Female Help Wanted 3-2E Office/Clerical

CLERK-TYPIST

We have excellent opportunity for experienced typist on IBM electric.
Excellent working conditions and benefits.
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

SECRETARY

LAW OFFICE

Reception, Typing, Perceptive

474-3188

EXECUTIVE SECRETARY

To take charge of Medical office in Westland. Must be capable of dictaphone typing. Bookkeeping experience preferred. Paid Blue Cross. Pension and profit sharing plans available. Write Box 165, c/o Observer Newspapers, 29449 W. 6 Mile Rd., Livonia, Michigan 48152.

BI-LINGUAL secretary $$$. Fee paid. Spanish-English. Manager, Export Division, Redford. Call Mrs. Evans, Suburban Personnel. 477-9840

ACCOUNTS payable $500+. experience, mature girl for Novi company. Call Mrs. Evans, Suburban Personnel. 477-9840

Clerk - Typist

Girl, experienced with finance company or bank desired. High school graduate, paid insurance among benefits.

WESTINGHOUSE CREDIT CORP.
273-6100

An equal opportunity employer

SECRETARY $500. fee paid. Good skills required for public relations position. Birmingham. Call Mrs. Evans, Suburban Personnel. 477-9840

SECRETARY. Receptionist $450. Fee paid. Front office position. Average secretarial skills. Farmington. Call Mrs. Evans, Suburban Personnel. 477-9840

GAL FRIDAY, $75+. Fee paid. Intelligent, mature girl with good typing and light bookkeeping. Farmington. Call Mrs. Evans, Suburban Personnel. 477-9840

EXECUTIVE SECRETARY

We are looking for an experienced secretary with shorthand and typing skills along with a good background in Title Insurance Closings, Mortgage Loans or Finance. Excellent working conditions and benefits.
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

JR. SECRETARY $425+. Fee paid. Intelligent girl for diversified job. light SH. Livonia. Call Mrs. Evans, Suburban Personnel. 477-9840

MEDICAL billing supervisor, full time days. Must have experience in medical billing. Workman Compensation and Blue Shield, good salary for well qualified person. Call Mrs. Ward, Monday-Friday 9-4 p.m. 261-6500

ONE girl office, general office work, bookkeeping for small construction company located in Northville. Salary commensurate with experience. Call between 1-3 p.m. 349-0981

TYPIST, shorthand, full time, (or regularly scheduled part time.), minimum 60 wpm. General experience required. Call KE 5-0372

ASSISTANT bookkeeper to trail balance. No fee. Telegraph-W. Chicago. Salary $400-$500 to start. Motor City Emp. 835-7004

BOOKKEEPER

EXPERIENCED BOOKKEEPER
For typing and general office work for small manufacturing plant in Livonia. For interview call:

474-8475

LEGAL secretary for Farmington office. 474-0015

TRAVEL

Suburban office requires girl to assist clients with travel arrangements. Must have outgoing personality and light typing skills. Good chance for advancement.

EMPLOYER'S PERSONNEL SERVICE
255-5600

Female Help Wanted 3-2E Office/Clerical

FEE PAID
Legal Secretary ..... $500 month (Farmington Area)
Secretary ..... $600 month (Ann Arbor area)
Bookkeeper ..... $500 month
File Clerk ..... $ 80 week (Southfield area)
WESTLAND EMPLOYMENT BUREAU
18234 Farmington Rd., Livonia
477-6481 477-5935

FEE PAID
Junior Accountant ..... open
Credit Adjuster ..... $600 mo.
Manager Trainee ..... $500 mo.
Manager Supervisor ..... Salary open with electrical air conditioning experience.
WESTLAND EMPLOYMENT BUREAU
18234 Farmington Rd., Livonia
477-6481 477-5935

KEYPUNCH OPERATOR

We have an IBM 029 awaiting an experienced operator. Excellent location, working conditions and employee benefits.
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

BOOKKEEPER-Typist. Experienced woman over 25, part time. Livonia 522-2200

PURCHASING DEPT.

