Female Help Wanted
3-2C Food and Beverage

COOK
PART TIME
We are looking for a dependable woman to cook 2 days per week in our nursing home. Will need own transportation. Call GR 4-3442 for an appointment between 9 a.m. - 4 p.m.
Whitehall-Farmington Convalescent Home
40875 GRAND RIVER
West of Haggerty Road

3-2D Miscellaneous

TELLER
Immediate opening for full time teller to work at our Plymouth office located at Penniman and Main. Must be a high school graduate and be able to meet the public. Minimum age 21. Ideal position for housewife. Require light typing and accuracy with figures. Call Mr. Reifel or Mrs. Lyke at 453-7400 for interview.
FIRST FEDERAL SAVINGS of DETROIT
An Equal Opportunity Employer

Portrait Colorist
Mostly children. Must be professional. Year around work. Home or Studio. 18838 Beech Daly
KE 5-4240

HOUSEKEEPING AIDE
Woman to work days, full time in housekeeping department in new facilities of home for the aged in 6 Mile-Telegraph area. No experience necessary, will train. Good working conditions and benefits. Call KE 1-6874.

RN - LPN
AFTERNOONS
Full or Part Time
OAK HILL NURSING HOME
34255 Grand River Ave.
Farmington 477-7372

GAS STATION ATTENDANTS
Female help needed. Good pay. Good hours. Full or part time. Ages 18-30. Contact Mr. Muncey.
349-9738

BEAUTICIAN with following for Plymouth area shop GL 3-2415

NURSES AIDES
Join our fine staff and help us give our residents the care they deserve.
We need dependable women to work both full and part time on our day and afternoon shifts. Will need own transportation.
Call GR 4-3442 for an appointment between 9 a.m. - 4 p.m.
Whitehall-Farmington Convalescent Home
40875 GRAND RIVER
West of Haggerty Road

Female Help Wanted
3-2D Miscellaneous

MEDICAL Steno. Temporary. Doctor's office downtown. Top pay. Apply GIRLPOWER (Div. of Manpower, Inc). 26049 W. 5 Mile Rd. 965-7000

EARN your wig. Have a wig demonstration. For information call 464-0611

ASSEMBLER
Needed for Cylinder Mfg.
8 a.m. - 4:30 p.m.
Good Benefits
$1.80 per Hour - Apply
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12800 Merriman and Industrial Roads
261-0300

175
Men and Women Needed for Light Packaging Work
IN PLYMOUTH
2 Shifts
8 A.M.- 4:30 P.M.
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$1.65 PER HOUR
NO EXPERIENCE
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WORK FOR A WEEK - MONTH OR LONGER
Call — 10 A.M. - 3 P.M.
Detroit 962-5580
Livonia 261-4480
Dearborn 565-8010

DICTAPHONE typist in Northwest area. 2 weeks assignment in plasant surroundings. Recent experience not required but must be accurate. Apply GIRLPOWER, (Div. of Manpower, Inc.) 26049 W. 5 Mile Road. 965-7000

L.P.N.
Full time afternoons only. We would like to discuss duties and salary with you.
Mrs. Ford
9 a.m. - 3 p.m.
UNIVERSITY CONVALESCENT
28550 FIVE MILE ROAD
LIVONIA 427-8270

MATURE woman to work in home or office on limited income telephone soliciting. 422-8080 or 422-8050

TYPISTS
STAT. TYPISTS
DICTAPHONE TYPISTS
Immediate openings for all kinds of typists. Apply at our office in your neighborhood.
GIRLPOWER
(Div. of Manpower, Inc.)
26409 W. 5 Mile Rd.
Open Wed., Thurs., Fri.
965-7000

NURSE'S Aides. Full or part time. Hendry Convalescent Center, 105 Haggerty Rd., Plymouth. 455-0510

AGGRESSIVE LADIES WITH PLEASANT PHONE VOICE
To make appointments for our salesmen from office leads. Hourly pay plus incentive. Work 5 days per week, 2 p.m.- 6 p.m. Call 9 a.m. - 5 p.m. 425-8500

BEAUTICIAN with following. Thinking of switching? Modern shop in Livonia sheeping center. Good conditions. KE 5-6837, 422-9621

