424 Office-Business Space to rent

LIVONIA, rent or lease Carpeted, panelled, 2nd flr, 1425 sq ft. Available 1/30/75. Call Mr. Farmington 477-6000

NORTHVILLE PROFESSIONAL CENTER
New building, one, two or three room units. Carpeting and air-cond. from $75 per month. D. Bent Construction Co. 348-4180

Livonia Pavilion
Prestigious Liv. Mall Area
19500 Middlebelt Rd.
Why not let our expertise work to your advantage for a maximum of fastest office design. You may require less space and have a better location in a fully serviced building including elevator. 250 to 2500 sq. ft. available
Call Carolyn 548-5520

DENTAL or Doctor suite, contemporary, deluxe, 20150 Twelve (12) Mile at Evergreen. 2 treatment rooms, lab, private office, reception, common waiting room. 3,610 sq. ft. 851-6315

BIRMINGHAM 13 x 13 office in established suite in new office building. Call 644-5900

STORE or office in Redford, air conditioned, 1200 sq ft. Schoolcraft Industrial Rd. 2250 month 477-6040

SOUTHFIELD
Attractive new office building with plenty of parking. Last 3 room suite remaining 300 sq. ft. carpeting and drapes. Immediate occupancy
24225 W. 9 Mile Rd
(W. of Telegraph)
OR CALL
P. KOPMAN at 353-1290

RED WING TICKET WINNER

Rosalind Fredericks
440 Lake Park
Birmingham, Mich 48009

But you must call the Promotion Dept. of The Observer & Eccentric no later than 5 P.M. Tuesday, January 21, 1975 to claim your TWO FREE RED WING HOCKEY TICKETS 261-8600 Ext 209

CONGRATULATIONS!

EXECUTIVE SUITES AVAILABLE
Includes typing, switching, facilities, Furnished. Experienced secretarial, receptionist, personalized phone answering, duplicating, library, Mayfair Suite 1222, Southfield, Michigan 357-2537

432 Living Quarters To share

JAN PARK apartment area, mature girl over 30 to share house with same. $95 plus ½ utilities. 348-2587

LOVELY 3 bedroom apartment to share with employed lady. Five Mile Merriman area pool rec. Call anytime 422-1647

YOUNG woman desires to share house 25261 Rouge River Dr. Inkster area. 729-1646

FEMALE to share home with same. Redford area, good transportation, reasonable. Call between 1:30 & 2:30 P.M. Monday thru Friday 872-2330 ext. 253

WANTED hard working roller man between the ages 25 and 35 to share 3 bedroom house. Welfare or ADC accepted 478-1716

WORKING girl looking for same to share furnished 3 bedroom, Somerset Apt. Call anytime 538-7320

FEMALE 20 to 30 to share clean 3 bedroom home in Livonia. Prefer $100 a month. Must be working & responsible 968-5600

500 Help wanted

PRODUCTION Help, excellent opportunity for advancement. Apply 180 Rice Road, Westland between 9 AM - 4 PM

WAITRESS & Bar Maid full time nights for bar in the City of Wayne 277-9225

LAID OFF? UNEMPLOYED?
Factory outlet in Livonia looking for young men to start immediately in good paying positions. No skills experience necessary. Call Tuesday only 10-6 PM 425-8502

GENERAL Help needed. Start $2.50 per hour. Any manager. Apply 11 AM to 5 PM in person. No phone calls Arby's Plymouth 1st floor Rite Monday only

500 Help wanted

RIGHT Raymond Full time, Monday thru Friday. Experienced only. Apply at Steve J's Lounge, Belleville and Romulus

ACCOUNTING SUPERVISOR
For national nursing home chain. Bachelor's degree with emphasis in accounting and management. Will supervise bookkeeping procedures throughout Michigan. Considerable traveling involved. Must be a self starter with plenty of initiative. $15,000 plus fringes. Call Mr. Arden at 477-2000 for information.

