504 Help Wanted Office-Clerical

BIRMINGHAM - law firm needs polished, professional legal secretary. Your strong career skills will net you to $14,500 with early review, plush surroundings & good benefits. Fee paid

AUTO - parts background preferred by Southfield auto parts wholesaler. Friendly atmosphere & longevity company, fee paid.

PERSONALITY - & polish are a must for this terrific spot in a plush Birmingham company. Work for a VP, handle typing, phones & reports, $11,500 to $13,500, great benefits and location. Fee paid

ADAMS & MARTIN

PERSONNEL
1090 S. Woodward Birmingham

646-5600

DIAL A JOB
To Hear Available Our New Jobs Search Counseling & Resume Preparation Services.

646-8780

BIRMINGHAM OFFICE needs accounts receivable clerk. Must have good typing. Send resume stating education, experience & salary desired to P. O. Box 147, Birmingham, MI 48012

BOOKKEEPER

General office thru trial balance, experience with payroll & tax deposits. Southfield area. 424-8256

BOOKKEEPER must be able to go through trial balance, restaurant hotel experience helpful. Call Sanford Inn. John Anhut 474-4800

BOOKKEEPER - thru trial balance, bank rec. A/R, A/P, general office typing, E.D.P. experience preferred, position temporary till June 1982. Regional office in Troy. Arater Services, Call Ken Ahart after 9am 362-4000

BOOKKEEPER with Secretarial skills & fast accurate typing. Mature, Experienced. Birmingham/Bloomfield area. Full time, small organization. Reply Box 662 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BUSY OPHTHALMOLOGISTS' office on Southfield wishes mature full time receptionist. Experience in medicare, blue shield, medical, telephone, telephone preferred. Send resume to box 650 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLAIMS EXAMINER
SOUTHFIELD COMPANY
Experienced only, in reviewing and processing claims for dental, vision and health and welfare claims. Some CRT experience, will process disabilities, etc. $13-$14,000 minimum. Fee Paid.

INSIDE SALES - SECRETARY
SOUTHFIELD
Good typing, shorthand would be nice. Prefer experience dealing with clients in Mfg. or Sales. Salary $11-$14,000 range. Full benefits. Fee Paid.

RECEPTIONIST
FERNDALE/OAK PARK AREA
Accurate typing, will answer phones, excellent appearance required. Salary - $150-$200 a week

PERSON FRIDAY FOR MFG'S REP
ROYAL OAK
Good typing ability required. Shorthand. Personable. $200-$250 to start.

BETTY HAMIL PERSONNEL
424-8470

FILE CLERK TYPIST
Full time for Southfield office, must be able type 40 WPM. Please contact Sandy at 353-5600

GENERAL CLERK

Person needed to work as student recruitment, scheduling & placement clerk at a Technical Trade School in Livonia. Requires dependable individual with good typing skills, some computer experience helpful. Call

252-6564
An Equal Opportunity Employer

GENERAL OFFICE WORK
With sales and typing experience. Apply at 25543 Five Mile, Redford or call 537-0027

GENERAL OFFICE HELP
Flexible hours Saturdays included Southfield Area. Call between 12 Noon-5 PM 358-5154

GENERAL OFFICE
COMPUTER COMPANY
Interesting variety in this busy suburban sales office. Typing and an eye for details needed here $375. Fee paid. Call Bernice today

353-2090
SNELLING & SNELLING
PERSONNEL

GIRL FRIDAY
Law office, Tel/Receive area needs dependable, bright person with good typing skills & 1-3 yrs. secretarial experience for busy 2-girl office to perform typing, dictaphone, telephone & general office procedures. Will train in legal. Good benefits. Hours 8:30am-4:30pm. Start by or on Feb. 15. Please send qualifications to Box 628, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE Secretary, Birmingham agency looking for part time experienced Girl - hours flexible, pay open depending on experience. Joyce, 646-6200

KEYPUNCH OPERATOR
PART TIME
Data Entry Clerk needed for Data Processing Department of food distributor, center. Must have recent Keypunch experience preferably on IBM keypunch machine and be fast and accurate, CRT knowledge is a great plus. Applications accepted. Monday - Friday, 8:30-3:30 PM. 455-1600.
SPARTAN STORES INC
An Equal Opportunity Employer

LEGAL SECRETARY
Half time. Exciting, challenging position, general practice firm. Accurate typing. Southfield area. Call 559-8100

