432 Living Quarters To share

YOUNG business man to share Troy home. Have. Located at 18 Mile and Coolidge Call day, 780-7001; night, 649-1988

5 MILE - Grand River area. Room and house privileges in 2 bedroom, furnished condo apartment. Refrigerator exchange After 7 PM 474-6600

MOTHER of one looking for responsible working woman, preferably older, to share home and home in Garden City After 7:30 PM 425-8830

WORKING mother will share 3 room home with same Joy & Telegraph area 273-0405

GIRL over 21 to share 2 bedroom apartment. Westland After 5 PM 261-8092

THREE bedroom Ranch has two rooms available for employed female, $80 week. Joy, Middlebelt after 5 30 PM weekdays 425-6317

MATURE roommate wanted to share with same $125 plus half utilities Rochester area Evenings between 4-8 PM 651-1302

WORKING GIRL, 21, is looking for 1 or 2 female roommates who have house to share Call after 6 PM 357-2530

THREE bedroom Townhouse to share with 2 other men. Westland Outer Drive area Call after 3 PM 464-5370

RI-PROGRESSIVE - OPEN MINDED - Person to share luxury 2 bedroom apartment in Westland with same 18mo 21 - $150 plus security references - employed Call 525-4184

GENTLEMAN will share luxury apartment in Northville with male or gentleman 30 - 45 years 451-3081

436 House Sitting Services

PLANNING A TRIP? We will live in and take care of your pets and plants while you're gone! HOUSE-SITTERS INC 666-5309

500 Help wanted

MALE HELP wanted Apply between 2 PM - 4 PM Mr Tom's Submarine Shop 1225 Woodward Royal Oak

PHONE SURVEY
Top hourly wage and bonuses to Southfield office Part time only Must have good voice Call Mr Thompson 354-7003

Steel Fab Fitters

Experience Required
Good Benefits
Steady Work

BASE LINE WELDING & FAB
8281 General Dr
PLYMOUTH

NOW INTERVIEWING for assistant manager position to phone calls Kentucky Fried Chicken Livonia 27524 Plymouth Rd between 1-4 PM daily

MATURE honest woman to work nights at party store Must be reliable Call between 1-4 PM ask for Pat 532-5410

500 Help wanted

General Warehouse

Experienced warehouse Stockman and Order Filler for Wholesale Drug Company Some experience with Pharmaceuticals and nationally advertised health and beauty products Call Miss Harrier, weekdays between 9 AM and 4 PM at

349-5000

COOK full time permanent position available Excellent wages and fringe benefits including meals paid vacation, and pension plan Call John Talabar 721-2700 ext. 300

COUNTER GIRL, all around Apply George Mitchell Cleaners 104 South Woodward Birmingham

DELIVERY INVOICES
Must have car and have own Top earnings plus car allowance Apply at
M.R.F. Enterprises
20575 Greenfield, Southfield
Suite 200

COUNTER HELP in seafood market Must be 17 or older Call 255-3520

CAR WASH attendants full and part time Plymouth and Northville area 453-9005

HAIR STYLIST

MALE OR FEMALE
EXPERIENCED ONLY
Day & Evening Shift
Ask For Manager
PLYMOUTH
453-0878 - 453-6540

UNDERGROUND PRODUCTS is now accepting applications for plastic injection molding machine operators for afternoon and midnight shift only Apply in person 13801 Inkster Rd, Livonia

CIGAR and sundry clerk mature experienced full time evening Hours 3 PM to 10 PM Southfield area Call between 9 AM and 5 PM 356-2900

$3 AN HOUR

Woman to do telephone work from her home $3 an hour plus bonus Include phone number and write to Box 436 Observer & Eccentric 36251 Schoolcraft Livonia MI 48150

WAITRESSES
Full and part time
Apply Drawbridge Restaurant
Northville

INDUSTRIAL ENGINEER
& QUAL CONTROL TECH
The man we seek must have background experience in time and motion study, and a desire to work in quality control Send resume and salary requirements to Box 458 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia Michigan 48150 An Equal Opportunity Employer

MARKETING Consultants and Executive Recruiters to participate and invest in established Management Consulting business P O Box 682 Troy Mich 48099

500 Help wanted

WANTED DRIVER to pick-up for clinical lab Call for appointment 476-8020

EXPERIENCED only, for grill and sandwiches Oak Park area Part or full time days 543-0072

