Female Help Wanted 3-2D Miscellaneous

DRIVER. Full time. H & H Supply Co. Call 455-1550

TELEPHONE Survey work, our office. Salary. Call mornings after 10 a.m. 537-0288

SWITCHBOARD OPERATOR Livonia office, permanent, part-time, 20 hour week. Relief position. Must be able to work various hours and alternate weekends. Experience preferred. Age 25 plus. Jones Telephone Answering Service. GA 5-2100

MODELS - Fashion, Photo, TV Professional or will train. American Beauty Model Agency. 32011 Michigan, W. Dearborn LO 3-8889

HAPPY EASTER
Make your Easter bonnet a synthetic wig this year. You can earn it free at your home wig show. Special Easter bonus includes an $8 value in wig accessories in addition to your hostess award just for booking before March 31. Call the
WIG-LOO
464-0962

BABYSITTER needed in Edgewood Elementary School area. After school 'til 5:30. Monday thru Friday. Phone after 5:30. 538-8108

BEAUTY Operator. Experienced. Tangerine Room of Beauty. 464-3300

PLYMOUTH STATE HOME
Has Immediate Openings
ATTENDANT NURSES
$2.73 to $3.18 hourly
TELEPHONE OPERATORS
$2.45 to $2.93 hourly
Salaries commensurate with experience and training. Extensive fringe benefits are provided. For further information contact Personnel Dept.
PLYMOUTH STATE HOME
453-1500

STORE Clerk, female, part time. 12 Mile and Farmington Rd. area. 474-7122

PHONE SOLICITORS
To work from 2 p.m.-6 p.m. 5 days per week. Hourly rate plus incentive 425-8500. POSITIONS ARE PERMANENT

CASHIER. Part time, female, over 18. 15-20 hours per week. 5-10 p.m. weekdays, some hours on weekend. Experience preferred. Lake Pointe Drugs, 43644 W. 9 Mile Rd., Plymouth, between Haggerty and Northville Roads.

Female Help Wanted 3-2D Miscellaneous

HELP in office mailing. Must type a little. 9:30 - 5 p.m. No Saturdays. Steady. 15661 W. Metcalfe.

POLICE MATRONS
$2.50 per hour
Minimum call-in pay, $10. Livonia residents to assist in Police Dept., on part-time, on-call basis, City of Livonia, Civil Service Commission, 33110 Five Mile Road.

175
Women Needed for Light Packaging Work IN PLYMOUTH
2 Shifts
8 A.M. - 4:30 P.M.
5 P.M. - 1:30 A.M.
$1.65 PER HOUR
NO EXPERIENCE
Also need all types of temporary office personnel.
A.G.S.
Temporary Service
WORK FOR A WEEK - MONTH OR LONGER
Call — 10 A.M. - 3 P.M.
Detroit 962-5580
Livonia 261-4480
Dearborn 565-8010

EXPERIENCED GIRL FRIDAY. Must have shorthand for light dictation and also some experience in light bookkeeping, primarily payroll, accounts receivable and payable. For appointment phone Mrs. Fisher. 453-5490

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

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8 MILE AT MIDDLEBELT
GR 4-4922
8-7 DAILY 9-4 SUNDAY

Female Help Wanted 3-2D Miscellaneous

REGISTERED Nurse needed for Garden City area G.P. office. No nights or Saturdays. Salary open. 422-4760

HUSBAND LAID OFF?
Can you type? Have you had office experience? Do you want to earn extra money? Call
GIRLPOWER
(Div. Manpower, Inc.)
965-7000

3-2E Office/Clerical

ASSISTANT TO Bookkeeper and general typing in a 4 girl office. Salary according to ability and experience. Full time only. Excelle Rubber & Plastics, Industrial Park Dr., Farmington.

