504 Help Wanted Office-Clerical

BIRMINGHAM manufacturers' representative seeks Secretary. Responsibilities for full-time job include: job bids, inventory, invoicing, typing and filing, development of sales Administration with customer and manufacturer contact, just order entry, bookkeeping ability. Must be good at mathematics and have an outgoing personality. Send resume to: Box 321, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY for export Sales Manager. Experienced, fluent French necessary. Mr. Adams 358-2000

RECEPTIONIST To $8,000 Nice personality and good typing will get you this one. 476-2266.

Material Production Control Clerk & Sales Secretary

Both positions require good typing and must be good with figures. Sales secretary will communicate with customers and sales reps by both phone and letters. Must be able to compose own letters. Salary $140 to $160 depending upon benefits. Apply in person or send resume to

Signaltone Corp.
30019 Schoolcraft, Livonia 48150

RECEPTIONIST for dental office. Typing necessary. Experienced preferred. Birmingham. 642-8100

SECRETARIES
We are an Akron, Ohio based international exchange organization growing quickly & seeking secretarial support for the offices of public relations, public affairs, & student affairs.
Qualified candidates must have previous secretarial training and/or experience. All positions require excellent skills: 50-60 WPM with accuracy. Dictaphone experience. Professional telephone manner & organizational ability essential.
We offer good starting salaries & many benefits. Probable relocation to Washington D.C. within the next 4 to 6 months.
For further information, please contact:
Personnel Dept.
YOUTH FOR UNDERSTANDING
2915 Washtenaw Ann Arbor, MI
769-7800
An Equal Opportunity Employer

ALL CLERICAL JOBS FEE PAID

We have many openings in Troy for qualified Typist, Secretaries, and Bookkeeper. Salaries to $900. Most companies have excellent benefits. All jobs are Fee Paid.

PREFERENCE PERSONNEL
362-3420

W. BLOOMFIELD law firm, receptionist bookkeeper, minimum 25 to 30 hrs. per week. Responsible for scheduling, record keeping, light typing and general office. Also secretary, typing card experience essentials. Full time, includes benefits, pleasant atmosphere in a girl office, salary commensurate with experience and skills. Willing to take responsibilities. Resume necessary. Call Peggy Mullins. 851-6100

CLERK TYPIST - Starting position, 8:30 to 5 Pm. Troy. 689-6210

AUTO DEALERSHIP ASS'T. BOOKKPR.

Experienced preferred but we are willing to train a qualified applicant who is experienced in office work. Good pay with excellent fringe benefits. Apply in person to office manager at Seaway Motors, 32615 Michigan Ave., (Dearborn) or call 278-8860 for appointment.

EXCELLENT typist, Southfield law office. Will train. Good working conditions. 358-4829 or 355-5474

504 Help Wanted Office-Clerical

RECEPTIONIST-SECRETARY
Fee paid, 600s plus. If you can type 50-60 wpm, and like meeting lots of important people, then this is the job for you! Nice Farmington office.

TYPIST TRAINEE
Fee paid, no experience necessary! type 15-40 and start today with this suburban firm! Excellent opportunity to advance.

SECRETARY
Fee paid, good typing and no shorthand required for this great job with nice suburban Co! Fast raises.

TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

BOOKKEEPER, Nevinville area, full charge (less trial balance. Must have experience with construction company books. Call 477-2890

TYPIST for phototypesetting with experience on Friday. Compugraphic, IBM Composer or similar machine. Steady job, good pay. Wellman Press, Inc., Lansing, Michigan. Phone daytime 8-4 PM 517-484-5400

A VARIETY SPOT FOR YOU!
Leading manufacturer in Communications offers challenging opportunity for your last word around office skills. $600 UP! Call Joan Hartz.

EXPERIENCED, mature typist. Full-time. Immediate opening. Farmington area. Call 9 AM - 5 PM: 478-8080

TYPIST $6400
Top notch company with great benefits wants you now. 476-2500
Snelling & Snelling Agency

LEGAL SECRETARIES-for Troy firm, experienced in Labor & Corporate Law. Excellent typing and shorthand required. Salary, $800 to $850 per month plus benefits. Fee Paid.

SECRETARY-RECEPTIONIST for Southfield firm, credit or leasing experience helpful. Good typing and light shorthand required. Salary, $650 to $700 month plus benefits. Fee Paid.

FULL CHARGE Bookkeeper for firm, located north of Pontiac Payroll taxes and strong bookkeeping experience required. Salary $10,000 to $11,000 per year plus benefits and fee paid.

