

Female Help Wanted 8-45 Office/General

Key Punch
Southfield
Great Company offers excellent job security. You have 6 months to 1 year experience. Start at \$500+.
If you call today for interview in your area.
PERMANENT STAFF 961-6256

RECEPTIONIST- SECRETARY

FREE PAID \$500+
FEE PAID \$500+
Great and attractive secretary who can meet and greet people in top executive level. Wanted by Southfield sales company in lovely new office. They want good or better who can handle phones in diplomatic manner and get along well with company. **CO-PAY PAYS FEE**. See DOROTHY DAY PERSONNEL, 18210 Grand River, 1 block west of Southfield or call VE 8-1318.

CLERK-TYPIST: WAYNE

\$335. Will consider a beginner with accurate typing and polite. Northland Personnel. 537-7370.

SECRETARY-NORTHLAND

\$400-\$650 work near your home. Many openings in Northland area. Employer will pay fee. Northland Personnel. 537-7370.

BOOKKEEPER

TRAINER \$350-\$435
Southfield employer will train girl or woman as bookkeeper. If she is good at figures and can use electric typewriter. Unusual opportunity with future. See DOROTHY DAY PERSONNEL, 18210 Grand River, 1 block west of Southfield or call VE 8-1318.

KEYPUNCH OPERATORS

Remington Rand equipment. Experienced, day and evening shifts. Good starting salary, working conditions and fringe benefits. Age open. Apply in person or by phone.
Shatterproof Glass Corp.
Recruiting Dept.
4815 Cabot
Detroit, Mich. 48210
582-6200
Ext. 410 or 414

Clerk Typist

Farmington start immediately with this fast growing Co. If you have good typing skills. No experience necessary to start at \$350 plus day rates and excellent benefits. Call today for interview in your area.
PERMANENT STAFF 961-6256

BOOKKEEPER

Through trial balance. Must have experience and references. Regular increases and employee benefits. Apply immediately.
Plymouth Laboratories
700 Junction, Plymouth
425-5200

MEDICAL ASSISTANT

Experience preferred.
Six Mile, Farmington Rd. area.
425-5200

ACCOUNTS PAYABLE CLERK

Must be experienced capable and efficient. Livonia manufacturer. Call Miss Peck, 464-0100.

STENOGRAPHER

Fee Paid Starting salary \$110 per week, Southfield area.
WESTLAND EMPLOYMENT BUREAU
18224 Farmington Road
Livonia

101,000 Plus

homes now receive the

OBSERVER NEWSPAPERS

Every Wednesday

Observer

Want Ads

422-0900

Female Help Wanted 8-45 Office/General

GENERAL OFFICE
Attractive young lady. Must be able to type and use word processing equipment. Good pay and fringe benefits. Call today for appointment.
Perfection Heat
538-4600

CLERK TYPIST

Excellent opportunity for permanent employment in the Plymouth area. Liberal fringe benefits program. Immediate openings in our claim and accounting departments. Typing and accounting experience necessary. Apply 409 Plymouth Rd., Plymouth, 453-2000.

GENERAL OFFICE

We need a mature person with a minimum 20 years experience in general office work. Good pay and fringe benefits. Call today for appointment. Please call.
477-3436

ALL GIRLS-LOOK!

Administrative Secretary \$625-
Clerk \$475-
Legal Secretaries (2) \$550-
Good typist \$425-
Insurance Underwriter Open
No typing, Clerical \$325-
Key punch, training \$325-
THESE POSITIONS FREE
Many Temporary Positions Available

WILLIAMS

Personnel
Williams Services, Inc.
DOWNTOWN
962-0202
Grand River, 1 block west of Southfield
444-1516 353-1030

I.B.M. KEYPUNCH OPERATOR

Progressive Westside manufacturing company has immediate openings for experienced 02, 050, 029 operator. Day shift beginning 7 a.m. Mr. Gibb.
KE 5-5600

