424 Office-Business Space to rent

OFFICE space for lease, 800 sq ft modern building in Southfield, will remodel to suit your needs For information, call 559-0311

EXECUTIVE SUITES AVAILABLE

includes spacious parking facilities First floor Experienced Executive Secretarial, personalized Phone Answering, Duplicating, Nearby Harvard Bank. 29350 Southfield Rd., Suite 122, Southfield, Michigan 557-2757

OFFICES For Rent, carpeted, panelled and air conditioned Secretarial and phone answering service available Located on Farmington Rd between Schoolcraft & Plymouth in Livonia Call 9 AM to 5 PM 525-9290

OFFICES 10 Mile and Power, 475 300 and 550 sq ft Utilities carpeting and drapes included Will partition to suit tenant 542-6554

$100-EXECUSPACE

IMPERIAL OFFICE PLAZA Southfield including receptionist, telephone answering conference room all utilities janitorial drapes & carpeting Furnishing available Secretarial available Coffee shop on premises NO LONG TERM COMMITMENT NECESSARY HAYMAN MANAGEMENT CO 353-6529 353-6525

BLOOMFIELD HILLS Mid West Long Lake Rd 2000 Sq Ft Ideal for professional or business Quality Building partition carpeting and drapes Excellent location and parking 642-1929

Livonia Pavilion

Prestigious Liv Mall Area 19500 Middlebelt Rd

Why not be our expertise work to your advantage for a more efficient office design You may require less space and have a better location in a fully serviced building including elevator 250 to 2700 sq ft available Call Carolyn 548-5520

BEST DEARBORN SPOT 3 room professional suite 357-0776 Evgs. 563-8738

DOWNTOWN Birmingham office space 800 sq ft 2nd floor 344 S Old Woodward 644-0900

W. Maple & Cranbrook Rd.

RETAIL STORE FOR LEASE 20 X 70 BY KOPMAN MGT CO. 353-1290

LIVONIA

Schoolcraft - Farmington Rd Brand new office building all services provided 150 to 3000 sq ft suites carpeted occupancy Feb 1st Call 425-6600

VERY attractive 10 x 30 office in Huntington Woods Carpeted drapes panelled walls furnished All utilities included Secretarial service available Ample parking Immediate occupancy 548-2330

IMMEDIATE OCCUPANCY 5 LOCATIONS

Livonia Southfield N W Detroit

Includes all services electricity gas heat and air conditioning

1 room suite $125 150 mo
4 6 room suite $250 600 mo
10 000 sq ft on 1 flr $3 sq ft

CALL TODAY 9-5 HILLSIDE MGMT Ke7-2140 17421 Telegraph Rd Suite 105

SUBURBAN WOODWARD Several beautifully appointed and fully carpeted offices available small able 500 to 1000 sq ft Furnishings available Immediate occupancy 398-7600

SOUTHFIELD

Attractive new office building with plenty of parking Last 1 room suite remaining 310 sq ft carpeting and drapes Immediate occupancy

24225 W 9 Mile Rd (W of Telegraph) OR CALL P KOPMAN at 353-1290

424 Office-Business Space to rent

NORTHVILLE PROFESSIONAL CENTER New building, one, two or three room suites Carpeting and utilities, from $75 per month 21 Basin Construction Co 349-0190

426 Convalescent Nursing homes

PLYMOUTH area location Private home for elderly Good food, friendly atmosphere Vacation or permanent boarding care Newly decorated, clean 459-0855

428 Garages to rent

HALF garage 9 x 18 Riverdale Gardens, Plymouth Road and Merriman area Reasonable monthly rent 422-1770

430 Wanted to rent

ARCHITECT wishes 800 to 1 000 sq ft office space preferably downtown Rochester 651-7164

COUPLE wishes to rent 2 or 3 bedroom house in Plymouth or Livonia Will sign lease 459-0020

WANTED House or apartment for rent, Plymouth area prefer west of Main and north of Ann Arbor Road 3 bedrooms must permit two children and house pet 453-1192

