500 Help Wanted

NIGHT SHIFT FOREMAN

Needed for major Plastic Molding company. Western suburban Detroit area. Must have working knowledge of machine maintenance. Reply to Box 394 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

502 Help Wanted Dental-Medical

RN

DIRECTOR OF NURSING

Experienced and qualified RN needed to direct Nursing Services in a staffed skilled facility. We are also hiring for day, evening and weekend shifts. For interview please contact Mrs. Judith Weers Administrator

294-4020

BEVERLY MANOR CONVALESCENT CENTER SOUTHGATE

MEDICAL SECRETARY

Doctor's office in Warren seeking Medical Secretary with knowledge of Dictaphone and accurate typing. Full time Monday evenings no Saturdays. Mail Box 79 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

502 Help Wanted Dental-Medical

NURSES AIDS

Wanted for the 3 PM - 11PM shift. Apply at Dunvin Convalescent & Nursing Center 474-4330

RN'S

[illegible] Ardmore Acres [illegible]

CHRISTMAS ASSISTANT Livonia manufacturing office. Must be mature dependable and have pleasant personality. Send resume & salary desired to: Box 600 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

DENTAL ASSISTANT Periodontal experience preferred but will train. Experienced preferred. Mail resume to evenings: Hagerty & Hagerty 14 Mile & Orchard Lake Rd. 851-6464

DENTAL OFFICE [illegible] Livonia [illegible]

HEAD NURSE

DAYS

Challenging full time position for RN. Charge experience preferred.

MEDICENTER

8 Mile & Greenfield

Mail May 20 Fri 8 AMS PM

569-1500

An Equal Opportunity Employer

[illegible] Experienced Dental Assistant. Excellent salary and benefits available to qualified person. Only experienced persons need apply. To assure interview call the office manager, you may send resume to Box 825 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

LPN OR RN

[illegible] BEVERLY MANOR [illegible]

MEDICAL SECRETARY Experienced. Knowledge of Medical Terminology 5 day week. Salary commensurate with experience. 569-1743

MEDICAL ASSISTANT Experienced Physician's office. 591-4220

NURSE'S AIDES

[illegible]

RN'S LPN'S AIDES

[illegible]

MED TECH

Position available for part-time A.S.C.P. registered Medical Technologist.

MON - TUES 4 PM - 11 PM

WEDNESDAY 8 AM - 5 PM

Some weekend work required on a rotating basis.

Apply in person at

HENRY FORD HOSP

FAIRLANE CENTER

19401 Hubbard Dr.

Dearborn, Mi. 48126

DENTAL ASSISTANT Chairside experienced only. Bonus plan. 642-6330

NURSE AIDES Medicare Certified Nursing Home. Must be experienced. Mature. Must be experienced. Apply in person at Blue Haven Medical Building 1 Mile East of Detroit Farmington Between Grand River & Nine Mile

PART TIME INSURANCE CLERK Experienced in typing. Call for appointment 477-1750

502 Help Wanted Dental-Medical

RN'S & LPN'S

Full time all shifts Part time all shifts Apply in person Mon - Fri 10 AM 4 PM

HOPE CARE CONVALESCENT CENTER

28610 Cherry Hill Rd

Westland

DENTAL ASSISTANT Receptionist must be experienced. Call after 6 pm Dearborn Hts. 562-7366

NURSE RN Supervisor Experience necessary. Preferably in the Geriatric area. If interested send resume to Mrs. Harriet Klein 20 Bedford Villa Nursing Home 14240 W 12 Mile Southfield Mich 48076

NURSES RN'S LPN'S

Afternoon Shift 3 PM - 11 PM Apply at Dunvin Convalescent & Nursing Center

28270 Mulrock near Livonia Mall

DENTAL Receptionist full time Livonia area experience preferred insurance forms appointments bookkeeping etc. 261-7451

Medical Technologist

WEST BLOOMFIELD

Henry Ford Hospital is currently accepting applications for full time and part time MEDICAL TECHNOLOGISTS in our new Bloomfield facility.

To qualify you must be ASCP registered and have 1 year of experience. Shifts available include all 3 rotating for full time employment and part time days including week ends.

In addition we offer an attractive wage and benefit program and a pleasant working environment. Interviews will be held at the Hospital or Employment Office.

