECRETARIAL POSITION
Order processing, typing, shorthand, Good salary. Apply to person, Ask for Mr. Kjos; Lewis Furniture Company, 2750 Woodward.
Bloomfield Hills. RECEPTIONIST for Optical office in Rochester. Some office experience necessary, good personality and appearance. Send Resume to Box 11E. Rochester. Michigan, 4803.

RECEPTIONIST Typist. legal experience desirable. Southfield office. 5 day week. 252-1700

Firm. With some office ex-ence and good typing, can learn Legal. Salary 0 to start. Paid Blue Cross-fee arrangement.

LEGAL SECRETARY for So field Attorney, Must have

ADAMS & MARTIN PERSONNEL 920 E Mople BRAINGHAM 646-5600

504 Help Wanted

CLERK - TYPIST
BENEFITS, vacation plan, group
insurance, and others, Salary
based on performance. Must be
high school graduate. Type 50 to 60
w.p.m. For interview call Mr. Pasvant, Southlield. 557-4010 DENTAL
RECPTIONIST
\$425
Be at front desk in busy N. Woodward office to meet and greet.
type. file. post. Call Lori Boyer.
SNELING & SNELING, INC

504 Helip Wanted Office-Clerical

STAFF

New Jobh Northland
There will be bit of poblic interpretation of the region of the reg

Age on barrier

(EMBESHIP) SCRETARY
CRAPOS Lesitute of Science
FORDERSHIP SCRETARY
CRAPOS Lesitute of Science
FORDERSHIP SCRETARY
TYPES SCRETIONIST
FORDERSHIP
FORDERSHIP
FORDERSHIP
STAFF

STAFF

Company

Company

Company

Permanent

STAFF

Personnel.

GENERAL OFFICE
Good Typist. Filing. Pric

KEYPLINCH

rermanent ofternoon position.

I PM - 12 PM in attractive nodern computer center. wast be experienced and capile of 15000 strokes per per Excellent salary and shefits. Apply Personnel Vol.

ATIONAL BANK OF SOUTHFIELD

354-5250 As Equal Opportunity Employe SECRETARY
with experience, for Livonia CPA
Fem. Some bookkeeping
emerience helpful. Salary
commensurate with experience.
CPT 478-1063

\$500 Creative, fast moving spot to sharp person with typing. Chance to know with dynamic company Call Ann Moore. 588-5400 SNELLING & SNELLING

SUPER SPOT NEEDS SUPER YOUI \$550

Biautiful office in convenient South field location. Use your secretaria experience. Great benefits. Hurry Call Pat Kelly. 588-5400 SNELLING & SNELLING

AND GREET
AND GREET
Sold toward a future. Typist with
sold killing voice to set appoint
models organize the day Call of
SNELLING & SNELLING, INC

SECRETARY

STAFF

BOTSFORD

(OSTEOPATHIC) 18050 Grand River Ave.

476-7600

General Hospital

Witt Girl

Call 545-6828 For Office Nearest You GIRL Friday for general office work, typing, knowledge of Book-keeping, Monday thru Friday, 10 AM - 3PM, 548-7600

BOOKKEEPER TYPIST Must have experience Full benefits. 272-3755

KKEEPING Machine Oper-must have some bookkeeping ground. Excellent benefits. hone Mr. Leinart. 588-6504

AMBITIOUS SECRETARY
Very established firm in beautil building is looking for motivate and ambitious you't to climb to it top with them. Super benefit Now! 500 Plus. Call Lee Larson. 33:-6500
SNELLING & SNELLING

BOOKKEEPER. for electrical con-tracting company. Madison Hts. Must be experienced. Full charge to trial balance, including all pay-roll tax reports. 585-7610

KEYPUNCH **OPERATORS**

478-1745 KELLY

SERVICES 29449 W. 6 Mile, Livonic 522-4020

thand skills. Advanced ity for bright aggressive in-Equal Opportunity Em-353-7987 PERSONNEL

Typist Traine

An Equal Opportunity Employer

SECRETARY

SESS Plus. Storthand, Typing, Writing, Organization, Writing, Organization, Writing, Organization, Predictors, Predictors, Predictors, Predictors, bone, in Bioomical Send replies to Box 780. Observer & Eccentric Newspapers, Ioc., 38331 Schoolcraft, Livecia, 44150. KEYPUNCH OPR. Il time afternoon position ailable for KEYPUNCH OP-ATOR, with minimum 6 onths to 1 i 'ATOR, with minimum 6 r outlis to 1 year working experience on IBM 129 keypunch. Excellent starting solary and fringe benefits. CONTACT PERSONNEL OFFICE