Typing, general office, telephone follow up. Liberal benefits. 40 hour week. Call for appointment.

ROBOTRON
21300 W. 8 MILE RD.
near Lahser
444-1444

Secretary-Bookkeeper

to take full charge through trial balance of accounts receivable and payable, payroll, typing, no shorthand.

Apply week of May 11
BASELINE WELDING & FABRICATING
9281 General Drive,
Plymouth

TYPIST . . .

and Gal Friday for busy newspaper office. Must type a minimum of 55 wpm. Position is 5 days, 37½ hrs. per week. Type advertising copy and handle misc. office duties.
Many company benefits including paid vacation.

Apply in Person
Observer Newspapers
33050 5 Mile Road
Livonia, Michigan

KEYPUNCH $470

Several good openings in Northwest Detroit and suburbs for experienced girls, regular office hours, full benefits.

EMPLOYER'S PERSONNEL SERVICE
255-5600

Hillstrom & Ross AGENCY
has immediate openings for all your secretarial requirements.
SOUTHFIELD BRANCH OFFICE
17200 W. 10 Mile, Suite 209
354-2360

GARDEN CITY RESIDENT

PART TIME 12-4 P.M.
Typing and bookkeeping experience preferred. General office duties.

VANDERBURG REALTY
261-1770

Executive Secretary ... $600
Mortgage closing exp.
Secretaries ..... to $550
Pension Administrative Assistant ..... to $700
Medical Secretary Transcription .... to $500
Will train recent med. corp. grad.
Full Charge Bookkeeper $542
Accounts Receivable, Payable ..... to $450+
With rec board exp.
General Office .. to $450+
Keypunch ..... to $490
2 years experience
File Clerks ..... to $347
Typist ..... to $430
Flexowriter ..... $400+
experience
OPEN 9-5, SAT. 9-12
MOST JOBS FEE PAID
ALLIS-JOHNSON
15195 Farmington Rd.
425-3000

3-2F Part Time/Temporary

SOCIAL ACTIVITIES SUPERVISOR
For retirement home in Redford. Part time. Work 3 or 4 nights per week from 5 p.m.-10:30 p.m. Call for interview.

531-6874

3-3 Male or Female

TEACHERS—HOUSEWIVES SUMMER WORK

If you have a good educational background and can work one-half day every other day and every other Saturday, please clip coupon below giving name, education, etc., and return to Mrs. Margaret Evans, 22371 Newman, Deerborn, Michigan 48124.

(Please Print)

Name .....

Education .....

Phone Number .....

Presently Employed ..... Yes ..... No .....

Female Help Wanted 3-2F Part Time/Temporary

PART TIME WORK AVAILABLE

PLYMOUTH, FARMINGTON AREA
SORTING
LIGHT MERCHANDISE
5:30 to 7:00/7:30 a.m.
2 to 5 days weekly
Thursday-Friday 8-11:30 only
Minimum Age 18
522-0710

A WONDERFUL Opportunity for good phone solicitor, flexible hours. Good wages. Northville area. Call Coleen 349-7370

WORK AND PLAY

THE TRUEMAN WAY
Temporary job assignments for skilled office workers.

TRUEMAN, INC.
32500 GRAND RIVER
474-6130

3-2G Sales/Agents

EXPERIENCED in selling cosmetics and costume jewelry, full or part time. GA 7-7280

JUDY LEE JEWELS
Seen on television, nationally advertised, no kit investment, no delivering or collecting. Weekly paycheck, highest commission. Manager and salespeople needed. Call collect (616) 888-0062

NOTHING ventured, nothing gained. Be a Penny Rich Consultant. Need car. 474-6086

BEELINE wants women who want money and clothes. Call for an appointment. 271-4879

SYNTHETIC WIGS
HOME PARTY PLANNING
MICHELE WIG IMPORTS
are now expanding. We need demonstrators and managers especially in this area. Very high earnings, no investment. Kit furnished. Wilma, 427-1869

AMBITIOUS woman, earn $100 week up. Part time openings. Car necessary. For appointment, 261-1768, 322-0360

Female Help Wanted 3-2G Sales/Agents

CAN YOU USE EXTRA MONEY?