BEVERLY MANOR
24500 Meadowbrook Rd.
NOVI

SHORT ORDER cook, weekend help at Guernsey Farm Dairy, 31260 West Rd Northville

CITY OF LATHRUP VILLAGE POLICE RADIO DISPATCHER
Accepting applications under Comprehensive employment act. CETA Title VI Qualifications:
1 Must be unemployed 15 days prior to application
2 Must be unemployed 15 days prior to application
3 Must additional city require exams
Apply at Police Dept. 27600 Southfield Rd. Monday thru Friday 8AM-4PM
An Equal Opportunity Employer

APPLICATIONS are now being accepted for the position of building inspector with the City of Garden City, with the responsibility of assisting the Chief Building Inspector in the enforcement of city building codes. Successful applicant will be a resident of Garden City, unemployed for 30 days, and have a degree in engineering and related construction experience. Handicapped applicants should have work experience commensurate to a degree. This position has been created through the use of funds made available by the Department of Labor under C.E.T.A. program. This temporary position will have a base salary of $9,360 and a comprehensive fringe benefit package. Applications will be taken Jan. 20 through 24th at the City Hall 6000 Middlebelt Garden City Michigan

MALE MODEL TYPE Lady Wanted now for Bartenders Waitress etc. thru Harris EMPLOYMENT CENTER 356-8334

Attention

MASS HIRING
11 MEN & WOMEN needed to start work immediately for expanding appliance company in Garden City Call

261-0550
Personnel Open 8 AM 4 PM Mon thru Fri

T.V. TECHNICIAN Top pay. Call between 1PM and 8:30 PM. 722-4763

NIGHT Janitor wanted apply Woodland Lanes 32775 Plymouth Livonia or call 525-0544

19 STEADY JOBS

MEN WOMEN
Start immediately in good paying position with local branch of large Midwestern firm. Call Tuesday only. Harlan Enterprises

398-3001

BOYS over 18 dishwashers and bus boys. Starting pay $1.75 per hour. No experience necessary. Full time Livonia 525-1124

PROGRAMMER

Expanding Plymouth area firm immediately needs experienced IBM 370-115 Programmer RPG2 and DOS-VS with power experience is mandatory. DL-1, CICS and COBAL desirable. Salary open. please forward resume to P.O. Box 469, Plymouth, MI 48170

OLDER MAN

Required for helper in machine shop. Call Ron

478-1745

C O M - PTOMETER OPERATORS

TEMPORARY ASSIGNMENT
Near Your Home. Must have experience. Our client needs Comptometer Operators for inventory. Call
272-8500

SOMEBODY SOMETIME

TEMPORARY HELP SERVICE

CAR Wash Attendants full and part time. Cities of Plymouth and Northville 453-9685 348-6426

500 Help Wanted

EXPERIENCED ORGAN SALESPERSON
Salary
$13,700 to Start
Plus Fringe Benefits
Downtown or Oak Park Music store. Must be able to play organ.

584-9700

COUNTER GIRL apply One Hour Martinizing 820 E. Big Beaver, Troy Commerce Shopping Center

APARTMENT MANAGER

Mature, Experienced Husband, Wife Team
SOUTHFIELD
Our 22 acre office and apartment complex is a challenging, but rewarding position
Telephone for interview
642-2500
Past 5 years references necessary

COLLECTION PERSON, experienced only. Salary plus car. Call Mr. McDonald 273-6700

EXPERIENCED Structural Steel Detailer in northwest Detroit Top wages with fringe benefits. Call Mr Grady 538-0810

OFFICE courier and miscellaneous duties. Semi-retired gentleman with car needed for 20 hours per week. Mileage included 661-3565

WAITRESS

Mature woman for midnight shift, 11 PM to 7 AM. Steady worker $2.25 an hour. Vacation, uniforms and meals. Apply in person
Bates Hamburgers
33406 Five Mile
at Farmington Rd. Livonia

SERVICE Station attendant and mechanic 34939 Ann Arbor Trail, Livonia 427-9290

PORTER

Full time steady work. Telegraph - Grand River area. Call between 11 AM-3 PM
Ivanhoe Lounge
537-8620

