504 Help Wanted Office-Clerical

ORDER ANALYST, 2000. Fee Paid. Need good analytical skills. Table reading experience helpful. Marshall, Call Mr. Green, Mgr. 477-8300

SECRETARY

One girl Southfield office. Experience necessary. General office duties. Typing 60 wpm. $600.

Lois Ray Personnel
559-0560

RECEPTIONIST-Typist, mature, experienced person needed. Some bookkeeping. Good salary. Call Jim Roland, Chateau Estates. 559-3000

SERVICE CLERK

Traffic department Troy firm, good typing, dictaphone, and figure aptitude, benefits, $575. fee paid.

Lois Ray Personnel
559-0560

SECRETARY TO DIRECTOR OF MARKETING. Good typing, shorthand and dictaphone. $125. weekly. Call Ann Amos, Chateau Estates. 559-3000

SUBURBAN OPPORTUNITIES

INSURANCE SECRETARY, 2700. Fee Paid. No S.B. Good customer relations required. Pleasant surroundings.

STAT, 2500. Fee Paid. Experienced or will train 70 WPM typist. Established

SATER, to $750 plus. Fee Paid. Need good customer relations experience. Immediate!

Call Mrs. Evans 477-9840
SUBURBAN PERSONNEL

ORDER ANALYST, 2000. Fee Paid. No S.B. Good analytical ability. Pleasant working environment. Bright Established. Call Mr. Green, Mgr. 477-8300 Fee Personnel

BILLING CLERK

Medical Lab-must have Blue Shield billing experience. Figure and detail oriented. Good salary and benefit program. Call Joan, 357-1078

RECEPT. GENERAL OFFICE. Must be able to type 40 wpm, operate switchboard and do basic bookkeeping. Will accept typist ready to perform duty at Walpole Centers, 30300 Telegraph Dr. Southfield Bldg. off Long Lake but between Inkster and Middlebelt.

RECEPTIONIST-SECRETARY. For management non-profit firm located in Southfield area. Responsible for telephone switchboard, typing of personal correspondence, and other responsibilities to Box 884, Observer & Eccentric, Livonia, Michigan 48150

NOW! Troy needs full-time bookkeeper. For start, approximately July 5. Book keeper or assistant preferred, but will train right person. Above $130 per week. Mr. Esterman. 649-7000

LIKE TELEPHONE?
$630 PLUS

Top suburban company is looking for "personable" person to challenge people - contact position. Call Ray Taylor

588-5400
SNELLING & SNELLING PERSONNEL

NEED bright flexible person for receptionist position. Will be responsible for telephone, data entry, typing. Data processing/typing knowledge helpful. Interesting and pleasant working environment. Call Mrs. Lowry, company, 5 Mile-Greenfield area. 354-5200 for appointment.

SECRETARY

with excellent typing skills, good shorthand and figure aptitude for busy Birmingham Company. Start immediately. Call

642-5500

BOOKKEEPER. Young woman with automated experience between 2 years and 5 years. Will be responsible for payroll, general ledger, reconciliation for CPA office in Telegraph - 15 Mile area. Mr. Stamper 355-3270

LIKE TO TYPE?
TOP NOTCH Company needs Bright person who is comfortable with figures to join them in responsible position. Benefits are first in Town! Start $575. Fee Paid.

ACCURACY PERSONNEL
Birmingham 642-3050
Southfield 358-2010

BOOKKEEPER. Retail furniture experience preferred but not necessary. Pleasant Furniture, 30600 Plymouth Rd.

Legal Learner Greenfield Rd.

Bright High School Grad with above average typing will train for career in legal. $400 per month to start. Good advancement. Call 543-3040 ask for Mr. Stamper

PERSONNEL
PERMANENT STAFF CO.

YOUNG, mature woman needed for General office work. Prior typing or telephone experience. Typing & mathematical aptitude required. Pleasant surroundings. Prefer Troy & Auburn Hills area.

Free Training W. 8 Mile

High School Grad who types well will receive free training in transportation field. $475 weekly to start. Excellent benefits and advancement. Call 543-2040 ask for Mr. Stamper

PERSONNEL
PERMANENT STAFF CO.