WANTED 3 bedroom house on floor home with basement Westland or Livonia area Call Typewriter 1-684-0121

ACCOUNTANT with 3 children needs home March 1 Would like 3 or 4 bedrooms with basement North or West Suburbs Reno Nina 353-0263

FEMALE STUDENT desires room with board or cooking privileges close to Lawrence Tech EL 7 5318

432 Living Quarters To share

NON SMOKING working girl is looking for girl to share large apartment Birmingham Mi 7 5332

YOUNG BUSINESS man to share Troy townhouse located at 18 Mile and Coolidge Call day 575-7864, night 642-1580

MOTHER WOULD like to share 3 bedroom home with mature working lady Livonia area 425-7682

WORKING girl to share 2 bedroom home with same in Redford Twp $125 monthly plus half utilities Evenings 298-8277

SINGLE FEMALE age 24 wishes same to share 2 bedroom apartment semi furnished Birmingham area 644-8106 After 5 PM 647-0662

YOUNG MATURE women 23 25 to share apartment with same $125 plus utilities Rochester area Call between 12 - 5 PM 852-1907

TO SHARE architecturally interesting furnished home with 3 professionals Ask for Renter 563-3300

ROOMMATE needed as relation fighter $150 per month Birmingham area Call Chuck at 642-3236

RENTAL needed by female in mid 20's Studio or one bedroom apartment Downtown Birmingham 646-0697 or 646-3738

500 Help wanted

MAJOR APPLIANCE

Manufacturer needs young men and women in display and merchandise maintenance equipment No experience necessary $175 week to start plus profit sharing Call Burke Personnel Office Tuesday 9-4 PM.

861-5366

AGGRESSIVE

Middleaged man to handle Shipping & Receiving Department for Progressive Co Full benefits Days WILL TALK TO EXPERIENCED MEN ONLY Plymouth Southfield Rds area

HYTROL MFG 272-7330

BEAUTY OPERATORS Transfer Opportunities CALL 453-5180

COUNTER CLERK

Full & Part-time Different schedules available - Apply Mor-Kal Cleaners 23935 West Nine Mile, any day between 1 and 2 PM 358-0505

500 Help Wanted

PROGRESSIVE

Co has opening for the following.

HARDINGE CHUCKER
DRILL PRESS
BRIDGEPORT MILL
OPERATORS

On Proto type & small production parts Full benefits Days Plymouth - Southfield Rds area EXPERIENCED ONLY NEED APPLY

HYTROL MFG. 272-7330

COOK

We are looking for someone to cook full time or part time in a small 40 bed nursing home Weekends off Call between 9 AM and 4 PM.

474-3442
WHITEHALL
Convalescent Home
40875 Grand River, Farm

CORRUGATED tier press operator must be thoroughly familiar with Marble die cutter machine Top wages Plymouth Livonia area 464-0600

CAREER MINDED SALES SPOT

$8 000

If you have People flair and your goal is management expanding company trains you for their team Harry Call Pat Kelly 588-5400 SNELLING SNELLING AGENCY

THE School District of the City of Clawson announces that funds in the amount of $19 000 received under the Comprehensive Employment and Training Act Title VI Section will be appropriated for one Custodian Applications should be filled out from 9 30 to 3 30 PM Feb 18 1975 at Clawson Board of Education office 1821 N Main St Clawson Applicant must be resident of Oakland County

LAID OFF? UNEMPLOYED?