EXEC' SECRETARY to President of prestigious firm, located in Lawson. Full secretarial duties including some payroll ,excellent typing and shorthand. Required salary, $15,000 to $17,000 per year plus benefits. Fee Paid.

ACCURACY PERSONNEL
642-3050Bloomfield 20310

CAREER OPPORTUNITY
Our modern Troy office needs an experienced secretary who enjoys the variety our business has to offer. We are a well established & professional insurance organization. Shorthand not required. Age is a barrier. Excellent fringe benefits. Phone mornings. 649-3600

Our expanding office needs a full-time Girl Friday. Duties includes a variety of office tasks, such as filing, reception, ordering supplies, etc. Typing required. Excellent fringe benefits. Age no barrier. Phone mornings. 649-3600

BOOKKEEPER
For diversified work in pleasant Southfield 4 girl office. Work includes payroll & payroll taxes, bills payable, complicated bank recs, etc, etc. Minimum 5 years experience required.

557-2500

504 Help Wanted Office-Clerical

Secretary-Receptionist
SOUTHFIELD
Busy management office, of apartment and offices plus affiliated real estate interest. Responsibilities are varied, involving telephone-typing-record keeping-leases-payroll-receivables.
Public relations personalities, dependability and initiative are important. Pleasant environment. Fringe benefits. Adequate salary to meet experience, plus increase. Call Mr. Lynch. Telephone 642-2500 for interview.
Cranbrook Centre Offices.

ADVERTISING AGENCY - has immediate opening for Media Estimator - Typist must be experienced typist, with at least two years college education. Ability to express yourself, analytical mind, good math aptitude. Excellent opportunity, benefits. Southfield Area. Addie - 353-2000
An Equal Opportunity Employer

EXPERIENCED in Blue Cross 1 or 2 days week. 12 Mile and Southfield area. Call Tuesday, Thursday 2 to 4 Pm. 946-5260

LEGAL secretary - experienced with shorthand. Troy - Somerset area. $775 month. 649-2910

Farmington Whiz $900/Mo.

VIP company needs you in their busiest division. Secretarial duties also include much client contact - so pleasant personality necessary. Fantastic fringes. PERMANENT STAFF. Personnel

388-8900

CLERK - TYPIST. Accurate typing skills required, good phone voice. Full-time position in Southfield area. Light Printing company. Call Audrey. 354-2221

SALES CORRESPONDENT
Large established capital goods manufacturing company has a position available for someone to be responsible for secretarial and administrative duties in a busy regional sales office located in the Southfield area. Specific duties will include: Heavy phone contact with customers, some coordination of inventory and providing supportive clerical help to sales and service personnel. Candidates should have demonstrated successful background in handling customer inquiries, thorough knowledge of office procedures and excellent secretarial skills. Comprehensive fringe benefits package and liberal starting salary commensurate with ability. Qualified candidates please send resume to Box 506, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150
Equal Opportunity Employer M/F

ADAMS & MARTIN PERSONNEL
920 E. Maple BIRMINGHAM
646-5600

SECRETARY needed for Troy location; shorthand & typing required. Real estate background helpful. Please send resume to: Box 519, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

EXECUTIVE SECRETARY for 6 months temporary assignment in Bloomfield Hills area. Must be able to use an executive typewriter and must have shorthand experience. Please call for interview. Wul Service. 967-0339

Key Punch Operator

Part-time day position for KEY PUNCH OPERATOR. Minimum experience required is 6 months on IBM 129 machine. Either phone ROBERTA 851-9400 ext. 250 or apply at:

Vlasic Foods Inc.
33200 W. 14 Mile Rd.
(near Farmington Rd.)
West Bloomfield
An Equal Opportunity Employer

SECRETARY

AND full charge Bookkeeper. Must have good typing skills and be experienced in all aspects of small company operations. Full or part-time.
LIVONIA AREA
261-0890

AIRPORT FIGURE CLERK

This company's bookkeeper and billing clerk needs your assistance. Good figure aptitude and some knowledge of office machines. $700 month to start.
/1 Personnel Place
646-7220

FULL-TIME Secretary. Light shorthand, good typing. General office skills. One girl office in Livonia area. Starting salary based on qualifications. All fringe benefits, Blue Cross-Blue Shield. Regular vacations, regular salary reviews. Please submit resume indicating qualifications and required starting salary to: 32900 Schoolcraft Road, Suite 410, Livonia, Mich. 48150. An Equal Opportunity Employer

ONE person needed, experience with parts and light office work is interested in working, call Harrison Refrigeration, Livonia. Call Monday thru Friday, between 10AM-3PM. 525-9020