SECRETARY to Administrator for Jewish Home for Aged. Pleasant working conditions. Typing 50 wpm, some shorthand. Call Mrs. Gaddis, 559-9100, Mon.-Fri. 9-5.

ACCOUNT CLERK-CASHIER with some bookkeeping experience to work in Finance Department. Good and accurate with numbers. Starting Salary $600 per month.

City of Farmington Hills
31555 11 Mile Rd.
474-6115

SECRETARY
Immediate opening for secretary with some experience. Typing 60 wpm. Will train. Call - early before 10 or after 3 p.m.

DOALE ACADEMY TOOL INC.
28000 Grand River
Farmington

DR.'S GREETER

Bright girl, age unknown? If you have a pleasing personality and neat appearance and above average typing, you're qualified for responsible position in this well established medical facility. $400 per month. Call 355-0111 till 5 PM. Personnel

PERMANENT STAFF CO.

LEGAL SECRETARY for Birmingham law office. 3 to 4 days weekly. Experience needed. Call 642-6828

504 Help Wanted Office-Clerical

BOOKKEEPER
SECRETARY
FOR SMALL Manufacturing Company. Oldmour office. Personable bosses, up to trial balance, please. $385 to $450. Benefits. Negotiable Fee

ACCURACY PERSONNEL
Birmingham 642-3050
Southfield 358-2010

SECRETARY
Bright attractive Orchards for 2 girl office. Typing. Apply in person 31400 Plymouth Road Telegraph

"Catch On Quick"

Prestige company in Northwest suburbs will train you completely for interesting secretarial duties. Learn new typing and promotable shorthand skills are all you need. $600 per month. Call 591-5111 till 5 PM. Personnel

PERMANENT STAFF CO.

STENOGRAPHER. 15-M executive typewriter, shorthand essential. Law office, Somerset Mall, Troy. 643-9600

No Short'd $600 Fee Paid

Promote legal firm pays personnel agency fee for your 1 year's legal experience and salary average stable. Shorthand OR Data skills O.K. here. Call 354-2020 till 5 PM. Per your interview with

THE FREE AGENCY

SCHOOL SECRETARY
For school year 1975 - 1976. Typing, bookkeeping, general plant. Call Wayne Apply 721-0000

Fast Advancement N'Western Hgwy

Variety posted beginner's open starts you at $600 per month. Good typing essential. No experience needed here. Call 569-2040 till 5 PM. Personnel

PERMANENT STAFF CO.

GENERAL OFFICE. 40H WEEK. Southfield Firm has spot for High School Grad. Employment Center 355-0000

Office Aptitude $450 Per Month

On exercising variety posted job High school grad who types well will find challenge complexity and enjoy good advancement. 10 5 Mile location. Call ours at 354-2111 till 5 PM. Personnel

PERMANENT STAFF CO.

SECRETARY to Physician in Hillel Medical Bldg. Light typing, general office duties with knowledge of medical and English preferred. Hours 9-1 Mon. Call Mrs. Bernstein, 559-2000

349-5000

ALL AROUND OFFICE GAL

Experienced Bookkeeping, payroll, general office duties and public relations helpful - Retail Furniture and Gift Shop in West Bloomfield. Call between 8:30 and 5 PM.

BRASCH IMPORTS, INC.
626-0031

OFFICE CLERK

Permanent position for experienced person to work in a drug store & receiving warehouse office of a wholesale drug company. Must have typing and traffic experience. Call Mike Barrier, Fresh N' Ken Co. weekdays between 9 and 4 at

349-5000

RECEPTIONIST with light secretarial duties required for Physician office in Troy. Typing and telephone experience required. Some bookkeeping experience helpful. 649-8000

NORTHLAND $500 FEE PAID

Pres. fast moves here for sharp typist who can take dictation. Variety position includes lots of public contact. Call 354-2020 till 5PM Employers pay all personnel agency fees at

THE FREE AGENCY

Light Experience Like Typing?

Start now at $600 per Month. W. 8 Mile employer provides excellent benefits for you! Get ahead with Automatic and all around office experience. Call NOW! at 591-5111 till 5PM Personnel

PERMANENT STAFF CO.