REDFORD TWP. RESIDENTS
CLERICAL SERVICE POSITIONS
Redford Twp. has immediate openings for several positions funded under CETA and require that
1 You be a Redford Twp resident
2 You be a Head of Household
3 You be unemployed at least 30 days), or underemployed
COME TO
CLERICAL & CLERK TRAINEE POSITIONS - The office clerk positions pay $3 73 per hour and include liberal fringe benefits. The clerk trainee positions pay $3 50 per hour and will last for a maximum of 6 months
ADMINISTRATIVE AIDES - These positions pay approximately $9500 annually and include liberal fringe benefits Graduation from High School is required Applications for all of these positions will be accepted until March 6, 1975 at
REDFORD TWP.
CIVIL SERVICE COMMISSION
15145 Beech Daly Rd
KE 1-3110, Ext 73
An Equal Opportunity Employer

ARE YOU THIS WOMAN?
An Enthusiastic mature winner who possesses a positive attitude and likes to make things happen? Our professional career position as a Personnel Consultant may be just the challenge you're seeking Call Mrs Griffin 255-3000

MANUFACTURER OF plastic liners needs girls for bagging machine operators and packers Apply between 8 AM and 3 PM Perfection Products 12237 Market St Livonia

WAITRESS

MATURE, DAY SHIFT
4 or 5 days Good pay Excellent tips Apply in person
Golden Lantern
33251 Five Mile, Livonia

OFFICE CLEANING 3 times weekly Must be reliable need car Reply Box 456 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Mich 48150

Manicurist

large busy salon in Plymouth Guaranteed wages Must be neat and enjoy working with people For interview call any time 453-6540 If no answer call 453-0878

500 Help wanted

BUS BOYS wanted for over 101 and Bartenders Apply Drawbridge Restaurant, Northville

LIGHT PRODUCTION work full time day shift only Call Communication Center Lake 427-0600

COOK part time Apply in person University Commons 30600 Five Mile, Livonia

SHAMPOO GIRL assistant to Mr Ralph Birmingham shop Excellent working condition pleasant surroundings 642-7777

MAID
For motel Full or part time No experience necessary 525-9000

HAIR STYLIST
Tremendous opportunity and pleasant working conditions All information confidential Livonia 427-0880

SALES
EMPLOYMENT COUNSELOR
If you have the ability and the desire to work with people and have sales or public contact experience we will train you We are the largest with over 500 offices coast to coast Sterling & Sterling Call Bernice Premm 353-6300 for appointment

PARKING LOT
ATTENDANT
Full time position for day shift Lib Peral law & Firm Northville Apply Personnel office 8 AM - 4 30 PM Mon thru Fri
REDFORD COMMUNITY HOSPITAL
25210 GRAND RIVER
At Beech Daly

CIGAR & Sundry Clerks experienced only full or part time Suburban stores Ambitious and energetic mature adults Efron Distr 626-2400

EXPERIENCED Hairdresser needed for busy salon in Southfield 358-5377

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

MODEL home hostess Excellent opportunity for personable attractive girl to work directly with the builder 5 days a week in Troy Contact Bernard Werbe afternoons only 619-2539 or 641-9567

LATHE HAND
BRIDGEPORT OPERATOR
Steady employment Overtime All benefits
PEAK
INDUSTRIES INC
5320 Oakman, Dearborn

BEAUTY OPERATORS Livonia Plymouth area for economy shop 464-3300

SERVICE Station attendants full or part time experienced only references 10 Mile Telegraph area 533-5653

COOK Nights 4 PM to 1 PM Apply Bruno's Lounge Inkster and Schoolcraft 532-9205

Key Punch Operator

National chain of restaurants needs a key punch operator for a five years 3 installation Executive offices are located in Southfield Experience with 3741 machine would be helpful Apply in person daily 10 AM till 3 PM Little Caesar Enterprises 28700 Northwestern Hwy Suite 216 American Savings Bldg

WANTED Ladies to test new product 534-9297

SHORT ORDER COOK good pay pleasant working conditions excellent benefits including Blue Cross Credit Union and free meals Apply in person LUMS RESTAURANT 30475 Plymouth Rd Livonia

