The Observer & Eccentric

Real Estate Want Ads

522-0900
644-1070

416 Vacation Rentals

BOYNE COUNTRY
Two bdrm. chalet, fully furnished Upper 4 bedrooms, 2 kitchen, fireplace Lower 3 bedrooms, 1 bath, kitchen, fireplace There are later, remodeling if desired Private pool, lighted Golf, swimming, horseback riding, fishing 656-8663

HIGGINS LAKE, year around rental-lease Chalet condominium, in wooded area on sandy beach Fireplace, dishwasher, washer and dryer Sleeps 8 474-5921

TRAVERSE CITY, lakefront cottage available June to October, 10 minutes from city After 5 PM 261-5096

SAFE, SANDY Lake Huron beaches Duplex, 3 bedrooms, $100, 3 bedrooms, duplex, 4 bdrm. $175 June, July 15 Aug 3, Aug 16-Aug 31st Everything furnished possible lease 652-1386

TRAVERSE CITY Modern cottages directly on beautiful Silver Lake Close to Pine's 18 Beach Rt 6 Romeo Dr. Traverse City, MI 49684 or call 616 946-6267

KIMBALL LAKE Newaygo 3 extra modern, lake front cottages in 30 acres of beautiful hardwood, great swimming sandy beach, sleeps 8 $100 per week 1-227-7126

SLEEPING Bear Dunes, Glen Arbor Michigan on Crystal River 3 bedroom mobile home, completely furnished $50 week 261-3297

418 Mobile homes to rent

ONE BEDROOM mobile home for rent $60 week, $180 deposit 28720 Grand River, number 9 Farmington 453-5477

420 Rooms to rent

LIVONIA, upstairs for rent, partially furnished Minimum kitchen privileges Call Mon - Tues, Thurs PM 5100 monthly 532-0080

ROOM for rent, non smoking girl private home, private bath, use of house on 3 acres Country Area Garden $125 includes utilities 534-1438

GENTLEMAN, Jay Rd -Middlebelt area. Kitchen privileges 422-1601

LIVONIA, room with kitchen privileges $15 week 35200 Ann Arbor Trail After 6 PM 464-2088

PLYMOUTH, room for rent, private home, nursery, employed lady $26 week After 6 PM 453-6450

ROOM FOR EMPLOYED WOMAN Kitchen Privileges
6138 Harrison Garden City

MEN ONLY No drinking 207 W Ann Arbor Trail, Plymouth 453-6267

422 Commercial Industrial to rent

PRIME RETAIL or office location S Main St Downtown Mint 1000 sq ft available immediately Air conditioned, excellent parking 453-7600

SMALL Contractor's fenced in yard Space 80x75, can be made larger S Mill, Orchard Lake area 356-3563

OFFICE and warehouse space for lease from 1,000 sq ft to 7,000 sq ft, suitable for auto, at US-31 Charlevoix, Michigan Call 313-536-6445

CITY of Plymouth, industrial zoned RR zoning 2700 sq ft of warehouse space Also 1,000 sq ft office space Utilities included in office space only $800 per month Available May 1st 453-0200

COMMERCIAL, 1,000 sq ft, ideal location across street from two new banks and shopping center Ample parking $375 per month 30 Mile, Meadowbrook 476-2222 or 437-6797

ATTRACTIVE warehouse and combined office space available June 1, Livonia Bo Center Approx 4,000 sq ft For further information, contact L. Maughan 266-4161

424 Office-Business Space to rent

SMALL, luxurious medical suite available in Birmingham area Call 540-5050

OFFICE SPACE for rent, 2 rooms public private, downtown Farmington Excellent for accountant, manufacturer's rep or similar 476-1000

BIRMINGHAM building zoned office or retail Ample parking air conditioned, excellent location 642-8691

BIRMINGHAM AREA

Elegantly appointed suite, available immediately Five private offices, prestige building 30555 Southfield, See suite 110 or call

642-2272

OFFICE for rent, no lease required Telegraph - Maple location 180 sq ft private office, carpet and drapes Air conditioning, utilities, and parking included $115 monthly 851-0900

RETAIL or beauty retail or office Excellent location Ample parking Pedestrian shop West 11 Mile and Drake LI 7-4016

