502 Help Wanted Dental-Medical

RNs & LPNs
Full & Part Time
ALL SHIFTS
CAMELOT HALL
35100 Ann Arbor Trail
Livonia 522-1444

PART time position available in the Southfield area for a medical assistant, medical technician or LPN. Desired experience in performing venapunctures, recording ECG'S, blood pressures and medical histories. For personal interview please call between 8:30 and 4 PM. 559-0721
An Equal Opportunity Employer

NURSES AIDES
Will train. All shifts. Full and part time. See Mrs. Krobbler, weekdays only. Nightingale West, 8845 Newburgh Rd., Westland. Near Joy Rd.

NURSES
Full and part time. 3-11:30. 11-7:30 am.
APPLY
BEVERLY MANOR
24500 Meadowbrook Rd.
NOVI 477-2000

LPN
For OB - GYN office, full time. Call 9 till 5 PM. 427-4894

LPNS
Or Graduate Nurse. Full or part time. Midnight shift. See Mrs. Sapelak weekdays only. Nightingale West, 8355 Newburgh Rd., Westland. Near Joy Rd.

RECEPTIONIST
Monday thru Friday, 10 to 6:30 Pm. Over 25.
Apply In Person
Pediatric, Assoc.
23133 Orchard Lake Rd.
Farmington

DENTAL ASSISTANT
Westland Area. Will train High School Graduate willing to stay. Call for interview.
261-8140

DENTAL RECEPTIONIST, experienced preferred, over 25. Call 832-5222

RECORD ROOM CLERK
Mon. - Fri. 8:30 to 5 PM.
Apply in person
Pediatric Assoc.
23133 Orchard Lake Rd.
Farmington

NURSE for Blood Bank. I.V. Technique required. Blood bank experience preferred. No Sundays or Holidays. Call Mrs. Harris 833-6533

RECEPTIONIST. Dr's office. 2 Days week. Garden City area. 668-0063

Director Of Nursing Service
An excellent opportunity for a qualified and ambitious individual in a growing rural area. 100 plus bed extended care facility which is part of a nationwide corporation. Call Mr. Ardelean, Administrator. Weekdays.
477-2000
BEVERLY MANOR
24500 Meadowbrook Rd.
NOVI

MEDICAL ASSISTANT
For office of MD - part time, 15 hour week. Northland area. References. After 4PM. 357-1155

NURSES AIDES
Permanent. Afternoon, 3 pm. - 11 pm. Apply in person 8 am. - 4 pm. Monday - Friday. Westland Convalescent Center, 36137 W. Warren, Westland.
An Equal Opportunity Employer

Top Wages For
NURSES AIDES
ALL SHIFTS. Full time. Call during business hours 8 - 4 pm.
EASTLAWN
Convalescent Center
Northville
349-0011 or 349-0012

PART TIME MEDICAL ASSISTANT for Dr's office. 3 evenings. Livonia area. 427-9222

DENTAL RECEPTIONIST
Full time, one dentist office in Livonia. Experienced preferred. 261-7611

RN'S or LPN'S
Afternoons or midnights. Part, full time. Good benefits, steady work, pleasant surroundings. Immediate openings. Apply 8-4pm. Monday thru Friday.
FARMINGTON NURSING HOME
30435 Folsom Rd., Farm.
477-7400

FULL TIME dental assistant, Farmington area. Experience preferred. 477-1798

WANTED Nurse Aids. Orderlies. Modern Nursing Home now hiring people interested in geriatric patients and willing to learn. Experienced preferred but not necessary. All shifts available. Contact Mrs. Powers. 354-3222

NURSES AIDES
FULL OR PART TIME
ALL SHIFTS
Apply in person
FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

DENTAL ASSISTANTS & RECEPTIONISTS needed for large clinic in North Western area. Energy, desire and experience preferred. Call between 2pm and 5pm. 338-1731.

LPN & RECEPTIONIST
Full time for Doctors office. Southfield area.
MORNINGS 356-5600

RN'S and LPNS
ALL SHIFTS
Excellent salary and fringe benefits, contact Personnel Dept.
REDFORD
Community Hospital
25210 Grand River
Redford
531-6200

RECEPTIONIST, Doctor's office, Westland area, full time, knowledge of insurance helpful. State age, experience, marital status, age of children and telephone number in resume to Box 34 Eccentric & Observer, 36251 Schoolcraft Rd., Livonia, Michigan 48150.