LEGAL SECRETARY
Experienced Southfield law firm. Negligence Law practice. Benefits. Call Barbara. 358-0100

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Experienced, need for Southfield law firm. Salary commensurate with ability and experience. 353-1340

LEGAL SECRETARY - part time, Mon thru Fri, experience preferred, Birmingham area. 644-0008

LEGAL SECRETARY
Southfield Law Firm. If you have substantial skills & legal experience.
474-8000

LEGAL SECRETARY wanted for small Bloomfield Hills general practice. Minimum of 2 years experience. Excellent secretarial skills required. Salary negotiable. Call Mrs. Woolley for interview at 645-1635

Legal Secretaries

Joanne Mansfield is a specialist in finding the best position for you in the legal field. These positions include legal secretaries, para-professionals, and law office management personnel.

Permanent, part time and temporary positions available for experienced legal personnel in the greater metropolitan area.

Invest in your future by contacting Joanne, the legal placement professional today. All fees company paid.

MANSFIELD & ASSOCIATES, INC
900 Tower Drive - 8th Floor
Troy, MI 48084
(313) 879-8832
Subsidiary of Laser Personnel Inc.

MATURE Person, part-time/full-time General Office. Lite typing. Experience preferred, reliability an absolute Must. Apply: 214 S.Main, Northville.

MEDICAL INSTRUMENT company requires experienced, sharp, professional sales secretary. Excellent salary & fringe benefits. Located in Bloomfield Hills Call for interview. 338-4571

ONE CALL DOES IT ALL
Place your classified want ad in Suburban Detroit's finest market. The Observer & Eccentric Newspapers
591-0900 Wayne
644-1070 Oakland
852-3222 Rochester/Avon
Use your Visa or Master Card

OPPORTUNITY PLUS

Challenging diversified secretary/receptionist for position downtown. Professional with typing of 60 plus WPM, good communication skills to meet and greet executives. Salary commensurate with experience and the finest of benefits. Employee paid fee.

PERMANENT STAFF
TROY 362-4004

PART TIME Executive Secretary for regional sales manager. Good typing & shorthand. Hours flexible - AM preferred. Office at 12 Mile-Farmington Rd. Send resume to Box 656, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERMANENT PART TIME
Afternoons, 20 hours, non-smoker.
IDS Marketing
968-1900
An Equal Opportunity Employer

PROMINENT BIRMINGHAM law firm desires experienced paralegal for litigation practice. Part-time or full-time. Write Box 638, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PROOF READER
$13,200

Nationwide firm has opening for sharp, detailed, minded person. Successful candidate should have good typing skills, excellent spelling & grammar, and fast, nimble fingers on adding machine. Previous proof reading experience a plus. FEE PAID! Don't delay, call Sheri Hill today!

AMERICAN
PERSONNEL 355-5526

RECEPTIONIST/SECRETARY
for media group.
Good typing skills essential
352-7546

RECEPTIONIST/General office. Progressive Engineering firm, in Rochester, looking for conscientious worker with general office skills. Typing a must. Dictation skills a plus, but not necessary. excellent work environment. Call 852-0059

SALES & CATERING COORDINATOR for Southfield hotel. Excellent typing a must, good telephone skills, must relate well to people & be able to manage catering office. Prefer hotel experience. Send resume to box 662 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARIES
SO YOU HAVE DECIDED that you are ready for a career change. O.M.S makes the hard part of finding a new career easy by matching your experience & salary requirements with our TOP client company's position. If you have good typing AND/OR shorthand, bookkeeping, word processing, legal experience, etc., LET US TAKE CHARGE. YOUR CHANGE! We are the ONLY national search firm that SPECIALIZES in office support placements. To arrange an appt.,
CALL - 589-3220!
OFFICE MATES 5
Division Mgt. Recruiters

SECRETARY - excellent typing, shorthand & word processing experience. Southfield company, $14,000, fee paid

ADVERTISING - secretary, typing 70 WPM, work for 3 men, benefits, $10,500.

SERVICE - secretary, Bloomfield Hills, typing, shorthand & experience, benefits, $12,000, fee paid

LOIS RAY
PERSONNEL
559-0560

SECRETARY - experience required for Lanier no problem word processor. Late afternoon-evening hours. Southfield location. 358-1770

504 Help Wanted Office-Clerical

SECRETARY - Experienced, part time. Good typing. CRT experience. Southfield area.
559-0808

SECRETARY for small Insurance Agency. Good typing, telephone and basic office skills required. Light bookkeeping. Insurance background preferred. Hours Tues thru Fri, 9am-5pm. Please send resume & salary requirements to Maplewood Agency, 731 W. Eleven Mile Rd., Plymouth, MI. 48170.