SECRETARY MARKETING

Vlasic Foods has an immediate opening for mature, experienced secretary in the marketing department.
Requirements include typing 70-80 WPM, extensive dictophone transcribing and some shorthand. This position is an integral part of the marketing department, and the successful candidate will be accustomed to a fast paced achievement oriented atmosphere.
Please apply at:

Vlasic Foods Inc.
33200 W. 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield
An Equal Opportunity Employer

GIRL with telephone experience taking incoming calls is interested in working. Call Harrison Refrigeration, Livonia. Monday thru Saturday, 10AM-3PM. 525-9020

OFFICE SECRETARY, full-time, experienced. Typing, shorthand and general office skills needed. Livonia. 525-1500

GENERAL OFFICE

Applicant must possess aptitude for figures and ability to type 45-50 WPM. Insurance experience helpful but not essential. For further information, please contact Personnel Department.

Alexander Hamilton LIFE INSURANCE CO. OF AMERICA
12 Mile & Farmington Rd.
553-2000

TYPIST off Court Reporter. Southfield area. Want to learn, you have eyes equipment. Call: 358-0400

EXPERIENCED LEGAL Secretary, for Bourbeau Ritz, office 25 hours per week, send resume to Box 518, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

VARIETY JOB

Fast typing position you'r a bright future with this growing industrial firm in Wayne-Westland area. Salary $130-$135 week.

#1 Personnel Place
646-7280

PAYROLL CLERK. Need individual with experience for large payroll department. Prefer knowledge of computer. Excellent fringe benefits. Call Mrs. Berg, Sanford, Inc. 355-0500

504 Help Wanted Office-Clerical

AAA Summer JOBS

NO FEES
ALL OFFICE SKILLS NEEDED
CALL 542-9232

'SCOTT GROUP INC
'Temporary Div

FIGURE ABILITY
Growing Southfield firm looking for capable young lady to handle various types of detailed work. Excellent math aptitude. Some knowledge of IBM keypunch helpful. Typing 45 WPM. Excellent working conditions & benefits. For appointment call 353-5209

LEGAL secretary - experienced with shorthand. Troy - Somerset area. $775 month. 649-2910

Farmington Whiz $900/Mo.

VIP company needs you in their busiest division. Secretarial duties also include much client contact - so pleasant personality necessary. Fantastic fringes. PERMANENT STAFF. Personnel

388-8900

CLERK - TYPIST. Accurate typing skills required, good phone voice. Full-time position in Southfield area. Light Printing company. Call Audrey. 354-2221

SALES CORRESPONDENT
Large established capital goods manufacturing company has a position available for someone to be responsible for secretarial and administrative duties in a busy regional sales office located in the Southfield area. Specific duties will include: Heavy phone contact with customers, some coordination of inventory and providing supportive clerical help to sales and service personnel. Candidates should have demonstrated successful background in handling customer inquiries, thorough knowledge of office procedures and excellent secretarial skills. Comprehensive fringe benefits package and liberal starting salary commensurate with ability. Qualified candidates please send resume to Box 506, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150
Equal Opportunity Employer M/F

CLERK TYPIST
MAG CARD
SECYS

Register today! Positions available with no fees or service charge. Immediate openings in:

1ST Floor
Detroit Bank & Trust
111 W. Fort, Detroit 48231

QUALIFIED person to handle one-girl office. Accurate typing and previous experience necessary. Farmington location. 553-3730

SUMMER JOBS

A variety of openings available for:
TYPISTS/50WPM
SECRETARIES
RECEPTIONISTS
CALL
GALLAGHER
Temp. Personnel
968-1530
Minimum age 18, no fees or charges.

506 Help Wanted Sales

SALESLADY, experienced, well groomed. Wednesday thru Sunday for boutique shop in Troy. After 5 Pm. 527-2313

WANTED: Aggressive young man for men's clothing store. Salary and excellent benefits. 453-6530

STOCK BROKER CAREER
This company will pay for your training and expenses while you have a good sales background and some college $9600 during training. Position offers unlimited income. Good benefits. Fee Paid.
INSURANCE SALES TRAINEE
On the job paid training program. Must have sales ability. $250 a week during training.

PREFERENCE PERSONNEL
362-3420

$900 MONTHLY

Hiring for West Suburban area. Summer, & permanent openings.

Call:
534-2960

SALESWOMAN - part-time or full-time, ladies specialty store needs mature woman. Some experience helpful. 10 Mile-Telegraph area. 355-2052

TELEPHONE SALES MEN & WOMEN

Earn $3 to $4 hr. selling over the phone from our office in Southfield. Clear voice and some sales experience. Hours flexible. Select your own hours between 9 am-7 pm. Full or part-time. Call Jerry at 358-4270.