OFFICE SPACE available on sub-leasing with possible option for 6 months period, starting June 1 Total 800 sq ft which includes 2 offices, reception area, carpeting, drapes, parking, and good exposure Located 2nd floor of Bank Beach Daly Dearborn Heights 5000 S Beach Contact Ross Meyer 388-4100

FOR LEASE

Best location in Detroit area, 1000 sq ft prime office space, corner of Woodward Ave-Long Lake Rd in the Heart of Bloomfield Hills WE sub-divide, ample free parking area, well landscaped, large lobby area Available soon Ideal for general office-building use, Medical, Dentist or Legal firms, Commercial Art Studio, etc Reasonably and competitively priced Call Wajim Corporation, ask for Jack Brown, 646-0622

NICE Office building, downtown Rochester. Adaptable for various uses 3 Rooms and reception area 300 sq Ft on main level, 700 sq ft upper Ample parking on rear Mrs Parr 651-2200

SOUTHFIELD - Lathrup Village Two-office suite available in professional office building Waiting room included Partly furnished or unfurnished All utilities and air conditioning included Phone covering available 557-1550

Old Town Farmington

OFFICE Building, 2400 Sq Ft Completely private atmosphere Double entrance each with foyer Handcarved Walnut doors Terraced and landscaped Ample private parking 4 Large private offices Very good natural lighting Large General Office Ample closet and storage space Ideal for Physician-Psychologist combination, Or Law office.

474-2814

BUILDING SPACE for lease on Main in Plymouth Good for general or professional use Now vacant and ready for occupancy $450-$600 per

424 Office-Business Space to rent

LIVONIA, 7 Mile Rd area, near Laurel Park Mall, 1, 2, 3 room suites available, everything included in rent telephone 353-0525 or 537-1082

ATTORNEY with attractive offices on first floor of Troy bank building has space and services to share with other professional Call 689-2000

PRIME LOCATION, all or part of 804 sq ft of office space Available immediately Ample parking Woodward - Long Lake Call 1-642-6515

LIVONIA - 7 MILE
FARMINGTON ROS AREA
All or part of 1,200 sq ft Available in new building with or without partitioned offices Call Mr Brand 261-0400

$85-EXECUSPACE

IMPERIAL OFFICE PLAZA
Southfield-including receptionist, telephone answering, conference room, all utilities, janitorial, drapes & carpeting Furnishing available Secretarial available Office shop on premises
NO LONG TERM COMMITMENT NECESSARY
HAYMAN MANAGEMENT CO 353-6050 353-6023

LIVONIA OFFICE PAVILION

INDIVIDUAL OFFICES to 2500 Sq Ft Suites custom designed Rentals from $75 per month including all services, carpeting and drapes
IMMEDIATE OCCUPANCY
Call Carolyn 548-5520

24 30 Sq Ft
BIRMINGHAM Excellent downtown location 2300 sq ft office space all or part Carpeting, drapes, air conditioning, light, heat included Available at once 227 N Woodward 644-5200

NEED AN OFFICE but can't afford the overhead? Unused desk available in downtown office Business center location Business must be compatible with us Rent and cooperative with us? Rent and clerical services if needed? Reasonable 334-0884

TO BUSINESS MEN WHO MAY MAINTAIN A 1 GIRL OFFICE

Let us solve your problems, save money and give you a private office with finest, more revenue generating secretarial services than you ever thought possible Nationwide and local references Write on your letterhead or call for illustrated brochure

EXECUTIVE GROUP INC
5 Adams Sq, Suite 3 Mon 642-3022
Ex-Cello Bldg Troy 528-1200
Parklane Towers Drbrn 271-6000

NEW BUILDING Excellent location Highland Rd (M-59) Near Williams Lake Rd Air conditioned, carpeted and panelled Lots of paved parking Call 625-2100 or 673-1000

DEARBORN HOT SPOT, suites available, utilities furnished Metro area market 567-4770, Eves 846-4471 or 567-4722

EXECUTIVE SUITES AVAILABLE

Includes receptionist, typing facilities First floor Experienced Executive Secretaries, personalized Phone Answering, Duplicating, Notary Harvard Suite, 29200 Southfield Rd Suite 122, Southfield, Michigan 547-0737

OFFICES 14 Mile & Pierce, Birmingham 475, 300 and 120 sq ft Utilities, carpeting and drapes included Will partition to suit tenant 642-4364