SECRETARY for downtown firm. Must type at least 60WPM accurately and no dictaphone.
Grasheer Employment, 565-3502

SECRETARY
for a small congenial office in Ann Arbor. Some prior experience. Good skills, shorthand not required. Word Processing and machine transcription a plus. Reply Box 644, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY needed immediately for Southfield law firm. Very busy office. Typing minimum 65WPM - will be tested. Apply in person at 21700 Northwestern Hwy., suite 840, Mon. thru Fri. 9am-4pm. 559-8600

SECRETARY
Progressive Southfield financial institution is seeking dependable individual capable of handling executive responsibilities. Previous bank experience helpful. typing 60-80 w.p.m. Good benefits. Salary commensurate with experience.
MICHIGAN NATIONAL BANK - OAKLAND
557-7562
An Equal Opportunity Employer

SECRETARY to Corporate Director of Information Systems. Farmington Hills location. Good typing & organizational skills; some background in Data Processing helpful. Pleasant work environment, competitive salary & benefits fringe benefits. Let us be confident in our ability. Call Jean Hendon, 851-7000

LEADING HOTEL IN SOUTHFIELD needs qualified salesperson. Hotel experience helpful. Salary commensurate with experience plus benefits. Send complete resume to box 662 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LICENSED REAL ESTATE SALESPERSONS
Become a member of the World's largest Resort Time-Sharing Market. Co. and involve yourself with the fastest growing industry in today's Real Estate Market. Training provided. For confidential interview, contact:
Mary Lou Gilfillan, 24 Month Office, 453-3210;
or Hall Ferns, Birmingham Office, 644-7456.

HITCHCOCK GALLERY OF HOMES
453-2210

LIFE AGENTS AND MANAGERS
EXPERIENCED
The Laurence F. Mohn Agency of John Hancock, a large multi-line agency, dealing in Variable Life, Mutual Funds, Tax Shelters, financed life insurance, casualty, D.I. and group. We offer a financial program of unsurpassed ERA. All inquiries strictly confidential. Call Director of Agencies at 557-7700 Donald Moffat, Sales Manager, 559-0600

Looking For a Career in Automobile Sales?
Guaranteed income plus commission. No experience necessary. Apply in person at North Bros. Ford, 33300 Ford Rd., Westland.

MANAGEMENT - motivated self starter for Management training in established organization. Send letter of introduction or resume to box 638, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MANAGER OF SALES ADMINISTRATION

The right man must be able to assist our Vice President of Sales as his image-starter. He should have a strong sales background and be a stickler for detail.

The ability to work by phone with our Branch and Regional Sales Managers to get the job done is essential.

If you like the day-to-day details of sales management reporting - call report follow-up - expense report control and market development and administration, then we have a career opportunity for you.

We are growing at an unprecedented rate and need a self-starter who is detail structured to support the sales effort.

Preferred background would be in any of the following: Office Equipment, Computers, Insurance, Equipment Leasing.

You will have the opportunity to join a young, aggressive company that is destiny with a parent corporation who is the largest in its field.

Send your resume to

Robert C. Storey, Chairman & CEO
Master Lease Corporation
26125 Woodward Ave.
Huntington Woods, MI 48070

MANUFACTURER'S REP wanted for welding and light fabrication shop. After 6p. 758-3369

MATURE INDIVIDUAL to learn the insurance business. Unlimited income to the right person. Call Mr. Mahoney at 525-0173

ONE CALL DOES IT ALL
Place your classified want ad in Suburban Detroit's finest market. The Observer & Eccentric Newspapers
591-0900 Wayne
644-1070 Oakland
852-3222 Rochester/Avon
Use your Visa or Master Card

ON TV
Needs ambitious self motivated sales people for the Livonia area. Top commission paid. For interview call: (Brighton).
227-2949

OPENING NEW offices, need experienced commission sales people, high income potential, marketing memberships. For appt call 993-8883

PROFESSIONAL SALESPEOPLE-Only Men or women. Immediate positions. Commission basis only. $1500 per week potential. Complete product training program in 3 days. Opportunities for advancement to field manager positions. Call Joe Resnick 9am-5pm Mon.-Fri. 644-6772

REAL ESTATE IS Exciting

Treat yourself to the most promising evening of your life. Join us at the Plymouth Hilton February 4th, 1982, 7 to 7:30 PM., room E, and learn how you can become a part of a most exciting career. If you can't make it that evening call FRED MIOTKE for an interview.