Female Help Wanted
3-2D Miscellaneous

BEAUTY OPERATORS
Do you have a following? Guaranteed salary as high as $150 per week, according to your following.
455-3100
ENTRI HAIR STYLISTS
455-3100

BABYSITTER, nights, 4 to 2 a.m. or live-in if desire. Usual modern welcome. 464-3426

NURSES AIDES
KITCHEN HELP
All Shifts. Fringe Benefits.
RIVERBANK
CONVALESCENT HOME
LIVONIA GA 1-4800

FULL time dental assistant position available soon. Farmington area. Experienced preferred. 476-4610

R.N.'s or LPN's
Full or part-time. All shifts, top pay, benefits. Call Mrs. Fine 261-5300
Nightingale Convalescent Center
8365 Newburgh Rd.
Westland

WOMAN counter help, some sewing, cleaners, afternoons. Vicinity Ann Arbor Trail-Ann Arbor Road. 464-1323

MACHINE OPERATORS
Opening for afternoon shift on plastic bagging machine.
Perfection Packaging
12257 Market St.
between Schoolcraft and Plymouth Rd.
1 Block West of Levan

GRADUATE medical assistant for busy Doctor's office in Livonia-Plymouth-Farmington Rd. area. 425-6057

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Company will train, if you are good at math and like to count money. Start $365. Merit raises await you.
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16401 W. 8 Mile Rd.
272-7400

WOMAN to clean small apartment. Farmington, 2 or 3 hrs. work twice a month. Transportation necessary. 476-5917

DEMONSTRATE WIGS
Earn money. Sell in your home or have parties in your spare time. FASHIONABLE HAIR ACCESSORIES. Contact Nancy.
KE 4-4535

BEAUTICIAN. Must be experienced. Clientele preferred. Flair Beauty Salon. 476-8810

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GOOD SKILLS—FEE PAID
NORTHWEST SUBURBS
$475 PER MONTH UP
Call MRS. DOMKA 474-7210
INTERNATIONAL PERSONNEL

LEGAL-STENO
$6,864 - $8,049
APPLY BY JANUARY 30
Livonia resident, at least 21 years old with 2 years of responsible full-time legal-steno or secretarial experience. City of Livonia, Civil Service Commission, 33110 Five Mile Rd., 421-2000 ext. 288.

Female Help Wanted
3-2D Miscellaneous

WOMAN for light cleaning, offices and sales room. 3 days per week. (Mon., Wed., Fri.) Apply 25743 W. 7 Mile, Detroit. KE 1-1611

BEAUTICIAN, part time. 476-2030

3-2E Office/Clerical

SECRETARY
Mature, good natured woman able to handle sales correspondence, marketing reports, itinerary scheduling in dynamic sales department.
476-0213

BABYSITTER, 2 days a week in my home. Joy Rd., Farmington Rd. area. Reference. Phone after 5 p.m. 427-2958

Stenographer
for law office in the Farmington area. Full time. Attractive surroundings.
For information call
476-2121

GIRL for drug store. Must type. Bayard Drugs, Joy at Merriman. Do not phone.

SECRETARY. Livonia, $150 a week. General office. Northwest area. Secretary, Ann Arbor, $550-$600 month. Fee paid. Accounts receivable-payable $95 - $90 week.
WESTLAND EMPLOYMENT BUREAU
18224 Farmington Rd.
477-6481 477-5935

SECRETARY
We need an all around Secretary in our Detroit sales office located at Grand River and Orchard Lake Rds. In Farmington to handle dictation, reception duties, typing, customer contact and general clerical work. Shorthand and the ability to work with figures are necessary. Outstanding compensation package including company paid employee benefits. Apply at Michigan Employment Security Commission, 24444 W. 7 Mile, Detroit.
GRANCO STEEL PRODUCTS COMPANY

EXPERIENCED Girl Friday. 8 Mile Rd., Telegraph area. Send resume to P.O. Box 2143, Livonia 48150.