NURSES AIDES
ALL SHIFTS
HENDRY
Convalescent Center
185 Haggerty Rd.
Plymouth 455-4610

Nurse or medical assistant for part time employment in Internist's office. Birmingham-Bloomfield area. Experienced in EKG, venapuncture, billing. Send resume to Box 936, Observer & Eccentric, 36251 Schoolcraft, Livonia, Michigan 48150

504 Help Wanted Office-Clerical

Legal Secretaries
Temporary - Permanent
Help needed for Summer
HILLSTROM & ROSS AGENCY
Detroit 961-9415
Southfield 557-3007

LIVONIA LOVELY
$600 Fee Paid
Terrific spot for you if you have a flair for organizing and like lots of public contact. Good typing and some office experience necessary for this real variety job.
THE FREE AGENCY
354-2210 8:30 - 8 pm

BOOKKEEPER, experienced for small investment firm. 9 Mile - Greenfield - area. Starting salary. $120 weekly. Call Mr. Ettinger. 559-8040

LEGAL SEC'Y.
Beautiful Bloomfield office, excellent skills and experience required. $700 Fee paid.
Lois Ray Personnel
559-0560

BOOKKEEPER
Southfield firm, accounting background through experience or schooling. To $600. Fee paid.
Lois Ray Personnel
559-0560

EXPERIENCED in Collection. Good on phone. Part time. Hours flexible. Farmington Hills area. Pharmacist Inc. 478-0400

EXEC. SEC'Y.
FOR prominent Builder. Great opportunity for person with good skills who wants to do that "Something Extra" in her job. Benefits. $650. Fee Paid.
ACCURACY PERSONNEL
BIRMINGHAM 642-3050
SOUTHFIELD 358-2010

BOOKKEEPER-SEC'Y
TO work for Company President. Convenient location. Paid. Benefits. $650 - $725. Fee Paid.
ACCURACY PERSONNEL
BIRMINGHAM 642-3050
SOUTHFIELD 358-2010

TYPIST. $475. Fee Paid. Advertising agency. Type 55. Southfield. Call Mrs. Evans. Suburban Personnel. 477-9840

ADVANCEMENT & OPPORTUNITIES-NOW

EXEC. SECRETARY	To $800
F-C BOOKKEEPERS	To $800
JR. BOOKKEEPERS	To $500
INVENTORY PURCH	To $550
KEY PUNCH	To $540
GENERAL OFFICE	To $600
CLERICALS	To $500
TYPISTS-BEGINNER	To $400
STENO DICTA	To $600
SECRETARIES	To $800

Beautiful offices in suburban locations. Excellent benefits and working conditions. Most companies pay our fee. All replies confidential. Open daily 8:30 to 5 P.M. Saturday by appointment only.
ALLIS JOHNSON PERS.
15185 Farmington Rd. 425-3000

RECORDS TYPIST
No experience necessary. High School Graduate. General office work. Requirement 45WPM. Starting wage, $194 bi-weekly, full benefits. For further information, call:
SENTRY INSURANCE
16250 NORTHLAND DR.
SOUTHFIELD
422-5813 357-4960
An Equal Opportunity Employer

SECRETARY, to $675. Fee Paid. Average shorthand. Excellent typing. Occasional overtime. Southfield. Call Mrs. Evans. Suburban Personnel. 477-9840

ACCOUNTS PAYABLE CLERKS
Part Time-Temporary
If you have a bookkeeping background and can work a week or two a month, we have several openings for part time accounts payable clerks.
Interested candidates should mail a short resume to:
ITT
Automative Electrical Products Division
21301 Civic Center Dr.
Southfield, Michigan 48075
Equal opportunity employer M-F

BOOKKEEPER
Must have automobile dealership experience. We offer Blue Cross, Pension, Life and Income Protection Insurance. See Mrs. Grimes at Colony Chrysler Plymouth, corner Ann Arbor Road and Lilley Roads in Plymouth.

ACCOUNTS PAYABLE, $575. Fee Paid. Mature. Experienced Southfield. Call Mrs. Evans. Suburban Personnel. 477-9840

PUBLIC RELATIONS TRAINEE
NORTHLAND
$525 Fee Paid
Dream job for outgoing H.S. grad. Prestige firm will train good typist for interesting public service work. Super benefits.
THE FREE AGENCY
354-2210 8:30 - 8 pm

FARMNGTON TRAINEE
$500 Fee Paid
Fast growing Farmington Company needs energetic typist. Quick advancement here and great co-workers.
THE FREE AGENCY
354-2210 8:30 - 8 pm

504 Help Wanted Office-Clerical

LEGAL SECRETARY, to $675 plus Fee Paid. Light shorthand. Heavy dictaphone. Southfield. Call Mrs. Evans. Suburban Personnel. 477-9840

SUBURBAN OPPORTUNITIES
SECRETARY, to $700 plus Fee Paid. Shorthand and good typing. Experienced in sales or marketing required. 5 Mile Telegraph.
Call Mrs. Evans 477-9840
SUBURBAN PERSONNEL

