Male Help Wanted 3-1B Sales/Agents

REAL ESTATE SALESMAN
Move up to ADVANCE If you have get-up-and-go we want to talk to you. Our office needs one experienced man to round out our staff. We have the tools for you to make money, as we buy houses out-right so you are assured of commissions and profit sharing. Draw available. Call Morry Schwartz for confidential interview.
ADVANCE REAL ESTATE
427-5400

IMMEDIATE OPENINGS
Opportunity for $150 per week to start. No experience, no investment. Car helpful.
LO 1-5566

SALES TRAINEE FEE PAID!
$650 per month, plus company car, plus commission, plus full package of fringe benefits. For successful minded individual. Must be aggressive.
CALL MR. WAGNER
NATIONAL PERSONNEL SERVICE
542-8934

2-1H Skilled/Technical

DRAFTSMAN
Individual with experience in drafting and detailing with ability to perform some design work. Position open at Company Subsidiary located in Wixom, Michigan.
Apply at
KENT-MOORE CORP.
28635 MOUND RD.
WARREN, MICHIGAN
An Equal Opportunity Employer

ROUGH carpenters, 20208 Floral, Livonia.

SURFACE GRINDER
TO OPERATE DoALL GRINDER
Overtime Days Only
CHAMPION TOOL
24060 Orchard Lake Rd.
FARMINGTON 474-6200

DIE SETTERS
Must be experienced, good pay, excellent fringe benefits, steady work.
ALL PRODUCTS
12238 Woodbine
Telegraph-Plymouth Rd. area

Female Help Wanted 3-2A Administrative

SCHEDULING CLERK
Electronic manufacturing firm has an immediate opening for high school graduate with electric typing and general clerical skills.
- Starting salary depends on experience
- Outstanding fringe benefits
- Advancement opportunities
- New plant in pleasant suburban location

Apply in Person
Monday thru Friday, 9 a.m.-4 p.m. or call
255-1400, ext. 212 or 214
Evening appointments may be arranged.
OMNI-SPECTRA
24600 Hallwood Ct.,
Farmington (near Halstead Rd. & Grand River)
an equal opportunity employer

3-2B Domestic

DOMESTIC help, day or week or live in. Experience. References. Dishwashers. Porters. 722-8710

LIGHT housework and companion for elderly woman, 4 days per week. Dependable. 356-1563

HOUSEWORK, experienced, plain cooking. 2 adults, own room or own transportation. 3 days. References 626-5279

FLORIDA home for housekeeper-nurse for elderly couple. 533-9534

HOUSEKEEPER. Cook and general. live in. Middle-aged woman. Excellent salary, references. UN 3-1282

CLEANING, some ironing. Short day, $12.50. Must have own transportation, references. Call for interview. 477-2036

BABYSITTER to live in or out of my home 8 Mile, Inkster area. 477-3970

TEACHER needs baby sitter plus some light housework. 2 school age children. 11 a.m.-5 p.m., 5 days. Hix - Joy Rd. area. 455-2661

BABY sitter for 1970-1971 school year. Inkster-Cherry Hill area. 274-1625

WOMAN for general cleaning. One or two days. Own transportation. References. 358-1114

MATURE woman for full time babysitting. 8 a.m. to 6 p.m. 5 months and a 2½ year old girl. My home. After 6 p.m. 722-5581

BABYSITTER-Housekeeper, mature woman for 2 school-age boys. $35 week. Plymouth-Telegraph area. Your transportation. 1 a.m.-4:30 p.m. Starting Sept. 8. 533-8659

Female Help Wanted 3-2B Domestic

GENERAL cleaning and cooking. Afternoon hours. Own transportation or live in. Farmington. 476-1961

WOMAN to live in, age 45-60 preferred, nice surroundings, general housework. Room and board plus wages. Plymouth. 453-5608

TEACHER seeks mature babysitter for 3 pre-school children. Must have own transportation. References. $45 per week. 477-4733

THOROUGH cleaning, steady, one one day a week, own transportation. Current rate, evenings. 421-5978

BABYSITTER, days, 4 children, school age. 476-6269

HOUSEKEEPER, full or part time for nice Southfield family. Experienced with references. 354-8397