SENIOR TYPIST
SMALL Growing Company, Downtown Birmingham. Interesting varied duties. Typing, good personality, general secretarial duties, full time. Must have resume. 642-0040

RECEPTIONIST for Birmingham Law Firm. Good typing and telephone. Fee Paid

SECRETARY for Oak Park Accounting Firm. Good but typing. Good telephone. Salary $600 to $650, fee reimbursed.

ADAMS & MARTIN PERSONNEL

920 E. Maple BIRMINGHAM
646-5600

DEFENSIVE OFFICE. Excellent salary for qualified person. Must have 60 WPM and 2 years of bookkeeping, or 2 years of bookkeeping and 2 years of clerical. Or typing is a real asset. Excellent benefits and advancement. Call 543-2040 till 5PM daily Personnel

PERMANENT STAFF CO.

General Office

We are looking for a mature person with previous office experience for an established firm in Farmington. Must type over 50 wpm. Call for an appointment.

477-5700
An Equal Opportunity Employer

ACCOUNTANT
Farmington Hills national manufacturer. Degree or equivalent. Accountant to assume 2 months of vacation. Call Mr. Trudeau 851-3000 ext.

TEMPORARY WORK NEAR YOUR HOME FOR
TYPISTS
SECRETARIES
STENOGRAPHERS
KEY PUNCH OPR.
All Office Skills
CALL
WITT GIRL
545-6828
FOR OFFICE NEAREST YOU
In Livonia call 525-0330
Mon. & Fri. 10 - 3 PM.

504 Help Wanted Office-Clerical

CLERICAL DUTIES. General office work. Typing. Short hours. Salary. Call Elmer 1 PM. 351-2000

ONE GIRL OFFICE needs 35 to 50 wpm, and good typing. Payroll, and general duties. Good salary. Salary dependent on experience. 851-8000

COST ACCOUNTANT

FARMINGTON AREA, College degree or at least 2 years of college and working towards degree. Minimum 2 Years experience in Job Cost and familiar with computer. Excellent benefit program. Forward your Resume, including salary requirement, to Box 904, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

PART or Full-time secretarial work and bookkeeping in comfortable office 12 Mile - Middlebelt. Experienced. 661-1111

SECRETARY Part-Time

Typing and shorthand required for this position in our District Sales Office. You will be performing a variety of secretarial and clerical duties.

If interested, please send resume or letter of introduction to Sales Manager

PANDUIT CORP.

24681 Northwestern Highway
Suite 9 3
Southfield, Mich. 48075

An Equal Opportunity Employer

FARMINGTON AREA, general office work. Must enjoy to typing accurately. Knowledge of bookkeeping, accounting, or other office procedures helpful. Salary open. Mon. thru Fri. 8 to 5. Per interview, call 474-6000

ORDER BOARD

for wholesale Drug Company. Need experienced with Pharmaceuticals and familiarity advertising, health and beauty aid products. Pleasing phone personality a "must". Call Mike Barrier, Fresh N' Ken Co. weekdays between 9 and 4 at

349-5000

NATURE salesperson, part-time or full-time. Birmingham area. Call Bloomfield area 338-0070

Ladies & Gentlemen

$$$ a Week Opportunity, exciting homeworking. Work days or evenings. Car helpful. Experience unnecessary. For interview, call 559-9000.

An Equal Opportunity Employer

EXPERIENCED SALESPEOPLE

$$ per call made first reader. YA commission basis. Can use 3 Co-Ordinators. Call Judy today to discuss your new future!

ELLIS 476-1700

FELL or part time, opportunity for male or women interested in making money.

AMBITIOUS SALESMEN WANTED!!

Several sales positions are available to people that are interested in the Swimming Pool Outdoor Living selling experience preferred, but not required (will train). Serious minded with professional attitude producing over 10 million dollars worth of outdoor activity. Excellent training program, benefits plan, etc. Call Mr. Weston 357-0900 for personal interview.

chamberlain

INTERESTED IN SELLING REAL ESTATE?

Call TODAY for an interview
Plymouth-Northville
Vera Bedford 459-6000
Livonia-Farmington
Tom Baxter 476-6000
Westland-Livonia
Gary Cook 721-5000

chamberlain

NATURE salesman, children's apparel, full-time, experienced only. Call Mr. Ross, Mr. Fredrick, Mr. Cary 2000 Lake - Maple 851-8610

AVON

MAKE BEAUTY YOUR BUSINESS. Sell Avon's fragrances and cosmetics and daily needs in your own territory. Call for details.