504 Help Wanted Office-Clerical

URANCE agency, located thifeld, secretary - typist Call, 331-6820 ACCOUNTING DEPI.
Joy working with people and files too? Saburban company his openings to fill immediately sod typing \$525 up. Call Carol.
353-6500
SNELLING & SNELLING

506 Help Wanted Sales

Experienced Auto Salesmen d pay plan and bene t appoitunities. Ask Elder, Sr

TROY FORD 585-4000

> HIRING ETRING
> EXPANDING COMPANY oeeds
> alesmen. No experience occess
> any for Safety Eaginpment Mer
> handising Division. Complete com
> any training. Pre-qualified apoloments. Call Mr. Richard.
> 537-5200
> GUARANTEED SALARY

> THE cosmetic that's more than cover up. Call to arrange a last nating and complimentary facia with instructions and correct beauty procedures. Call Linda 725-335

NANAGES
DEMONSTRATORS
MEN & WOMEN
Let VOGUE introduce and shor
you why our demonstrators can
the most 160°F in our industry
Enjoy shaping up or trimmin
down by using our health club an
sauma plus enlarging your organus
tion with use of offices, trainin

AMBITIOUS

Compony
BOOKKEEPER wanted for Poting Plus.

ht Well known
y will train good office mechanism of the
secretar all the secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secretary of the
secret

SECRETARY

MAN OR WOMAN
UST have Sales experience, full
part time employment. Office lo
ted in Southfield, for appoint
ent. call Mr. Jackson
334-470
Guaranteed Salary

PRIVATE Legal Secretary. For h Man office. Good typing skills Shorthand or recorder. Willing to train full time girl or 3 days SALESMAN wanted. Experienced in athletic activities or selling. Full time. Apply in person. Suburban Sport Center. 12 and Evergreen.

Register Locally
Work Locally
Work a day, a week, a
month, or longer.
Positions Open for

Sport Ceitier. 12 and Evergreen.

TWO SALES WOMAN
Permanent full time for
Iddies' shoes. Experienced preferred but will train. Congenial working conditions. Emaloyee's discount. Moldoy
opy and poid vocation.
MITZELFELD'S
Rochester.
Roch Sec'y-Typists
Clerks-Stenos
Switchboard Oprs.
Keypunch Oprs.
All Office Skills

Rochester 651-8171
SALES REPS, Full or part time, male or female. Gurarnice 339: 20 per day plus bonuses and gas. 2 in-dividuals to complete presold publishers paid during service orders. Experience on occessary but late model are not occessary but late model are not occessary but late This loc appointment 559-1220.

rath for appointment SS-1200
SALES TRAINEE OVER 18
NO EXPERINCE NECESSARY
COMPANY TRAINING
PROGRAM
Opportunity to build career with an aggressive industry leader. \$140-\$160 week salary. For appointment. call \$64-1378

SALESLADY for Greeting Cards

MR. FLOYD Greeting Cards
Macauley's
Manderland Store is seek
util time card lody. 8
Tross, life Insurance, 2 w
sould vocation, Profit shari
liring Tuesday only. Oct.
130 am.12 Noon.
GA 7-8100 476-6161

GA 7-8 100

REAL TRAINPerformance-of-size bloodyrably
firm seeks dynamic individuals
who have a desire to advance. Our
continuing growth demands contintion of the continuing the cont INTERVIEWING for Associate Broker for second Century 21 franchis in Birmingham with desire for own erahlp. All inquiries confidential Call Bob Libby

CENTURY 21

INSIDE SALES, M.E. retires preferred, compressors, tanks 199-540 SWITCH RATHER THAN FIGHT? MASS HIRING
New Foctory Outlet
Experience Necessal
7 Guaranteed per mor
mmediate Openings
535-2821

THAN FIGHT?
Is your income high enough?
Correct direction? Certification? Certification? Certification?
If RAL ISTAITE maybe your
onwer. We're in Farmington
or lost growing community.
Our plush newly furnished oftice is a landmark in the
downtown area.
We offer. In Codenting, ordinawide affects. Ordinary
order than to both, computer home safection, actionwide referrals, 60% commission with expenses paid, plus
our Solemen the most compatitive onlywher the most compatitive onlywher.

506 Helip Wanted Sales

506 Help Wanted Sales

Real Estate

Salespeople Full part time. 95% finas No credit rejects. 8% interest cellent opportunity for money vated people. For personal view call:

SALESLADIES FULL TIME - MATURE

REAL ESTATE

Experienced
Or Will Train
Classes start November 4,
best commission in the business. For a personal, coloridential interview call personal experience of 427-9030, 3305
five Mile Road across the street from tivania City Hall.

A First United Broker

EXPERIENCED Saleswoman
wanted, full time. Apply in person
THE WILLOW TREE. \$20 S

Woodward, Birmingham.