WOMAN to care for 6 month old baby. Cherry Hill-Newburgh area. Tues., Wed., Thurs. 10 a.m.-3 p.m. Mon. and Fri. 10 a.m.-5:30 p.m. $35 week. 722-7778

BABYSITTER, immediate area, 9½ Mile, Middlebelt, 8 month old. From 7:30 to 5:30. Call after 5:30. 477-4796

COMPANION for elderly lady. Own transportation. Pleasant surroundings. 422-5487

BABYSITTER needed, starting Sept. 8th. Approximately 20 hours weekly. Call after 6 p.m. 453-7968

3-2C Food & Beverage

WAITRESSES
Experienced only.
Days and Nights
Apply in person
Farmington Big Boy
20788 Farmington Rd.

PART TIME HOSTESS
Good opportunity for employment in attractive surroundings with pleasant public contact. 4 nights per week. Off Sunday, Tuesday and Wednesday. Experience helpful but not necessary. Also lite typing. Apply in person.
HILLSIDE INN
41661 PLYMOUTH RD.
PLYMOUTH

CAR HOPS
Full time evenings. Good working conditions. Apply.
LIVONIA BIG BOY
33427 Plymouth Rd.

WAITRESSES
FULL TIME EVENINGS
Apply
LIVONIA BIG BOY
33427 Plymouth Rd.
421-4349

WAITRESS
Full time midnights. Top pay, vacation, Christmas bonus, uniforms furnished.
APPLY
BATES HAMBURGERS
33406 FIVE MILE
GA 7-3464

EXPERIENCED Luncheon waitress. No weekends. Apply in person. Mayflower Hotel, 827 W. Ann Arbor Tr., Plymouth.

WAITRESS
Days, full time. Good working conditions.
Apply
LIVONIA BIG BOY
33427 Plymouth Rd.

BURGER King hiring mature women for part time day help. Apply at 29211 W. Seven Mile Rd. at Middlebelt, Livonia.

WAITRESS: Day shift. Apply in person. Howard Johnson's, 30685 Plymouth Rd., Livonia.

WAITRESSES wanted. Excellent working conditions. Good tips and pay. Time Fine Foods, 33971 Plymouth Rd., Livonia.

HOUSEWIVES
PART TIME
11 A.M.-2 P.M. Weekdays
No Weekends
Call Mr. Del Verne
BURGER CHEF
34110 Plymouth Rd., Livonia
425-4140

WAITRESSES
Full or part time wanted for high tipping, fast restaurant. Reliable, experienced persons only need apply for these permanent positions.
Apply in person
D. J.'S COLONIAL CHEF
270 S. MAIN ST.
PLYMOUTH, MICHIGAN

NIGHT bar maid, 5 or 6 nights a week, age 25-40. Apply between 10-12 a.m., 4-7 p.m. Candlelite Lounge, 23806 Grand River, Detroit.

WAITRESS
Full or part time. Evening shift. Very desirable place to work.
BLAKENEY'S RANCH HOUSE
28333 Grand River, Farmington

WOMEN age 20 and over, hours 9 a.m.-5 p.m., Monday thru Friday. No experience necessary. Good pay and working conditions. Apply Mister "S", 29666 Grand River, Farmington, ask for Bill.

3-2D Miscellaneous

GIRL to assist Pharmacist. Good hours and pay. Taylor Prescriptions, 32318 Grand River. 474-6290

Female Help Wanted 3-2D Miscellaneous

HOUSEWIVES
Earn up to $1,000 or more. Be a Sandra Party top demonstrator. No deliveries, no collecting, no experience or cash needed. Weekly paycheck plus earn top value gifts. For details and color catalogue call 836-9696 422-4728

NURSES
R.N.'s AND L.P.N.'s
NURSES AIDES
New Skilled Care Facility
WILLIAMSBURG CONVALESCENT CENTER
21017 MIDDLEBELT RD.
Between Grand River - 8 Mile
476-8300

Screw Machine Plant
Two women for factory work, should have experience and be fast on automatic machines as drill press, burring, sanding and other small machines. Steady work.
MIDWEST SCREW PRODUCTS
30844 Industrial Rd.
Livonia 261-4800

HOSTESS-CASHIER
FULL TIME
Apply in Person
ENCORE RESTAURANT
Livonia Mall

TELETYPE OPERATORS
REQUIREMENTS:
- Age 18-45
- Experience helpful but will train good prospect.
- Medical - Office-Billing - Hospital Experience helpful.
- Accurate typing ability a necessity for training.
- Some bookkeeping training helpful.