Call or apply personally

Henry Ford Hospital

2628 W Grand Blvd

Detroit Michigan

313-494-8000

Mrs. Sosa

LVN LPN's Full or Part time Sun thru Wed 7:15 AM - 3:45 PM 591-3333

EXPERIENCED Medical Typist Proficient in dictaphone and terminology. Position OPEN 40 hrs week for large downtown Insurance Company Management Department. Call Mrs. Farnese 962-1889 An Equal Opportunities Employer

Psychiatric Attendants

[illegible]

Ardmore Acres Hospital

[illegible]

DENTAL TECHNICIAN Experienced wax and finishing. Need secretary for Southfield area office. 357-1429

MEDICAL ASSISTANT Full Duties. OFFICE MGR. 322-CELERITAS area. Approximately 35 hours week. Experienced in medical assisting and secretarial duties. Salary negotiable. Full fringe benefits. 961-1866

LPN - RN

Afternoon and night shifts Good starting salaries, modern facilities. See Mrs. Ferguson

Nightingale West

600 Newburgh Rd

Westland Nr. Joy Rd

NURSES ASSISTANTS RN'S or part-time. If interested in working in a short staffed pediatric unit at Children's Hospital of Michigan. Apply in person at Children's Hospital of Michigan Personnel Office 3901 Beaubien Detroit Michigan 48201

502 Help Wanted Dental-Medical

CHAIRSIDE DENTAL ASSIST Some experience required Livonia Full time 5 day week. Mail Box 360 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Mich 48150

504 Help Wanted Office-Clerical

BOOKKEEPERS

A.R.

A.P.

Typing helpful but not necessary. We have openings for temporary work in several suburban locations. Call or come in

TEMPORARY STAFF

32166 Plymouth Rd

Livonia 522-4341

INSURANCE

RATER

Commercial Property Rater experienced. Excellent fringe benefits

Kemper Insurance

Southfield

355-3000 ext 40

An equal opportunity affirmative action employer

EXPERIENCED SECRETARY for Southfield area and husband to control legal experience helpful. Southfield area office 352-6383

CHAUFFEUR for large Bloomfield Hills area. Call for appointment 338-4744 or 851-7511

GENERAL OFFICE

Outgoing personality wanting to have a career. Will be working in suburban office with top executive. Great opportunity for someone with good skills. Call Sandy Myers

569-5420

Snelling & Snelling

PERSONNEL

RECEPTIONIST FOR insurance office in Birmingham area. Full time. Receptionist experience preferred. Typing essential. Must be over 23 642-9300

SWITCHBOARD

Friendly employer in pleasant atmosphere has opening for switchboard operator. Must have good speech and be able to type. Call Marie Cain

569-5420

Snelling & Snelling

PERSONNEL

LEGAL SECRETARY for Southfield office. Real estate some experience required. Shorthand preferred good salary and fringes. Call

ARE YOU IN NEED OF QUALIFIED OFFICE WORKERS

Secretaries Stenos

Typists

EMPLOYMENT OFFICE AT

BUSINESS INSTITUTE

353-7228 or 477-1400

Employment service at no cost to Employer or Employee

Rent-a-Secretary

PONTIAC ROYAL OAK

FARMINGTON

LEGAL OFFICE MANAGER Some experience with Typing Pleadings Billing Activity Reports required. Salary Negotiable Send resume to Box 338 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

RECEPTIONIST $453

Pen-asher able to meet the public, accurate typing, 30M book keeping, will train Thy area Call Kathy 553-2600

569-5420

Snelling & Snelling

PERSONNEL

GROWING NW Detroit area company seeking person with accounting receivables/collections data private and confidential. Permanent position with nice fringe benefits. Salary open. Call Bob 272-3222 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

BOOKKEEPER with good typing skills, responsible, conscientious person for large Northland law firm. Call Barb 569-8000

PURCHASING & INVENTORY control clerk, small manufacturing firm needs person with experience in typing and working with figures. Duties include purchasing, expediting orders and placing orders. Apply in person at 31440 Stephenson Hwy Madison Heights

SECRETARY with legal experience, salary commensurate with experience. Southfield area 569-4660

EXPERIENCED TYPIST with some bookkeeping talent plus ability to act as part-time receptionist. Pleasant Southfield office dealing with people in advertising and troubleshooting. Call Kenneth 569-8300