Century 21
Gold House Realtors
459-6000

506 Help Wanted Sales

REAL ESTATE SALESPEOPLE
Excellent opportunity for new & experienced Salespeople. Congenial friendly atmosphere. Best Plymouth location. 3 offices in Metro Southeast Detroit. Nationwide Referral Program. Excellent training program. Call or Write Blakley - for confidential interview.

HITCHCOCK GALLERY OF HOMES
453-2210

REPS FOR NAT'L CO.
Low Priced - High Volume Product. All equipment provided. Earn while you learn. Work from major Chale Stores in our region. No Cold Canvassing. Earn $400. per week - Job Security for those who work. Get a Job Now! Call for appointment! Ask for Mr. Davis

569-7741

RETIREES, HOUSWIVES. Opportunity in Real Estate sales. Licensed or will train. Prefer mature Farmington area resident. Call or come downtown Farmington. Straight commission. Call Roger Walker, Farmington Realty Company, 476-5900

SALES
Paid TV - Recession Free
Are you self motivated?
Are you a self starter?
Would you like earnings up to $500 week?
If your answer is yes, call Mon. thru Fri. ONLY between 10am - 1pm ONLY.
552-4017
751-3820 - East & North
SALES PEOPLE
Tech Hi Fi Stereo - Top or more good sales people. Retail selling experience helpful. Salary plus commission. Hours important. Interested, informed, self-motivated, friendly people should apply. Employment applications are available at: 35555 Plymouth Rd., Livonia, between 9 AM & 5 PM

SECURITY SALES
Position available for a commission salesperson who is a motivated self-starter in high volume industrial security and alarm sales. Individual must be knowledgable in conduction security surveys and proposals. Salary commensurate with experience. P.O. Box 47, Birmingham, MI 48012

SELF-STARTERS
have an excellent head start to be successful in Real Estate - that - is our Training Programs - comes out to a successful professional career in Real Estate. For details, call John Healy.

Century 21
PIETY HILL, INC. 642-7800

START NOW! Local Amway distributor offers opportunity for part time earnings. You pick the hours, we train. For interview
453-5725

TELEPHONE SOLICITORS, part time, Indoly, 3-8PM, Mon.-Fri. Top Pay for Top People. Salary + Commission. Hourly Guarantee. Call Mr. Bailey 557-3900

TRY SOMETHING new today. Experience Shaklee. A great opportunity to supplement your income. 421-5331

UNIQUE opportunity for highly-motivated individual in specialized direct sales. Unlimited income potential. Call Paula McKenna for confidential interview. 592-8600

VACATION TIME SHARE SALES
6 Sales Representatives.
Earnings unlimited.
Call VTM at 552-8300

VITAL FOODS - a long established & recognized leader in Nutritional Food Industry - is seeking Management-potential individuals.
We require at least 2 years in a Retail, Drug or Grocery Store environment; plus supervisory or management experience.
In addition, we are looking for people who:
• are mature
• have lots of physical energy
• have interest/knowledge of nutrition
• present pleasant, neat appearance
• have a flexible schedule
• like people & are outgoing
Please send resume or brief letter to: Vital Foods, 33733 Schoolcraft Station, Detroit, Michigan 48219 - Attention: Mr. Bobby
Vital Foods - We Serve The One!

WANTED SALESPEOPLE-call Cable Omni TV Guide, sell advertising space Full time, Commission basis. Excellent opportunity. 476-3095

507 Help Wanted Part Time

A CONSCIENTIOUS, responsible person, good with figures & detail work, needed as our Part-time Claim Processor. Hourly Pay commensurate with experience. Respond with resume to:
Advertising Audit Service, 31000 Lahser Rd., Birmingham, MI. 48010

APPLICATIONS being accepted for library assistant positions, full or part time. Clerical responsibilities include circulation and processing of library material. $4.60 per hour. $10,200. Contact Farmington Community Library, 32737 W. 13 Mile, Farmington Hills. 553-0930

CLERK TYPISTS
To be on call for temporary or part time work. Minimum typing 60 WPM. You will be looking for good, experienced people who would like to grow with a fast growing company. General sales background will be considered. Write or call Kelly Commodity Corp., 30555 Southfield Rd. Southfield, Michigan 48076. 644-8600

COMPUTER SALES

To $18,000 - fee paid. A degree and some experience in sales can earn you a spot with an expanding computer firm. Or Burrough's operators welcome. Call Kent.