Factory outlet in Livonia looking for young men to start immediately in good paying positions No sales experience necessary Call Tuesday only 10 to 6 PM 425-8502

HAIR STYLIST with following 50 to 60% commission bonus plus anti working conditions Livonia Dennis GR 4-3118

Management Trainees

Hardee's a leader in fast food restaurant management has openings in its next 5 week formal training program

$8 320 Year starting salary Scheduled salary reviews Promotions to Manager and above from within Competitive benefits

To arrange for an interview call 353-6257 From 9 AM - 4 PM Monday Friday

An Equal Opportunity Employer

RETAIL WAREHOUSE STOCK MEN full and part time Excellent working conditions and fringe benefits Apply in person Parrot City 30106 Cross Rd Westland (across from Westland Mall) An equal opportunity employer

500 Help wanted

BEAUTICIAN male or female full time experienced preferably with own following Farmington Apply 9 5 476-6223 or 34

CAR HOPS

Day or Night Shift
Apply In Person

Daly's

800 Ann Arbor Rd., Plymouth

PARTS driver wanted for Chrysler Dealership Must be 18 or older with good driving record Kaneland Hope at West Detroit area Further info contact Parts Department Call any Chrysler - Plymouth 111 W Ann Arbor Rd Plymouth

LABORATORY - TECHNICIAN

A National corporation has an unusual opportunity for a qualified laboratory technician This position offers the chance to apply one's chemical education in a positive work environment Applicant should have completed at least one year of college chemistry and be interested in a career in chemistry or production management Complete hospitalization package and a profit sharing program are but a few of the added benefits of this position

Interested applicants should send resume to Box 418 Observer & Eccentric 36251 Schoolcraft Livonia Michigan, 48150

MANICURIST for Thursday thru Saturday Start immediately Livonia 261-5041

ACCOUNTING

Unusual opportunity Jr Accounting Degree required Liberal salary Employer pays fee

Lois Ray Personnel

559-0560

COOK RELIEF needed in dietary department of nursing home in Farmington 4 30 AM 2 30 PM Tuesday and Friday or Saturday and Sunday Call Mrs Dermaser at 477-7373

Seasonal Engineering Aides $3 25-$3 70 PER HOUR JOBS START IN MAY & JUNE

Must be Livonia resident and U S citizen At least 17 years old by June 1 1975 with high school diploma or equivalence certificate Preferred college students who are majoring in Civil Engineering or a course in related field Apply by Friday March 7th to City of Livonia Civil Service Commission 33213 First Mile Rd

An Equal Opportunity Employer

WAITRESSES experienced 18 years or older Apply 3 PM to 8 PM Canterbury Palace 27381 Grand River

WAREHOUSE HELP

Full time mechanical ability helpful no students dependable own transportation must be 18 or over Call for interview 453-3631

SYMONS MFG CO

An Equal Opportunity Employer

Birmingham Townhouse 176 unit Complex needs reliable 25 hr general maintenance refined mature man preferred work in pleasant surroundings Call Mrs Sullivan 646-3642

INSTRUCTOR

For child care project at Plymouth State Training Home Instruct women students in techniques of caring for and educating retarded and disturbed children Must have Bachelors Degree in Psychology or Special Education with emphasis on disturbed or retarded children Practical experience desired For information contact

Schoolcraft College
Livonia
591-6400 Ext 249

An Equal Opportunity Employer

COLLECTION experienced person full time Call between 2 and 5 PM 354-5410

ACT NOW

Be a Sarah Coventry Fashion Show Director in your area No investment no delivery Excellent arrangement to add to your family income Opportunity for local manager For interview call

255-5589

LADIES Fashion Wagon of Mem Wadness has part and full time openings for women to show latest styles at home style shows No experience necessary We will train you and furnish a free $600 demo wardrobe If you have transportation and would like a high income call today Toll Free and ask for Bev Hughes 800 248-4080

Food Supervisor

Experienced institutional cooking, salary commensurate with ability Box 372, Observer & Eccentric 36251 Schoolcraft Livonia MI 48150

INSTRUCTRESS wanted for Health Spa Must be attractive pleasant and over 21 Ask for Del phone or Tom 420-0900

SURFACE GRINDERS

Experienced on hub speed form tools Fringes Full time employment Apply in person

A&S FORM TOOL CO

12723 INKSTER RD. LIVONIA

TOOL & DIE LEADER

8 - 15 years experience 728-2212

HAIR STYLIST

MALE OR FEMALE
EXPERIENCED ONLY
Day & Evening Shift
Ask For Manager
PLYMOUTH

453-0878 453-6540

LIGHT DELIVERY Must have car Must know South Oakland County area Apply 740 W Eleven Mile one block east of I 75