MAG Law Specialist Farmington Hills firm has opening for exceptional Experience preferred Typing Mrs. Hunt 661-3007

GENERAL OFFICE work South Land To Work Rd area. Shorthand a Math Sharp communicative with experience and ability. Call Mrs. Turner 557-1733

MEDICAL SECRETARY

Interesting position. Must be mature, dependable and personally professional. You Hurry for the $150 plus Call Ann Arbor today

569-5420

Snelling & Snelling

PERSONNEL

HELP Livonia is waiting. Need mature college grad for front line contact type duties in small Southfield office. Must have good verbal, typing and office skills. 569-4663

PART TIME SECRETARY expert typist shorthand Hours and days flexible Excellent salary and benefits. Office in Southfield residence. 559-8226

SUBURBAN SECRETARY

Make Executive happy with good secretarial skills. Be in charge of busy office. Hurry for the fee paid position. Call Shirley Hunt

569-7400

Snelling & Snelling

PERSONNEL

SECY RECEPTIONIST

Experienced in all office procedures and dictaphone. Typing 60 wpm shorthand optional. Must be intelligent and highly responsible. Farmington area Ask for Ron

478-1745

Needs clerical Assistant for front office position. Hours 8 AM 6 PM Mature H S Graduate with good typing & math aptitude. No experience necessary Call Pat Gallen 553-4300

GENL OFFICE

Immediate opening for special girl. Accurate typing skills and aptitude for figures a must. Good phone personality. Permanent position with full fringe benefits for Southfield food broker. Call for appointment between 1 30 PM - 4 PM

355-3400

504 Help Wanted Office-Clerical

MORTGAGE CLERK

COMMERCIAL Mtrong office skills with ability to communicate complex matters orally and by correspondence. Loan and escrow problems with title supervision. Mortgage or legal experience helpful. Stable employment record and good references. Substantial starting salary and benefits. Detroit Westwood Congress Nearby pool parking. Detroit Fed eral Savings 961-1000 Ext 18 An Equal Opportunity Employer

TYPIST

NAME YOUR OWN HOURS Opportunity for good typist. Work before individual work at least 3 years of experience. Must be able to work at least 6 hours per day. Excellent pay and benefits. Ideal opportunity for individual returning to career wants to work in a warm congenial atmosphere. Contact Mrs Brinson VSE Troy Mich 48084 280-1553

FINANCE Manager Trainee To learn credit and collections. Some college and or related experience helpful. Call for appointment 9 - 12 Mr Erickson America Corporation 28625 Orchard Lake Rd 553-1300 Equal Opportunity Employer M F

EXECUTIVE SECRETARY for downtown Birmingham Manufacturers Company. Top pay and salary requirements to P O Box 328 Birmingham 48012

TEMPORARY OR PERMANENT WE NEED IMMEDIATELY Stenos 5+ Typists 55 wpm Data Processing Keypunch Clerks PBX Operators Legal Secretaries Insurance Underwriters Raters Coders Policy Typists Claims and Workmens Comp Adjusters

MICHIGAN INSURANCE PERSONNEL SERVICES INC 961-8255

TEMPORARY PERMANENT

SALES SECY FEE PAID

Know lots of salary? Top notch suburban firm offers excellent opportunity to well spoken typist with future Call Shirl Starr Day

569-5420

Snelling & Snelling

PERSONNEL

LEGAL SECRETARY Farmington Hills area. Good benefits. Call phone and shorthand required. Call Lynn Waring 851-8500

TYPISTS

STENOS

SECRETARIES

KEYPUNCH OPRS.

Break out of the rut. Go places. Meet people and earn money at the same time. Work for MANPOWER and earn for Christmas. Many interesting assignments. No fees. Apply Mon 3 30pm 20 at Stephen Belan 5 Mi at Beech Daly 29224 Ryan Rd at 12 Mile Drive 28 Hr

Accident & Health Protection Low Cost Medical Protection

MANPOWER

TEMPORARY SERVICES

World's Largest

Temp Help Service

An Equal Opportunity Employer

BOOKKEEPER full charge experienced in 2 20 routing Pen run Manufacturing company Dearborn area Call for interview 843-6414