ACCOUNTS RECEIVABLE CLERK
Detroit firm re-locating to Livonia in March, has an immediate opening for an Accounting Clerk, with experience handling accounts receivable (including credits and collections work) for a manufacturing firm. Will assist the senior credit and collections clerk but should be capable of assuming greater reponsibilities. Excellent salary and fringe benefits, including fully paid group insurance and free parking. For an interview appointment contact Personnel Department.
BROOKS & PERKINS, INC.
Honeywell Center
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17515 W. Nine Mile
Southfield, Mich. 48075
354-0100
An Equal Opportunity Employer

SECRETARY To Manager. $500+. Lots of phone and some personnel duties. No fee. Towne Per. CR 4-7250 or 477-3330

FIGURE Girl, accurate typing for reports. Career minded, to $600. No fee. Towne Per. Future and benefits. CR 4-7250 or 477-3330

TYPIST
Monday nights 4 p.m. to midnight. Must be excellent typist. Good hours by day, fringes, etc. Call Bill Parish.
261-8600
OBSERVER NEWSPAPERS, INC.

JUNIOR STENO to train for executive secretary. Plush new offices. No fee. $475. Future. Towne Per. CR 4-7250 or 477-3330

MEDICAL receptionist, some clerical duties involved. Typing experience necessary. Full time position for busy medical clinic. Challenging position for intelligent young woman. Experienced need only apply. Salary and fringes. Ask for Karen. 261-8500

SECRETARY, no shorthand. $450+, for plush Broker's office. No fee. Towne Per. CR 4-7250 or 477-3330

CUSTOMER Service. Some dictaphone. No fee. Moving to Telegraph and 8 Mile. Salary $500-$525. Motor City Emp. 535-7004

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

FILE CLERK. $345. Beginning position. Average typing needed for rapid promotion. Call Mrs. Evans, Suburban Personnel. 477-9840

Female Help Wanted 3-2E Office/Clerical

STENO
N.W. area. Interesting and diversified position for sharp young girl. $435 mo.
RENEE PERKINS PERSONNEL
15827 Grand River VE 6-5070

BI-LINGUAL Secretary. $575+. Fee paid. German or French and English. International division, opportunity in Southfield. Call Mrs. Evans, Suburban Personnel. 477-9840

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EXPERIENCED ONLY
Full Benefits. Permanent position. Days and afternoons available.
563-1200

SECRETARY
N.W. area. Excellent company. Diversified work. Good on phone. $450 plus benefits. No fee.
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BOOKKEEPER. Livonia company needs an experienced Bookkeeper. Will work closely with Controller. Excellent working conditions. Phone 261-4204

GENERAL OFFICE
LIGHT BOOKKEEPING HELPFUL
26101 GRAND RIVER
NEAR BEECH DALY

CLERK Typist. Benefits. Excellent opportunities. Call Qualified Personnel. 255-3600

BOOKKEEPER
N.W. area. Full charge. Machine used. Will consider teaching. $120, raise in 30 days. No fee.
RENEE PERKINS PERSONNEL
15827 Grand River VE 6-5070

ACCOUNTING CLERK
GENERAL OFFICE
Needs experience with ledgers and figure typing, to start at $500 mo. Fee paid. Call 961-6260 for Northwest interview.
PERMANENT STAFF COMPANY

Female Help Wanted 3-2E Office/Clerical

RECEPTIONIST
TYPIST
$425 to start. Super new office needs attractive, dependable gal to promote fast. Fee paid. Call 961-6260 till 9 p.m.
PERMANENT STAFF CO.

SECRETARY-BOOKKEEPER
GENERAL OFFICE
Jobs are available in the N.W. area. For appointment for the job that suits you best Please call
PAT McCARTHY PERS.
ALL JOBS COMPANY PAID
26150 Five Mile 532-7788

JUNIOR SECRETARY
Light shorthand for electronics firm in suburbs. Work for very nice men and $430. Call 961-6260 till 8 p.m. for Northwest interview. Fee paid.
PERMANENT STAFF CO.