BENEFITS:
- Good starting salary with semi-annual reviews.
- Company paid Blue Cross and Group Life Insurance.
- 2 weeks paid vacation after 1 year.
- Company paid profit sharing plan.
- Pleasant working conditions and surroundings.
- Opportunity for Advancement.

For Appointment Phone:
Mrs. Maria Versaw
12-5 p.m. Daily
963-6878

STENOS, typists, secretaries, Manpower, Inc., 20043 W. 5 Mile Rd. Open Wednesday only. 9:30 to 4:00. 965-7000

TRAINING classes starting now for September demonstrations. For appointment call The Wig Wardrobe Home Fashions, 261-2160, 474-4368

GO GO Girls over 18, no experience necessary. $200 weekly. Call between 12-6 p.m. 864-7040

BABYSITTER for teacher. Must have transportation. Light housekeeping. Hills and Ann Arbor Rd., Livonia. 464-1736

TYPIST
This job is security for a reliable employee, profit sharing. Accurate typing, liking for figures, telephone and general duties. Fee paid.
WILLIAMS PERSONNEL
Established 1945
(Call for Interview Appointment)
DOWNTOWN
1225 Penobscot Bldg.
962-4036
NORTHLAND
One Northland Plaza
(Corner 8 Mile, Greenfield)
Suite 800
444-1516 353-1030

LPN'S
DAY SHIFT
University Convalescent
28550 Five Mile Rd.
Livonia

TEACHER AIDES
FOR NURSERY SCHOOL
Morning and afternoon hours 7:30 a.m.-1 p.m. and 1 p.m.-5:30 p.m. Mon. thru Fri. Preferably Mother with preschooler. Apply
6585 MIDDLEBELT RD.
Garden City

WANTED. A woman or couple as resident house parents for small group home for children. Husband can continue own work. Children under care able to use community schools and facilities. Attractive home and good salary, for persons interested in children and working with them on a professional team. Call or write Mrs. Ruth S. Getz, Jewish Family and Children's Service, 10861 Curtis, Detroit 48221. DI 3-5858

INSURANCE Girls. Experienced insurance secretaries, rate clerks and claims girls needed for suburban locations. Call Mrs. Parker, Professional Personnel Consultants. 477-1080

Female Help Wanted 3-2D Miscellaneous

LPNs & RNs
Part time or full time. Hours can be arranged to your schedule. Excellent benefits. Call for appointment.
BEVERLY MANOR CONVALESCENT
NOVI 477-2000

PUNCH PRESS OPERATOR
BENCH HAND
SHOP EXPERIENCE DESIRABLE
FRANKLIN FASTENER
KE 7-8900

HOSTESS
Experienced for steady evenings. Excellent wages, Union Benefits. Apply in person only to: Mrs. Prescott.
TOPINKA'S ON THE BLVD.
2980 W. Grand Blvd., Detroit

NURSES
R.N.'s and L.P.N.'s
To work in nursing home.
Apply in Person
MARYCREST MANOR
15475 Middlebelt, Livonia
Between 5 & 6 Mile Rds.

MODELS. Professional or those who qualify. Photo, fashion, TV. American Beauty Model Agency. Call LO 2-8889 Dearborn or LI 7-3500, Royal Oak.