SALES CLERICAL

Do you come alive when you deal with people? That's the quality we are looking for Retail experience helpful but not essential Apply in person, Fri 9-Noon
HADLEY'S
823 E Big Beaver, Troy

COLLECTOR
Mortgage Company in Northland area is seeking a young man with some collection experience to train in our Loan Servicing Department Salary commensurate with experience and excellent fringe benefits For interview please call Mr Clayton 355-6500

SYSTEMS PROGRAMMER
Position available immediately for an experienced individual Opportunity to work with an IBM 370/145 computer system using OS-MFT HASP Must have BAL program writing experience Ann Arbor area Competitive salary Excellent fringe benefits Contact Assistant Superintendent of Personnel Washtenaw Intermediate School District Ext 222 - 769-6223

SOUTHFIELD PARKS & RECREATION
Southfield is accepting applications for the following part time positions

BUS DRIVERS
$3 75 to $4 50 per hour Commercial bus driving experience required and or State of Michigan Certification Minimum age 18
Preference in hiring will be given to Southfield residents and prior employees if all qualifications are equal Apply Southfield Parks & Recreation 26000 Evergreen Rd

SOMEONE with fenced yard to board two small, loving dogs for 3 weeks beginning March 1 851-2466

POSITIONS OPEN
SUMMER 1975
Burton Hollow Swim & Racquet Club Livonia needs ASST MANAGER, SWIM COACH, LIFE GUARDS (Water Safety Instructors preferred), TENNIS COACH
Top Salary Send resume to Richard D Skaggs, 18119 Alamo Dr, Livonia, 48154 For further information call 427-0858 (Manager resume must be submitted by March 1, 1975)

EXCELLENT
CAREER
OPPORTUNITY
With Nationally established Lawn Care Company Requires hard work, long hours, and a desire to get ahead $800 starting salary Good benefits Training opportunities at our East Mandalay Madison Hts. near the Oakland Mall!
588-2727
CHEM-LAWN CORP
Lawn Care By Professionals

500 Help wanted

Nursery needs women over 21 to carry nursery stock Mon - Fri, 1 30 to 5 PM $2 00 per hour Red Bird Nursery, 31198 W 13 Mile Farmington For interview call 476-8420

COOK part time Apply in person University Commons 30600 Five Mile, Livonia

SHAMPOO GIRL assistant to Mr Ralph Birmingham shop Excellent working condition pleasant surroundings 642-7777

MAID
For motel Full or part time No experience necessary 525-9000

HAIR STYLIST
Tremendous opportunity and pleasant working conditions All information confidential Livonia 427-0880

SALES
EMPLOYMENT COUNSELOR
If you have the ability and the desire to work with people and have sales or public contact experience we will train you We are the largest with over 500 offices coast to coast Sterling & Sterling Call Bernice Premm 353-6300 for appointment

PARKING LOT
ATTENDANT
Full time position for day shift Lib Peral law & Firm Northville Apply Personnel office 8 AM - 4 30 PM Mon thru Fri
REDFORD COMMUNITY HOSPITAL
25210 GRAND RIVER
At Beech Daly

CIGAR & Sundry Clerks experienced only full or part time Suburban stores Ambitious and energetic mature adults Efron Distr 626-2400

KEY
PUNCH
INSTRUCTOR
Supervisory or teaching experience required
Call
Mrs Lawler
at
541-2200

DRUG Clerks experienced only Full or part time Suburban stores Ambitious and energetic mature adult Efron Distr 626-2400

EXPERIENCED Hairdresser needed for busy salon in Southfield 358-5377

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

MODEL home hostess Excellent opportunity for personable attractive girl to work directly with the builder 5 days a week in Troy Contact Bernard Werbe afternoons only 619-2539 or 641-9567

LATHE HAND
BRIDGEPORT OPERATOR
Steady employment Overtime All benefits
PEAK
INDUSTRIES INC
5320 Oakman, Dearborn

BEAUTY OPERATORS Livonia Plymouth area for economy shop 464-3300

ACCOUNTS SEMI-SENIOR

CPA Office (Grand River Telegraph area) Proficiency in Federal State and Local Tax Laws essential possibility of future partnership for right person
531-5610

COUNTER CLERK no experience necessary Fast Holidays and vacation Janet Dixon Cleaners Maple at Lahser Birmingham 647-3009