A JOB FOR
TODAY'S CONDITIONS
rt or full time, your own hour
proximately \$19 per hour, for
hining, personal 45% discouner 18 years of age. Prefer f-

SALESLADY

Marilyn Shoppes need sal Full and part time position able. For both The Somers Rochester stores. Please appears only at The Maril

AVON

REAL ESTATE

LIBBY & ASSOC. REALTORS 64-3232

CANADA LIFE

645-0455 422-2252

having a Playhouse Toy Party. Book now, call for your party date. Mention this Ad for a free Hostess eit. 715-5560

INTERESTED IN INTERESTED IN
A CAREER IN
REAL ESTATE?
III TODAY for an Intervie
Westland-Livonia
Gary Cook - 721-8400
Livonia-Farmington
Tom Kuster - 476-9100

Livonia-Farmington Tom Kuster - 476-9100 Plymouth-Northville Vern Hackett - 455-5200 chamberlain TELEPHONE SALES, mature women, experienced only, Guaranteed sileady salary, Opportunity for advancement, 9 AM-5 PM, full or part time, Office located on buy line in Redford area, Contact Mr. Owens, \$33,4506

REAL ESTATE
WE guarantee you will re
ceive your license. School start
ing September 5th. A fabu
tous money making opportu
nity for those who work. Agr Rogg. LEXINGTON 261-8555

le. Queensway To Fashion 'Jim or Pat 478-5174 Diane 427-004

425-1484

421-1438 INSIDE SALES
Desk Responsibilities in
Purchasing, Inventory Conand Warehousing, Multi
Industrial Distributor
Products offers excellent optry for right person General
ements include ability to
deep and a little for retail
resume or phone for interto Joe Trauto. riew to Joe Traudt. 32700 W. 8 MILE RD. FARMINGTON, MICH. 48024 476-7220

ken Rd.

SALESMEN wanted for men's clothing store. Must be experience and have good references. Good Call 875-737

BUS BOY. Dishwasher. Days 17
BOS BOY. Dishwasher. Days 17
BOY. Days

PART time help for Cafeteria be-tween the hours of 10 AM to 2 PM. Plymouth area. (53-1400 est. 3241

SALESMAN
Experienced, selling men's clothIng. Steady job. Good pay. Birmingham location. 647-8054 557-2100

people.

WEEKLY DRAW
up to \$200 while receiving
on the job training. I take an
interest in your success. Don't
think you can't do it until you
call.

DISHWASHER-bothoy, male or fc-male, 12 noon-4 P.M. Mon-Fri. Af-ter 11 AM. Hon-Fri. Af-474-0755 Couples

Trip Directors

ELDERLY Lady capable of taking care of one month old twins, days or evenings. Farmington-12 Mile Rd. area. 478-6942

MATURE Woman to care for el-derly gentleman. Live-in. Trop area. 646-0635

gott. STATE No experience. MATURE WOMAN to bester en quired, We will train you Meet be occulerally for infant and toddler over 11. Weekly draw. Call Mr. Must. have transportation flower flower of the manual flower of th

Apartments Ask for Martins 453-2800

JOB OPENING for experienced person on horse farm. Novi. Apply at 12001 Levan, Livonia.

Cood a strain income available west. Lifetin 100058WORK, boby site with the strain income available west. Lifetin 100058WORK, boby site was the strain of th

Tr. Plymouth.

NO EXPERIENCE NECESSARY
WE NEED SUBSTITUTE HELP
for 'ls hrs. per day to supervise
children to aur school lunch room
and on the playground at montime.
17.3 per hour. Also we ceed school
lunch workers for 2 to 3 hours day.
18.30 hour. Employees hired must
have own transportation. Southfield
area residents preferred Apply in

TELEPHONE

HOLIDAY WORK

sume to Box 800, Obeserver & Eccentric, 36251 School-craft, Livonia, MI 48150.

RELIABLE babysitter needed 4 days week. My home. 7 Mile Infister area. Own transportation. Two children, 13 months, and 3 years.