Clerk/Typist
THE END OF THE DULL CLERK'S JOB
This one, with Mutual Benefit, one of America's largest insurance companies, offers interesting and diversified work. It involves a variety of clerical duties such as typing, filing, etc. You'll enjoy everything about this job: the work, your co-workers and our friendly atmosphere. You'll like the salary and benefits, too. So don't delay, apply today. Call Mrs. Cockrell. 1(313) 963-0383.
The Mutual Benefit Life Insurance Co.
an equal opportunity employer M-F

RECEPTIONIST, to $442. Fee Paid. No typing. Personable. Sharp. Southfield. Call Mrs. Evans. Suburban Personnel. 477-9840

EXECUTIVE SECRETARY
Southfield real estate development firm has immediate opening for an experienced, neat appearing Secretary. Shorthand, typing, bookkeeping, receptionist. Pleasant working conditions. Start 1625 month. 353-4545

Sr. Secretary-Now
Does the hustle and bustle of a big advertising firm intrigue you? Beautiful location and top benefits! Free! $600 plus. Call Lee Larson. 353-6500
SNELLING & SNELLING

BLOOMFIELD HILLS manufacturer's representative's office has opening for secretary with manufacturer's representative's office experience. Eagerness to help, attention to detail, accurate typing, shorthand and spelling required. Call between 3-5 only. 647-2296

LEGAL TRAINEE
FREE
Strong typing, no shorthand, for large firm. Light secretarial experience. $7200. Call Mrs. Evans.
KAY TURNER PERSONNEL
18280 W. 10 Mile
Southfield

SECRETARY
Experienced for varied duties in production department of ad agency. Shorthand, typing, 70 WPM MUST with good spelling and grammar. Self starter, well groomed, personable. $175 week. Some overtime required. Excellent fringes. Send resume to Box 440, Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, Michigan 48150.

GENERAL OFFICE
Southfield. Answer phone, some experience. Call.
352-8061

FILE CLERK & TYPIST
Applications now being accepted. Must have prior work experience and be able to type 40WPM accurately. Liberal fringe benefits including profit sharing. Immediate opening. Contact James Marino.
EXOTIC RUBBER & PLASTICS
23936 Industrial Park Dr.
Farmington
477-2128

WITT GIRL
Has jobs in your area for: Secretaries, Stenos, Typists (Jr. & Sr.), Stat Typists, Comp. Operators, Keybunch Operators, File Clerks.
Apply Today, Start Tomorrow
NORTH EAST 545-6828
WESTSIDE 525-0330
10-3 Pm.

SECRETARY for local, CPA. Statistical typing & bookkeeping experience desirable but will train. Excellent working conditions. Southfield area. Call Mrs. Chapman. 559-7870

EXP. KEYPUNCH OPERATORS
Day and afternoon shifts available for temporary long and short term assignments. If you are interested call KELLY SERVICES for more information.
522-4020

GROWING insurance agency near the Pontiac Airport needs career - minded gal for office work and possible insurance underwriting. Typing and shorthand experience required. Call

Sales Secretary
Beautiful offices in new highrise Southfield building. Handle office duties for sales manager. Start $433. Fast raises for diligent person. Immediate. Call Gail Gibson. 353-6500
SNELLING & SNELLING

SECRETARY, 8 Mile - Southfield area. Typing, shorthand essential. Salary open. Call Mrs. Evans. Suburban Personnel. 477-9840

ACCOUNTS PAYABLE CLERKS
Part Time-Temporary
If you have a bookkeeping background and can work a week or two a month, we have several openings for part time accounts payable clerks.
Interested candidates should mail a short resume to:
ITT
Automative Electrical Products Division
21301 Civic Center Dr.
Southfield, Michigan 48075
Equal opportunity employer M-F

BOOKKEEPER
Must have automobile dealership experience. We offer Blue Cross, Pension, Life and Income Protection Insurance. See Mrs. Grimes at Colony Chrysler Plymouth, corner Ann Arbor Road and Lilley Roads in Plymouth.