CPA with several years experience as public accounting. Future salary and benefits. Kitchman & Magnan Bloomfield Hills 642-5000

COUPLE WANTED

Mature couple to manage 96 unit apartment complex in Madison Heights. No experience necessary. OK for husband to have other employment. Duties include leasing and some maintenance. Free rent plus salary. Couple's children no pets. Age over 21. Phone days 9 AM to 5 PM

751-1617

RESPONSIBLE person for ground maintenance. Also light muscle labor in Westland 522-4729

SALES

Looking for a professional to open up for Plymouth area. A large national Life Insurance Company can help you decide if this is the field for you. We offer extensive training and outstanding fringe benefits. For an appointment phone

644-7517

GAS STATION Attendants full time days over 17. Livonia area. call 474-7114

Corrugated Production Manager
Livonia Plymouth area. Position open for production manager of specialty sheet plant. Must toward small size small quantity and very large heavy weights steel on sheet die cutting. Must be familiar with function of Langston letter press and Miehle die press. Practical maintenance experience necessary. Good salary and profit sharing. For our International 646-6600

ART STUDIO will train keyliner typesetter Southfield area. Phone 557-5713

Deliveryman

1:30 PM to 8 PM, dependable, 5 days, 1 night. Company truck. Levan and School craft area $2 per hour. Ask for Tom

525-0780

BENCH HAND
10 Years Exp. Experience Air Gage Company
981-1319

UTILITY MAN

VLASIC FOODS INC. in the production of quality pickles has openings in West Bloomfield, is seeking an active retiree for general utility work.
Position is full time, and includes delivery work, some janitorial work, light yard and building maintenance activities. Person must be in good health and have a current driver's license.
Apply beginning Monday, Jan. 20, 1975 at 32300 West 14 Mile Road
An Equal Opportunity Employer

WAREHOUSE delivery man, full time salaried position. 6 day week. Must have chauffeur's license, be sociable and mechanically inclined. Call between 10-3 Mon. thru Sat. 345-8231

CLAIMS EXAMINER

Plymouth area insurance firm desires experienced A&H Claims Examiner for part time employment. Flexible hours on a regular Basis. Call Maureen

455-6000

PRODUCTION COORDINATOR
Production Coordinator for marketing distribution facility serving the automotive industry. Applicants must be aggressive and self starter. Previous advertising agency or sales promotion production experience helpful but not essential. For a personal, confidential interview, contact Mr. George Allen
ADISTRA CORP
101 Union St., Plymouth
425-2600

BARTENDER, part time evenings. Apply 32000 W 8 Mile Rd., Sam Telegraph

FASHION
MODELS NEEDED FOR
Photographic Modeling, Charmette Modeling, Live Modeling, Film Production for advertising clients. Apply between 10 am 6 pm. Mon thru Fri
LI 7-0234

HAIR STYLIST
Male or female. Fully experienced. Excellent salary and commission. Call for interview 476-8880 or 855-0060

500 Help Wanted

NURSES AIDES
HOUSEKEEPERS
LAUNDRY & KITCHEN HELP
Full and part time
HENDRY
Convalescent Center
Apply in person Mon. thru Fri. between 8 AM - 4 PM
105 Haggerty Rd. Plymouth

FULL TIME maid and matron personnel needed, must be willing to learn, apply in person between 9 AM-2 PM at Farmington Rd. Church on 10 Mile Farmington Rd. Farmington

MANAGER MGR. TRAINEE
Salary and commission, gas station experience preferred.
Tulsa Oil Corp.
525-4500
or apply in person
27383 W 8 Mile Rd. Redford

EXPERIENCED SEAMSTRESS Birmingham Area Call Joan Lansing Bowlery 1 642-6800

Gas Station HELP

Attendants no mechanical work. Advancement possibilities. Apply at Tulsa Service Stations
16545 Plymouth Rd. Detroit
13900 W 8 Mile Rd. Oak Park
13555 Schoolcraft, Detroit