ORDER FILLER

for wholesale drug company Some experience with pharmaceuticals and nationally advertised health and beauty aid products Call Miss Harrier weekdays between 9 AM and 4 PM at

349-5000

PORTUGUESE speaking people needed Native fluency required 861-6111

HIGH SCHOOL SENIORS

Part time now, guaranteed summer work Paid training if you qualify

Westside 548-5236
Eastside 366-2470

500 Help wanted

DRIVER SALESMAN willing to work Dependable Good driving record Security deposit required Must be bondable Apply 2 PM

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

HOUSE must be demolished or moved First bidder Sheldon Rd north of Joy Rd To bid call between 4 PM 9 PM 455-7670

PLASTIC Decorating no experience required Easiest piecework assemblers Aubrey Finishing Co 852-1920

BEAUTICIAN

Wanted with following Good working conditions 3 Mile - Beech area Call between 9 AM 4 PM 535-8129

Sales Opportunity

One Commercial G C Architectural sales & promotion Our Residential Builder's Sales International Distributor of finest quality top of the line building products company is expanding and requires exceptionally ambitious highly paid candidates for positions in Southeast Michigan Excellent opportunity for right person Call for interview appt 477-2560

WAITRESS nights full time Also night cook 5 PM to 9 PM Apply Bess Jr Lounge Inkster Schoolcraft 532-6500

SALES

Looking for a professional career in selling? A large international 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

HAVE 1 Year Was Be a Sara Coventry Fashion Show Director Earn $ Wear Jewelry Free No investment for the fun Delivery Tri a sow Ill like it Need several ladies Call between 1 PM and 9 PM 653-2617

NURSES AIDES
HOUSEKEEPERS
LAUNDRY &
KITCHEN HELP

Full and part time

HENDRY
Convelescent Center

Apply in person Mon thru Fri between 8 AM - 4 PM
105 Haggerty Rd Plymouth

502 Help Wanted Dental-Medical

HIGH School graduate for receptionist doctor's office Northwest side call 525-9461

MEDICAL TECHNOLOGY (ASCP) Challenging position available in private laboratory Develop new methodologies and Technics Good benefits Northland Oakland Medical Laboratories Call Mrs Warren 353-8619

Dietary Aides

Full time
Apply in person

WILLIAMSBURG
Convalescent Ctr
21017 Middlebelt Farm
Between Grd River & 8 Mile

MEDICAL Typist in Westland area Experience in Blue Cross insurance and dictaphone Call 10 till 4 PM 345-2374

MATURE dependable experienced woman for doctor's office Know medical terminology Medicare and Medicaid Insurance Forms 255-1868

RN'S

WE NEED YOU

IMMEDIATE OPENINGS
Psychiatric Nurses Supervisors
Nursing Office Supervisor
3 to 11 30 PM
RN'S ALL AREAS
3 to 11 30 PM 11 to 7 30 AM
Let us give you the opportunity to grow with our new expansion program
CHECK US SEE US
DO SOMETHING TODAY
Send resume and salary history to Personnel Department Attn Mrs E Garrett or Miss M Clifton RN Pontiac Osteopathic Hospital, 50 N Perry Pontiac Michigan 48058

DENTAL RECEPTIONIST Attractive simple pleasant personality experienced preferred Excellent salary Plymouth 453-8600

RN'S LPN'S Registered Physical Therapist with OB experience to teach Lamaze childbirth preparation classes Call 851 2915 or 681 6230

PATIENT RELATIONS

Insurance office of large group practice Some medical billing experience some typing and some telephone work helpful but not necessary Will train inexperienced but promising applicant Attend Blue Cross Blue Shield Good starting salary Semi-annual reviews Full paid Blue Cross dentability and life insurance 18 paid sick days per year 3 weeks vacation after 10 year 3 weeks during 1st year Pension and profit sharing plan Medical Dental reimbursement plan Pleasant working conditions New office Downtown location Send brief resume to Box 420 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Mich 48150