Sales Opportunity

One Commercial G.C. furniture salesman & promotion (no Residential Builders Sales) International Distributor of finest quality line of the finest building products company is expanding and requires responsible and ambitious highly paid candidates for positions in Southeast Michigan Excellent opportunity for right person Call for interview appt 677-2948

FLORAL DESIGNER must have experience and references Part time with full time possibilities some delivery Apply in person 11 AM to 4 PM Monday thru Friday 6477 Orchard Lake Rd West Bloomfield near 15 Mile

SET-UP MAN
FULL TIME
Experienced on flat die thread rollers Immediate opening liberal employee benefits Apply today
S.M.C.
800 Junction, Plymouth

MODEL and travel assistant wanted to assist travel executive with ad personable attractive adventuresome confident independent girl 22 to 32 Reply with resume to Box Hass Box 432 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Mich 48150

All positions are fee paid and available in Detroit and suburbs Permanent and temporary assignments
Mich. Insurance
Personnel Serv
155 W. Congress
961-8755

NO RISK-NO COST
Start your own fashion boutique Take orders and show fashions at your convenience Highest margins no investment After 7 PM 729-2323

ACT NOW

Be a Sarah Coventry Fashion Show Director in your area No investment no delivery Excellent opportunity to add to your family income Opportunity for local manager For interview call
255-5589

500 Help wanted

OFFICE Manager for small Plymouth manufacturing shop must be able to type and compute correspondence, do bookkeeping and cost analysis Work on new machine, shortened hours Send resume to Box 422 Observer & Eccentric Newspapers, Inc., 36251 Schoolcraft, Livonia Michigan 48150

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

MALE and female applicants needed for interviews ages 130 W Maple 646-6264
BIRMINGHAM
EMPLOYMENT BUREAU

SET-UP MAN
FULL TIME
Experienced on flat die thread rollers Immediate opening liberal employee benefits Apply today
S.M.C.
800 Junction, Plymouth

VETERANS Increase your earning power Complete your college degree with Excellent Benefits For information write or call Dr Larry Sandridge John Hancock College, Oxford Mich 62062 (313) 723-4141 Ext 152

502 Help Wanted Dental-Medical

HIGH SCHOOL graduate north west area no experience needs bare full time Send qualifications resume Box 452 Observer & Eccentric 36251 Schoolcraft Livonia 48150

NURSE, RN full time midnights Fringe benefits Redford Villa Nursing Home Southfield 537-3333

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 for full time employment Livonia area Please call for appointment Ask for Mr Malcolm 476-8033

NURSES

Midnight shift Experienced only Apply in person
MIDDLEBELT NURSING CENTER
14000 Middlebelt Livonia

DENTAL ASSISTANT Farmington Redford Livonia area Must have experience with previous dental insurance claims Excellent opportunity for bright girl Send qualifications to Box 496 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Mich 48150

NURSE AIDES

Day shift experienced full time only Good pay and benefits Pleasant surroundings Apply 84 Mon day through Friday Mrs McCarthy
FARMINGTON NURSING HOME
30435 Fahrum Rd Farm
477-7400

MEDICAL Assistant Bookkeeper to interest 8 AM to 5 PM Five days Some experience necessary 652-8110

RN'S

Afternoons Full or part time We will orientate and train Good pay benefits pleasant surroundings Apply 8 4 Monday through Friday Mrs Lindne
FARMINGTON NURSING HOME
30435 Fahrum Rd Farm
477-7400

PART time Receptionist for two days a week in Westland area For information call Monday, Tuesday Friday 8 AM 261-6400

OFFICE MANAGER

Dental office 10 Mile South field Rd area Mature person only Salary plus fringe benefits Own transportation Send resume to Box 452 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Mi 48150

RN or LPN Charge Nurse full or part time Northland Geriatric Center 21030 Hesse! 534-8100

X-Ray Technician

Energetic and Registered Wanted full time X Ray technician unassigned days Excellent benefits Contact Director of Nurses Livonia area Call Mrs Seurer 10 AM 5 PM
422-4033

FULL time experienced Dental Assistant for Oral Surgery office in Birmingham Call between 10 and 4
647-7336

RN - LPN

Full time afternoon nurse needed in small convalescent home in Livonia References Contact Director of Nurses For appointment call
421-4800