Wear and show Deborah Dow's exquisite fashion jewelry design. Deborah Dow offers a sales program that can make you nothing but money. Call now. Joan C. Smith.

476-1788 624-4401

CAN YOU QUALIFY

to assist me in my fast-growing business? 3 hours daily, 5 days, $60. For interview appointment call Mr. Barnes between 3-5 p.m.

538-4178

3-3 Male or Female

REAL ESTATE SALESMEN

FOR WEST BLOOMFIELD OFFICE OF

Weir, Manuel, Snyder & Ranke

EXPERIENCE IN SELLING PREFERRED

CALL
JERRY EVENS
851-5500

NEW AND DIFFERENT

Salesmen wanted, part time, by newly established and rapidly growing company. (This is not door to door.) You must be at least 23 years of age and own transportation.

Call Mr. Marois Saturday
Weekdays after 5:30 p.m.
292-7403

3-3 Male or Female

DRIVERS

Part Time Drivers
Call Mr. Orlikowski
SOUTH REDFORD SCHOOLS
KE 5-4000

Hardware Clerk

Must be Experienced.
Full Time.
S & W PRO HARDWARE
875 Ann Arbor Rd.
Plymouth
453-1290

WAITRESSES CASHIER DISHWASHERS

For day and evening shifts
Must be over 18 years

Farmington Big Boy
20788 Farmington Rd.

REAL ESTATE SALESMEN WANTED

Experience not necessary but preferred. Call Tom McLaughlim.

851-1666

HOWARD T. KEATING CO.

THE EXTENSIVE nature of our advertising in Wayne County makes it imperative that we take on 2 more salesmen immediately. We are willing to train you. Call Mr. Talbert for confidential interview. 261-6763

3-3 Male or Female

MALE or FEMALE

STORE MANAGER

FOR

LAWSON'S STORES

Many new Lawson Store sites have been leased in this area. Managers will be needed soon — training program starting now. Over 675 successful stores now in operation. No investment, no franchise—our stores are company owned. Wonderful opportunity for man and wife team. Will pay a guaranteed salary while you train. Prefer married high school graduate.

Both men and women may become Managers in full charge of stores. Cash security deposit required. Good income and liberal company benefits, including paid vacation.

FOR INTERVIEW
535-6770

LAWSON'S
PARTY FOODS
26032 FIVE MILE RD.
REDFORD TOWNSHIP

ACCOUNTANTS

SENIOR
SEMI-SENIORS AND JUNIOR STAFFMEN

Wanted for progressive rapidly expanding CPA firm. Prefer college graduate or working toward degree. Good salary and fringe benefits. Write P.O. Box 36, Farmington, Mich. 48024.

3-3 Male or Female

REAL ESTATE Salespeople. Experience not necessary, will train. $12,000 or more, first year earnings. Ask for Mike Tundo. 728-9701

WE NEED help. Full or part time. Good earnings. Flexible hours. Car necessary. 476-8919, 464-0273, 791-7740

We need a retail advertising salesperson who knows they're good . . . and who CARES!

You have at least 3 years newspaper experience, including knowledge of suburban newspapers and at least some capability to sell layout. You're a fresh-concept, marketing-minded kind of person who can make the customer "feel" without frills or surface froth. You'll be working with young "thinking" professionals in a seasoned shop with a sizzling growth record. Interested? Call 422-4178 or stop in at the Observer Newspaper, 33050 Five Mile Road, Livonia.

JANITOR

Starting Salary
$2.77 to $3.12 hourly

ACTIVITY THERAPY SUPERVISOR

Starting Salary
$4.26 to $5.25 hourly
Immediate Openings

Salaries commensurate with experience and training. Extensive fringe benefits are provided. For further information, contact Personnel Dept.