DENTAL Laboratory needs woman to train as Dental Technician Must have artistic talent, BM work is hard Please call for particulars Mason Dental Ceramics, Livonia 525-1676

NURSE'S AID

Mature woman with experience caring for elderly Midnight shift Full time for small time basic nursing home, ask for Mrs Zack 474-6270

RN'S

Afternoons Full time only We will orientate and train Good pay, benefits, pleasant surroundings, Apply 8-4, Monday through Friday Mrs Landers

FARMINGTON NURSING HOME
30005 Pelham Rd, Farm
477-7400

RECEPTIONIST for Doctor's office Experienced only Part time, typing, telephone Redford area Call after 10 AM 937-6130

502 Help Wanted Dental-Medical

RN - LPN

Weekend Relief Nurse needed for days in small Convalescent Home in Livonia References Contact Director of Nurses for appointment, call

421-4800

X-Ray Technician

Unregistered or Registered Wanted full time 7 PM 11 PM Apply the ARNOLD HOME, 1826 West 7 Mile 9 10 AM Monday thru Friday R E 1 4081 ext 26

504 Help Wanted Office-Clerical

GENERAL OFFICE RECEPTIONIST with some bookkeeping experience for small Birmingham specialty store Salary $125-$150

ADAMS & MARTIN PERSONNEL
920 E Maple Birmingham
646-5600

PERSONAL LINES Insurance Administrator for Birmingham-Troy area Capable of working on own after initial training Salary $750 to $850 Good benefits and Fee arrangement

ADAMS & MARTIN PERSONNEL
920 E Maple Birmingham
646-5600

ACCOUNTS PAYABLE and ASSISTANT BOOKKEEPER Must be good typist statistical Troy location 689-8300

LIKE FIGURES?
W. 10 Mile
$600 No Fee

Dynamic firm needs advancement minded H S Grad with some bookkeeping experience You'll love your new boss and your new job

THE FREE AGENCY
354-3210 8 30 - 5 pm

EXEC'S ASSISTNT
Telegraph
$575 No Fee

Runs top executive with many outside activities wants super organized secretary This is a real career spot with much promotional potential

THE FREE AGENCY
354-3210 8 30 - 5 pm

LEGAL SECY

WITH experience for large firm Excellent typing no shorthand Mature person Salary $800-$850 Benefits Fee Paid

Accuracy Personnel
Southfield 358-2010
Birmingham 642-3050

Career Type?

Full charge bookkeeper will take charge of small office in prestige company $150 week No placement agency fee to pay Call 542-3163 till 6 PM

PERMANENT STAFF CO

FULL time and part time legal secretary For Birmingham law office Large staff experience preferred but not necessary 646-9230

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY

Mature woman with excellent typing dictaphone or shorthand and light bookkeeping experience to work for V P of management consulting firm in Dearborn area Must be reliable and able to run of four Data processing and or bank trial backing experience helpful Salary to $8500 year Benefits FEE PAID Call Pam at 538 5190

COMPLETE COMPUTER PERSONNEL

SUBURBAN OPPORTUNITIES

Employers Pay Fee On These JR SECRETARY to $550 Good typing Light shorthand Order processing Farmington

KEY TAPE days $575 Will take key punch experience Tell it area

CLAIMS EXAMINER No three Light typing 2 years plus health and accident experience South Field

CASUALTY RATER $$$ 4 years plus commercial experience Light shorthand helpful Southfield

Call Mrs Evans 477-9840

SUBURBAN PERSONNEL

CLERK TYPIST for medical services company some bookkeeping Billing accounts receivable accounts payable experience required Medical billing and terminology helpful Southfield area Call weekdays 559-7565

Secy -Bkkpr

Small N Suburban office needs secretary with good book keeping background and light typing $125-$150 week good raises Call 261-2311 open till 8 PM - Personnel