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Secretarial-General office.
Many jobs fee paid.
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RECEPTIONIST for Doctor's office in Livonia. Must have dictaphone and typing skills. 261-6600

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NEEDED
(for temporary work)
Day and Evening Shifts
(also week-ends)
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Division of Williams Services, Inc.
DOWNTOWN
962-4036
NORTHLAND
One Northland Plaza
(Corner 8 Mile - Greenfield)
Suite 800
444-1516 353-1030
Many Temporary Positions Available

Female Help Wanted
3-2E Office/Clerical

DEPENDABLE woman for general office work with knowledge of bookkeeping. Call Mr. Peterson, Ecco Tool in Novi. 348-2840

GENERAL OFFICE
Mature person with light typing abilities, telephone personality, and general office experience. Full time position. 5 days. Benefits. Call Mrs. Miller for appointment.
352-4432
An Equal Opportunity Employer

GENERAL OFFICE WORK
Young woman 18-25, typing, filing and general clerical work. Apply 9-12 a.m. American Enclosure Co. 40200 Grand River, Novi, ¼ mile off Haggerty.

AIRLINES Sec'y, attractive gal who enjoys people and travel. Good shorthand and typing necessary. Stash on this one. Salary $5004- Travel discount. Call Judi Spencer. Professional Personnel Consultants 477-7080

GIRL Friday. Farmington. $450. Fee paid. Some clerical experience. Must have accurate typing. No shorthand. Northland Personnel. 537-7373

JUNIOR Typist. Westland. $375. Fee paid. No experience necessary. Just right for a beginner. Northland Personnel. 537-7373

GENERAL OFFICE
N.W. area. Diversified work. Handling invoices and orders. $433. No fee.
RENEE PERKINS PERSONNEL
15827 Grand River VE 6-5070

PERSONNEL Interviewer. Our company will train a mature, young girl for a career in personnel. 537-7373

AIRLINE TRAINEE. Learn while you earn on this interesting all public contact job. Help set-up travel arrangements, etc. For interview, call Towne Personnel, CR 4-7250, 477-3330.

GENERAL office. Southfield. $400 fee paid. A variety spot for a gal with good typing. Will train on PBX. Northland Personnel. 537-7373

CLERK-TYPIST
Engineering Dept. has opening for experienced person in Order Dept. with varied duties. Accuracy in typing required. Call Mr. Hosek 868-8600.
DETREX CHEMICAL INDUSTRIES INC.
14331 Woodrow Wilson
868-8600
An Equal Opportunity Employer

GARDEN CITY company needs a pleasant girl to greet clients and receive payment. $385. No fee. Northland Personnel. 537-7373

SECRETARY, $520. Fee paid. Intelligent mature girl, good typing and shorthand. Southfield. Call Mrs. Evans, Suburban Personnel. 477-9840

RECEPTIONIST. Livonia. Start immediately. $3 per hour. Accurate light typing. N.T.S.

LIVONIA Secretary, $475. Fee paid. Growing company with new office. Diversified duties, typing 50, shorthand 80. Northland Personnel. 537-7373

SECRETARY for Livonia Law office. Typing and shorthand required. Call between 9 and 12 a.m. only. 261-8400

BILLING Receptionist, Dearborn. $375. Fee paid. Advertising company needs a sharp girl with accurate typing. Northland Personnel. 537-7373

GIRL FRIDAY
to work in 1 girl office located in Farmington. General secretarial duties, typing, record keeping. Ability to talk with customers by telephone. Applicant should be a self-starter, able to organize own days. Call for appointment.
477-9060

Female Help Wanted
3-2E Office/Clerical

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Excellent opportunity for a mature responsible person who can take charge and be able to complete assignments without close supervision. We are looking for someone that is accurate with figures by working a Friden Calculator, ability to type 40-50 WPM and be able to handle the telephone.
For information leading to a confidential interview please call
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PERSONNEL DEPT.
9 A.M.- 4 P.M. DAILY
Alexander Hamilton Life Insurance Co. of America
12 MILE - FARMINGTON RD.
FARMINGTON

SECRETARY. FEE PAID
Mature, poised, for supervisory position. Beautiful office. Benefits. Southfield. Salary open.
Come in, send resume, or call
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1800
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SUITE 7
Dearborn, Mich. 48124
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SECRETARY JR. FEE PAID
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Mister Executive and Business Girls, Inc.
1800
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Dearborn, Mich. 48124
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Female Help Wanted
3-2E Office/Clerical

SECRETARY—$600 FEE PAID
N. W. Suburbs. Fun and glamour plus a little work like shorthand and typing. Some bookkeeping helps you here.
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Two openings in Southfield and Livonia. Secretarial skills and personnel department experience. Salaries up to $520. Good benefits and good working conditions. Open 9 - 5, Sat., 9-12.
ALLIS-JOHNSON
425-3000
15195 Farmington Rd., Liv.