ACCOUNTS PAYABLE, $575. Fee Paid. Mature. Experienced Southfield. Call Mrs. Evans. Suburban Personnel. 477-9840

PUBLIC RELATIONS TRAINEE
NORTHLAND
$525 Fee Paid
Dream job for outgoing H.S. grad. Prestige firm will train good typist for interesting public service work. Super benefits.
THE FREE AGENCY
354-2210 8:30 - 8 pm

FARMNGTON TRAINEE
$500 Fee Paid
Fast growing Farmington Company needs energetic typist. Quick advancement here and great co-workers.
THE FREE AGENCY
354-2210 8:30 - 8 pm

504 Help Wanted Office-Clerical

PRIVATE Secretary for Academic Dean. Good working conditions and fringe benefits. Apply at St. John's Seminary, 44011 Five Mile Rd., Plymouth. 453-6200

Jr. Secretary
N.E. area needs shorthand and typing skills for new office. $8,000 plus good benefits. Pat. 559-4760

KAY TURNER PERSONNEL
18280 W. 10 Mile
Southfield

TYPIST and General office, statistical experience necessary. CPA office, permanent half days. Farmington Rd.- 12 Mile. 477-7276

SOUTHFIELD
RARE OPPORTUNITY
For mother to work while children are in school. We're looking for someone interested in general office work, which includes answering phones, typing, filing, etc. Hours are 10:30 a.m. to 2 p.m., 5 days a week.
For more information, contact Nick Sharkey at:
OBSERVER & ECCENTRIC NEWSPAPERS
SOUTHFIELD OFFICE
352-5400

GAL FRIDAY. Like to meet people? New office needs a full time gal in Livonia. Call for appointment. 522-1090

SECRETARY
GROSS OPPORTUNITY for excellent typist in Northland area. Dictaphone a must. Call between 9 and 4:30 pm.
355-9144

RECEPTIONIST-Secretary for Real Estate management office. Good typist. Experienced. Troy area. Mrs. Shelton. 689-7200

Permanent
STAFF
Company
Like Livonia?
This employer is looking for what you've got! Mature person with versatility can start earning $150 week in active general office. Average typing, 10 key adder and calculator experience required. Give us a call (261-2111 till 8 pm) and let us give you a great job. You pay no personnel service fee.
PART TIME Clerical. Monday thru Friday, 1 to 5 p.m. Birmingham area. Previous office experience essential. Must type and have aptitude for figures. Respond to Box 438, Observer & Eccentric, 36251 Schoolcraft Livonia, Michigan 48150

CLERK
Sharp gal over 25 with good typing abilities for position in Farmington office. Previous office experience required. Paid vacation and sick days. Mon. thru Fri. Own transportation.
474-7511

RECEPTIONIST WANTED, for Real Estate office, general secretarial skills and experience required. $500 per month. Reply to P.O. Box 436, Observer & Eccentric, 36251 Schoolcraft, Livonia, Michigan 48150

BOOKKEEPER
for executive relocation firm located in 10 Mile - Woodward area. Minimum three years general bookkeeping experience required. Successful applicant will handle accounts payable, accounts receivable, office payroll, client billings, bank deposits, and cash flow. Ability to post general ledger desirable but not essential. Send resume of qualifications and experience to Box 434, Observer & Eccentric, 36251 Schoolcraft, Livonia, Michigan 48150.

GOOD Typist-receptionist, some filing, diversified position, able to get along well with people, Southfield office, call Miss Richardson. 356-1644

TYPIST
Sharp woman over 25 with excellent typing skills and pleasing phone voice for position with law office. Paid vacation and sick days. 40 hour week. Own transportation Farmington. Salary open.
474-7284

CLERICAL Clerk with office machine experience. Full time, 5 day week. Saturday included. 474-6611

PART TIME
SECRETARY
16 Hours per week, must type some shorthand. Attractive working conditions, flexible hours. Call for appointment.
557-0060
GUARDIAN LIFE INSURANCE
21411 West 10's Mile Rd.
Southfield

SECRETARY FOR Manufacturer's Representative. Shorthand and typing. Manufacturer's representative or automotive background only need to apply. Call Dorothy. 424-8200

EXCELLENT
OPPORTUNITY
Real estate developer relocating to Northwestern - 13 Mile Rd. needs sharp executive secretary. Job includes handling reception desk, assisting vice-president and working as personal secretary to President and executive vice-president. Hours, Mon. thru Fri., 8:30 am-5 pm. Paid hospitalization, excellent working conditions and excellent salary. Skills must include shorthand, typing and some Bookkeeping. Call for interview. 345-6800

SNELLING & SNELLING
ADMINISTRATIVE ASSISTANT to Corporate President. Challenging responsibility. Good mathematical aptitude. Light secretarial skills. Troy location. Send resume to Box 208 Observer & Eccentric, 36251 Schoolcraft Rd. Livonia, Mich. 48150

Bookkeeper
Small manufacturing company in Ferndale seeks full charge bookkeeper thru financial statements. Typing and bookkeeping machine experience helpful. Salary $10,000-$11,000 plus good benefits. Call 962-8141

CLERK-TYPIST
Dependable, permanent, accounting office, 17515 W. 9 Mile, near Northland. Southfield. 559-0870

SECRETARY
For ad agency executive office. Must have 3 years plus secretarial experience with shorthand. Excellent typing skills required. To w.p.m. plus. Some bookkeeping experience with good math aptitude. Must be neat, personable and well groomed, and able to work flexible schedule. Excellent salary and fringes. $185. Send resume to Box 442, Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, Michigan 48150.