CASHIER Acrocrete Ready-Mix Swanville Some bookkeeping preferred Starting pay $135 per week Plus fringes 477-6400

LADIES

NEED EXTRA MONEY

IMMED TEMP OPENINGS

DAY WEEK OR LONGER

FOR

Secretaries

Stenos

Typists

Accty Clerks

Gen'l Office Skills

Call

967-0336 &

Ask for office nearest you

[illegible] Livonia [illegible]

OAK PARK LIVONIA

TROY MT CLEMENS

DEARBORN WAYNE/OTTE

DETROIT

Witt Services

Secretary

[illegible]

352-6530

FILE CLERK Perm Part-time Suburban Medical office Hourly open Call 548-1660

EXPERIENCED LEGAL SECRETARY Secretary for one attorney in 2 man firm in downtown Birmingham Free Parking Hours of work and starting salary negotiable Call for appointment

642-6818

ADVERTISING

Media area needs two sharp. This busy agency offers $130 plus bonus 4 Holidays for shared Secretary interested in fast paced 4-8 area Call 642-8900

Your New Boss Pays Our Fee

HARRIET SOHOE PERSONNEL

RECEPTIONIST with typing Existing telephone experience helpful Bank location Hours 8 30 - 5 00

569-4663

BOOKKEEPER full charge 42 bookkeeping Northland Mall Financial statements Experienced in job costing with consideration of purchasing firm Outstanding opportunity with excellent salary Northern Detroit near Redford and Southfield Reply to Box 278 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Mich 48150

Public Relations

Help promote this company's image Speedy typist with good personality and appearance Join this firm at 8600 $650 Call 352-8300

Your New Boss Pays Our Fee

HARRIET SOHOE PERSONNEL

GENERAL OFFICE

Large national firm in Southfield needs clerk/typist and file clerk Permanent position in pleasant office Good salary and benefits Call

352-6300

ASSISTANT BOOKKEEPER experienced in payroll accounts payable and bank reconciliations Typing and references required Call 569-1110 for appointment

An Equal Opportunity Employer Minority applicants welcome

KEYPUNCH OPR.

Some keypunch background necessary, also to perform general office work Apply in person or call

STANDARD FORGE CO

[illegible] Rd at Renaissance Center Detroit

259-1919

An Equal Opportunity Employer

EXPERIENCED Collection Girl needed. Duties work only 1 Hours flexible Call

504 Help Wanted Office-Clerical

SECRETARY to work for Media Sales Rep company New Center area requiring 1 to Troy early 1977. Typing general office skills good basic knowledge of bookkeeping a necessity Salary $630 Call Cheryl 872-6800

SECRETARY Southfield one girl office, good typing and shorthand skills 569-7813

JUNIOR EXECUTIVE Secretary wanted for Data Processing company in Southfield Good typing and dictation required Call Jackie 358-3363

SECRETARY to Vice President of Bloomfield company Dependable responsible job Good benefits

JUNIOR BOOKKEEPER light bookkeeping with typing duties for this excellent downtown firm $650 month plus benefits Fee Paid

SECRETARY with moderate office duties for exciting Bloomfield company $600 month plus benefits

TYPIST for Medical Clinic in Southfield Typing and experience with insurance forms forms helpful $525 month plus benefits

ACCURACY PERSONNEL

Where You Receive

Special Attention

BIRMINGHAM 642-3050

SOUTHFIELD 358-2010

OPPORTUNITY PLUS

To $700

Large Bloomfield Suburban firm needs receptionist with good phone personality Typing 50 wpm Duties include Telex Benefits Call Linda 626-1600

Snelling & Snelling Agency

BOOKKEEPER $635

General bookkeeping knowledge payroll sales taxes unemployment insurance very light typing Plush office Call Ann 478-1500

Snelling & Snelling Agency

PAYABLE RECEIVABLE $550

Suburban law firm needs gal with 2 years bookkeeping experience Payables receivables experience Pleasant surroundings Call 569-1300

Snelling & Snelling Agency

TOP NOTCH BOOKKEEPER

Payables receivables payroll bank statements and taxes Challenging position with dynamic Troy firm If you've had 4 years accounting background this spot is for you Excellent salary and benefits

PREFERENCE PERSONNEL

362-3420

RECEPTIONIST $620

Prestigious firm needs sharp HSG with good typing and an aptitude for figures Call Ann 478-1500