KEY PUNCH OPERATORS
Experienced only. All areas, all shifts. Apply.
MANPOWER, INC.
26049 W. 5 Mile Rd. Open Wednesday only. 9:30 to 4:00.
965-7000

RN's and LPN's
Days. Full time.
Good Pay.
Apply in Person.
NORTHVILLE CONVALESCENT CENTER
520 W. Main, Northville

LADY for laundry attendant for 8-Grand Laundry at 27448 Grand River at Inkster Rd. $1.70 hour to start. GR 4-9624

NURSES AIDES
Day Shift
HOUSEKEEPER
Days
LAUNDRY
Days
EASTOWN CONVALESCENT HOME
349-0011

ELDERLY woman to sit for 13 month old girl, 5 days per week. Call after 3 p.m. 532-3123

LADIES
We have permanent positions available for clerks in all departments. Days and evenings. Full or part time. Paid vacations. Sherman Prescriptions, Maple at Lahser, Birmingham.

PART TIME SEWING
TELEGRAPH-PLYMOUTH ROAD AREA
We need part time help for sewing and layout of vinyl swimming covers. Excellent position for housewife. No experience necessary, home sewing experience preferred. Working hours from 7:30 a.m.-12:30 p.m., 12:30-5:30 p.m., 5:30-10:30 p.m. We also have full time openings on midnight shift, 10:30 p.m.-6:30 a.m. Starting pay $1.75 per hour part time, $2 per hour full time. Call 255-1449.
VINYL FAB INDUSTRIES
12164 Wormer,
Redford Township

SEVERAL
(KEY PUNCH)
OPENINGS
For experienced gals, with Westside location. A.M. and P.M. shifts. To $570 per month. Call—
Diversified Service
846-6780

FULL time, permanent position for Chatsuide Dental assistant. Call 427-8020

DRAPERY work room has openings for full or part time.
KE 5-6555

BABYSITTER for afternoons. Must have own transportation or will consider someone to live in. Call before 2:30 p.m. 425-3619

TOPS in toys. Fisher Price and name brand toys. Be an early bird and set the date for your toy show. New displayers welcome. 453-5155.

WOMAN needed, full time to care for invalid lady. Live-in, optional. Westland area. GA 3-1983

FACTORY HELP
Wide variety of openings for: Machine Operators, Enamelers, Assemblers, Packagers and light factory work. Prior experience not required. Own transportation helpful. Report ready for work, 6 A.M.-6 P.M. E.T.S., Inc.
REDFORD 25165 Grand River
FERNDALE 2320 Hilton Road
DETROIT 52 Henry Street

POSITIONS open for experienced salespeople. Good benefits and opportunities. Full or part time. Himschoch's, Westland. 425-9000

JACOBSON'S
We have several openings in our fashion departments. If you enjoy creative selling and have a feel for high fashion, come in and visit our Personnel Department.
22201 Michigan Avenue
Dearborn

Female Help Wanted 3-2D Miscellaneous

Medical Assistant
General Practitioner, experienced preferred. 25 hours. Monday, Wednesday, Friday. Salary commensurate with ability. Send resume to Box 330, Observer Newspapers, 29449 W. Six Mile Rd., Livonia, Mich. 48152.

BABYSITTER to come in daily, 8 a.m.-4 p.m. One 4 month old child, 8 Mile, Coolidge area. 547-9495

RELIABLE woman needed to care for 2 children, ages 14 years and 13 months. Must live in. References required. 464-3637

WOMAN to babysit for working Mother. Warren - Telegraph area. Own transportation. 278-4138 or 538-2500

ARE YOU A
Typist (55 WPM)
Steno (80 WPM)
KEY PUNCH OPERATOR
Temporary assignments near your home. Top pay and immediate work with Tempco Temporary Help Service. We are interviewing at
Moelke Realty & Insurance
32113 Plymouth Rd.
(Between Merriman & Farmington Rd.)
9:00 a.m. to 3:00 p.m.
Thursday, August 20,
Friday, August 21 only
Tempco Temporary Help Service

THE JOB MART
"Where the Jobs Are"
TYPISTS $425
SECRETARIES $600
BOOKKEEPERS $650
ACCOUNTING CLERKS $425
KEYPUNCH OPERATORS $475
17321 Telegraph, Detroit
255-7400

PHOTO FINISHERS
WILL TRAIN
Alert, responsible women needed immediately for photo finishing work. Day and night shifts. Excellent working conditions.
Guardian Photo, Inc.
Call Mrs. Bursick for Appt.
NOVI 349-5000