SECURITY GUARD

Light Manufacturing Firm, Farmington area. Afternoon shift Monday through Friday. Contact personnel office. 33106 W 8 Mile Farmington
An Equal Opportunity Employer

EXPERIENCED maintenance man. Call between 9 and 1. 961-6335

BUMP MAN WANTED

Must be experienced have own tools for Dealership. Fringe benefits, good working conditions. Immediate opening. Ask for Al

836-0100

ARABIC speaking people needed native fluency required. Farmington Hills area 851-9111

WANTED experienced credit and collection manager for Livonia area with petroleum or marketing background. Contact Mr. Neuvenheizer at 591 E. 7 and 8 Oil Co. 261 East Huron Rd Ann Arbor Michigan 313-769-6467

ELECTRICIAN MAINTENANCE
Experienced in control wiring in 440 V power wiring. Capable of fast accurate trouble shooting. Good wages, fringes. Contact personnel office 33106 W 8 Mile Farmington
An Equal Opportunity Employer

PEST CONTROL SERVICE
Be a pest control expert this year around job. Good future good pay many fringe benefits. Route open in Livonia Inkster area. Must have good work record and valid driver's license. Call 824-0900

EARN $10 000 an evening extra! experience Steve Boehne Fashions at Home Party Plan. Free kit of cosmetics and phone. Weekly profit checks. 300 sample wardrobe at your choice at no cost. Call between 7-9 PM 729-2323

WAITRESS

FULL TIME
4 to 5 days a week. Apply in person
SIGN OF THE BEEFEATER
6199 Orchard Lake Rd
W. Bloomfield

Openings for WELCOME WAGON Representative in Redford N. Dearborn Hts. Southfield Livonia Plymouth. Westland. Garden City Auburn Hts to represent local businesses to newcomers. Must have car. Commission per. An equal opportunity employer Call Mrs. Hall 981-7756

2 SALESMEN

1 COMMERCIAL-I-G-C architectural sales & promotion
1 RESIDENTIAL Builders Sales
International distributor of finest quality (top of the line) building products company is expanding and requires aggressively ambitious, highly paid candidate for positions in S.E. Michigan. Excellent opportunity for right person. Send resume to Box 273, Drayton Plains, 48020

WAREHOUSE MAN
Wanted Responsible Warehouse Person for filling orders shipping, and receiving. Must work well with others. Must be willing to accept responsibility of leadership. Willing Lake area. Call for appointment 624-2000

NURSES AIDES
HOUSEKEEPERS
LAUNDRY & KITCHEN HELP
Full and Part Time
HENDRY
Convalescent Center
105 Haggerty Rd. Plymouth
455-0510

ASSEMBLERS-electronic, experienced workers required for light electronic assembly operations. Plymouth Township location. Located at 225 Park St. Troy. An equal opportunity employer

FITTERS

PLATE-STRUCTURAL FABRICATION
Growing company in air and water pollution control fabrication. Need experienced fitters who can read drawings and fabricate. Wages and fringe benefits, over $7.50 per hour, no ceiling on wage rate.
Good opportunity for qualified men. Company will help with relocation expenses.
ENVIRO-FAB
12540 Beech Daly
Detroit, Michigan
255-2400
An Equal Opportunity Employer

EXPERIENCED Service Dome Mechanic for Major Oil Company. Paid Vacation, Hospitalization, Pension. Livonia - Farmington area. Call Mr. Loudon. 591-6400

502 Help Wanted Dental-Medical

MEDICAL Transcriptionist
Full time afternoon (3-11 PM.) position available in our Medical Records department for qualified person with minimum 1 year experience in medical transcription of Discharge Summaries and Operative Reports.
BOTSFORD GENERAL HOSPITAL (OSTEOPATHIC)
28050 Grand River Ave
Farmington
476-7600