LIVONIA Seven Mile Road, near Livonia Mall, office space available Carpeting, drapes, janitor service and all utilities included 363-0025 or 537-4050

426 Convalescent Nursing homes

WILL CARE FOR
Elderly Ambulatory Ladies My private home in Farmington Excellent care Good food Also care while on Vacation 732-7973

PLYMOUTH, new location Private home for elderly Good food, friendly atmosphere Vacancies available Some nursing care Newly decorated Clean 459-6066

428 Garages to rent

GARAGE for rent, Plymouth Twp, Call after 4 PM 455-1787

WORK or storage space, excellent security, heat, lights 16 x 30 ft area $60 monthly Between Birmingham & Rochester 852-6066

430 Wanted to rent

WANTED TO RENT, Livonia or Farmington 2 or 3 bedroom home with basement Working, married couple with child Reasonable rent 537-3855

YOUNG WOMAN wishes room, not more than 4 blocks from Woodward privileges $35 weekly Call 6 PM 261-7000

By Dedicated Faculty Wife, On her good condition Near Oakland University, Beginning June 1 Children Write Estelle 645 Chas. Lawrence, Kingston 48060

PROFESSIONAL childless couple want house between Plymouth and Ann Arbor, references 981-1 after 5 PM.

MANAGEMENT Trainee for large International Corporation, on sometimes assignment in Livonia, is looking for furnished apartment for approx 6 months before returning to the Orient Call Carter Cody 261-3500 for personal references 855-6000

NEED apartment to share in Farmington area with middle aged lady. 474-6064

INTERN AT WILLIAM Beaumont Hospital desires room w/ quiet private home within reasonable range of the hospital beginning in late June Please call 261-0038

WANTED To Rent, small for 3 bedroom air conditioned, furnished apartment Former Farmington couple, now retired and living in the South Would like apartment for 1 or 2 Months during summer Have no pets, smoke not Call after 5 PM and weekends 517-546-2538

432 Living Quarters To share

THREE Students wish to share house with fourth person. $75 per month, plus utilities 476-6262

SHARE furnished house, Royal Oak Employed male, early 30's References $150 includes utilities P O Box 248, Madison Heights, MI 48071

TWO MALES have house to share with same, age 30 to 39 years Approx $100 per month After 6 PM 398-6080

YOUNG man wants male to share apartment in Westland 300 month plus utilities 326-7000

WOMAN wanted to share with same 2 bedroom, 2 bath home, 5 Mile, Evergreen area $110 per month plus 1/3 utilities Ask for Ron 535-6606, Ext. 200

LADY or working girl to share country home with same Nice location, Canton Twp, reasonable Call after 5 PM 455-0207

YOUNG working woman to share apartment and expenses with same in Westland 200 plus utilities Air conditioned 9 30 - 5 30 PM 326-0463

TWO YOUNG professional gentlemen wish to share their 3 bedroom home in Royal Oak, completely furnished $165 month, plus utilities Call after 5 PM 576-0600

WILL share my apartment with working person Furnished 2 bedrooms in Westland 261-6000

MIDDLE-AGED woman with 11 year old son wishes to share home with middle - aged or older woman or couple $100 month includes utilities After 5 PM 532-5739

500 Help wanted

CHAUFFER and houseman 646-4220

ASSISTANT TO BOOKKEEPER and General Office Must have general bookkeeping background and accurate typing skills Drake Road - Telegraph area Call Mr Bob Perkins

BEAUTICIAN Male, experienced in haircutting and have styling Artistic Salon Livonia Mall 476-0064

Edward Andrews Co

600 W 8 Mile Rd
Hazel Park

WAITRESS, food and drink experienced only, Sherwood Inn 261-6300

TELEPHONE SOLICITORS experienced, 9 30 to 1 30 PM Salary and commission Call Mr King 559-9750

EMPLOYMENT COUNSELOR
Full time position to work with people and have sales or public contact experience, we will train you! Salary, Bonuses Call Jim the nation's largest employment service Call Mr Schreiber
588-5400
SNELLING & SNELLING PERSONNEL