PLYMOUTH STATE HOME
453-1500

DISHWASHER. Full time evening shift. Apply in person. Mayflower Motel, 827 W. Ann Arbor Trail, Plymouth.

3-7 Situations Wanted Male

V&P painting. Experienced painters, interior, exterior and swimming pools. 624-2262

3-7 Situations Wanted Male

NINETEEN year old, 2 years college (business) desires job paying $2.50 hourly. Call Dave, 534-1383

MANAGER

Manager. Experienced. Desires prime responsibility position with small-medium company. Solid background in Manufacturing, Sales, Labor Relations, Cost Control, and General Administration. BS-BA degree. 44 years of age. Presently employed. Send replies to Box # 163, c/o Observer Newspapers, Inc., 29449 W. 6 Mile Rd., Livonia, 48152.

3-8 Situations Wanted Female

HATE IRONING? Let me do it. Pick-up and deliver. One day service available. 476-4575

Need a Maid?

CALL
JIFFI-MAID
TRANSPORTATION PROVIDED
INSURED
CALL 8 A.M. TO 5 P.M.,
7 DAYS A WEEK
354-3145

WILL Babysit. Plymouth area, weekdays. 75c hour. 455-3557

APARTMENT rental agent. Experienced high-rise and garden type. Also management experience. Will re-locate. 477-2082

BABYSITTER for pre schooler toys and play mates. My licensed home. 5 Mile-Beech Daly area. 533-9241

IRONING done in my home pick-up and delivery. Call GR 4-4383

3-10 Education, Instruction

ORGAN instruction in your home, any model, both popular and classical, 12 years experience, adults and children. 538-7777

PRIVATE piano lessons, beginners, my home, Plymouth. $2.50 half hour. After six p.m. 455-0668

PIANO, Organ theory or harmony lessons. Popular or classical. Home or studio. GR 6-2749 or 261-7929

3-10 Education Instruction

HELP!

Keypunch operators wanted to fill hundreds of job openings. If you have the desire to learn a career in Data Processing Free job placement assistance on completion of 10 hour course.

Livonia Business Machines Institute

4-1 Personals

TO MY MOM—I LOVE YOU A LOT! LOVE FROM "B".

TO MOM—HAVE A HAPPY! LOVE, PAT and GLADYS

Happy Mother's Day

To All The Mothers who advertise in the Observer Newspapers. We appreciate you.

CLASSIFIED AD TAKERS
OBSERVER NEWSPAPERS

GREETINGS David! Have a Happy Birthday! The C. A. D.

4-2 Lost & Found

LOST, Vicinity Farmington and Joy, black and white mongrel. Answers to "Duchess." Reward. Call GA 7-5629

LOST, light brown Poodle. Answers to "Coco," vicinity of 9 Mile and Middlebelt. After 6. 477-2651

FOUND: Prescription maroon frame sunglasses, area of 5 Mile and Middlebelt. 720-0770

LOST, Lady's yellow gold diamond ring, Wonderland Shopping Center. Valuable keepsake. Reward. After 5:30 p.m. GA 2-0726

LOST, small white Poodle, just clipped. Beech Daly, Joy, Ann Arbor Road area. Children heartbroken. Please call. 274-6123

LOST, 20 inch Schwinn black Stingray bicycle. Rim burns. Chrome fenders. Reward. 261-4255

LOST: Weimaraner Dobe mixed pup. Farmington area. Orchard Lake and Grand River. Children's pet. 474-2174 or 327-5074

Too much work? Too few people?

You need a a Help Wanted Ad in the Observer

People seeking employment in this area have made the Help Wanted columns of the Observer Want Ads the place they look first for employment opportunities. If you are seeking help, let a low cost Observer Want Ad find the person or persons you need. Phone 422-0900 and a courteous representative will help you word the ad to insure maximum response.

Observer Want Ads 422-0900

HOURS: Daily, 8:30 a.m. to 5 p.m., Wednesdays, 9:00 a.m. to 5 p.m.