TELEPHONE SPECIALIST
To produce Real Estate leads. Experienced. Call Mike, CMGI, 348-3430

PERSONNEL COUNSELOR
With college or Sales experience for recruiting and placement. Durham Assoc. 868-1522

INTERESTED IN SELLING REAL ESTATE?

We have openings in our Livonia/ Farmington Office. For Details Call...:

TYE CULVER
Chamberlain
476-9100

CALL NOW
National Corporation filling 4 Manager in training positions in 3 divisions. Must be - assertive, quick minded, free to travel if needed. Transportation furnished. 4 day work week. Interviews by appointment only. Call Cheryl: 453-6600

SALESMAN. Must be able to travel and sell on road. Car furnished. 356-7600

SALESLADY for specialty shop. Tel-Ed Mall. Fully experienced only.

506 Help Wanted Sales

SALES MANAGER TRAINEE

$1,400 a month or bonus plan commission, 1st year training salary. Our managers enjoy an above average income. If you are a thinker, a responsible non - conformist, besides being friendly & energetic, if you can be trained to manage people; we want to hear from you. Send resume or call Mon. - Fri. between 8 AM - 5 PM.
Mr. Lester 477-4111

INVESTOR DIVERSIFIED SERVICES
18600 Middlebelt, Livonia, 48154

BOX AN INCOME of $29,000-$25,000 interest you? Are you able to meet people easily? Do you have sales ability? World's largest Catholic Fraternal has an opening for such a man. For details call: 681-5462

PERSON for gift shop in Dearborn, part-time even 3-11 pm Weekends. Days 7 am-3 pm. 582-0614

BE A PROFESSIONAL

We will train you in Michigan's finest Real Estate School and provide you with all the modern tools and facilities needed in the Real estate profession. Highest commissions paid and very liberal incentive plan. For details, call 522-8390.
Ask for John Buggy

Integrity
Realtors

Avon Representatives Never Looked So Good

You will, love selling world famous products. Flexible hours. High earnings. Call:
334-2109 352-2926
422-2252 427-4000

TELEPHONE sales, 1 year minimum experience. Full-time, flexible hours, flexible rates, office products. Telephone interview only. Joan Potere. 553-2600

CAREER MINDED WOMEN

WE are looking for career minded individuals. Full-time only. Interested in making of local $15,000 a year? Join this national corporation offering the best training program in the business. For interview call Dave.

478-4100

PART-TIME Sales Help for contemporary women's store. Must be aggressive, experienced and creative. 557-6584

NEW PARTY PLAN, brand names, books, games and crafts. No collection or delivering. High earnings, no investment. 522-3612

Carpet Salesman

Hourly wage, no commission. Apply in person.

Donald E. McNabb Co.
22150 W 8 Mile
Southfield
(Near Lahser Rd.)

SALES CORRESPONDENT
For Industrial Distributor. Maintain telephone and letter contact with specified groups of customers, price orders, prepare quotes and expedite orders. Must have sales personality and at least 1 year experience. Industrial or mechanical background preferred. Send resume with details on experience, education and salary requirements to Box 413, Farmington Hills, Mich. 48024.

REAL ESTATE
Would You Like To:

• Work with professionals? We have 8 million dollar producers on our staff.
• Earn while you learn? We have the best training program available.
• Increase your earnings? We have excellent floor opportunities, excellent location locations, a progressive commission structure.

For more information and a confidential interview, call Frank D'ANGELO at.

MICHIGAN'S LARGEST SELLING OFFICE

Century 21
HARTFORD S. 261-4200

BARBIZON SCHOOL OF MODELING

Liberal commission structure. If you have experience in Health Spa sales, Modeling Schools or similar background, you might be the person we are looking for. We are seeking a Chic, Stylish person who is top-notch in sales, to enroll prospective studentsm A strong closing ability is requisite. Exciting and rewarding. Excellent working atmosphere. Southfield area. For interview call: 569-1300

ESTIMATOR-SALESPERSON
Man or woman to estimate and sell relocation services to householders. Experienced preferred but sales dealer. Company car provided. Call: Gaukler Storage Co. 858-8000

SALES LADY

To Sell Sewing Machines & Related products. Experience helpful but not necessary. We will train. Salary, commission & fringe benefits. Full and part-time positions. For appointment, phone Mr. Brewer at 548-2113.