TYPIST-DICTAPHONE

We have assignments available now in your area. We dispatch right from our suburban office. Our rates are top and we have a great bonus and vacation plan. Please come in or call.
AMERICAN GIRL SERVICE
Temporary Service
Livonia, Interview 303 Monday, Thursday, 7-1200 Plymouth Rd. 261-4000
2148 MICHIGAN
2148 MICHIGAN, Calvin Theatre Bldg., 2nd floor
BARRI call for general office work. Training provided. Fee paid by company. CARDINALITY PERSONNEL. 477-7206

KEYPUNCH OPERATORS

Temporary assignments. All shifts. All areas. Please call Jean Johnston, 565-8010.
AMERICAN GIRL SERVICE
Bookkeeper - secretary for doctor's office. Experience preferred. Middlebelt, Plymouth Rd., vicinity. Call 7-0800.

RECEPTIONIST, and typist. \$10 EXPEDITING.

Purchasing with 130 Other Office Positions Available
Call Mrs. Ellison
A & PERSONNEL
Of Livonia
1550 Farmington Rd. 261-8100

ORDER DESK TRAINEE

Immediate opening for competent clerk typist with good telephone personality. Moving this fall into new facilities in Livonia area.
For appointment call
ADAMAS CARBIDE CORP.
Dearborn Heights
565-2600

SECRETARY TO EXECUTIVE

\$575 TO START
Leading Michigan firm needs a girl who likes public contact and who can work with out a lot of supervision. Work with young exec. Wonderful benefits. Call for application.
Scholarcraft College
18600 Haggerty Rd., Livonia
591-6400

KEY PUNCH OPERATORS

EXPERIENCED ONLY
Full benefits. Permanent position. Days and afternoon available.
563-1200

DENTAL ASSISTANT, Garden City

Must be neat appearing, personable. Must be able to assist dentist. Reply by mail stating previous employment, education, and experience. Send resume to Observer Newspapers, Box 477, 26405 Six Mile Rd., Livonia, 4532

GENERAL OFFICE

Call Mrs. Harty. Qualified Personnel. 261-0060

CERKIAL

Part time office in N.W. suburbs. Pay \$2.50 per hour depending on experience. Good hours. Available. Call for application.
TYPING - Billing, Mature woman. 261-7515
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BOOKKEEPER

Experienced for Permanent position. Good working conditions.
476-0190

SECRETARY, MTS + Fee paid

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OFFICE MANAGER
Full Time Training Program. All benefits.
Call Mrs. Lockwood 474-7200
INTERNATIONAL PERSONNEL
SECRETARY, Part time, 1-5 m. Monday - Friday. Good pay and fringe benefits. Call today for application.
476-0190

CLERK TYPIST

Manufacturing company needs experienced young girl for order department. Typing and accounting experience necessary. Good pay and fringe benefits. Call today for application.
538-2400 ext. 2

SECRETARY

Part time, minimum 20 years experience in general office work. Good pay and fringe benefits. Call today for appointment. Please call.
477-3436

ACCOUNTS PAYABLE

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PAYROLL CLERK

Experienced helpful. But Not Necessary.
FEDERAL MOGUL CORP.
Heller Division
16580 NORTHVILLE RD., NORTHVILLE
349-3410
An Equal Opportunity Employer

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Insurance Agency needs young lady. Good pay and fringe benefits. Call today for application.
664-1000

POSITIONS OPEN

Excellent opportunities, come in, send a resume or call 563-5070.
Typist - \$500-\$550
Executive secretary monthly, \$500-\$550
MANY TYPIST-CLERICAL POSITIONS OPEN

MISTER EXECUTIVE AND BUSINESS GIRLS

1800 GRINLEY PARK
SUITE 7
Dearborn, Mich. 48124

SECRETARIES

Applications now being taken for full time and part time secretarial positions. Liberal fringe benefits. For application. Please call Mrs. Greene.
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ARCHITECT

Desires dist. for sec. bookkeeping, etc. Must be neat. Possibility of summers. GR 4-9015

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SHIPPING CLERK

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