PERMANENT STAFF CO

A CHOICE SPOT
$470

Nationwide office offers great hours in plant-free atmosphere Top and bonus Call Kas Taylor

588 5400
SNELLING & SNELLING AGENCY

CLERICAL TYPIST, Southfield CPA office Salary commensurate with experience Parker & Nelson 29 Travelers Tower Southfield 354-6090

FARMINGTON FREE TRAINING Handle front desk and some light typing While you learn to assist ND in 20 per week to start steady advancement Call Pam Smith at 261-2311 till 8 pm Personnel

PERMANENT STAFF CO

Type 40?

Earn $95 week in pleasant South field office Some experience helpful but not essential Call Mrs Georgia Rogers at 559-7755 till 8 PM - Personnel

PERMANENT STAFF CO

N'Land Smiler

Suits job for bright typist who enjoys public contact Office experience $129 week to start Call Lori Hall at 559-7755 till 8 PM Personnel

PERMANENT STAFF CO

BOOKKEEPER part time for property management and builders of low Payroll taxes and typing required 3 days per week North Western 10 Mile Area 626-3385

People Greater

Plymouth MD needs friendly type to schedule appointments and answer phones $129 week Call Carol Dwyer at 261-2311 till 8 PM Personnel

PERMANENT STAFF CO

Well Spoken?

Decision maker? Here's your chance for a career Accurate typist will compose correspondence and receive excellent training in insurance field $125-$150 to start Previous experience preferred Please call Diane Lahti at 261-2311 till 8 PM Personnel

PERMANENT STAFF CO

JR Secretary No shorthand large Detroit company relocating here in Southfield Bachelors in the key word Must be good typist Company pays our fee Salary $575 Call Barbara Good Professional Personnel 357-0818

Flair For Figures?

Snappy typist with minor figure work will earn $575 $675 on N W corridor 1 year experience required here Advancement is fast ben efits good Call Lori Hall at 559-7755 till 8 PM Personnel

PERMANENT STAFF CO

SUBURBAN SECRETARY

Interesting variety awaits you in bank friendly office Good typing and a sparkling smile will start you tomorrow Full benefits attractive office FREE $600 Call Lee

353-6500
SNELLING & SNELLING AGENCY

504 Help Wanted Office-Clerical

RECEPTIONIST, general clerk must type Light typing, Southfield Salary $540 Motor City Employment 548-9530

KEY PUNCH OPERATOR

For consulting engineering firm with beautiful new suburban facility Experience required Immediate opening Only qualified tasks Opportunity to earn additional expense money as computer operator We will train

Call between 10 AM & 4 PM for appointment

291-5400
WADE TRIM & ASSOC

Taylor Mich

An Equal Opportunity Employer M F

LEGAL SECRETARY

Prestige company needs sharp person Work directly for Senior Vice President Challenging offers Challenge $$$+ Call Sheri Dale

353-6500
SNELLING & SNELLING AGENCY

A unique woman must like people enjoy a busy office & pleasant disposition and good appearance a must This suburban personnel organization offers the opportunity to meet people in a number of areas Training in administration or personnel Typing 55 wpm or better Call Barbara Good 357-0818

DICTAPHONE TYPIST

A list of experience necessary but salary fine Top companies Rex 559-7755

RAY TURNER PERSONNEL
18280 W 10 Mile Rd
SOUTHFIELD

GENERAL OFFICE

Accounts Receivable Typing benefits Good opportunity $6 000 year

Adanac Personnel

649 1105

CLERK TYPIST

Good Typist Full time employment Bookkeeping experience preferred Excellent wages & benefits for Equal opportunity employer 474-6200

EXECUTIVE SECRETARY

Free form Excellent typing Shorthand and experience Salary open Fee paid

Lois Ray Personnel

559-0560

SECRETARY

ADMINISTRATIVE Assistant good skills Accounting background helpful Up to $900 Benefits Fee Paid