SNELLING & SNELLING
649-5900

DIRECT OR Phone Sales. Set your own hours. Unlimited commissions. Call Helireen welcome. Will train. Replacement window, doors & siding. Energy-saving products. BAPCO. 544-8700

Do You Enjoy Fashion, Makeup, Jewelry? Then you're a natural for selling Avon. Areas Available. Livonia, Farmington & West Bloomfield
425-8989
679-0183 644-5404

ESPECIALLY FOR WOMEN!
Are you interested in Earning Money while working the hours you choose? Plainwell is looking for Independent Dealers on Feb. 4, 1982 - to find out how! For appointment, 453-0632 or 231-4822

ESTIMATOR
Expanding

Manufacturing company in Wayne, Michigan requires an Estimator for the Order Desk. Office experience necessary including Blue Print Reading & Estimating. Salary position with good opportunity for advancement. Call between 9:30 AM-4 PM.

326-1602

EXPERIENCED MATURE Person for light receive baby items, full & part time. Apply in person. Alvin's - Oakland Mall, Betty Mae Donald

EXPERIENCED, MATURE salesperson needed for full & part time positions for Women's retail clothing store. Willow Tree, Redford 537-1150

FANTASTIC OPPORTUNITY
National company seeks Licensed Real Estate Sales Person. Must be Closer and experienced in selling luxury products. Guaranteed salary plus bonus. Resume and references required. Our staff knows of this ad. All replies will be kept confidential. Reply to Box 870, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

507 Help Wanted Part Time

WELCOME WAGON International must fill representative positions. Pleasant career with flexible hours. Training provided. Call Pri. 9-12 Noon 646-2997
An Equal Opportunity Employer

508 Help Wanted Domestic

BABYSITTER, Mature, part time, 2 days per week, for our 1½ year old girl, my Pembroke Birmingham home.
649-2743

BABY SITTER. Mon. thru Fri., 8am-5pm, for infant and 5 year old, in our West Bloomfield home. References required. Call after 7 PM. 661-2100

BABY SITTER needed for 7 month old boy & 4 year old girl, 3 days per week, prefer non-smoker, 8 Mile-Farmington Rd. area. 478-8331

BABYSITTER - Southfield area, full time, light housework, live in optional. 646-8971

EXPERIENCED cleaning woman with references and own transportation. Call after 6PM, 585-0611, or 549-0747

EXPERIENCED person to keep house and care for small child. Saturdays. Saturday nights & occasional Sundays. Bloomfield Hills residence. Excellent pay, references required. 642-5124

FULL TIME HOUSEKEEPER. 5-6 days a week, flexible hours. Must be mature & experienced. Own transportation. Bloomfield Hills. Top salary. Send resume including references to Box 654 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GRANDMA NEEDED- for 10 yr., 6 yr. & 6 month old. 4:45-6PM. Mon. thru Sat. Caton. Call after 4:30pm 397-2143

HOUSEKEEPER/BABYSITTER - mature woman, experienced with references, must be clean, good with children, likes to keep busy, good cook, must drive, 5 days, good pay. 477-5450

HOUSEKEEPER - full time, live-in, beautiful home, Bloomfield Hills 2 adults. Good salary. Must have references and own transportation. Call Box 634, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LIVE-IN HOUSEKEEPER
Must love children. References. Highest salary paid. 851-4011

MATURE woman to care for 1 yr. old, 13 Mile-Franklin, own transportation, housekeeping, non-smoker. References. Call 626-6296 (5PM only)

NANNY WANTED to live-in and care for small child, must be mature & have references. More for room & board than wages. Call Mrs. Hanna 682-5880

NON-SMOKING HOUSEKEEPER/Babysitter, Tues. & Fri. 8:30-5:30. Own transportation. Southfield area.
357-1881

ON SOCIAL SECURITY
Live free in exchange for light housekeeping. Private bath. Troy area. Include references. Reply to Box 654, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART-TIME BABYSITTER for infant in our home. Experienced Mass Kaipa area, Royal Oak. 399-4556

WANTED- Mature woman, live-in companion for elderly lady. Light duties. Free room & board plus monthly salary. Reference & background check required. For interview call after 1-3 PM 547-1709 Sunday.