508 Help Wanted Domestic

WOMAN to assist handicapped housewife, 2 or 3 hours daily. Also help for Saturday. Sunday. Garden City. Call after Noon. 422-7781

Cleaning Woman or Apartment Complex, steady, 5 days week, top pay. Twin Arbor

WOMAN occasional baby sitting, re-cent references, own transporta-tion, 11 Mile, Lahser area, 333-8550

WOMAN wanted for part time baby-silling, must have own transporta-tion 851-1369

MATURE Baby Sitter for evenings. five days per week 2 children. Westland area. Live in preferred or may commule. 5224673 EXPERIENCED Housekeeper own transportation, references \$95 weekly. \$51-4195

Interested Col. 43-2408 & Eccentric . 30.251 SchoolBEAL ESTATE ALEXEMENT COOPER . Unrolle, Mil 431 HUSBAND for ignited and nature . Well for their cooper . Well for their c

Vernon Bartimore 26011 Evergreen Rd. Southfield, Michigan 48076

your door. Lunch and supplie provided. Insured and screened. IN UNIFORM 24 hr. answering service 425.40

with ordering and divergence of lottice stating and lottice st

512 Situations Wanted Female 512 Situations Wanted

NEED HELP??
Call R. Jacobs, available
Diem work; your office or
will train your Personnel.
experience as Executive S. er. Office 852-5525

SARPHITMS, Beech & Grade
BARYSTING, BEECH & GR

BABY SITTING, your transporta-tion. Mornings. Farmington area (75-95)

PIANO TEACHER: It years experience in area Musical training at Marvgrove College and various workshops Member National Guide Plano Teachers Mil 6-529 BE AN ANGEL OF MERCY Busy young doctors need YOU for assisting, transcribing and

rer. Middlichelt area. Also y on the de weekend of vacationers in a shift well equipped with letence. Check me out, you lid is my job while in my care. 16-203. K. 7 Responde From the control of the con

Rapidly expanding manufacturer in Redford mediate openings on days for computer oper experience on 360/20. Chance for advancer experience, Liberal employee benefits includi ance. Call today for appointment, 10-5 P.M.

535-5600

\ is for

OFFICE SKILLS

See Shirley Fritsch at 26049 5 Mile at Beech Daty or Delores Kay at 29256 Ryan at 12 Mile GIRLPOWER®

Division of Manpower Temporary Service
We'll give you all the help you need.
965-7000

MEDICAL FIELD

IF YOU QUALIFY We will train you with full pay to become SECRETARY

Between 9 AM and 3 PM Monday, Tuesday, and Wednesday. HENRY FORD

> 2808 W. Grand Blvd. (second floor across from Hospital

COMPANION, housekeeper, live-in. 5 days. Lady in wheelchair. Convalescent home experience desirable \$30-\$100 Livonia, 425-2233 ACTION MAID
Professional maids to your door,
supplies provided
435-4610

have own transportation with con-sider live-in. Call after 6 PM, week-days or anytime weekends. 477-2516

MATURE WOMAN to care for 3 vi old, light housework 3 days or ful week Option live-in. 455-011 DEPENDABLE Woman to ce children off to school and high housekeeping, 4 days a week, 8 AM to 1 PM, 840. Plymouth area. After 6 PM. 455-378.

or new apartment complex in Rochester area. Send re-ume to

CARETAKER; couple for 45 i

ATTENTION Housewives, part time work, two to three days a week, average, \$75, call for appointment, 721-5374 (64-275) years.
HOUSEKEEPER. Mature woman wanted, semi-bedridden mother needs help. Light housekeeping and cooking. Prefer live in but accept day to day. Hours. 5:20 to 7:30 PM. 2 children. 8 and 5. Salary negotiable. CAREER OPPORTUNITY

RONING in my home. Call after 7 PM. Birmingham area. MI 4-1647 DAY CARE for one pre-schooler, my licensed home. It years experience. Wayne - Joy Rd. area. 527-2045 WANTED Housecleaning work in

NURSES
Licensed, Practical & Aides
A-1 AUBURN NURSES EXCHANGE
Bonded

NT-597 1732 PART STATES OF STATES OF

HOUSEKEEPER, cook wants per-manent position, live in \$100 week minimum Non smoking family, 531-9254

DOMESTIC help, day or week, experienced. References Also truck ing and hauling. Ever Ready Etim leleyment. 772-9719

deliver. 2011-20-LADY desires babysitting. Plymouth area. your transportation. 455-1012 BABYSITTING is your home, days only, no infants references Own transportation.

WANTED: housecleaning work in 5 Mile & Farmington area 625-8326

and Woodward

LADY under 60 would like housekeeper companion to either man or woman Call mornings 278-2340

SECRETARIAL SERVICE
Electric typewriter with carbon ribbon Excellent references Reasonable rates

MI 5-4331 SERVICE

READING Problems' Tutoring at all levels by experienced certified teacher Nephihala dera 335255

Typists, stenographers, key punchers, switchboard, figure clerks, general office. Choose your own work schedule, Yes, you can, at Manpower, Interested?

SECRETARY

APPLY IN PERSON

HOSPITAL EMPLOYMENT CENTER

RSERY style day care Grand rer, Middlebelt area. Also by the -k or weekend for variationers —all equipped, with

COMPUTER OPERATOR