PART Time office help one or two days a week full in for emergency and vacation Birmingham area Medical experience helpful Call between 10 am 4 pm 647-7336

NURSES AIDES
DAY SHIFT
HENDRY
Convalescent Center
Apply in person Mon Thru Fri
Between 9 AM-4 PM
105 Haggerty Plymouth

500 Help wanted

Kodak
DISTRIBUTOR WANTED
EVEREADY GE POLAROID

Qualified individual Male or Female needed to distribute world famous Kodak film and other photo products through company established locations. "NO SELLING OR SOLICITING REQUIRED." Make this year your year for independence. $4995.00 investment. Guaranteed 12-month repurchase agreement.

CALL Mr. Davis: (Toll Free)) 1-800-848-1970
or Collect A-614-228-1751
Monday to Friday, 9 a.m. to 6 p.m. EST
Or Write Firestone Photographs
Firestone Building-Since 1946
168 N. 3rd St., Columbus, Ohio 43215

502 Help Wanted Dental-Medical

DR S ASSISTANT $800
Receptionist to train in patient data input Medical terminology preferred Durham Employment 354-6080

504 Help Wanted Office-Clerical

LEGAL SECRETARY part time for Redford law firm Prior experience with expertise and ability Call 255-3025

SECRETARY-Bookkeeper experienced Real estate accounting typing speed and expected compensation to P O Box 699 Rochester Michigan 48063

AVAILABLE

Prog Analyst Cobol $15 000
Personnel Generalists $14 000
Prod Control Machining $12 500
Sr Accountant Degree $20 000
Jr Accountant Degree $9 000
Plant Engineer $18 000
Industrial Engineer $25 000
Operations Systems $25 000

Many other positions available throughout U S Most employers pay fees

ALLIS-JOHNSON PERS
33195 Farmington Rd 425-3000

BOOKKEEPER part time experience Mon thru Fri hours daily Hours flexible Birmingham area Good salary for reliable person 649-3405

LEGAL SECRETARY

Good skills and experience Birmingham firm $736 Fee paid
Lois Ray Personnel
559-0560

PUBLIC CONTACT

W 9 MILE
$600 FEE PAID
Fast promotions leading to executive level position Banking or mortgage experience preferred
THE FREE AGENCY
354-2210 9 30 5 pm

PART TIME Southfield area Mon Fri 8 30-12 30 available until 5 PM when required General office and typing experience required IBM Technical Textile Inc 446-1688

ACCOUNTS PAYABLE Supervisor $900 Fee Paid Minimum 1 year recent accounting plus 1 year supervisory experience Southfield Call Mr Hirant Suburban Personnel 677-8040

GREETINGS!
$520
A cheery smile and the skills are all you need to start in exciting company Suburban location Call Ray Taylor
588-5400
SNELLING & SNELLING AGENCY

ASST BOOKKEEPER
Detroit printing company has new position on office staff Initial responsibilities involve operating a new accounting machine and order invoicing Desire experienced office worker with light bookkeeping background and capable of handling number 1 in our present office department To apply send resume and current salary to Box 468 Observer & Eccentric Newspapers Schoolcraft Rd Livonia Mich 48150

GIRL FRIDAY
Apply in person only between 10 AM - 1 PM Mon thru Fri
FANTASY SHOW CENTER
23623 GRAND RIVER
Ft of Telegraph

MOTIVATED
LEGAL SECRETARY
Elite Livonia to start a local career but lack the experience? This outstanding firm will give you the chance if you have top secretarial skills Call immediately for Lorraine
353-6500
SNELLING & SNELLING AGENCY

GIRL FRIDAY for Legal office in Livonia prior work experience Small legal shop Hours 8 30 5 30 Salary based on experience 525-1860

EXCELLENT opportunity for experienced invoice typist 4 to 5 hours per day If you are accurate with figures rapidly with details dependable and willing send complete resume and salary requirements to Georgie Instrument Company 18275 Livernois Detroit Mich 48221 Personal attention of P Weil

CLERK-TYPIST
Over 42 for business office of apartment complex Must be reliable enjoy detailed work $110 per week to start with paid vacation sick days and insurance Prefer Farmington area resident with own transportation
474-7515