Snelling & Snelling Agency

BOOKKEEPER $630

General bookkeeping knowledge payroll sales taxes unemployment insurance very light typing Plush office Call Ann 478-1500

Snelling & Snelling Agency

PEOPLE PERSON To $650

Some advertising or retail background a plus Modern typing skills Good skills necessary Call Linda 478-1500

Snelling & Snelling Agency

BOOKKEEPER

with bookkeeping and accounting background Recent experience required Suburban dealership $700

LOIS RAY PERSONNEL

559-0560

ABLE & ARTICULATE $725

Great opportunity for advance Must Excellent typing light shorthand Good phone personality Plush suburban office Call Linda 478-1500

Snelling & Snelling Agency

BRIGHT BEGINNER

$6 wpm typing will train you now thru great company Benefits $5 600 Will train Call Kathleen 478-1500

Snelling & Snelling Agency

MATURE GAL/FRIDAY

COMBINATION RECEPTIONIST Bookkeeper/ secretary Mornings only Monday/Friday Plans Your own schedule Typing 50 wpm

478-1442

TYPIST For Fast Troy organization Accurate typing of 60 to 70 wpm required 35 hour week pleasant atmosphere Great boss Salary $643 with benefits

BOOKKEEPER For Troy manufacturer Requires experience in payroll Pleasant Salary $650 with good benefits

CLERK TYPIST Main insurance Salaried for large Troy insurance company Average typing Salary $525 Excellent benefits Call Mrs Dowd Tuesday Fee Paid

ADAMS & MARTIN PERSONNEL

9220 E Maple R NOHAM

646-5600

FILE CLERK Birmingham firm has opening for full time Clerk/File Clerk Experience preferred Telephone Mrs Jones 644-1864

GENERAL OFFICE No shorthand good math skills Typing 50+ wpm Experience 40 hour week 3 Days Call for Appointment Apply Trinity Engineering 31744 Dequindre Troy Mich area

TYPISTS

POINT TYPISTS

TRANSCRIBING OPERATORS

Farmington Hills location Co. We need typists capable of typing 55-65 wpm to work in Policy Typists pool Typing experience required Dictaphone preferred but not necessary We are located in Southfield and offer excellent fringe benefit program and pleasant working conditions Salary commensurate with experience If qualified please call Mrs Maxwell 557-1700 An Equal Opportunity Employer

SOUTHFIELD SALES OFFICE requires typist 60 WPM Interpret Quotes orders and correspondence Good phone manner Light office 569-0470

RESERVATIONS AGENT

Previous Travel experience necessary Good salary & travel benefits

ELKIN TOURS

354-1234

SECRETARY Experienced position available in corporate offices located in Birmingham Area Please send resume Box 600 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Mich 48150

LEGAL SECRETARY

Southfield office Excellent skills and dictaphone experience $260 to $650 Fee paid

LOIS RAY PERSONNEL

559-0560

CLAIMS DEPARTMENT, casualty insurance company, has need of secretary with typing skills. Experience helpful but not necessary. Troy area. Send resume to Box 663, Observer & Eccentric Newspapers 36251 Schoolcraft, Livonia Mich 48150

SECRETARY

Top notch Girl Must type 70 wpm, outgoing with clients and able to handle busy office and a lot of variety Southfield 8 12 Mile

948-8778

504 Help Wanted Office-Clerical

LEGAL SECRETARY immediate opening suburban Northwest Firm Good typing, shorthand Existing retirement Salary commensurate Fee appointment

626-9722

GIRL FRIDAY Wanted General office skills Must have accounting, telephone salesmanship Call for an appointment Mon through Friday 1PM 4PM Mr Rau 642-8855

LEGAL SECRETARY Southfield 12 Mile area Excellent typing and shorthand skills required Experience in legal field preferred Call Jan 357-0300

SUBURBAN OPPORTUNITIES

JR SECRETARY $525 Fee Paid Good typist with light shorthand Opportunity for advancement Southfield

INSURANCE CLERK $650 plus Fee Paid Requires home owners experience Type 45 WPM Will take person coming in 8 to work South field

ACCOUNTS PAYABLE $550 plus Fee Paid Advertising agency Some typing Call for appointment Mrs Wardlow of payday procedures Southfield

