

## If You Find Your Name in Today's Classified Section — YOU'VE'JUST WON

504 Helip Wanted Office-Clerical

EXCELLENT
OPPORTUNITY

I Estate developer relocating to
the state developer relocating to
the state of the st

SECRETARY

'POSITION<sub>\*</sub>

TO WIN: Just send a post card with your name and address to Tiger Base-bail. The Observer & Eccentric, 2025 Schookcraft, Livonia, Michigan 48150. to names with be selected as wines each week, 5 on Monday and 5 on Thursday, and published in the Classified Section. When you see your name and the promotion Dept at 201–860. all the Promotion Dept at 201–860. Issue date. We'll then send you 2 FREE issue date. We'll then send you 2 FREE

504 Help Wanted Office-Clerical

Secretary-Travelli

TRAINEE OAK PARK

\$550 Fee Paid

Lois Ray Personnel

A CAREER IS HERE!

OFFICE MANAGER.

EXEC SECRETARY.
SECRETARIES
GENERAL OFFICE.
STAT TYPIST
F-C BOOKKEPPERS.
ACCT CLERKS.
CLERICALS.
KEY PUNCH.

ALLIS JOHNSON PERS. 15195 Farmington Rd 125-3000

647-2396 Guess IWho

Wants

YOU?

Farm (78-1213 Wood 547-3147 W TEMPORARY STAFF CO

(OSTEOPATHIC) 476-7600

JUNE GRAD....

PEOPLE GREETER: Front desk job calls for average typing and outgoing ways. No experience needed to earn \$100 per week. GENERAL OFFICE GROWER, good starter job, for beginner who likes valiety. Average typing? We have 5 great jobs available in North and West suburbs \$100-\$110 per week.

JR. TYPIST, average to good typing. Several auburban jobs are open i bubbly beginners. Start at \$100-\$103 per week, lots of room to grow!

504 Help Wanted Office-Clerical 504 Help Wanted ( Office-Clerical

EXECUTIVE

SECRETARY

STAFF for 2 Vice Presidents.

It of Detroit ad agency.

Ient typing, shorthand &
ars experience required.

Fee Paid.

CLERICAL NORTHLAND

Figure Clerk Trainee
Inferesting job lets you meet the
public while you earn 190 per
week. Altractive location, super
benefits \_ call 342-343 util 8 pm
daily> Personnel

SECRETARY RECEPTIONIST Bookkeeping, experience red, but will train for modern field Office 358-3730

STAFF

Company

Jr Typist

Earn \$110 per week 1500 pay nt
personnel service fee 1 on inter
esting job where typing, accordant
is more important than speed of
Suburban firm says an aspect
of and experience for important
Super promotabile job Call 281-2111
open till 8 pm.

**STAFF** 

Sales Person

**STAFF** 

Keypunch-Livonia Earn \$475.8500 on top job with super benefits Experience with alpha and numeric? Call 251-213 mill 8 pm: Personnel.

STAFF

504 Help Wanted Office Clerical

STAFF.

Compar Travel Trainee

Super interesting job for light is ist in Southfield area. Start out ing travel litterary and learn schedule tours. \$100-\$115 per we lister to those for travel agency expenses and fast advancement. So \$7.55 tull \$ pm or come \$257.55 tull \$ pm or come \$257.55 stull \$ pm or co

GENERAL OFFICE

THYBONY
Wallcovering Co
tos a recent opening in
the affice for an ener
tigot. Excellent company
tenefits with advances
tossibilities.

CLERK **TYPIST** 

me now, full time i I. Good typing skills ri

MICHIGAN LIFE INSURANCE CO. 8333 Telegraph Rd. Sout field

355-5500 ex 215

An Equal Opportunity Employe

SALES SECRETARY

If you've diversity in a sales retrained position, you've houds is returned to population. You see from Birmingham weats it girl that can type, take shorth and has the experience of workin with salesmen. The management a product. Company benefits 5 di method to the product of the product

OFFICE-CLERICAL female needed at once. Must have typing a stem skill to handle poore for the stem of t

Personnel Typist skills and pleasant personal ompany will paid \$6,240. Pat

y, Company Will ya-59-4760 -KAY TURTER PERSONNEL 18280 W. 10 Mile Southfield

GEN'L. OFFICE - MadTutte person must be a self-stratter with extensive tele-shane experience, familiar with office procedures and oblitity with figures. We offer steady employment and