OUTSTANDING OPPORTUNITY
In new Troy Legal office for secretary and assistant to insurance sales manager Must be capable of accepting responsibility and working in a fast moving environment Excellent salary and fringes To the right person 649-3737

504 Help Wanted Office-Clerical

OFFICE-FRONT DESK
Boss wants sharp person Great important clients Fun Assist as office work, too Type, file phone Perry' 8th Call Sheri Day
353-6500
SNELLING & SNELLING AGENCY

SECRETARY
A Western Wayne County community has an opening for a secretary to the Mayor Applicants must have excellent typing skills and the ability to handle diversified work assignments Excellent working conditions and liberal fringe benefits Salary range open To arrange for an interview please submit resume to Box 444 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia Michigan 48150

GENERAL office girl with minimum 3 years experience Typing, bookkeeping, small work load construction company located Northville Salary open Call Mary 1 5 PM daily 349-9961

MTST OPRS.
KEYPUNCH OPRS.

Sev Marcasm Bures
26400 I Mile at Beech Daly
GIRLPOWER
Div Manpower Temp Services
965-7000

GENERAL OFFICE
Girl with good figure aptitude needed taking responsibility for real estate Redford Livonia area

GENERAL Office help wanted must be 30 years or older call before 3 PM Call Mrs Kane 531-1700

GLAMOUR SPOT

SOUTHFIELD
$750 FEE PAID
World headquarters needs sharp secretary for most important position Fantastic extras
THE FREE AGENCY
354-2210 9 30 5 pm

GIRL FRIDAY for busy sales office in Farmington Hills Immediate opening Typing necessary Mon Fri 9 AM 5 PM Call Sue 476-1900

ASSISTANT Bookkeeper to total balance Experience in payroll payroll taxes payroll and general ledger Contact Shirl Swanson Hotel Mel Mr Martin 557-0100 Ext 2231

Front Desk Greeter
FOR Glamorous Media Company Good typing required Hours 9 AM 5 PM Salary $606 Super Benefits Equal Opportunity Employer
Accuracy Personnel
Birmingham 642-3050
Southfield 358-2010

GENERAL OFFICE girl nursing and homework required Northland area Call 353-0464

KEYPUNCH part time experience Southfield area Call between 2-5 pm 352-2795

STENO RECEPTIONIST

IN Friendly informal office Some Shorthand required Start $562 Benefits Fringes
Accuracy Personnel
Birmingham 642-3050
Southfield 358-2010

SECRETARY Typing Clerk for expanding proprietary Laboratory Call for appointment 525-6488

SECRETARY RECEPTIONIST for expanding Southfield firm Receptionist shorthand good typing and some clerical experience Company has excellent benefits and will pay $520 to $600

ADAMS & MARTIN PERSONNEL

020 E Maple Birmingham
646-5600

CLERK Typist key no barrier Apply in person between 10 AM and 3 PM Metal Chek Mfg Co Manufacturing 15125 Spanish Ct Livonia off 5 Mile E of Merriman

SECRETARY RECEPTIONIST

Advertising agency good accurate typing shorthand and phone work Work with account executives $520
Lois Ray Personnel
559-0560

FILE Clerk for Receiving office full time Apply in person The Heartbeat 15855 Manfield Livonia

504 Help Wanted Office-Clerical

SUBURBAN
OPPORTUNITIES
Employers Pay Fee On These
JR SECRETARY to $550 Good typing Light shorthand Order processing Farmington
LEGAL SECRETARY to $650 Corporate experience preferred Excellent typing and shorthand South field
JR SECRETARY to $540 Fee Paid Good typing light shorthand Clerical experience required South field
Call Mrs Evans 477-9840
SUBURBAN PERSONNEL

SECRETARY part time duties phone Southfield sales office Call between 4 and 5 PM only 424-0261

Secretary

Well known insurance firm looking for gal with good skills for this interesting office $650 All benefits Call Mr Burke 352-3000 Choate & Choate Personnel

TYPIST GENERAL OFFICE
Full or part time Excellent for girl relocating to Southfield short Call for appt 863-2838

ACCURATE typist for busy advertising department Orchard Lake and 13 Mile Call Mrs McNutt for appointment
851-1900

BOOKKEEPING and general office part time Call for appointment 851-3933

SECRETARY experienced responsible person for full time in one girl office interesting benefits expenses $ 30 to 5 daily No Saturdays Must have good phone voice good typing skills For interview call 552-7222