504 Help Wanted Office-Clerical

EMPLOYMENT SUPERVISOR
Full time day shift position available in our personnel department for individual to be responsible for all employment interviewing and related areas. Must be accurate in preparing records, tact in dealing with the public and employees. Starting salary contingent upon experience.
CONTACT PERSONNEL OFFICE
BOTSFORD GENERAL HOSP. (OSTEOPATHIC)
28050 Grand River, Farmington

PART TIME Secretarial help. Occasional shorthand. Flexible hours, pleasant phone manner. Birmingham - Troy area. 642-8320

Permanent
STAFF
Company
Like People?
Farmington clerk will earn $125 week for responsible public contact job. Life accurate, typing and neat appearance most important as you assist in credit department of financial organization. Call 478-1213 or come to 30753 Grand River, open till 8 pm ! Personnel.

HEALTH Agency in Birmingham seeks receptionist, typist. 60WPM shorthand desirable but not essential. 5 day week, paid Blue Cross. Call for interview. 644-0770

Permanent
STAFF
Company
Bkkpg. Clerk
If you have an eye on the future this is the job for you! Some bookkeeping experience can start you at $500-$550 month plus excellent benefits and bonuses. Northwest employer will train promotable person to supervise department. Call Ms. Bailey at 478-1213 or come to 30753 Grand river, Farmington (open till 8 pm) Personnel.

RECEPTIONIST for Doctor's office, part time at present for Mon. thru Fri., 2-6 pm. Full time starting September. Age 25 to 30 preferred. Starting immediately. After 2 pm. 559-8688

Permanent
STAFF
Company
People Greeter
Your number 1 duty will be to greet VIP customers and operate switchboard (training provided) Average typing and, life dicta OR shorthand will help to fill the rest of your hours. Earn $450-$475 month. Call 478-1213 or come to 30753 Grand River, Farmington. (open till 8 pm) Personnel.

TYPIST for deluxe new Troy - Somerset - office. Should type at least 60 wpm with accuracy. Also need attractive Receptionist - Typist. Salary based on training & experience. Age no barrier. Equal Opportunity Employer. 643-2600

Permanent
STAFF
Company
Clerk Trainees
Terrific Southfield company will train two brite promotable people to process claims. All you need is life typing type 35 wpm and desire to earn $100-$110. Start NOW ... call 559-7755 or come to 28828 Southfield (open till 8 pm.) Personnel.

CLERK-TYPIST. Full time. Southfield office, dictaphone, will train, accurate typing, call 355-0420

Permanent
STAFF
Company
Secy Research Dept
Office manager of large Southfield organization needs individual with good typing and life shorthand to handle office reports and make travel arrangements. Employer pays $650-$700 plus all personnel service fees for mature personality. Call 559-7755 till 8 pm or come to 28828 Southfield.

SECRETARY Receptionist. 1 girl office, light bookkeeping, typing, cheerful, independent, references. Walled Lake area. 624-7792

Permanent
STAFF
Company
Keypunch - Days
Ok, Accounts. Take your pick. Only 6 mos. experience will earn you $2.50-$3.50 hour for average skills. Convenient Northland area. Good benefits. Call 559-7755 (till 8 pm) Personnel.

FULL TIME person to process accounts payable and some filing must be able to type. Previous office experience desirable.Pleasant working conditions. Call between 8:30 and 4PM. 355-1800

Permanent
STAFF
Company
Versatility Plus..
Front desk manners? You've just the person needed by progressive ad agency. No experience? That's no problem if you type accurately and love to learn! Employer pays all fees, plus $430 month. Give us a call (545-2312 till 8 pm) and let us give you a great job!

BOOKKEEPER, typing required, experienced for Southfield office. Salary open. Excellent benefits and opennings. Call for appointment. 645-2034

504 Help Wanted Office-Clerical

Permanent
STAFF
Company
If you like to work on your own and like variety, Royal Oak employer has a GREAT job for you. Earn $125-$135 week for your good typing and smiling phone voice. Call 542-3142 or come to 31280 Woodward. (Open till 8 pm) Personnel.

Permanent
STAFF
Company
Work In Westland
NO EXPERIENCE NEEDED to start on busy public contact job. You earn $105 month. Average typing and figure accuracy? Call 261-2111 till 8 pm) or come to 32012 Plymouth Rd. Personnel.