WOMAN (at least 50 years) - Home-body-type. No drinking or smoking. Business oriented, to live in, do housework & answer business phone. 537-8964

511 Entertainment

A BAND FOR your listening and dancing pleasure. Some winter, spring dates "The Sound Merchants".
852-8588

PROFESSIONAL - Light & Sound Entertainment. ANY OCCASION. Class Reunions, Bowling Banquets, Weddings, Schools, over 1500 selections. We play what you request. Call for appt. to visit our showroom for a demonstration. Come Dance With Us. Inc.
DANCE WITH ME PRODUCTIONS
Lic. - Ins. 589-2705

ASTRA
The Band Who Plays It
All Eyes On You
595-4537

BOOK AN EXPERIENCED DJ
for your next party. Professional sound system & music for all occasions. Call Dave 348-4464

Music From REUNION
Top 40, Standard, Country
Weddings, Banquets, Special Occasion
Some May & June dates open. 397-1614

SING-A-LONG IS IN AGAIN
Bagpipe Available
Song slides too.
Call Evenings. 354-3247

512 Situations Wanted Female

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Specializing in private duty nursing in the Home, Hospital, Nursing Facilities
RN's, LPN's, COMPANIONS
AIDES
NEWBORN CARE
RESPIRATORY - PHYSICAL OCCUPATIONAL
SPEECH THERAPISTS
HOME PODIATRY VISITS
There Is A Difference, We Care'

424-8377
24 HOUR COVERAGE

AFFORDABLE & RELIABLE, 2 good hours to clean your home in Farmington Hills, Bloomfield or Birmingham area home. References. Call Carol 476-8437

AIDE, experienced, wishes to care for your loved one, full or part-time. All qualifications, excellent references. Own car. 835-0574 or 342-5779

BABYSITTING by reliable mother. Will receive excellent care. References. Your transportation 8 Mile/Farmington Rd. area. 477-6137

BABYSITTING - Experienced woman will sit days. Playmates, learning opportunities, music, arts, crafts. References. 11 Mile/Southfield. 559-3357

BABYSITTING - in my licensed Southfield home, lots of affection given, activities & meals provided. Reasonable. Call 557-0724

BABYSITTING
Reliable mother wishes to babysit Birmingham area
Infants thru 8 years. 649-8835

BABYSIT your child. Minister's wife, non-smoker. Days, $45 week. Holbrook St. in Plymouth. Play facilities, references. Will potty train. 455-4461

BEST HOME CARE
DEPENDABLE AIDES, COMPANIONS
RN'S & LPN'S
Are immediately available for needs in your home, hospital or nursing home.
24 Hr. COVERAGE
DEPENDABLE
HEALTH CARE
464-6116 559-3688

BOOKKEEPER, reliable, mature, experienced, pegboard & all phases office work - desires position NW area. Call after 5pm 584-0258

BOOKWORK done in my home or your office. Will help out during tax season. 682-1687

CHILD CARE, any age. Dependable, 10 years experience, references. 10 Mile/Orchard Lake Rd area. 478-0987

CHILD CARE - In my home. Lots of T.L.C. Experienced with references. 13 Mile - Woodward - Greenfield area. Licensed. 288-0181

512 Situations Wanted Female

CLEANING
By the old fashioned professionals. Homes & offices. Gwen's Housekeeping & Party Helpers. 273-3712

CLEANING HOUSE & OFFICE
Experienced, references. Own transportation, own supplies. Free estimates. Call Diane 661-9032

ENA MAID SERVICE
Is offering a complete home care package to fit each individual need. Our maids are mature, dependable & fully trained. Bonded & insured. 773-9766

EXPERIENCED baby sitter who loves kids, will baby sit. Lots of toys. Clean & loving home. Westland area. Cherry Hill & John Hix. 595-1935

EXPERIENCED LADY wishes housecleaning. Monday, Tuesday, and every other Friday. Own transportation. 867-4426

EXPERIENCED MOM to care for your preschooler. References. Your transportation. Warren & Middlebelt. 261-6021

EXPERIENCED MOTHER OF 3 will babysit your children in Canton. Monday thru Friday, days. Your transportation. 397-3824

FERNDALE MOTHER of infant wishes to baby sit in your home, $75 weekly. Own transportation. Housekeeping extra. 548-4468

GENERAL CLEANING
House, office. Own transportation, reliable, references. All Oakland area. Judy 353-0409

GENERAL HOUSECLEANING, experienced, call Brenda 477-3208

GIRL (18 Years) Available for full Baby-sitting, full-time. Dependable & reliable! Southfield area. 356-3810

HOME HEALTH CARE
Senior Citizens, RN supervised
24 hours - 7 days - 337-3450
Professional, Dependable, Reasonable rates
Free Consultation. Rochester, Troy, Nancy 879-0714 Sue 879-8194

STAIN GLASS classes for beginners & advanced. Starting in Feb. 8 week - Wednesday
THE GLASSMAN 557-8333

TRAVEL CAREERS

An evening course of Travel Agent training taught by active Travel Professionals
Free Placement Assistance.