SECRETARY

1 GIRL OFFICE IN TROY
KNOWLEDGE OF BOOKKEEPING SHORTHAND LETTER COMPOSING MUST BE ACCURATE TYPIST SOME KNOWLEDGE OF GERMAN LANGUAGE DESIRABLE
SEND RESUME TO P O BOX 1121 NORTHLAND CENTER STATION SOUTHFIELD MICH 48075

SECRETARY INSURANCE Good shorthand and typing essential Fringe benefits Southfield area 352-7340

LIVONIA MANUFACTURER
Requires Bookkeeper to handle Operating books this trial balance payroll payroll taxes and more All pre board posting Accurate Typing for Invoices Purchase Orders and Payroll required
11383 Mayfield 261-0563

SENIOR Secretary experienced shorthand all skills for top Birmingham Realtor office Potential administrator local experience required Light bookkeeping Unusual associates Excellent benefits Send resume Salary desired to Box 148 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia Mich 48150

GIRL FRIDAY

WE ARE LOOKING FOR YOU We need a person with a pleasing personality a desire to achieve customer satisfaction to meet customers and helpful to customers We need a real Gal Friday who can handle a variety of tasks from bookkeeping to selling Typing might help but is not essential HEAT UNIT ELECTRONIC CENTER the world's largest retailer of electronic kits is offering permanent employment of fully paid group medical and life insurance program plus many other benefits Contact Mr Gunter Hoyt 18445 West 8 Mile Rd Detroit Mich 48219 Phone
535-6480

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

MUST know office skills Be willing to learn about farms and how to discuss them with customers Full and part time W Bloomfield 851-2188

General Office Clerk
Full time position for general office with typing filing shorthand and inventory experience Call Miss Harrier weekdays between 9 AM and 4 PM at
349-5000

RECEPTIONIST $100 WEEK
Excellent opportunity for high school grad Some typing and good figure ability helps Employment Center 358-8340

PERMANENT STAFF'S THE PLACE FOR:

A Good job-A great future-An outstanding career
All positions available at all offices

Livonia-261-2111 *till 8 p.m*

ASSISTANT bookkeeper. NW area pays $110-$125 for your payables and receivables experience
PERSONALITY-a definite plus here! front desks typist earns $110-$120 in N suburbs
SECRETARY-no shorthand, good figure aptitude essential. $130 week, great benefits
ORGANIZED thinker-no fee! Top ranking insurance executive needs your solid experience and good skills $700-$800
MERCHANDISER Trainee-sales background Some college? Earn $9,000 plus car plus expenses. Established territory.
ELECTRONICS-Earn $700 plus super benefits for repair and preventive maintenance
MECHANICAL Engineer-no fee, heavy equipment experience? $18,000.

Southfield 559-7755 *till 8 p.m*

GENERAL office-West, light typing and some office experience starts you at $115-$130 week
VARIETY plus!-Typist earns $120 for accurate typing and some dicta skills
AVERAGE typing? NW employer will train you as administrative helper $110 week
FRONT desk diplomat earns $140 week. Lots of public contact for careful typist
PERSONNEL generalist-will relocate to southern climate at company expense. Call for more information
DRAFTING pro-structural $11,000-$13,000 plus good overtime pay to join bright team
SERVICE REP. 3.-established suburban accounts, earn $600, expenses and commission.

Royal Oak 542-3143 *till 6 p.m*

ADVERTISING secretary creative executive needs good right hand $110 to start
DENTIST aide-$130 week, modern suburban 2 dentist office needs your light experience
LIKE MONEY?-some teller or credit experience? North and West suburban pay $120-$150
ADMINISTRATIVE trainee-secretary skills? Earn $650-$700 no fee
PURCHASING pro'-1 to 2 years general supply experience starts you at over $10,000
SALES engineer trainee-some college and industrial background? Train for sales with top company.
QUALITY control-experience with electronics of metal testing? Starts you at $12,000-$13,000.

Permanent Staff Co.

If you find your name in today's Classified Section You've just won 2 Free Red Wing Hockey Tickets

The Observer & Eccentric Classified Ads

644-1070 When calling from Oakland County.
522-0900 When calling from Wayne County.
(Rochester & Avon Twp. Dial 852-3222