HELP wanted, full or part-time, apply in person Little Caesar's, 6425 W 11 Mile 8841 Nine Mile Rd 20000 Southfield 20007 W 12 Mile 1120 North Woodward Ave 328 E Hunter Or your nearest Little Caesar's location

HOSTESS, 11 Am to 4 Pm 5 days Apply at The Polynesian House 3800 Plymouth Rd Livonia

GARDEN CENTER MANAGER

WE are looking for an ambitious, self starting, reliable individual with transferable management history Short, Fertilizer and all related items to manage all phases of Garden Center, including distinctive plants from seed through maturity Dependability and enthusiasm are a must Send a complete resume, including previous employment, References and salary requirements to Box 720, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

WANTED, experienced, graduate pharmacist Apply Walgreens Drug Store

WARD NURSE, efficient, dedicated person for long term employment, With three working relationship Contact Hospital For Animals, 30400 Grand River, 3 blocks west of Telegraph

ELECTRICAL INSPECTOR

$13,478 - $15,870
(Plus cost of living & benefits)
Must be Livonia resident with journeyman electrician's license and at least 3 years of full-time electrical work experience within the last 10 years Apply by Friday May 23 to City of Livonia Civil Service Commission 33220 Five Mile Rd

WAITRESSES, afternoons, 3 PM - 10 PM Apply at the Redgate House 30000 Plymouth Rd Livonia

PAINTERS
Experienced painters needed for Jobshop employment Must have complete knowledge of exterior painting expertise 355-1000

General Warehouse

Experienced warehouse stockman and 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

EARN EXTRA MONEY
We have openings for mature persons who wish to earn extra money Work 5-9 PM in our Southfield office setting appointments for promotional presentations No selling Salary plus bonus Call Mr Kerr. 559-0613

A JOB WITH A FUTURE
If you are aggressive and motivated in rapid advancement with a growing national consumer finance organization, then here is your opportunity We offer excellent salary, and extensive company benefits while you participate in training for managerial responsibility Positions are open Now for high school grad Evening interviews available Call Mr Lee, 557-7300 age at US Life Credit Corp 535-0770

USED CAR PORTER

Must be 18 years old with valid driver's license Excellent pay and benefits Inquire Bob Dusseau, Jr

BOB DUSSEAU
LINCOLN MERCURY
31625 GRAND RIVER
FARMINGTON 474-3170

EXPERIENCED Driver, minimum service, 10 years, chauffeur's license, available for delivering, in ton Van Contact Mr Ford 525-6323

PHOTOGRAPHERS
WEDDING
Pay Job $$$$
373-1300 before 6 P M

Assembly Work

Young man 18-25 for light mics assembly work
Apply 8 30 am 4 30 pm
NOVI PRODUCTS
40100 Grand River
between Haggerty & Seeley,
north side of Grand River

PART-TIME janitorial work early mornings, 15-15 hours per week, must have car, must be 18, apply 32801 Plymouth Rd Livonia

FOREMAN, manufacturing experience required Excellent salary benefits and advancement opportunities Birmingham area Send resume to Box 720, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

UNDERWRITER
$14,000
Minimum 5 years experience Commercial liability NW Fee paid. Selda. 569-0700

KAY TURNER PERSONNEL
18280 W 10 Mile Rd
SOUTHFIELD

GARDENER'S HELPER, 5 day week, 40 per week Call between 3 and 4 PM 851-8380

500 Help Wanted

Due to an aggressive expansion program, we have the following openings
Bookkeeper
Chemist
Keypunch Opr., IBM systems 11
Laboratory Technician
If you have experience in one of the above positions and are looking for steady work in a good working atmosphere with fringe benefits plus profit sharing, send a brief description of education, work experience and salary expected to Box 728, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

BOYS, Girls, 16 or over Wanted to sell ice cream from our ice-cream truck Apply Dairy Queen, 34025 Schoolcraft, Livonia

MAINTENANCE man for office building, 3 days per week, 7 AM - 11 AM W Clarenceville Co 421-6380

GENERAL RESTAURANT HELP
FULL OR PART TIME
DAYS AND NIGHTS
APPLY IN PERSON
HARDEE'S RESTAURANT
22565 WEST 8 MILE
DETROIT

PROFESSIONAL all Brand Day Groomer needed Experienced Farmington Hills 476-6380

EXPERIENCED help wanted for advertising composition and paste-up Experience in typesetting and paste-up preferred Light typing Call Mr Magnuson Sherry's Advertising Co or Erma Brown at 398 3 Main or call 348-0000