TYPIST
Some experience. 60 wpm minimum required. Excellent starting salary. Group insurance. Growth position. Pleasant Southfield location. Phone Mr. Zink.
353-6191

STENOGRAPHER. $433. Fee paid. Beginning position for recent grad with typing and shorthand. Northland. Call Mrs. Evans, Suburban Personnel. 477-9840

GENERAL OFFICE
Some experience. 60 wpm minimum required. Excellent starting salary. Group insurance. Growth position. Pleasant Southfield location. Phone Mr. Zink.
353-6191

CLERK-TYPIST
Excellent opportunity for mature individual with figure aptitude and accurate typing skills to operate electric typewriter.
For information leading to a confidential interview please call
476-9000
PERSONNEL DEPT.
9 A.M. - 4 P.M. DAILY
Alexander Hamilton Life Insurance Co. of America
12 MILE - FARMINGTON RD.
FARMINGTON

Female Help Wanted
3-2E Office/Clerical

CLERK Typist. Excellent opportunity for permanent employment in Plymouth area. Liberal fringe benefit program. Immediate opening in our Policy Service Department. Typing necessary. 409 Plymouth Rd. Call 453-8000

NORTHWEST District insurance office needs accurate typist for claims clerical unit. Please take phone Mon.-Fri. before 4 p.m. Ask for Mrs. Stephenson. 543-3460

BOOKKEEPER
CLERK TYPIST
SECRETARY
PBX OPERATOR
WESTLAND EMPLOYMENT BUREAU
18224 Farmington Rd., Livonia
477-6481 477-5935

GIRL FRIDAY. Part time for general office work. Must deal with figures and able to type well. For appointment call 537-7790

DISTRICT MANAGER NEEDS: PERSONAL SECRETARY
to do the following: Shorthand, typing, filing, some letter writing. Experience preferred. Call for appointment at:
FOREST CITY 261-7500

WORK while kids are in school. Be fast, accurate typist, able to transcribe from dictating machine. 13 Mile and Orchard Lake area. Call Mr. Trenkle. 851-0779

RECEPTIONIST
For our Livonia office . . . Here's an opportunity for you to join the staff of Michigan's largest twice-weekly newspaper.
We are looking for an attractive woman who likes to meet and greet people. Some light typing is required.
If you are interested in this full time position, apply in person at:
OBSERVER NEWSPAPERS
33050 FIVE MILE ROAD
near Farmington Road

BI-LINGUAL Secretary, $570+. Fee paid. Italian and English International division. Southfield corporation. Call Mrs. Evans, Suburban Personnel. 477-9840

KEYPUNCH OPERATOR
N.W. area. Excellent working conditions. 1 years experience. $110 - $120 plus benefits. No fee.
RENEE PERKINS PERSONNEL
15827 Grand River VE 6-5070

JR. SECRETARY, $450. Fee paid. Young lady with average shorthand and typing for position in sales. Call Mrs. Evans, Suburban Personnel. 477-9840

Female Help Wanted
3-2E Office/Clerical

ACCOUNTING Clerk. $500. Fee paid. Some experience, receivable, payable. Type 50 wpm. Call Mrs. Evans, Suburban Personnel. 477-9840

JR. FIGURE GIRL - TYPIST. $450. If you like working with figures and have accurate typing, this leading revel company is looking for you. Excellent future and benefits, interesting job. Rush.
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Southfield area. Construction Real Estate background. Fee paid. Salary up to $555. Open 9-5, Sat. 9-12.
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425-3000
15195 Farmington Rd., Liv.

GENERAL OFFICE
Full time. Must be experienced in bookkeeping, typing and have good phone personality. Good fringe benefits. Must have own transportation. Plymouth-Telegraph area. Call
532-9100

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One Northland Plaza
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Many Temporary Positions Available

GENERAL OFFICE
N. W. area. Diversified work. Good math aptitude. $400 plus benefits. No fee.
RENEE PERKINS PERSONNEL
15827 Grand River VE 6-5070

Female Help Wanted

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$1.80-$2.00
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KE 7-7820

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