Southfield

ASSISTANT to purchasing
Department, Excellent position for
arreer minded girl Opportunity
and challenge Excellent benefits
flust have good typing skills:
cears minimum experience. Cal
Pat Gross. 543-366

TÝPISTS
FIREMANS FUND AMERICAN
Palicy typast, and dictophone
operators. Experienced preterror but not mondatory. We
are located in Southfield and
after an excellent fringe beneiti aragarom and elecant
wasking conditions. Salary,
commensurate with expetiones. If qualified please call
Mr. Vagi. 557-5700
as Equal Opportunity Employer
CISENSENDESS

Legal Secretaries
Experienced-Good Skills
Fee Paid by Employer
HILLSTROM & ROSS
AGENCY
Southfield
557-3007
SSISTANT School Secretaria

GENERAL office, must like figure work, neat bandwriting, no experience necessary, apply 11751 Levan, Livonia 251-8200

TYPIST

abounce Per thru Trial balance. Insurance Agency 40 hour week. Light typing. Call Miss Rowlett for app.

GIRL Friday. Southfield office. typing. bookkeeping, payroll some dictation. Stady position, starting.

INS. AGENCY SOUTHFIELD

position for experience
meawhers girl. Hours
n, Good benefits. Contact.
Wrs. Rose

557-8822

504 Help Wanted Office-Clerical

LAW OFFICE RECEPTIONIST 5 Days. No Shorthand Typing and phone work. Call: 152-8524 INVENTORY CONTROL CLERK

TIGER TICKET WINNER

CONGRATULATIONS!

CLERK TYPIST

eensway To Fosh Jim or Pat 476-5174 Betly 476-1648 Diane 427-0054

Globe Ins

PSYCHO-

506 Help Wanted

Bookkeeper

Acceptance Metrics Nir Livinese Transcription of the Control of th

Ligh) monufacturing firm in Farmington is looking for in-ventory control clerk. Expe-rience helpful but will train Excellent fringe benefits Apply 33106 W. 8 Mile. Farm ington, Michigan, An Equal Opportunity Employer

358-3000 Indigent properties and pro

partment,
Alexander Hamilton
Life Insurance Co.
Of America
12 MILE & FARMINGTON RD
FÄRMINGTON

GENERAL OFFICE
ature woman. experience
quired. Garden Cuy area. Salary
en. (21-0600

ADMINISTALIVE
ASSISTANT
for one the cliets largest tit.
ASSISTANT
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Good copportunity for the right
junc and Wine destinators.
Good copportunity for the right
good warring salove, Blue
cross, Many benefits, Fostion
with the working for the erecureations. Wine Wine World Co.
1780 Thunderbird S. Toy
48084

KEYPUNCH

TELEPHONE
SOLICTOR

Varien requires moman with pleasant
one manner and by
Ils. Part to full-time v
urity rate plus bonus.
e limit.
632 **OPERATORS** 10 Needed Immediately See Maryann Burns HS 5 Mile Rd at Beech Dal

GIRLPOWER

SALES POSITIONS

SALES POSITIONS, Immerator Available to us some ment Mail Sore Past seles raper properties and p

Carpet
Salesperson
ience preferred but no
red Contact Joe Lewis
Independent PART time help wanted Must have experience in swing, knitting, crocheting, needlepoint embreidery and quilting Call Newburgh Minnesota Fabrics 555,0270 Floor Covering 729-6200

INTERESTED IN
A CAREER IN
REAL ESTATE?
all TODAY for an interview
Westland-Livonia
Gary Cook - 7214100
Livonia-Parmington
Tom Kuster - 476-1100
Plymouth-Northville
Vern Hackett - 455-5200 ECUTIVE SALES CAREER
is 2 year old international line
institution Offers high imme
compensation (Up to \$1000 p
th), to any who qualify. A
evaluation of your sales qu will be conducted to de-cour potential in this high-ding career. Extensive program. Contact Mark between 10 and 4 P.M. 353-1451

chamberlain RN extra income part time with ast growing business. Will train Il for interview. 455-2075

YOUR TIME IS WORTH MONE AS AN AVON REPRESENT. TIVE. Cash in on all that spat time. Win prizes too. No selling e perience necessary. 'Call: 645-0455

MATURE Woman needed unique gift shop. West Bloo area Call between 10am and Tuesday thru Friday 6

GRINNELL BROS.
251 Merrill 644-5135
YOUNG LADY wanted to work in fruit market, must be able to work weekends, call after 5. Nov.