General Maintenance
We are looking for a dependable handyman available to work full-time day shift Good pay-and benefit program Please send a letter giving qualifications and salary required to Box 720, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

NURSERY SCHOOL TEACHER Farmington area Tuesdays and Thursdays 12 per hr Please send resume to Box 734, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

WAITRESSES, experienced in dining, weekend shifts available Henry's Deli. 355-4300

A COUPLE for 30 unit apartment building, 5 mornings a week, 3 hours maintenance work Free heat, utilities, and apartment 557-0355

BEAT INFLATION

Earn $800 - $1000 per year, pay for your boat, bike, car, house or house. Experience not necessary Ages 17 to 38. Veteran may qualify to age 53 Part time positions, 1 weekend per month Special programs for high school students Immediate openings in many areas Call collect Westside Job Corp, Eastside 268-8474 Michigan National Guard

EXPERIENCED ESTIMATOR wanted for major Southeastern Metro Detroit area Architectural trades Send Resume to Box 734, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

BACHELOR DEGREE in Nursing to tutor student in some Call between noon or after 9 PM 588-6200

502 Help Wanted Dental-Medical

REGISTERED OCCUPATIONAL THERAPIST needed P O Box 328 Plymouth, Mich. 48170

FULL-TIME registered nurse, hours 7-3 or 8-11, apply PO Box 328, Plymouth, Mich. 48170

RN'S or LPN'S

Needed for midnight charge nurse Full 11 30 PM to 8 AM Excellent pay, fringe benefits and good working conditions For interview call Miss Lansky RN at

531-7200

Presbyterian Village
In Oakland Twp

MEDICAL ASSISTANT Full-time 206-0179 after 5 Farmington Hills Experience necessary Phone

RN or LPN
Full or part-time Afternoons Apply 9 AM to 4 PM, Monday thru Friday
ARNOLD HOME
19528 W 7 Mile
KE1-4881, Ext 30

RNs & LPNs

PART TIME
MIDNIGHTS & DAYS
CAMELOT HALL
35100 Ann Arbor Trail
Livonia 522-1444

DOCTOR'S OFFICE, Plymouth, 350-Mobell, mature woman, preferably married, hours during school, 12noon, telephone, light bookkeeping Good pay opportunity, paid insurance, pension and profit sharing, for 2 days Including 2 evenings 6 to 7 and Saturday AM required Call Tuesday, 8AM to 11 AM GA 7-0001

LPN

DAYS
Apply in person
WESTLAND
CONVALESCENT CENTER
36137 W. Warren
Westland

DR'S OFFICE, 2 persons needed, Dr's Assistant - Receptionist, Full-time, part-time, medical background not necessary, similar experience will qualify, pleasant office, good benefits, Joy Rd - Southfield area Please write stating age, qualifications to Box 726, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

502 Help Wanted Dental-Medical

DENTAL assistant, experienced, full-time 7 Mile - Inkster area Call 477-8340

X-RAY TECHNICIAN

Employment opportunities available in the Livonia and Farmington area. Please call

476-5401

DENTAL Assistant, part-time for W Bloomfield Orthodontic office Experienced 851-7373

MEDICAL ASST.
PART-TIME for well established surgeon's office No previous medical experience necessary Typing required and general office duties helpful Good salary and benefits Send Resume to Box 600, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

WANTED - Experienced dental receptionist for group doctors of Plymouth area Some evening and some Saturday hours 453-2220

R.N. - L.P.N

Full and part time available day shift No rotation Excellent pay scale and benefits Modern skilled nursing facility Call Director of Nursing

255-1010

DIRECTOR OF NURSING

For an established nursing home in Westland - Livonia area Medicaid, Blue Cross approved Experience preferred Send Resume to Box 710, Observer & Eccentric News-papers, 36251 Schoolcraft, Livonia, Michigan 48150

BOOKKEEPER Full charge accounts payable, full charge of five will pay board system Calculation between 5 and 12 am 645-6880

ORDERLIES

Day shift, steady work, some experience necessary Good pay and benefits Apply 9 to 3 Nurses Dept