INSURANCE office in Farmington or Northville needs experienced insurance girl. 478-1582

Permanent
STAFF
Company
Like People?
Secretary Trainee
NO SHORTHAND, NO EXPERIENCE NEEDED! Above average typing and willingness to work on own is all you need to earn $530-$550 month. Super nice boss will give you all the training you need. Give us a call (542-3142 till 8 pm) and let us give you an introduction. Personnel.

PART TIME Secretary, Southfield area, general office, some shorthand required, type, file, prepare mail. Call for appointment 557-5800

LEGAL SECRETARIES
Executive & Associate
Experienced, excellent working conditions, benefits, top starting salary. Southfield area. Call Dr. Joiner.
358-3000

ONE GIRL general office. Manufacturers rep. local opening. Permanent, flexible. Experienced secretaries salary. 851-7081

EXECUTIVE SECRETARY
Executive secretary to the director of public services. At least 3 years similar experience. Salary $8,000 to $9,600 per year. Excellent fringe benefits. City of Farmington Hills, 11 Mile at Orchard Lake.
474-6115

CONFIDENTIAL SECRETARY
Looking for a job? - Keep looking. Want a career in a challenging and dynamic area of school administration? - Take an ad. If you have typing, shorthand, and experience and would like to work in the field of public relations, write or phone Larry Westley, Director of Personnel Services, Rochester Schools system, Fourth and Wilcox, Rochester. 651-0216

PLANNING
COMMISSION SECY
City of Farmington Hills
Must have good shorthand and typing skills, and a good command of the English language. Includes taking minutes of evening meetings. Salary $7,345 to $9,126. 31555 11 Mile Rd.
474-6115

RECEPTIONIST- SECRETARY
For Orthodontic office. Must have poise and intelligence. Typing essential.
646-9758

FIGURE CLERK
High math aptitude with light typing. Call for interview.
MICHIGAN LIFE
NATIONAL CASUALTY
28333 Telgraph
355-5500 Ext. 215
An Equal Opportunity Employer

EXPERIENCED Legal Secretary. Bloomfield Hills Law Firm. Call Carol. 647-7200

CLERK-TYPIST
(8134 to $182.80 Per Week)
One (1) Full-Time Position in the Police Department of the City of Birmingham, with working hours of 1 pm to 10 pm. Monday thru Friday.
Must be able to type 50-55 WPM and have had heavy transcription experience. Full benefits.
Apply between 9 am - 11 pm. CITY OF BIRMINGHAM. Personnel Office, Municipal Bldg. 151 Martin Street, Birmingham.
An Equal Opportunity Employer

PART TIME switchboard operator, for afternoons. Birmingham office, middleaged woman preferred. 643-7002

TYPIST
General Clerical Work. 50-60 WPM. Good pay, 40 hour week.
APPLY MR. CLAY
COLLECTION
MANAGEMENT, INC.
20100 GREENFIELD RD.
Near 8 Mile

FULL TIME EXPERIENCED secretary, shorthand, bookkeeping, in Rochester. Salary open. For information call. 651-0000

Busy Retail Store
Has openings for permanent full and part time women with good cashier - clerical background. Capable of training other office and light bookkeeping procedures. Appearance and good public relations awareness both important. Good fringe benefits.
OSMUN'S
TEL-TWELVE MALL
SOUTHFIELD, MICH.

Major Southfield TV sales office needs secretary - sales assistant. Must type and be good with detail work. Salary negotiable. An equal opportunity employer. Call 356-3345

LEGAL STENO I
$9,505-$11,169
Must be bonafide resident of Livonia and US citizen with H.S. diploma or equivalent, and at least 2 years of responsible full time paid secretarial experience within the last 5 years, or an equivalent combination of education and experience. Required speed: typing 50wpm, shorthand 90wpm. Apply by Friday September 6 to: City of Livonia Civil Service Commission, 33233 Five Mile.
An Equal Opportunity Employer

WANTED: FULL TIME Secretary with Shorthand and bookkeeping in Rochester. Call 651-0000

504 Help Wanted Office-Clerical

PAYROLL CLERK, responsible person for full time position with construction company. Salary plus fringes. Experience required. Nice area. Equal opportunity employer. By appointment. 348-5300

CLERK-TYPIST I
(Permanent Position)
$7,904-$9,235
Must be Livonia resident and US citizen with HS diploma or verify equivalency certificate plus a minimum of 1 year of full time paid work experience as a clerk typist (required typing speed 40wpm). Apply by Friday, August 9th, to City of Livonia Civil Service Commission, 33233 Five Mile Rd.
An Equal Opportunity Employer

HEALTH Agency in Birmingham seeks receptionist, typist. 50 WPM. Shorthand, desirable but not essential. 5 day week. Paid Blue Cross. Call for interview. 644-0770