NUCLEAR MEDICINE TECHNICIAN
Individual needed in the Nuclear Medicine Department who has knowledge of Rectilinear Scanners, Gamma Camera Imaging Equipment, in Vitro Laboratory Studies and Scintillation Counters. Must be registered or meet requirements established by the ARRT for Nuclear Medicine Excellent Salary and fringe benefits
BOTSFORD GENERAL HOSPITAL (OSTEOPATHIC)
28050 Grand River Ave
Farmington
476-7600

MEDICAL Assistant Livonia Podiatrist needs part time assistant. Experience helpful. Mature woman willing to learn. For interview call Mrs. Sweet 425-8226

Physical Therapist
Full time position available to work with mentally retarded children. Must be registered physical therapist by the Michigan Physical Therapist Board and possess a Bachelor's Degree in Physical Therapy. Salary from $8.23 to $8.93 per hour depending on experience and education. Excellent Civil Service benefits. For further information contact Personnel Department.
PLYMOUTH CENTER
For Human Development
453-1500 Ext. 281
Mon. thru Fri. 8 AM - 4:30 PM
An Equal Opportunity Employer

SECRETARY for office of M.D. Specialist with experience in typing insurance forms medical terminology for office in Livonia. Good pay and benefits. Please send resume in handwriting to PO Box 35246 Detroit Michigan 48235

R.N., L.P.N.'s
ALL SHIFTS
Full and part time. Flexible scheduling. Fully paid Blue Cross plan benefits. Contact Mrs. Powers
LAHSER HILLS
NURSING CENTER
25300 Lahser Southfield
354-3222

DENTAL ASSISTANT part time afternoons and Saturday Morning. Mature experienced preferred, will be trained on permanent basis. Wood grand and 10 Mile area. Call 547-8730

RN'S
Midnight shift. Full time. Will accept some out of retirement. Shift differential. Fully paid Blue Cross plan. Apply 8-4. Monday through Friday. Mrs. McCarthy
FARMINGTON NURSING HOME
30406 Folsom Rd. Farm.
477-7400

RECEPTIONIST. Experienced for optometrist's office in Livonia. Good typist with pleasant phone manner. Non smoker. Call after 5 PM 525-3026

NURSE AIDES
Full time Day and Midnight Shifts. Apply in person
RIVERBANK
Convalescent Home
34350 Ann Arbor Trail
Livonia

DENTAL CHAIRSIDE ASSISTANT EXPERIENCED (1½ day week to evening hours). Salary open. Pleasant working conditions. 10 Mile Southfield area. Send resume to Box 342, Observer & Eccentric Newspapers, 36251 Schoolcraft Livonia 48150

DIRECTOR OF NURSING

A large modern hospital in suburban area north of Detroit, has an immediate opening for a DIRECTOR OF NURSING. BS degree required. Will be fully responsible to direct and delegate management of professional and ancillary nursing personnel, plan, budget, and control nursing activities, coordinate activities of nursing service with other departments, and must be a creative force in training nursing personnel. Must have experience as a Director of Nursing or background and experience with proven administrative nursing experience. Paid Blue Cross, Blue Shield insurance, paid life insurance, paid pension program, 90 paid sick days per year, 4 weeks paid vacation after 1 year, paid birthday and personal day, plus other excellent fringe benefits. Salary negotiable to commensurate with experience and qualifications.
Send resume to Box 300, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

PART-TIME TEMPORARY
TYPISTS
SECRETARIES
STENOGRAPHERS
CALL
WITT GIRL
545-6828
FOR OFFICE NEAREST YOU
In Livonia call 525-0330
Mon., Thurs., Fri., 10 to 3 PM.