FARMINGTON NURSING
HOME
35005 Folsom Rd Farm
477-7400

DENTAL Assistant, experienced, full time employment for Farmington area 476-0600

HAPPINESS IS:

LPNs who enjoy going to work, being paid a good salary, having pleasant working conditions, and good benefit program. Apply in person at

MIDDLEBELT
NURSING CENTER
14900 Middlebelt, Livonia

DENTAL ASSISTANT Receptionist, mature, must take X-Rays Salary open Northland area 559-0011

MIDNIGHT RN

Full-time position available in modern extended care facility Good salary and benefit program Apply in person at

MIDDLEBELT
NURSING CENTER
14900 Middlebelt, Livonia

CHARGE NURSE, LPN'S and RN'S All shifts, modern Nursing home in Farmington Pleasant working conditions Orientation period Call Mrs Sutherland at 477-7297

MLT, AMT RN OR LPN

With minimum experience for Medical laboratory in Plymouth, Michigan Full time Call Mr Allen

313-769-8626

DENTAL Receptionist, Livonia area Secretarial experience and skills preferred By appointment 425-4750

NURSE AIDES

FULL OR PART TIME
ALL SHIFTS
Apply in person
FRANKLIN MANOR
CONVALESCENT CENTER

352-7390

JYOVIA Dental Office is looking for a friendly young girl interested in a challenge assisting 4 day week, 8 AM - 5 PM Mon, Tues, Wed, Thur, and half days Good resume and photo to Box 734, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

504 Help Wanted Office-Clerical

LEGAL SECRETARY

Excellent typing and shorthand Experience necessary Birmingham Firm $750 fee paid

Lois Ray Personnel
559-0560

EXEC. SECRETARY

For national headquarters of major company Beautiful office with a view $650 to $750, Medical, Dental Fee Paid

ACCURACY
PERSONNEL
Birmingham 642-3050
Southfield 358-2010

CLERK - TYPIST
High speed and typing skills can be used to advantage Call Mr Kaplan between 10 and 4 Office Overtime Employment Service 355-0000

AVAILABLE
SEER TERU STEOTS ... TO $600
TWX RECEPTIONIST ... $600
RECEPT CASHIER ... $600
TYPIST ... $600
KEY PUNCH, DATA ... $600
PERSONNEL SECY ... $600

Many other positions available.

ALLS JOHNSON PERS.
32968 Hamilton Court
Farmington Hills 478-3900

COUNSELING SECRETARY Immediate opening 12 month position, Associate degree with two years experience in Counseling Age 30 yrs Apply, Northville Board of Education, Attention Mrs Dunn, Director of Personnel, 501 W Main

504 Help Wanted Office-Clerical

IMMEDIATE OPENING
Doctor's office, looking for a bright gal with excellent typing skills No experience necessary Salary $700 with top benefits

ACCURACY
PERSONNEL
Southfield 358-2010
Birmingham 642-3050

Farmington Typist
Variety job for good typist who likes $130 week and pleasant surroundings Interesting career opportunity starts now Call 591-2311 LIB 8 pm Personnel
Permanent Staff Co.

Phone Ability
$550 No Fee

Get that "get-of-job" that puts people at their ease? Then you're just the person for this lovely office where phone work and greeting clients are your meat! experienced Good typing essential. Call 354-2230 LIB 8 pm Personnel

THE FREE AGENCY

PART-TIME receptionist, 5 to 11 PM Three nights, flexible Monday through Thursday Experienced with children preferred 725-6000

SUNSHINE SPOT ROYAL OAK

You'll meet and greet clients at this posh from desk of prestige company $500 month to start Good typing skills essential been Company paid ski agency fee Call 968-2280 till 5 pm Personnel

PERMANENT STAFF CO

CLERK TYPIST

Established Northwestern area finance company seeking permanent employee Experience preferred but will train if qualified in typing and general office procedures Mr Morrow

537-1330

GM Dealer, extensive payroll and receivable bookkeeper Experienced only Office Manager 420-4400

PAYROLL CLERK

Some good bookkeeping experience needed here $500 month plus company paid ski agency fee to pay Call Mr Johnson to handle large payroll for west area company Call 398-2111 till 5 pm Personnel