Accuracy Personnel
Southfield 358-2010
Birmingham 642-3050

LEGAL SECRETARY experienced good skills automated dictation equipment general practice downtown Detroit Mrs Clubb 442-1877

SECRETARY

PART TIME Challenging opportunity for individual with excellent work skills Dictaphone and prior work office experience desired Must be able to work from 12 30 to 30 PM 3 days a week For further information please contact the personnel department at 476-9400

ALEXANDER HAMILTON LIFE INSURANCE CO OF AMERICA
12 MILE & FARMINGTON RD
FARMINGTON

MATURE WOMAN over 35 experienced in general office work prefer someone who can work independently Call 9 to 5 PM Mrs Kirk 442-7512

GENERAL OFFICE

TYPING Part time flexible hours 6 Mile Greenfield area

557-4248

LADY to do general office work in pleasant studio located in Redford Twp Call between 2 4 pm Ask for George 255-5717

Dr's Front Desk

Earn $130 per week for your skills experience Friendly attitude and careful typing essential Call Karen Baker at 559-7755 till 8 PM Personnel

PERMANENT STAFF CO

BOOKKEEPER full time Experienced in accounts payable payroll journals Try 689-3221

CASHIER prefer experience Southboard Operator Terryview Chevrolet 425-4500

504 Help Wanted Office-Clerical

Legal Learner

Top team of attorneys needs outgoing typist in front desk spot You earn $190 $200 week depending upon experience Call Sally Foster at 342 2130 till 6 PM Personnel

PERMANENT STAFF CO

Accounting Clerk

to work in general accounting section College training and/or business experience a plus Call for interview February 10, 11 or 12

476-7100 Ext. 296

An Equal Opportunity Employer

EXPERIENCED BOOKKEEPER for swimming pool contractor Must be able to handle all books thru statements Excellent opportunity for ambitious person 851 2164

BOOKKEEPER

FULL CHARGE

Livonia office requires dependable full charge Bookkeeper for fast moving company Must be able to handle full set of corporate books through trial balance payroll taxes and insurance All hand posting MUST excel in typing with accuracy to type out chase orders quotations etc Salary $200 weekly plus excellent fringes Send resume to Box 386 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia Michigan 48024

EXPERT experienced legal secretary needs Southfield office equipped with most rare type setter has some shorthand Excellent pay and benefits Call 354-4122

KEYPUNCH

Experienced only for our Detroit office Must be fast and accurate Part time evenings Call between 1 3 PM

565-5555 ext 57

EARN EXTRA MONEY We have openings for mature people who want to earn extra money Work 5 9 PM in our South field office setting opportunities for promotional presentations No selling $2 hr per hour plus bonus Call Mrs Kent 398-4140

General Office Clk

Full time position for general office with typing filing inventory experience Call Miss Harrier weekdays between 9 AM and 4 PM at

349-5000

SALES CLERK

Full time experience preferred Farmington area Executive Office Supply 478-1255

Accts Payable Clk

Wholesaler seeking an ambitious individual with an aptitude for figures Must have experience in checking invoices for payment Call Miss Harrier weekdays between 9 AM and 4 PM at

349 5000

GENERAL office girl with min typing Light bookkeeping small west side construction company located Northville Salary open Call from 1 3 PM daily 348-0840

KEYPUNCH OPRS

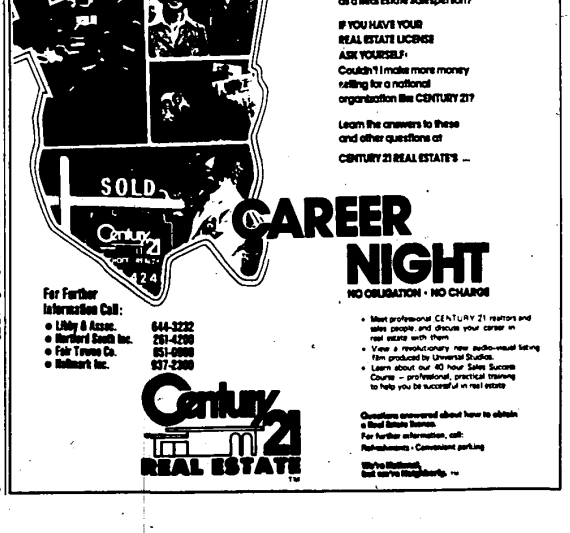
See Marsann Burns
26440 S Mile at Beech Daly