645-0455

352-2926 422-2752

Real Estate Sales

Earn while you learn. Business is good and we need help. Full or part time help for our New and Used Home Division. For a confidential interview call Jerry F. Edwards, 477-4700

Sales Position, easy for creative sales, experienced preferred, salary - open.

SALESPEOPLE

Experience preferred but not necessary. Pleasant working conditions with tried to learn and earn. An exciting and rewarding career in Advertising. Call 557-5300 or apply at

Mon. V. 9 - 5 p.m., Daily 9 - 5
Sales Mr. Office 30, Bradford

TELEPHONE SALES
Part time, Apply in person
SATER, 5 Mile at
Farmington Rd.
Manor of Beach Daily

FULLER BRUSH

CAN use several School Teachers & College Men or Women for Summer work. Excellent earnings. Car necessary. For interview, call

271-3738

ASSISTANT Manager needed for Bridal Shop. Knowledge of bridal and formal wear helpful. Apply Wedding Gallery, 30000 Telegraph, Bingham Farms.

DO YOU NEED A NEW WARDROBE?

Get it now clothes at a cost of 10 cents, or a 1935 wardrobe from the 1 to 5 years work. Call Grosvenor in Pontiac.

Jim or Pat 476-5174
Dearborn 427-0064

YOUNG LADY to call for contacts. 40 hours, 5 days, including Saturday

504 Help Wanted Sales

SALES with 2 companies to meet in 1 selling situation. Call Mr. Ross, 2000 Lake - Maple 851-8610

Fulltime salesperson needed for Ladies Apparel Store. Call Mr. Fisher, 591-4111

CENTURY 21

REAL ESTATE SALES
EXPERIENCED ONLY
We need one full-time salesperson to round-out our staff. Charming office located in quaint Plymouth, 975 S. Main. Real time plus opportunity to run your own ads if you desire. Added benefits, high commission, paper, tools, full-time sign installer, fast moving market. Earn more with the best at CENTURY 21. Call JIM COURTNEY or CHUCK JAMES for confidential interview at

453-7600

LADIES
Fashion Wraps of Minnesota has opening for store manager, assistant, and salesgirls. No experience necessary, will train. Salary open. Call Mrs. Gaddis, 559-9100, Mon.-Fri. 9-5. Fee Paid Personnel Staff Co.

SALESMAN WANTED
START AT THE TOP
City of West Bloomfield's president wants to talk to you. Do you want to work for him our future president? Well, we are looking for a young, aggressive and ambitious salesman to work in our sales department. Contact Mr. Ken Weatherwax, The Home of Fine Furniture since 1900.

BUSINESS IS GREAT

Schweitzer's April business topped that for April 10th, and has been one and best year in the 75 year history. The Schweitzer Sales Associates are never real sales opportunity to work in a fine, professional, pleasant and honest place. Excellent training program. Previous experience not essential. Call Don Dana, Troy Office Manager

Schweitzer
TROY OFFICE
689-3300

EXCELLENT OPPORTUNITY
Established business is looking for distributors to manufacture & warranty Home Improvement Products. Unlimited potential. Ideal for a high income family. No experience necessary. Training & exclusive territory available. Call for appointment with Peter Van Eaton 559-2000

IF YOU are interested in a career which offers unlimited income potential, the freedom to make your own hours, and the satisfaction of assisting your family, friends, and neighbors with their Insurance Needs, then this is for you. Call Mr. L. Ney

FEMALE baby counsel, Elegant product, training for professional people, Call Mrs. Ann Ellis, Holiday Gift Plaza, After 5 PM, Monday thru Friday. Lathrup Village

CANVASSERS

SELL
FURNACE
CLEANINGS
Apply at
Accredited Heating
and Cooling Co.
24521 W. McNichols

High School Graduates, have varied interests? Earn $10,000 to $15,000 your first year. Call Mr. Bellfield, 559-2000

Real Estate Sales

- Recent expansion creates openings for experienced or beginning sales people
- 3 locations, Redford-Detroit, Farmington and Midland
- Full or part time
- Paid training
- Multi-list computer
- Contact Mr. Keesham

538-2000
ALGER F.