PERMANENT STAFF CO

GENERAL OFFICE BEGINNER

If you are type accurately, you can start now! $ in Mile company will train you completely in bookkeeping. Diversified duties $475 month Call 591-2311 till 5 pm Personnel PERMANENT STAFF

GIRL Friday needed immediately Phone marketing, light office work Near Dry Dollard Mon only 10 AM 5 PM

ADVERTISING EXCITEMENT

Join the staff of top NW suburban company where you'll take dictation and type correspondence for two easy-to-please advertising execs $500 to start AND an agency fee to pay Call 591-2111 ext 6 pm Personnel

PERMANENT STAFF CO

OFFICE CLERK

Full-time Warehouse Office position. Typing, filing, inventory and traffic experience Call Miss Harrier weekdays between 9 AM to 4 PM.

349-5000

EXECUTIVE SECRETARY and or multitenger Highly paid career, exciting and challenging to supervise Director's office Very best benefits, challenging Call Mr Hogle PO Box 3700 Detroit Michigan 48237

SECRETARY

Southfield / $600
Architectural engineering firm Expanding staff all around secretary is 1 girl Only 3 years experience Minimum 40 WPM typing and shorthand Excellent working conditions with fringe benefits Nice office building

WOLF STINEMAN & ASSOC
37230 W 12 Mile Rd
355-0750

CLERK TYPIST
Small company Inventory helper Apply in 30901 W Warren, Dearborn Hts.

CLERK TYPIST

60 WPM, 3 days, 40 hours Excellent working conditions and employee benefits Salary Commensurate with experience and ability Call for an appointment

444-5000 Ext 43
SHELL OIL CO
20000 W 8 Mile
Southfield
An Equal Opportunity Employer

ASSISTANT Bookkeeper for payroll, accounts payable and receivable Bookkeeping machine experience helpful Mail resume to 8 Mile and Middlebelt area has numbers Call Mrs Renaud 477-6600

LEGAL secretary for large Southfield company Must have good skills & some legal background Good benefits $750, & fee paid

ADAMS
&
MARTIN
PERSONNEL
920 E Maple BIRMINGHAM

646-5600

GIRL FRIDAY

Very busy! Good typing, good ear, good, good, exciting time and fun and with training opportunity Call Mrs Hoard, Thursday good typist, training time, good benefits, training opportunity and top to all comes. Call Mrs. Hoard

DO Industries
525-6000

GIRLS GIRLS
Whether you have a little experience or a lot, we have many good openings for typists, bookkeepers, receptionists, clerks. Call Carol Lee Personnel 557-7000

504 Help Wanted Office-Clerical

SUBURBAN OPPORTUNITIES

Employers Pay Fee on These
INSURANCE SECRETARY, to $700 No $ N Good commercial experience required Farmington
SECRETARY, $600 S N and dictaphone Diversified duties Farmington area
ACCOUNTS RECEIVABLE, $600, No Fee Paid, % Reimbursed 12 years accounting experience Nort.
JR ACCOUNTANT to $12,000 Heavy general ledger Complex Farmington area Farmington
Call Mrs Evans 477-9840
SUBURBAN PERSONNEL

PUBLIC CONTACT

Bank seeks an secretary trainee or diversified job West 10 Mile location Detail conscious high school grad earns $120 plus ski bonuses Call 543-3143 till 8 pm Personnel

PERMANENT STAFF CO

PAYROLL CLERK
Experience in Accounts Payable Receivable and Payroll plus typing and NCR 33 machine background Durham Employment Service 352-0000

FRIENDLY SALES
SECRETARY
Do your own boss in this beautiful office managing the District Manager's affairs Your top secretarial skills will be appreciated Suburban Immediate $600 Call Lee Lamson now

353-6500
SNELLING & SNELLING
PERSONNEL

SOUTHFIELD SECRETARY
Beautiful office, outstanding company, good skills including some knowledge of bookkeeping, Media background helpful Call Gail Osborn today

353-6500
SNELLING & SNELLING
PERSONNEL

NEST
Excellent typing skills needed by industrial distribution office Top benefits salary and very pretty Durham Employment Service 352-0000

SEC'Y. W. SUBS
Like to stay busy on job where your skills are appreciated? Ok-the-g here needs your organizational ability. Good take-a-letter skills essential $125 week No payment agency fee to pay Call 591-2111 till 6 pm PERMANENT STAFF