3 DETROIT - AREA LOCATIONS!
Computer Training Available
Call or write today for full details

Travel Education Institute, Inc.
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Southfield, Mich., 48034
(313)352-4875
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TUTORING
Certified elementary teacher will tutor in your home, at your convenience. $8.50 per hour. Call Sue at 626-6034

TUTORING - Experienced Teacher with Masters Degree - Elementary & Junior High - Math, Reading, Language, Science, etc. Reasonable Rates!
421-6928 or 557-3730

520 Secretarial & Business Services

WE CAN do your typing, compose any letters, resumes or whatever. Efficiently. Bookkeeping Services & telephone answering also available.
OFFICE SUITES. 645-5839

522 Professional Services

DEEP MUSCLE THERAPY
Therapeutic massage improves circulation, low back, strokes, arthritis.
Free Brochure. Home calls for Handicapped. Women Only 595-0339

INCOME TAX PREPARATION
Farmer's Agent. 35 yrs exp. Degreed accountant. Specializing in individual, small corp. & partnerships. Tax Specialists, Inc. 692-6609

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Career counseling, resume service.
DLC Associates
334-6030

PROFESSIONAL CALLIGRAPHY
Also Instruction. Documented 20% Off. One stop for both. Gail 967-4157

RESUMES

Over 20 years of experience writing successful resumes. If your own efforts have not resulted in job offers, call for a professional consultation.

BARCLAY
RESUME SERVICE
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SEMI-SKILLED & UNSKILLED Take advantage of techniques used by professionals to find work. Get a resume. Wesponsize in resumes to the client. Workers Call 9am to Noon 626-2855

523 Attorneys Legal Counseling

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FIRST CONSULTATION FREE.
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Reasonable Rates
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Practicing in Wayne, Oakland Livingston Counties & surrounding area
Criminal • Divorce
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Wills • Probate
PLUS ALL GENERAL LAW

Using newest available computers and word processing machines to help save you time and money
15195 Farmington Rd.
525-6385

600 Personals

A SOMETHING SPECIAL
for your Valentine. Helium Balloon bouquets & floating heart in a box. MasterCharge or Visa
574-9444

CHARTERED WEEKEND Airplane flights to Northern Ski Areas. Round trip per person. Call between 8 am and 6 pm. ask for Bob 453-7840

LADIES
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PRIMAL INTEGRATION CENTER
Intensive Weekend Workshop. Feb 5th thru 7th. Based on Janov's Primal Theories. Tri-Joed leaders.
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504 Help Wanted Office-Clerical

BIRMINGHAM - law firm needs polished, professional legal secretary. Your strong career skills will net you to $14,500 with early review, plush surroundings & good benefits. Fee paid

AUTO - parts background preferred by Southfield auto parts wholesaler. Friendly atmosphere & longevity company, fee paid.

PERSONALITY - & polish are a must for this terrific spot in a plush Birmingham company. Work for a VP, handle typing, phones & reports, $11,500 to $13,500, great benefits and location. Fee paid

ADAMS & MARTIN
PERSONNEL
1090 S. Woodward Birmingham

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DIAL A JOB
To Hear Available Our New Jobs Search Counseling & Resume Preparation Services.

646-8780

BIRMINGHAM OFFICE needs accounts receivable clerk. Must have good typing. Send resume stating education, experience & salary desired to P. O. Box 147, Birmingham, MI 48012

BOOKKEEPER

General office thru trial balance, experience with payroll & tax deposits. Southfield area. 424-8256

BOOKKEEPER must be able to go through trial balance, restaurant hotel experience helpful. Call Sanford Inn. John Anhut 474-4800

BOOKKEEPER - thru trial balance, bank rec. A/R, A/P, general office typing, E.D.P. experience preferred, position temporary till June 1982. Regional office in Troy. Arater Services, Call Ken Ahart after 9am 362-4000

BOOKKEEPER with Secretarial skills & fast accurate typing. Mature, Experienced. Birmingham/Bloomfield area. Full time, small organization. Reply Box 662 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BUSY OPHTHALMOLOGISTS' office on Southfield wishes mature full time receptionist. Experience in medicare, blue shield, medical, telephone, telephone preferred. Send resume to box 650 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLAIMS EXAMINER
SOUTHFIELD COMPANY
Experienced only, in reviewing and processing claims for dental, vision and health and welfare claims. Some CRT experience, will process disabilities, etc. $13-$14,000 minimum. Fee Paid.