QUAST
REALTORS

COSMETIC GIRL, full-time, experienced preferred, training available. Interesting salary, benefits. Call Mr. Tagalis, Fashion Barn. 661-7170

WANTED

Above Average Person
to help me with my fast growing Cleaning, Waxing and Windows Contract business.
Future Managerial Possibilities
Per interview, call Jim Gatsby 9-5.

373-0099

507 Help Wanted Part Time

OCCASIONAL overtime help. We will make you an offer you can't refuse. Ideal for your office. Ready very. Call today. Farmington.

BOOKKEEPER, mature, experienced, full time, part time, or part of time. Call Mr. Ross, 2000 Lake - Maple 851-8610

FLOORING firm, home work. Call Mrs. Ann Ellis, Holiday Gift Plaza, After 5 PM, Monday thru Friday. Lathrup Village

INTERIOR DECORATOR for our new Troy, Michigan Office. Call Mr. Ken Weatherwax, The Home of Fine Furniture since 1900.

EXECUTIVE SECRETARY for Bloomfield area firm. Work two days a week. Call Mrs. Ann Ellis, Holiday Gift Plaza, After 5 PM, Monday thru Friday. Lathrup Village

SAX MAN & SAX GAL. Professional Sax, Portable, Apply in Person Sax Shop 30600 Grand River, Farmington

PART TIME Sales Helper for Bridal Shop. Apply in Person Wedding Gallery, 30000 Telegraph, Bingham Farms. Mon., Tues., Wed., Fri., 9 to 6 Thurs. 9 to 8

BEST PART-TIME

Job In Town
Michigan Nat'l. Guard
548-5236

510 Help Wanted Couples

NATURE COUPLE, required for cleaning contract, 1 evening per week, 2 days per week, Farmington area. Call Mr. Ross, 2000 Lake - Maple 851-8610

COUPLE of 3 persons required for Office cleaning, 3 to 5 hours per week. Call Mr. Ross, 2000 Lake - Maple 851-8610

NATURE Couple to manage apartments, Salary plus, 2 or 3 bedroom Call 559-

EXPERIENCED caretaker couple, needed to do decorating, maintenance, and general care. Call Jerry, 559-

APARTMENT CARETAKERS

Experienced, 65 and 100 unit apartments, Plymouth and Outer Dr. Apartment, salary and incentives.

DAYS 557-0770
EVES. 557-5730

CARETAKER COUPLE - Handyman or handy for 65 family apartments in Ferndale. Call Mr. Ross, 2000 Lake - Maple 851-8610

RESIDENT MANAGER

Mature couple for new Suburban Apartment Complex. Maintenance knowledge required. Experience not necessary. No children, no pets. Opportunity for advancement with aggressive firm.

EXCELLENT SALARY
GOOD WORKING CONDITIONS

352-1450

510 Help Wanted Couples

APARTMENT CARETAKERS

Experienced, 65 and 100 unit apartments, Plymouth and Outer Dr. Apartment, salary and incentives.

DAYS 557-0770
EVES. 557-5730

CARETAKERS COUPLE - Handyman or handy for 65 family apartments in Ferndale. Call Mr. Ross, 2000 Lake - Maple 851-8610

ARE YOU TIRED of struggling to make ends meet and raising children? Do you want your own home? Do you want to be your own boss? Do you want to be independent? Do you want to be a part of a growing company? Do you want to be a part of a growing company? Call

BEST

PART-TIME
Job In Town
Michigan Nat'l. Guard
548-5236

512 Situations Wanted Female

EXECUTIVE Secretary, Academic for 3 years, July - August and September for the fall. Experienced, 10 years. Excellent references. Prefer by a Birmingham preferred. Reply Box 884, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RELIABLE high school student for baby tending. Your responsibility, Mon.-Fri. 8 to 5. Experienced. Leads 10 years.

GENERAL BOOKKEEPING, over 5 years. Farmington State Area. Call evenings.

GENERAL BOOKKEEPING, over 5 years experience. Southfield area. Call after 6 PM.

GENERAL SECRETARIAL, over 5 years experience. Southfield area. Call after 6 PM.

LOOK RESPONSIBLE baby sitter, baby - sitter, 5 years experience, 3 years in Bloomfield area, 7 year old girl for playtime. Large home.