KEYPUNCH OPERATOR
If you have and year experience and are accurate, you can start work tomorrow. Salary $600 or so. Full benefits. Reimbursed Fee.
Accuracy Personnel
Southfield 358-2010
Birmingham 642-3090

504 Help Wanted Office-Clerical

SHOW BIZ W. 12 MILE
$550 No Fee
Exciting job for top entertainment and recording industry executives. You'll be meeting and greeting important people and visitors.
THE FREE AGENCY
354-8210 9:30 - 5 pm

KEYTAPE or IMPOREX operator. Full time days call 6:15 75 Southfield - Oak Park 945-1100

SECRETARY

Who has some Shorthand and accurate typing, can start immediately. Office closes 4:30 PM. Salary $433. Benefits. Reimbursed Fee
Accuracy Personnel
Southfield 358-2010
Birmingham 642-3050

SECRETARY-RECEPTIONIST
Experienced in all office procedures and possessing all of the qualities. Must be intelligent and highly systematic. Call Ron

478-1745

PART TIME SECRETARY for insurance office perfect position for homemaker. Hours 9 to 12 or 1 to 5 Monday thru Friday. 20 hours per week. Must be able to assume responsibilities 557-5856

Best Available!
That's what the top flight attorneys wants! 3 years general secretarial experience. Fully paid Blue Cross. Your skills will start you at $750-$800 month. Company pays your per annual service fee. Please call Mrs. Lakin at 351-2111 till 8 pm.
PERMANENT STAFF CO

Secy. Starter
1 year office experience we'll start you at $130-$136 week. Good typing and 60 shorthand essential. No fee. PAY. Call 351-2111 for immediate interview open till 8 pm.
PERMANENT STAFF CO

SECRETARY
Must be self-motivated, experience well organized and able to take charge. Salary $125-$150 week. Demonstrate with ability. Must have good secretarial skills. Many fringe benefits. Southfield and W. 10 Mile. Call Mrs. Bennett for interview. Protective Alarms 17250 W. McNichols Detroit Mi 48235

Good Handwriting?
and above average figure aptitude will start you in receivables department at $100 per week. Fringe benefits. Call 478-1213 or 478-1210 till 8 pm. Personnel
PERMANENT STAFF CO

Office Organizer
Careful typing and good work attitude $100 week to start in this growing office open. Call 478-1213 or 478-1210 till 8 pm. Personnel
PERMANENT STAFF CO

SECRETARY commercial real estate office in Birmingham. Must have 3 years experience. All benefits. Salary commensurate. Call for interview immediately opening 645-5300

Farmington Secy
Personnel Fee Paid
$136 week. Don't accept less than short hand skills to good one for this manufacturers manager. Call Mrs. Bullock at 851-1213 Personnel for interview immediately
PERMANENT STAFF CO

Amiable Typist
Like people? Will spot for happy careful typist with neat appearance above $100 week. Call 261-2111 till 8 pm. Personnel
PERMANENT STAFF CO

GIRL with Bookkeeping skills and General Office knowledge to work part time in Orchard Lake area. For interview call 363-8301

WORK IN FARMNGTN
$600 No Fee
If you have some previous office experience and good secretarial skills and want an important position in fast growing Farmington firm call Terrelle advertisement
THE FREE AGENCY
354-3210 9:30 - 5 pm

MTST TYPIST
NW AREA
Strong typing. Will be trained on machine. $525 Free
Zelda 559-4760
KAY TURNER PERSONNEL
18280 W. 10 Mile Rd.
Southfield

SECRETARY wanted for Livonia area. Good typing and general office experience. 525-3600

SECRETARY
Typing 60 to 65 wpm. Good phone voice. Northland Suburban firm. $520
Lois Ray Personnel
559-0560

INSURANCE AGENCY
Openings for experienced typist or underwriter for busy commercial department. Farmington Hills 477-0000

"Flying Fingers"
Speedy but accurate typist needed for this job. Southfield company pays $800 month, excellent benefits and advancement to start you now! Call 569-7700 till 5 pm Personnel
PERMANENT STAFF CO

Jack Of All Trades
Good all around office skills start you at $135 -$140. No shorthand needed here! Outstanding benefits. Call now at 351-2111 Interviews till 8 pm! Personnel
PERMANENT STAFF CO

Can You Add $$$?
7070 suburban bank needs TYPO fly eyes bright clerks! $600 to start. Eight typing courses fast advancement. Company pays personnel service fee! Call 569-7700 till 5 PM
PERMANENT STAFF CO.