MOTHERS HOUSEWIVES
SELL TO'S & GIFTS
FOR IT ON'S & GIFTS
FOR IT ON

NATIONAL LEADING REAL ESTATE

WEEKLY DRAW

BABY sitter starting Sept ': day. 5 days per week. By home your transportation. Steady, ASS day for week of Aug 26 7 Mile Farmington Rd area. After 4pm. 421-3149

GARDEN CITY
PUBLIC SCHOOLS
Is currently seeking application
for part-time, on-call subtract
work in the following areas: Schoo
Bus Driver, Custodial, Citercal
Lunchtnoom, Supervision, Caffetens SUNDAYS only, 10-54 Typing and filing required. Call Jim Stevens, 251-1900

Young woman needed for general office. Filing, typing and inventory control, Farm-ington area. Transportation needed. Paid halidays. Hours doily Iam to 5pm. Man. thru Fri. Call for appointment.

EXINGTON 261-8555

C & B

HOME PARTIES

Now training demonstrators
show gits, gadgets, toys, at
home decorations, 20°, commission
from the first dollar. Plus Commission
may bonus FREE kit No bas
orders. Computerized. 522-8528 PERMANENT Part time positions for men interested in furniture de-tivery and service. Liberal hours, day or evening 14 hourly benin ning pay. Club in Cue. 425-7840

WOMAN to clean bachelor apartment in Farmington Call between 8:30 and 5 P.M 349-3561 BABYSITTER needed for 5 month old baby 3 to 4 hours 5 4073

HIGH School student wanted to habysit 3 days a week from 2.5 for working mother. Plymouth area near Daly's Drive In. 659-664.

LEANING Lady, I day a week wn transportation, reference-yorth Farmington, \$11-05:

TEACHER needs dependable sitter for 3 and 7 year old. Begin in September, my home, references. Lilley. Ford Rd area. 455-8336

HOUSEKEEPERS Full and part time

507 Help Wanted Part Time

Part Time Typist

Call 261-8600, Ext. 284 Ask for Sue Schroeder.

dent opportunity for advancement lend opportunity for advancement with good fringe benefits Salary open Call Charles Marin 334-100 office, 9 am to 5 pm. 334-35000 An. Equal Opportunity Employer MyF

BOUNNEEF IN

THOROUGH Anowledge of
general ledger, cost ledgers
poyroll tax reports etc. Excel
lent apportunity for ambitious
individual Pleasant surround
ings. Good/poy, N/W subur
bay prea. CPA Intervening
for client. Permanent WO 1-7934

**STAFF** 

NOKIMLAND
Permanent position available
or corporate offices of national organization headquararead in Southfield. Requires
good math aptitude and the
ability to type. Some general
call 352-4000 eat 296 for an
interview appointment.

Company Dicta Typist Trainee

Compan

**STAFF** 

EXECUTIVE SECRETARY
Southfield real estate development
firm has immediate opening for a experienced, near appearing Secre-tary, Shorthand, Typing book keeping, receptionist. Pleasan working conditions. Start 1 459 month.

month 330-440

Public Relations
Seceptory
FARE
Assist VP. News releases, correspondence Shanhand 1372 Zelda
359-4160
KAY TURNER PERSONNEL
18280 W. 10 Mile
Southfield ual increments CONTACT PERSONNEL OFFICE BOTSFORD GEN'L HOSPITAL

504 Help Wanted Office-Clerical

.....STILL NO JOB?

PERMANENT STAFF CO.

Like People?

ant a chance to train (or job scenating industry? General te trainer IN Suburbs) will to acel timener yand learn onge tours \$100 per week greefits and advancement Coulds till \$ pm | Personnel.

ST'AFF'

FILING

DOCTOR'S OFFICE

ctor wants capplie sympathic
reson to assist with patients, cive
ections 40 hours week now 29
ere for some salary' \$500 Call
rol Evans 353-5500

SNELLING & SNELLING Permanen