INSIDE SALES - SECRETARY
SOUTHFIELD
Good typing, shorthand would be nice. Prefer experience dealing with clients in Mfg. or Sales. Salary $11-$14,000 range. Full benefits. Fee Paid.

RECEPTIONIST
FERNDALE/OAK PARK AREA
Accurate typing, will answer phones, excellent appearance required. Salary - $150-$200 a week

PERSON FRIDAY FOR MFG'S REP
ROYAL OAK
Good typing ability required. Shorthand. Personable. $200-$250 to start.

BETTY HAMIL PERSONNEL
424-8470

FILE CLERK TYPIST
Full time for Southfield office, must be able type 40 WPM. Please contact Sandy at 353-5600

GENERAL CLERK

Person needed to work as student recruitment, scheduling & placement clerk at a Technical Trade School in Livonia. Requires dependable individual with good typing skills, some computer experience helpful. Call

252-6564
An Equal Opportunity Employer

GENERAL OFFICE WORK
With sales and typing experience. Apply at 25543 Five Mile, Redford or call 537-0027

GENERAL OFFICE HELP
Flexible hours Saturdays included Southfield Area. Call between 12 Noon-5 PM 358-5154

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COMPUTER COMPANY
Interesting variety in this busy suburban sales office. Typing and an eye for details needed here $375. Fee paid. Call Bernice today

353-2090
SNELLING & SNELLING
PERSONNEL

GIRL FRIDAY
Law office, Tel/Receive area needs dependable, bright person with good typing skills & 1-3 yrs. secretarial experience for busy 2-girl office to perform typing, dictaphone, telephone & general office procedures. Will train in legal. Good benefits. Hours 8:30am-4:30pm. Start by or on Feb. 15. Please send qualifications to Box 628, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE Secretary, Birmingham agency looking for part time experienced Girl - hours flexible, pay open depending on experience. Joyce, 646-6200

KEYPUNCH OPERATOR
PART TIME
Data Entry Clerk needed for Data Processing Department of food distributor, center. Must have recent Keypunch experience preferably on IBM keypunch machine and be fast and accurate, CRT knowledge is a great plus. Applications accepted. Monday - Friday, 8:30-3:30 PM. 455-1600.
SPARTAN STORES INC
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LEGAL SECRETARY
Half time. Exciting, challenging position, general practice firm. Accurate typing. Southfield area. Call 559-8100

LEGAL SECRETARY
Experienced Southfield law firm. Negligence Law practice. Benefits. Call Barbara. 358-0100

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504 Help Wanted Office-Clerical

LEGAL SECRETARY
Experienced, need for Southfield law firm. Salary commensurate with ability and experience. 353-1340

LEGAL SECRETARY - part time, Mon thru Fri, experience preferred, Birmingham area. 644-0008

LEGAL SECRETARY
Southfield Law Firm. If you have substantial skills & legal experience.
474-8000

LEGAL SECRETARY wanted for small Bloomfield Hills general practice. Minimum of 2 years experience. Excellent secretarial skills required. Salary negotiable. Call Mrs. Woolley for interview at 645-1635

Legal Secretaries

Joanne Mansfield is a specialist in finding the best position for you in the legal field. These positions include legal secretaries, para-professionals, and law office management personnel.

Permanent, part time and temporary positions available for experienced legal personnel in the greater metropolitan area.

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MATURE Person, part-time/full-time General Office. Lite typing. Experience preferred, reliability an absolute Must. Apply: 214 S.Main, Northville.

MEDICAL INSTRUMENT company requires experienced, sharp, professional sales secretary. Excellent salary & fringe benefits. Located in Bloomfield Hills Call for interview. 338-4571

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OPPORTUNITY PLUS

Challenging diversified secretary/receptionist for position downtown. Professional with typing of 60 plus WPM, good communication skills to meet and greet executives. Salary commensurate with experience and the finest of benefits. Employee paid fee.

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TROY 362