Mon Thurs Evenings 477-2840

SUBURBAN PERSONNEL

ESTABLISHED GROWING manufacturing parts and assembly has combination estimator & expediter Requires machine shop experience & recent office experience Excellent opportunity to join expanding company in a salaried position Call 356-1800

INSURANCE

Agency in Southfield needs girl experienced in rating commercial auto workers compensation and general liability Typing essentials Fringe benefits

352-7350

SECRETARY for Farm Company Shorthand typing and general duties Full time Call 851-8010

No Typing Westland $500 Fee Paid

No typing or previous experience necessary for this treasure hunt. You will be trained completely by this friendly Westland company Therefore time and salary desired are only important Paid vacations in 3 months Top fringes PERMANENT STAFF Personnel

388-8900

ASSISTANT to program coordinator of Rehabilitation overseer computer input Must be good at maintaining public relations or related field desired Must type 50+ same preferred 851-8005

Airport Job $600/Mo.

Super spot for typist who wants company in exciting airport atmosphere Detailed minded high school grad with some figure background needed here Must have excellent emphasis here AL benefits and more PERMANENT STAFF Personnel

388-8900

NATIONAL leasing company has immediate opening in our new car order department Person should have excellent figure aptitude with good typing skills minimum 2 years office experience Pleasant suburban office Call Mrs Ann Pierson Road Telegraph area Call Mr Haase 827-8530

LEGAL SECRETARY Dependable well organized legal secretary with excellent typing skills Farmington office 553-1330

GENERAL OFFICE manufacturing plant Livonia Must be good typist experienced in accounting also must starting salary & qualified 522-8300

Personnel

Trainee

Top suburban employment agency will train outgoing people interested persons with some secretarial or public contact experience Average typing skill but not necessary Excellent starting salary and rapid advancement Call Ms Merrell 642-2424

GIRL Immediately for detail of Livonia Physical Therapy office Experience desirable Appearance and manner and looking for future Starting salary $125 Call between 9AM 12 noon

TYPIST Computerized accounting office Will train Must be good with figures Livonia area Phone

553-7721

GENERAL OFFICE position for small but busy accountant Dental office Some experience preferred Light shorthand 557-4300

Livonia Trainee $550/Mo.

New fast growing Livonia medical firm needs sharp trainable high school grad who is self-starter and creative entertainment world people oriented Excellent PERMANENT STAFF Personnel

388-8900

SECRETARY

Must be able to handle detail work and follow through Typing 55 WPM shorthand 80 WPM Excellent salary and benefits including Blue Cross Blue Shield Mayer Medical and Life Insurance Southfield area Call for appointment 352-3209

ASSISTANT SECRETARY

Must be able to handle detail and coordinate activities Typing 55 WPM shorthand 80 WPM Excellent salary and benefits including Blue Cross Blue Shield Mayer Medical and Life Insurance Southfield area Please call for appointment 352-3209

EXPERIENCED BOOKKEEPER family owned paint & varnish manufacturer Livonia area Excellent opportunity for advancement Call

352-3700

*Livonia Trainee $550/Mo.

New fast growing Livonia medical firm needs sharp trainable high school grad with good office skills Exciting atmosphere dealing with creative entertainment world people All benefits Call early for PERMANENT STAFF Personnel

388-8900

EXPERIENCED Executive Secretary Southfield office Typing 60 WPM dictaphone Excellent references required 569-0470

RECEPTIONIST Mature General Office & Sales Photography Studio Southfield Area 626-3660

BOOKKEEPER Full Charge through Trial Balances Payroll taxes Farmington Hills area 477-1266

504 Help Wanted Office-Clerical

File Clerk Troy $500/Mo.

No experience necessary but excellent advancement possible for this famous Troy employer You will start in filing section to learn our typing necessary Good math aptitude important for advancement PERMANENT STAFF Personnel

388-8900

GAL FRIDAY needed for busy hom office Excellent typist, no shorthand required Send resume to Box 278 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Mich 48150

Birmingham Beauty $550/Mo.