GIRLPOWER

Div Manpower Temp Services
Full time Part time The Help You Need

965-7000

506 Help Wanted Sales



ASK YOURSELF:
Could I make more money as a Real Estate Salesperson?

IF YOU HAVE YOUR REAL ESTATE LICENSE ASK YOURSELF:
Couldn't I make more money selling for a national organization like CENTURY 21?

Learn the answers to these and other questions at

CENTURY 21 REAL ESTATE'S ...

NO OBLIGATION - NO CHARGE

- Meet professional CENTURY 21 realtors and sales people and discuss your career in real estate with them
- View a revolutionary new audio-visual listing film produced by Universal Studios.
- Learn about our 40 hour Sales Success Course - professional, practical training to help you be successful in real estate

Questions concerned about how to obtain Real Estate licenses.
For further information, call:
Refreshments - Convenient parking

We're National, but we're Neighborly, too

500 Help Wanted

NOW HIRING

BROILER COOK

Experienced in Fine Food Preparation

GARDE MANAGER

Two Years Experience

BUSSING PERSONNEL

MALE FEMALE Bussing Dishes, Setting Tables

PBX OPERATORS

Experience Necessary

SECRETARY

3 Months Only - 60 WPM

Apply in Person no appointment necessary
Excellent Company Benefits

WESTERN INTERNATIONAL HOTELS

Michigan Inn

16400 J L Hudson Drive
Southfield
Monday thru Friday, 8 30 AM - 4 00 PM

An Equal Opportunity Employer

The following skills and openings are presently needed for permanent employment We offer competitive wages and an extended benefit program Veterans, this is an excellent career opportunity

- ELECTRICIANS-$6.22 Per Hour
- MACHINE REPAIR-$5.93 Per Hour
- MILLWRIGHT-$5.94 Per Hour
- TOOL MAKERS-$6.18 Per Hour

ABOVE APPLICANTS MUST HAVE JOURNEYMAN CARD

Also some applications for Reamer Grinders, Cutter Relief Grinders, Detroit Automatic Mills, and Labor Pool.

APPLY IN PERSON-Personnel Dept
Monday-Friday, 9 a m -4 pm

WHITMAN & BARNES
United-Greenfield
Division of TRW Inc.
40600 Plymouth Rd., Plymouth, 48170
An Equal Opportunity Employer

An Equal Opportunity Employer

500 Help Wanted

90,000 people

are earning college credits in the Army

You can learn a skill, earn a good salary and still continue your formal education by serving in the Army

90,000 young men and women like yourself did last year They earned college credits on Army posts At nearby universities and colleges and through correspondence courses And the Army paid up to 75% of their tuition

If you're interested in the outstanding educational opportunities available to today's Army, call your local Army Representative

Call
US Army Recruiting Station
30537 Ford Rd
Garden City, Mich 48135
PH 261-0010

Collector

Telephone experience required Interesting well paid full time job in our small claims department 40 hour week, salary and bonus plan Paid vacation and sick time Call Mrs Hurwitz, Bonded Collections 557-2100

MATURE man for material and delivery, 30 to 40 hours a week Apply between 8 and 11 AM 29011 W 8 Mile, Livonia

SERVICE REP.

Mature person experienced in commercial collection agency Work as a Service Rep, full or part time Call before Noon Pam Rubin 557-2100

GARDENING for next spring and summer Man or company wanted to mow lawn cultivate beds and shrubs maintain property on regular schedule at residence in Woodward 7 Mile area Phone 355-1881