BOOKKEEPER, experienced, accurate with typing ability for part time position for number of salesmen's reports. Must be bonded for employment purposes. Call Mrs. Bennett for interview at 569-7700 Personnel Service 17250 W. McNichols Detroit Mi 48235

Dr.'s Greeter
Front desk poise and neat typing will get you in a prestigious Southfield office. $600 month to start. Call 569-7700 till 5 pm. Personnel
PERMANENT STAFF CO.

504 Help Wanted Office-Clerical

SECRETARY-RECEPTIONIST
Good phone voice, typing, dictation and excellent benefits
569-7700

Like Variety?
Start now at Greenfield and 7 Mile. Excellent typist and an outgoing voice, fast and fun environment. $135 week. Call 569-7755 till 8 pm Personnel
PERMANENT STAFF CO

Two Clerks
Light typist some fast promotions to this Southfield company. $115 week to start. No experience needed! Call 569-7755 till 8 pm daily. Personnel
PERMANENT STAFF CO

CLERK TYPIST receptionist opportunity for motivated multi skilled and attired office experience. Experience in accounts payable and receivables and or time keeping preferred. We are offering modern working conditions excellent salary and company benefits. Apply in person. Apply American Plastics Products Company 2781 W. Maple Rd. Walled Lake Mich 624-1567

BIRMINGHAM BEGINNER
Great chance to start training in computer oriented general office. Light typing OK here. Only $86 per week to start but advancement is steady and fast. call 569-7755 till 8 pm. Personnel
PERMANENT STAFF CO

Person Able Friday
Southfield employer needs easygoing person with some shorthand skills to start running $800 month to cover varied sales office. Call now at 569-7755 for more info open till 8 pm. Personnel
PERMANENT STAFF CO

BLSY Real Estate office in Farmington desires switchboard operator evenings and weekends. Must be a good typist. For interview call Carol Higley 476-8700

Typist $67
personnel fee paid by new company who needs EXPERIENCE. Get ahead quick call 542-3143 Convenient offices open till 8 PM
PERMANENT STAFF CO

Receptionist
Outstanding company wants. Greeter with friendly manner. Free impression counts. Learn you'll meet the company's VIP's. $540 month. Call 542-3143 open till 8 pm - Personnel
PERMANENT STAFF CO

DISTRICT Sales office needs secretary at Southfield. Short hand typing and phone skills required. Large corporation has excellent benefits. Call for appointment 557-2330

Full Charge
Good bookkeeping experience will start you at $136 a week plus complete benefits responsible person will advance rapidly in this north area company. Call 542-3143 interviews till 8 pm. Personnel
PERMANENT STAFF CO

SUBURBAN OPPORTUNITIES
ZR SECRETARY $500 Fee Paid. Good typing. Light shorthand. Order processing. Farmington
RECEPTIONIST to $500 Fee Paid. No fee reimbursed. Good typing. Some switchboard experience preferred. Farmington
MTST $525 Fee Paid. Interviews come fast for excellent typist. Southfield
LEGAL SECRETARY $700 plus Fee Paid. Prefer experience with trusts and MTST. North West ward
KEYTAPE $575. Fee Paid. Will take Keypunch experience. Tell us more
Call Mrs. Evans 477-0840
SUBURBAN PERSONNEL

EXPERIENCED receptionist part time for busy office. Call Yvonne 261-6000

EXEC SECRETARY

Experienced skilled in shorthand, typing and dictaphone. Suburban company offering excellent salary and benefits. Interviewing now. Many other positions available

ALLIS JOHNSON PERS
15100 Farmington Rd 525-2000

ACCOUNTS
Receivable & Payable
Three Openings. All in good area with full benefits. Up to $150 per week. Call 557-3304
ADANAC
15800 W 10 Mile Southfield

GENERAL OFFICE
Experienced mature to take care of phone reception and posting. Must general office. Send replies to Box 324, Observer & Eccentric, 36251 Schoolcraft Livonia 48150

DO YOU LIKE VARIETY?
Purchasing department of rubber base firm offers challenging position. General office skills bring us more future. $575 to start. Call Pam
588-5420
SNELLING & SNELLING AGENCY

LEGAL SECRETARY
Southfield firm moving is now of new. Experience in legal field required. Immediate opening. Come in today! 8000 Call Gail Gibson
353-6500
SNELLING & SNELLING AGENCY

SECRETARY for sales office Southfield. Good skills in shorthand and typing. Pleasant surroundings. benefits 569-6000

SECRETARY OFFICE MGR.