Just accurate typing and real desire to do a good job are most important qualifications here Lovely Birmingham surroundings will make working pleasure Nearby suburbs must have own transportation PERMANENT STAFF Personnel

388-8900

REAL ESTATE

Two full time experienced professional sales people to join the Sharon Gail team Call for HELEN KAVANAUGH

478-2333

KAVANAUGH

REAL ESTATE

APARTMENT MANAGEMENT

Sharp Sharon Gail wanted to manage busy office in large Park Apartment complex Will be training must offer work & drinking with the public Call 8 AM 4 PM only

591-2499

SECRETARY RECEPTIONIST Good shorthand and typing skills necessary Real estate background Pleasant surroundings Benefits desired Farmington Hills 553-1428

SECRETARY BOOKKEEPER for interior designer B&M to 1PM Two or three days a week Experience and references required Phone 647-6068

TYPIST

Opportunity for an experienced typist on IBM Electric Must type minimum 55 WPM accurately MT ST experience helpful Excellent working conditions and benefits Please contact personnel department

ALEXANDER HAMILTON LIFE INSURANCE CO OF AMERICA

12 Mile & Farmington Rd

Farmington Hills

476-9000

MEMBERSHIP SECRETARY over 18 Good typist shorthand preferred Will train Excellent office skills Some typing Call Sandy 661-8778

BOOKKEEPING SKILLS Typing required for real estate and mortgage company in Southfield Must be mature Experience with computer card management helpful Full benefit package

559-2300 ext 331

RECEPTIONIST

Pleasing phone voice 30W typing & filing 3 days during week Some days a week Call Suzanne

chamberlain

626-9100

ACCOUNTS PAYABLE with some secretarial responsibilities Excellent math aptitude Accounting or bookkeeping background a definite plus Typing 50 WPM with accuracy bring in skills portant Excellent benefits Blue Cross Blue Shield Mayer Medical Life Insurance Profit Sharing plan and more Southfield Area Permanent staff

GENERAL OFFICE Help at least 1 years experience Apply in person 9AM 12 noon

Livonia Trainee $550/Mo.

New fast growing Livonia medical firm needs sharp trainable high school grad with good office skills Exciting atmosphere dealing with creative entertainment world people All benefits Call early for PERMANENT STAFF Personnel

388-8900

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478-2333

KAVANAUGH

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Sharp Sharon Gail wanted to manage busy office in large Park Apartment complex Will be training must offer work & drinking with the public Call 8 AM 4 PM only

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12 Mile & Farmington Rd

Farmington Hills

476-9000

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RECEPTIONIST

Pleasing phone voice 30W typing & filing 3 days during week Some days a week Call Suzanne

chamberlain

626-9100

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553-7721

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RECEPTIONIST Mature General Office & Sales Photography Studio Southfield Area 626-3660

BOOKKEEPER Full Charge through Trial Balances Payroll taxes Farmington Hills area 477-1266

506 Help Wanted Sales

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 in very lucrative interest plan.

For details call 522-8300

Ask for John Bujar

Integrity

Realtors

Real Estate Sales

- Recent experience in homes preferred but not required
- Attractive Commission Guidelines Available
- Full Time Part Time
- Paid Training
- Weekly Sales Meetings
- Company Vehicle

ALTER I QUAST

REALTORS 534-2000

THE KNIGHTS of Lithonia has opening for 2 salesmen with life insurance to members Heads made market Needs self-motivated person wishing of business experience helpful but will gather information Call 681-3180 or 681-3182

ONE MILLION

That's how many people seem to be on the real estate buttons You've met them at every bridge party at every cocktail party on the beach on the golf course and the baker Everywhere Big campaign with long time customers Well we are not interested in that We want people to be the main stay and we want it to remain that way Interested in being part of that team then call us for an interview and ask for Tom Rizzo

RIZZO

REAL ESTATE

349-9460

Number One Company in Northville

ICE FOLLIES TICKET WINNER

[illegible]

[illegible]

Bob [illegible] Ice Follies Director of The Observer & Eccentric, 5 p.m. Friday, December 3, 1976, to draw your TWO FREE ICE FOLLIES TICKETS. 261-6600 ext 209.

CONGRATULATIONS!

MAKE YOUR CHRISTMAS

A MERRY ONE

It's easy to sell clothing. No experience needed. Earn up to $5 an hour. Full time. Part time. Flexible hours. Top pay. Discount. Merchandise for Parties at Yourself or Friends.

Call 553-0374

or 532-8103

Dave 683-3122

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