ACCOUNTS PAYABLE CLERK
Experienced through Trial Balance. Livonia manufacturer. Call Miss Peck, 464-0100.

A & A ASSOCIATES OF LIVONIA
Call Mrs. Ellison 261-8100
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15420 Farmington Rd., Liv.

TELETYPE OPERATOR
Immediate opening for young woman with experience. Excellent salary and fringe benefits.
For Appointment Call
GENERAL FOODS CORP.
12001 Farmington, Livonia
427-5500
(An Equal Opportunity Employer)

SMILING gal with high school, no typing or office experience necessary — $80 week. Call 961-6260 till 8 p.m. for Northwest interview.
PERMANENT STAFF COMPANY

Female Help Wanted 3-2E Office/Clerical

WAREHOUSE CLERK
Full time, 5 day week. General office experience. For appointment, call Mrs. Miller. 552-4432
An Equal Opportunity Employer

ATTRACTIVE new suburban office, work close to home. Good steno skills plus few years experience. Call now. Judi Spencer, Professional Personnel Consultants, 474-7080

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We're looking for an individual with intelligence and poise, a good telephone voice and the maturity to understand people's problems.
The person selected will be trained to telephone our present customers and help provide answers to their questions and problems.
For information leading to a personal 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

EXPERIENCED billing machine operator, accounting. Farmington area. Mrs. Ellison 261-8100

OFFICE CLERICAL
Young woman for clerical position with rental office of apartment complex. Must be good typist and enjoy detailed work. 580 week to start with regular increases, paid vacations and sick days. Prefer Farmington area resident with own transportation. 474-7256

BOOKKEEPER. Livonia company accounts payable thru trial balance. NCR experience helpful. Salary $115. Call Lois Kendall, Professional Personnel Consultants, 477-7080

ATTRACTIVE gal with good SR and FC Bookkeeper for busy executive. Novi area. Call Judi Spencer, Professional Personnel Consultants, 474-7080

RECEPTIONIST FOR DOCTORS
$375
Busy Dearborn doctors need good typist with friendly personality to welcome patients, answer phones and schedule appointments. Graebner & Co., 420 Village Plaza, Michigan and Outer Dr., 565-3500.

GIRL for Doctor's office. 5 Mile, Middlebelt. 2 - 3 days a week. Experience in insurance work. Light typing and filing. 437-3810

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Neatness, efficiency and responsibility a must. Excellent opportunity. Will grow with company, good typing skills, for the N.W. area.
Open 9-5, Sat., 9-12
ALLIS-JOHNSON
425-3000
15195 Farmington Rd., Liv.

Female Help Wanted 3-2E Office/Clerical

General office clerk . . . to $450 in advertising medium. Interesting creative people. Fee paid. 961-6260 till 8 p.m.
PERMANENT STAFF CO.

GIRL for accounting office. Familiar with sales tax and form 941. Call Mr. Burgess. 537-9470

BILLING, $400. Fee paid. Some experience preferred. Average typing. Farmington. Call Mrs. Evans, Suburban Personnel. 477-9840

EXPERIENCED secretary for president of small Livonia firm. 30 to 40 years. Excellent working conditions. 261-4204

PERSONNEL CLERK
Sharp gal to solve problems and rain for promotion. Some typing. $450 mo. Fee paid. Call 961-6260 till 8 p.m. for Northwest interview.
PERMANENT STAFF COMPANY

Female Help Wanted 3-2E Office/Clerical

RESPONSIBLE woman with some office and typing experience for combination library - clerical position. Can be part or full time. Plant located on Sheldon Rd., in Plymouth. Phone Mr. Cummings. GL 3-1320

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The Hallmark of Convalescent Care in Your Community. Become part of a unique concept in convalescent care.
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LIVONIA
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$1.80-$2.00
(With Minimum 1 Year Experience)
Afternoons-Midnights
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30405 FOLSOM ROAD
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Apply in Person
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