

Female Help Wanted 2-20 Miscellaneous

CHILDREN'S Nursery needs help day to be provided for children. Monday thru Friday, 7:30 to 9:00 a.m. Salary \$11.00. Phone 331-5500. For interview, call 331-5500.

L. P. N.

AFTERNOON RELIEF NURSES AIDES

ALL SHIFTS LAUNDRESS

CONVALESCENT HOME

34250 ANN ARBOR TRAIL LIVONIA GA. 1-4800

2-2 Office/Clerical

GIRL FRIDAY \$450

Nice 1 girl office in Livonia area for good typist with just a little shorthand for notes. Will answer and screen phone calls for boss and handle his appointments. He likes mature girl or woman who can schedule her own work. Nice relaxed atmosphere. See DOROTHY DAY PERSONNEL, 19500 Middlebelt, North of 7 Mile or call 477-6680.

STENO RECEPTIONIST PUBLIC COUNCIL

Only one shorthand and accurate typing will put you in the spot. Great and meet sales representatives, answer phones, make appointments, etc. Call Towing Per for interview at CR 4-7250 or 477-3330.

BOOKKEEPER

Full Time, Good Working Conditions. Willing to go for experience. Located in Redford 255-2010

Accounts Payable

Farmington \$390-\$415

Mature girl, 40 up, to handle accounts payable for Farmington firm. She will prepare invoices, check discounts and use calculator. Pleasant and congenial office. See DOROTHY DAY PERSONNEL, 19500 Middlebelt, North of 7 Mile or call 477-6680.

PREFER mature woman living in Five Mile, Lida Valley, 5 days, paid vacation. See DOROTHY DAY PERSONNEL, 19500 Middlebelt, North of 7 Mile or call 477-6680.

BOOKKEEPER experienced, full time. For and Wayne Rd. Call 458-2424

Female Help Wanted

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RN's - LPN's

AFTERNOONS AND MIDNIGHTS

MUST HAVE OWN TRANSPORTATION

FARMINGTON NURSING HOME

30405 FOLSOM RD. FARMINGTON

An Equal Opportunity Employer

FREE

NURSE AIDE TRAINING

Classes beginning soon. Mature women preferred. Contact Mrs. Silverman for interview.

FARMINGTON NURSING HOME

30405 FOLSOM ROAD FARMINGTON

An Equal Opportunity Employer

MOVE UP THE

LADDER

OF SUCCESS

PRIVATE SECRETARY \$650 MONTH

BOOKKEEPER \$530 MONTH

STENOGRAPHER \$500 MONTH

TYPIST \$400 MONTH

For Help in Taking That First Step, Call Joyce Allain—

Professional Personnel Consultants, Inc.

20335 Middlebelt, Livonia 48152

Open Thursday Until 9 p.m.

Phone, Visit or Send Resume

477-7080

Female Help Wanted 2-2 Office/Clerical

KEYPUNCH

N.W. area. Excellent working conditions. Some experience preferred. Afternoon, \$85-\$120 plus benefits. No fee. RENE PERKINS PERSONNEL 15827 Grand River VE 6-5070

GIRL FRIDAY

Lovely job in new Southfield office for secretary with just 1 year experience. Will work for 2 young sales executives. Shorthand can be light if she is good typist. Nice easy office to work in. See DOROTHY DAY PERSONNEL, 19500 Middlebelt, North of 7 Mile or call 477-6680.

RECEPTIONIST for restaurant's office. 40 hrs. week. \$80 p.w. nights. Apply in writing, giving address, to: RENE PERKINS PERSONNEL, 15827 Grand River VE 6-5070

SECRETARY

Excellent position for sharp girl who enjoys working with people. Excellent potential. RENE PERKINS PERSONNEL 15827 Grand River VE 6-5070

RECEPTIONIST

FEE PAID \$390-\$495

Nice job in lovely new office in Southfield if you enjoy meeting public. Company will train you to receive customers and give information as well as answer phones. Good advancement and personality important. COMPANY PAYS FEE. See DOROTHY DAY PERSONNEL, 19500 Middlebelt, North of 7 Mile or call 477-6680.

CLERK

Salary \$347 to \$485 plus benefits. 40 hrs. week. 8:00 a.m. to 5:00 p.m. See DOROTHY DAY PERSONNEL, 19500 Middlebelt, North of 7 Mile or call 477-6680.

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"CLERICAL"

SALARY \$450-\$450. FEE PAID

ACCOUNTING AND FIGURES WORK. ALSEB 7815 7401 PUBLICATION AVAILABLE NEAR YOU.

"SECRETARIES"

SALARY \$500-\$450. FEE PAID

General executive or legal experience. Will place you. \$435.

"TYPISTS"

SALARY \$347 to \$485

40 hrs. week. 8:00 a.m. to 5:00 p.m. See DOROTHY DAY PERSONNEL, 19500 Middlebelt, North of 7 Mile or call 477-6680.

"BANK TELLER" \$365

COMPANY WILL TRAIN.

METROPOLITAN PERSONNEL

16401 W. 8 MILE RD.

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ACCOUNTING CLERK

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Job Description:

- Preparation of daily, weekly and monthly sales reports.
- Invoicing
- Accounts payable

Excellent starting salary and fringe benefit program.

Apply in person or call

ALLIED SUPERMARKETS INC.

12201 Meridian Rd. Livonia, Michigan 261-2200, ext. 440

An Equal Opportunity Employer

WORK FOR A DAY, A WEEK, OR MORE, AND WHEN YOU'RE THROUGH WE'LL HAVE MORE

- No Need
- STENO'S
- TYPISTS
- CLERKS
- ALL OFFICE SKILLS

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TRUEMAN GIRL

32500 GRAND RIVER 476-6130 VE 6-5070

Female Help Wanted 2-2 Office/Clerical

RECEPTIONIST with some office experience. Call for an appointment. Interview. \$13.30

WESTSIDE JR. TYPIST

NO EXPERIENCE NECESSARY

Manufacturing firm will train you on accurate typist to handle life billing, answer phone and take over a variety of duties. Call for interview. CR 4-7250 or 477-3330.

DICTAPHONE

\$435-\$600

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WESTSIDE JR. TYPIST

NO EXPERIENCE NECESSARY

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