Must be experienced, responsible co-operative. Good growth potential for person seeking permanent employment.
Ask for Mr. Edwards
421-2152

CLERK-STENO II
$8,944-$10,504
PLUS COST OF LIVING
Must be Livonia resident and U.S. citizen 18-65 years old with high school diploma or equivalency certificate plus a minimum of 1 years of full time paid secretarial experience, or have an associate degree in Secretarial Science, and at least 1 year of experience. Must be proficient in both typing and short hand. Apply by Friday, February 7th, to City of Livonia Civil Service Commission, 33200 Five Mile Rd.
An Equal Opportunity Employer

PART-TIME light typing. General work. Permanent. Southfield area. 352-0790

GENERAL Office opening. Good typing skills. Some dictaphone. Some accounting. Responsible, mature person. Southfield area. Call Mrs. Bennett for interview at 569-7700 Personnel Service 17250 W. McNichols Detroit Mi 48235

504 Help Wanted Office-Clerical

KEYPUNCH OPRS.
Div. Manpower Temporary Services Will Give You All The Help You Need
965-7000

CLERK TYPIST
To perform general clerical duties. Must have good typing skills and some office experience. Salary $2.65 per year Excellent fringe benefits. City of Farmington Hills. 31555 Eleven Mile Rd.
474-6115

TYPIST
Mag Card experience helpful. Skills required
(Call for An Interview)
MICHIGAN LIFE
Nat'l. Casualty
2833 Telegraph
355-5500
Extension 215
An Equal Opportunity Employer

BOOKKEEPER mature experienced payroll taxes Livonia Medical area. State experience and salary. Box 344, Observer & Eccentric Newspapers 36251 Schoolcraft Livonia 48150

CLERK TYPIST I
City of Farmington Hills needs a person to perform general clerical duties. Must have good typing skills and some office experience. Under federally funded program CETA. Must be a resident of Oakland County, unemployed for 30 days or under-employed. Salary $810 month $1560 Eleven Mile Rd 474-6115

FARMINGTON HILLS General Insurance Agency needs girl Friday 1 year experience. Experience in commercial insurance and appraisal typing necessary. Excellent salary and fringe benefits. Send resume to Box 344, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia 48150

TYPISTS

If you enjoy working with numbers and can type 50-60 W.P.M. we may have just the job for you. Clerical experience is necessary preferred. Our office is located in Southfield and we do a variety of banking and office program and working conditions. Salary commensurate with experience. If you qualify please call Mr. Lago at 557-5700

FIREMAN'S FUND AMERICAN
Insurance Co.
An Equal Opportunity Employer

LEGAL SECRETARY to South Field office. Must have good typing skills preferred. Needed immediately. Call 353-9100

SECRETARY RECEPTIONIST
For law office. Full time. good typing skills required. Please call Joyce Lucas
559-7820

LEGAL SECRETARY
For a small Troy law firm. Legal experience preferred. Excellent benefits. Blue Cross and Life Insurance
642-6834

COMPUTER OPERATOR
DOS & 360-30 EXPERIENCE
Call For An Interview
MICHIGAN LIFE
Nat'l. Casualty
28333 Telegraph
355-5500 Ext. 215
An Equal Opportunity Employer

506 Help Wanted Sales

REAL ESTATE
If you are an experienced sales person and want more money but you are tired of working evenings and weekends, then we would like to talk to you. Klein Realtors 1423 Mr. Klein 348-7580

506 Help Wanted Sales

ROCHESTER
AVON TWP
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Contact Personnel Office

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