BOOKKEEPER
Full Charge
One girl office, east side of Detroit. Must have thorough knowledge of general ledger, payroll, trial balance. Typing necessary, some knowledge of data processing helpful but not required. Good salary and benefits. Send resume to Box 606, Observer & Eccentric, 36251 Schoolcraft, Livonia, Mich. 48150

YOU CAN HANDLE IT
Part time work, full time pay, earn extra money Playhouse Toy wax. Now until Dec. Free training and supplies. Company delivers and collects. Great new dealer and bonus program. Call now, also book parties. 843-4114, 653-3342, 722-8842. 729-6645

REAL ESTATE SALES
NYSE listed corporation. Fantastic sales and management potential. If you really want to succeed and have a positive attitude, we can assist you with salary and many other fringe benefits including company insurance and retirement program. For a confidential interview, phone:
JOHN SABA
478-1300

WOMEN wanted. Work 3 to 4 hours a day on phone from your home. Can earn $200 a week or more. Call Paradise Building Co., Southfield. 357-5585

AVON ASKS...
HAVE THE SUMMER OFF FROM SCHOOL? If you're 18 or over, sell full time or part time as an Avon Representative. No selling experience necessary. Call:
352-2926 427-4000
645-0455

IF YOU'RE looking for a full time or part time job making $5.50 to the hour, own transportation? Make your own hours. Please call 439-1339

-EXCELLENT-
OPPORTUNITY
Large Corporation has outstanding sales or management openings. Individual, must be a Detroit area resident with management or sales ability, ambitious. Business or sales background helpful in requesting interview, please send resume stating personal history, education and business experience. Reply to: Observer & Eccentric Newspapers, Box 428, 36251 Schoolcraft, Livonia, Mich. 48150
Equal Opportunity Employer, M-F.

CONDOMINIUM sales office, part time, West Bloomfield. For appointment call 626-2992

RED CARPET REALTY
Now has openings for new or experienced Sales Consultants, 60% commission plus bonuses, free license training. Company paid advertising, paid health and life insurance, unlimited floor time, computer and multi-list service, draws available. Be your own boss. Livonia and area.
CALL FRED RICHTER 522-5500

WE want an individual who believes his own ability: who is not afraid of hard work and who expects to be compensated accordingly. To the individual who qualifies, we offer a permanent business career within the framework of our National Organization. Send experience and personal data to Box 24, Garden City, Mich. 48135 or call.
GA 5-2050

REAL ESTATE
WE guarantee you will receive your license. School starting September 5th. A fabulous money making opportunity for those who work. Aggressive, growing office. Broker teaches class. Ask for Miss Rogg.
LEXINGTON 261-8555

FULL - part time. Couples and individuals for business of your own. Local Amway Distributor training you for splendid opportunity. 453-8591

C & B
HOME PARTIES
Now training demonstrators to show gifts, gadgets, toys, and home decorations 29¢ items from the first dollar. Plus Christmas bonus. FREE kit. No back orders. Competitive.
425-6252 - 524-9058
729-6190 - 754-2421
Also Booking Parties
29¢ To Hostesses

SALESLADIES
1 FULL TIME - MATURE
Experienced for children's wear.
YOUTH CENTER STORE, Tel-Twelve Mall 353-1940

MOTHERS-HOUSEWIVES
SELL TOYS & GIFTS
For the whole family
FREE KIT
Top Pay - Cash Bonus
MERRI MAC
FAMILY SHOPPING SERVICE
WRITE OR CALL
837-1402 531-8024
623-2689

KEEP your full time job as wife and mother while selling Queensway Fashions. Approximately $40 per evening. No cash investment. Phone and car necessary. Call Barb at 464-0649 eve

A JOB FOR
TODAY'S QUALIFICATIONS
Part or full time, your own hours, approximately $10.00 per hour, free training, personal 45% discount. Over 18 years of age. Prefer female.
Queensway To Fashion
Jim or Pat 476-5174
Betty 476-1649
Diane 427-0064

LADIES are you in need of more money? You can earn extra income in your own neighborhood, if you live on Mon. Call Mrs. Floyd between 9 and 2 pm. 538-3442

REAL ESTATE
Evening classes starting now! No experience necessary but you must be career minded, neat appearing and like 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.
MR. FLOYD
476-6161

REAL ESTATE. No experience required. We will train you. Must be over 21. Weekly draw. Call Mr. Floyd. 476-6164

507 Help Wanted Part Time

DAY matron, 4 hours in the morning, 5 days a week. Schoolcraft - Middlebelt area. Call between 9 am - 3 pm. 537-8010

COOPERATIVE 7 year old boy needs sitter, 2 hours daily after school. Starting September 10, in Northwestern Oak Park area. Also Call after 6PM, or anytime weekends. 645-1968

506 Help Wanted Sales

Permanent
STAFF
Company
Sales Rep.
Outgoing individual with a mind for sales will start at $10.00 plus car and expenses. One week travel per month as you travel to wholesale and retail outlets. Company prefers degree in business, no experience necessary. Call 261-2111 (till 8 pm) Personnel.