BOOKKEEPING done in home.

QUALITY NURSING CARE IN YOUR HOME CALL 354-4290 MEDICAL PERSONNEL POOL

INSTRUCTING women how to apply Beauty Aids. Free Demonstration. Call Jeanette 559-2000

FULL DO Housekeeping. Experienced. Prefer Livonia. Call after 5 PM. 476-

HOUSE COMPANION position. Recreational. Car. Building and Grounds.

BOOKKEEPING, your personal home. Call after 6PM. Farmington area.

DESIRES PART-TIME work in Medical Bookkeeping. Experienced and bonded. Business Computer Knowledge. Excellent references. Prefer Troy or Birmingham area. Reply Box 884, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

LIMAR

Home & Health Service Inc.
DOMESTICS
NURSES
COMPANIONS
SITTERS
PARTY HELP
647-3540

TELEMARK - 5 little girls. Lady for day work. Excellent references. Private, no male from Birmingham

NATURE Woman to care for children, days. Prefer Livonia. Che child area. Recent references.

BOOK BOOKS, student desires clerical work during summer. Prefer Mon., Tues., Wed., Thurs. Call Mrs. Ann Ellis, Holiday Gift Plaza, After 5 PM, Monday thru Friday. Lathrup Village

DO you need a Dressmaking Seamstress? I'll trade a gal for dressmaking. Bloomfield - Farmington area. Call after 5 PM.

EIDOW woman available, light housekeeping, preferably Southfield area for a professional family. Call

Nursing Unlimited

State Licensed & Bonded
18 Mr. Specialized Care Per Day 18
R.N.'s Companion Nurses
L.P.N.'s P.N.'s
698-3360 Beverly Chapin
Registrar

COLLEGE GIRL (Senior, mature) desires babysitting, housework or any work. Prefer young children. Live-in. Typing, shorthand, some medical.

PIER LANCE ARTIST - Illustration, logo design, and copywriting. Call

SEAMSTRESS, 10 years, like new. Alterations, all types of sewing. Prefered and Longer Dresses, all types. Call Mrs. Ann Ellis, Holiday Gift Plaza, After 5 PM, Monday thru Friday. Lathrup Village

GIRL, HAVING bangs on blond hair, wig. Experienced professional. Reasonable. Farmington area. Call

DESIRE modeling for baby, or children's clothes. Also for baby sitting and companion. Live-in. Call

514 Situations Wanted Male

SHAW & Day's Painting, interior and exterior, neat and thorough. Free estimates, call Shaw, 477-3000

Two experienced college students available for yard work, gardening, painting and exterior decorating. Free estimates. Jack, 473-0775, Dave, 476-3551

A and A - YARD MAINTENANCE and Professional Work. Clean - up job too small. Free estimates.

ACCOUNTANT with Data Control background, 10 years experience, seeking Bookkeeping Position. Call

EXPERIENCED UNLIMITED
IN DEALING WITH O.E.E.
Results oriented, strong on communication, good organizational skills, Prefer Southfield area. Call Mr. Ross, 2000 Lake - Maple 851-8610

ACCOUNTANT available for bookkeeping work, long or short term, on or off premises. Reply Box

CARPENTER, Painter, 10 years experience, Reasonable prices. Call

GENERAL Bookkeeper, experienced in P.O. Reports, Work Sheets, Trial Balances, Financial Statements.

LOOK! Carpenter, all kinds, with years in panel and door work, Also Cabinets, Formica, Call

LOOK! Painting, stain work, reasonable, Wallpaper and Carpentry.

LOOK! Painting, stain work, reasonable, Wallpaper and Carpentry.

LOOK! Estate, black, enamel Lawn, in variety of shapes and Ornamental Children's pet grave

LOOK! Wood Stain work, all kinds, early fall, Friday evening.

FOUR-hour work, whole room painting, Reasonable, Call

LOOK! Carpenter, Painter, 10 years experience, Reasonable prices. Call

LOOK! Painting, stain work, reasonable, Wallpaper and Carpentry.

LOOK! Wood Stain work, all kinds, early fall, Friday evening.

LOOK! Estate, black, enamel Lawn, in variety of shapes and Ornamental Children's pet grave

LOOK! Wood Stain work, all kinds, early fall, Friday evening.