Legal Learner
$650 No Fee

Two years previous secretarial experience will start you in gorgeous legal office Excellent training and on-the-job training Call 354-2230 till 8 pm There's never an agency fee to pay at

THE FREE AGENCY

TYPIST, BOOKKEEPER
One girl shop needs individual with varied office abilities and top notch skills Durham Employment Service 352-0000

GARDEN CITY RECEPTIONIST

Lovely job for outgoing person with pleasant personality Must be able to contact and variety in modern medical setting 1000 month to start and raises Call 591-2111 till 8 pm weekdays Personnel

PERMANENT STAFF CO

BEAUTIFUL OFFICE
$500
Like to type? Like variety? This would be your dream job! Fantastic to the Civil Service Officers Apply by May 9th 1975 at

REDFORD TWP
CIVIL SERVICE COMMISSION
15145 Beech Daly Rd
KE 1-3110, Ext 74

IMMEDIATE OPENING
Typing, light dictaphone Top salary and benefits Apply or Reply to Box 735, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

SECRETARY Experienced in or trained for second positions headed under CETA TITLE II This federal funded program REQUIRES that

1 You be a Redford Twp resident

2 You be unemployed (at least 30 days) or underemployed

$3.75 per hour Liberal fringe benefits included You must be able to prove all of the above Apply at the Civil Service Officers Apply by May 9th 1975 at

REDFORD TWP
CIVIL SERVICE COMMISSION
15145 Beech Daly Rd
KE 1-3110, Ext 74

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Typing, light dictaphone Top salary and benefits Apply or Reply to Box 735, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

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15145 Beech Daly Rd
KE 1-3110, Ext 74

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY

TRAINED & EXPERIENCE
In all areas Minimum of 3 years experience required Salary commensurate with proven experience Contact MRS BEDOE between 10 AM & 3 PM
UNITED STATIONERS SUPPLY

259-3400

EXECUTIVE SECRETARY
Typing, shorthand good office skills, automotive experience helpful Royal Oak Please call 542-7400

EXPERIENCED OFFICE HELP

For steady part time work
CALL

883-6888

SECRETARY With some bookkeeping experience for 1 girl bookkeeping office variety 10 Mile Southfield area Call Mrs Bogy, Box 726 Observer & Eccentric Newspapers 36251 Schoolcraft, Livonia Mich 48150

RECEPTIONIST
PART-TIME
Ideal for College or High School Student Well groomed girl 18 to 25, with sparkling personality Must have pleasant telephone voice and like to meet the public Light typing background required Monday, Wednesday and Thursday evenings 5 9 Saturday 9-5, Sunday 12 3 Additional hours available in the summer $2 00 an hour
CLOSING SECRETARY
Real estate and mortgage experience necessary Supervisory position for qualified person Must have pleasant telephone voice Salary Profit sharing Hours Monday through Friday 9-5 00 Call Don Wolfe for an interview
OUR 50TH YEAR
HARRY S WOLFE CO
32300 Five Mile

PART-TIME, mature attractive receptionist Professional office Approx 10 11 hours per week Some evenings and Saturday morning Pontiac Mall 682-1117

EXEC. SEC'Y.

Needed for General Contracting Company to assist president Customer service experience helpful Background helpful thorough knowledge of Bookkeeping accurate typing and shorthand

352-0615

CLERK - TYPIST Local office of Insurance Company Located in the office equipment industry has opening for a bright personable girl to learn a good typing job. We are spoiled Should be able to handle a variety of assignments and have experience with telephone and office procedures Good starting salary and generous benefits including profit sharing and bonus and General Building Salary Corp 30000 W 8 Mile Southfield 476-1880

REDFORD TWP RESIDENTS
OFFICE CLERK

Redford Twp has immediate openings for several positions funded under CETA TITLE II This federal funded program REQUIRES that

1 You be a Redford Twp resident

2 You be unemployed (at least 30 days) or underemployed

Apply at the Civil Service Commission Redford Twp

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Outside Salesman

Ambitious young man with advertising or sales experience. Full benefits including paid life insurance. Blue Cross, vacations and mileage Salary plus commission Monday through Friday, hours must be flexible

Apply to
Art Langer

261-8600

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36251 Schoolcraft, Livonia

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