YOU CAN HANDLE IT
Part time work, full time pay, earn extra money Playhouse Toy wax. Now until Dec. Free training and supplies. Company delivers and collects. Great new dealer and bonus program. Call now, also book parties. 843-4114, 653-3342, 722-8842. 729-6645

REAL ESTATE SALES
NYSE listed corporation. Fantastic sales and management potential. If you really want to succeed and have a positive attitude, we can assist you with salary and many other fringe benefits including company insurance and retirement program. For a confidential interview, phone:
JOHN SABA
478-1300

WOMEN wanted. Work 3 to 4 hours a day on phone from your home. Can earn $200 a week or more. Call Paradise Building Co., Southfield. 357-5585

AVON ASKS...
HAVE THE SUMMER OFF FROM SCHOOL? If you're 18 or over, sell full time or part time as an Avon Representative. No selling experience necessary. Call:
352-2926 427-4000
645-0455

IF YOU'RE looking for a full time or part time job making $5.50 to the hour, own transportation? Make your own hours. Please call 439-1339

-EXCELLENT-
OPPORTUNITY
Large Corporation has outstanding sales or management openings. Individual, must be a Detroit area resident with management or sales ability, ambitious. Business or sales background helpful in requesting interview, please send resume stating personal history, education and business experience. Reply to: Observer & Eccentric Newspapers, Box 428, 36251 Schoolcraft, Livonia, Mich. 48150
Equal Opportunity Employer, M-F.

CONDOMINIUM sales office, part time, West Bloomfield. For appointment call 626-2992

RED CARPET REALTY
Now has openings for new or experienced Sales Consultants, 60% commission plus bonuses, free license training. Company paid advertising, paid health and life insurance, unlimited floor time, computer and multi-list service, draws available. Be your own boss. Livonia and area.
CALL FRED RICHTER 522-5500

WE want an individual who believes in his own ability: who is not afraid of hard work and who expects to be compensated accordingly. To the individual who qualifies, we offer a permanent business career within the framework of our National Organization. Send experience and personal data to Box 24, Garden City, Mich. 48135 or call.
GA 5-2050

REAL ESTATE
WE guarantee you will receive your license. School starting September 5th. A fabulous money making opportunity for those who work. Aggressive, growing office. Broker teaches class. Ask for Miss Rogg.
LEXINGTON 261-8555

FULL - part time. Couples and individuals for business of your own. Local Amway Distributor training you for splendid opportunity. 453-8591

C & B
HOME PARTIES
Now training demonstrators to show gifts, gadgets, toys, and home decorations 29¢ items from the first dollar. Plus Christmas bonus. FREE kit. No back orders. Competitive.
425-6252 - 524-9058
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507 Help Wanted Part Time

FOOT Specialist, needs assistant, part time to experience, must be sixteen or older, call for interview. 453-6090

GIRL, 20 to 30 to assist retired Archeologist. Must be neat in appearance, available to run errands, shop, do minor, household and secretarial jobs and be able to travel. Interest in arts helpful. Local transportation necessary. Saturday and Sunday. Approximately 11 to 5. This is an unusual job full of educational values. For details and interview call 642-3419

MANICURIST
Independent contractor. 3 or 4 Days per week. Heather Salon. Birmingham. 644-8383

NEEDED
MATURE Adults or retirees, to work part time assembling medical test kits. Temporarily located in St. Clair Shores but relocating to Troy area in September of 1974. Must be able to work 2 or 3 days a week plus Saturdays. For information call Len D'Angelo.
779-9090

LOOKING
For some 'Do-it-yourself' job security in these uncertain times? Your local Amway Dist. will show you how to get it with a profitable part time business of your own. Phone for appointment.
522-8528

SPECIALTY classes Instructors needed for September. Call Cathy at the Livonia Mall Center. 591-2181

FASHION MODELING
MEN, 5 foot, 9 inches or taller and women, 5 foot, 4 inches or taller, needed for magazine catalog and TV. National Modeling. 547-2555
547-0234

PART TIME, mature woman for insurance office. Typing necessary. Good salary figures. Redford area. KE 5-6910 439-1188

SWITCHBOARD operator, weekends, will train. Southfield area. 356-6500

SAUNA BATH
RECEPTIONIST. Attendant. 3 evenings per week. 18410 West Warren. Near Southfield Freeway. Call after 6pm. Ask for June.
584-6787

STUDENTS, 14 to 16, 4 hours a day. Dallas County only, transportation furnished. Call