SINGER COMPANY
Northland Shopping Center
Southfield, Michigan

NEW CAR and Truck sales needs one aggressive, self-motivated sales person. Call Jim Prewitt at Ed Schmidt Ford. 399-1000

JEWELRY Sales Help

PART-TIME / FULL-TIME
Excellent Opportunity
563-3468
Ask for Mr. Tushman

CAREER-SALES OPPORTUNITY
Established sales oriented firm seeking responsible, friendly, and energetic salesperson capable of closing supplied leads and developing lead sources. Previous successful sales experience preferred. College a plus. Substantial draw and commission. For Appointment, Call 588-4840

WE'RE GROWING

Openings in our Livonia Office for trainees, experienced sales associates and associate brokers. Outstanding plan up to 70% TYP paid at interview appointment, call Cindy.

Norwood
No. 3, Inc. 425-1800

FULL-TIME and Part-time. Salesmen wanted for Jewelry Department. Top Salary. Apply Mr. Thaler, Jewel Chest, Fairlane Plaza, Dearborn.

506 Help Wanted Sales

REAL ESTATE

Full-time sales people needed in our West Livonia Office. For info on the 70% COMMISSION PLAN, call JOHN HALSER, TODAY.

Norwood
No. 1, Inc. 464-2800

MANAGER position available with Sarah Coventry. 21 and over. Call 477-2862. 437-6000

WE'RE EXPANDING!

Openings for trainees, experienced sales associates, associate brokers, and sales managers. Commission plan up to 70% For personal interview, call JOE E. NORWOOD.

Norwood
No. 12, Inc. 478-2000

EXCELLENT OPPORTUNITY for a growing, new division of long established Company. Calls to local & outstate areas. Salary, drawing account, allowance & commission on all sales. Once you establish accounts, you enjoy automatic follow-up sales. Apply: P. O. Box 1040, Troy, Michigan 48084. Give complete personal details.

REAL ESTATE
Opportunity Knocks

for the right individual to join the newest of CENTURY 21's 3,000 offices nationwide. We are looking for management oriented individuals, professional salespersons and motivated persons looking for a career in real estate serving the Southfield / Lathrup area. We offer the following advantages:
• Pre-licensed training
• Quick start program
• Bonus plan
• Excellent commission
• Int'l Referral Service
• Multi-list-computer
Don't hesitate, call "TODAY" for a confidential interview. Ask for Jack Keoshian.

Century 21
TODAY 538-2000

507 Help Wanted Part Time

MANICURIST
Part-time position available for young salon Call. Phase One Hairdressers. 642-2880

LIVONIA Swim Club - Adults or retirees to work Check-in Desk. 422-6412

WANTED part-time sales secretary. Typing, dictaphone, general office skills. Minimum of one day a week, every Saturday night and some weekday afternoons during peak months. Must have experience, live near Somerset Park and be at least 18 yrs. 643-6285

LIVE IN companion for elderly woman. Weekends only. Lovely home on golf course in Grand Blanc. 647-2422

510 Help Wanted Couples

CARETAKER COUPLE

WANTED TO CLEAN APARTMENTS. Man must be mechanically inclined. Liberal salary. Apartment, utilities, insurance & paid vacation. No children or pets. Apply in person.

Canton Commons Apts.
Haggerty Rd. between
Cherry Hill & Michigan Ave.

APARTMENT MANAGER
New 33 unit building. Farmington Hills, experienced, references required. Salary plus apartment. Call Monday - Friday 758-5220

Manager Couple

Mature for luxury apartment. No children, no pets. 2 bedroom apartment, good salary and other benefits.

626-7739

MAN & wife needed for janitorial work in Plymouth. Telegraph area. 3 nights per week. 459-1500

Caretaker Couples

needed to maintain apartment complexes in suburban areas. No children or pets. Salary, apartment, utilities and other benefits.

355-2424

FUNERAL HOME needs caretaker couple. 140-551 Maintenance handyman. Salary plus quarters, other benefits. No Saturday calls. 543-1622

BEAUTIFUL Farmington Hills

Mature couple, full-time, for maintenance and grounds. Excellent salary plus health and life insurance. Lovely 2 bedroom apartment. No children or pets.

474-6082

512 Situations Wanted Female

TWO ladies looking for day work, $3 hr. 4 days week. References and experience. 255-2205

BOOKKEEPER, Clerical. College student with excellent Math ability desires summer position. Experience in Cash Receipts, Sales journal, cash receipts journal & bank reconciliation. Well organized. Excellent references 532-5225

NURSERY School Aide, Honor Student Ivy League School desires summer position. Babysitting, Camp Counselor, Teacher's Aide, Nursery School, Day Camp, Recreation Director, Sales Clerk, Receptionist, Typing, Filing, Mother's Helper, Cashier, Waitress, Bookkeeping