THEODORE HAIR STYLISTS
3 LOCATIONS!
NOW ACCEPTING APPLICATIONS FOR
- Hair Stylists
- Manicurists
- Licensed Shampoo Girls
- Receptionist

Guaranteed Salary plus Benefits
Call Rose Mattich
538-5522 KE 1-9538

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

RELIEF COOK
and
REGISTERED NURSE
Days. 5 days on 5 days off.
Apply in person.
WEST TRAIL NURSING HOME
395 W. ANN ARBOR TR.
PLYMOUTH

HOURS WELL SPENT
This summer your hours can earn you $$ if you visit local customers with Avon's wide range of magnificent cosmetics and toiletries and gifts. Call now
422-2252
476-2082

PART TIME OPENING
Now available for women in our credit operation. Hours, 5:00 p.m. to 8:18 p.m. Apply in person. Personnel Office.
Montgomery Ward
16690 Southfield
Allen Park
An Equal Opportunity Employer

SECRETARY WANTED!
CLERK WITH—
- type 50 wpm
- light shorthand preferred
- diversified office
- immediate opening

Call R. J. PERSONNEL
(24 HOUR PHONE SERVICE)
354-0840

WOMEN
For small factory. Drill presses and light machinery.
HILL SCREW MACHINE PRODUCTS
12401 HARTEL
LIVONIA, MICHIGAN
422-1323

RN's & LPN's
Full or part time. All shifts. Good pay and fringe benefits. Apply in person.
NIGHTENGALE WEST, INC.
Convalescent Center
8365 Newburg Rd., Westland
261-5300

TELEPHONE SOLICITORS
18 and over
SALARY PLUS COMMISSION
Work out of our air conditioned offices at Schoolcraft and Inkster from 4 to 8 p.m.
WE WILL TRAIN
CALL 522-9341

Secretary, Livonia area ..... open
Bookkeeper, experienced, Northville area ..... $550-$600 month
Accounting Secretary, Young, mature, Farmington area .. $550-$600
WESTLAND EMPLOYMENT BUREAU
18224 Farmington Rd., Livonia
477-6481

Female Help Wanted 3-2D Miscellaneous

NURSES AIDES
Afternoon and day shifts. Excellent benefits.
BEVERLY CONVALESCENT HOME
NOVI 477-2000

Light Packaging Work
Downtown Plymouth, Mich.
50 women needed for temporary assignments. Day and afternoon shifts. Arrange your own transportation. Clean, pleasant work. For approximately 2 weeks.
We are interviewing in Livonia at
MOELKE REALTY & INSURANCE
32112 Plymouth Rd.
(Between Merriman & Farmington Rd.)
9:00 a.m. to 3:00 p.m.
Thursday, August 20,
Friday, August 21 only
Tempco Temporary Help Service

3-2E Office/Clerical

Leading Real Estate firm needs competent Girl Friday, some shorthand. 4 days plus Saturday. Contact Mr. Sower,
626-9100

MEDICAL SECRETARY
Experienced in medical terminology. Full time, day shift.
Apply Personnel Director
ANNAPOLIS HOSPITAL
33155 Annapolis Rd.
Wayne, Mich.

RECEPTIONIST
Feeling low? Climb high! Brand new office equipment. Great pay plus! 5412. Call Elaine Hill 533-8500.

SNELLING & SNELLING
201 E. Northland Towers
SOUTHFIELD

TYPIST
No experience necessary. 37½ hour week. Location Southfield Road and 9½ Mile. Contact—
MR. TROMBLY
352-2150

GREET AND TYPE
Here's your chance to go with swinging new office. Call Dot Stuart 533-6500.

SNELLING & SNELLING
201 E. Northland Towers
SOUTHFIELD

GENERAL OFFICE
REQUIREMENTS:
- Age 18-45
- To train as Teletype Operators
- Some experience helpful but not necessary
- Accurate typing ability a necessity
- Medical/Office/Billing/Hospital experience helpful.

BENEFITS:
- Good starting salary with semi-annual reviews.
- Company paid Blue Cross and Group Life Insurance.
- 2 Weeks paid vacation after 1 year
- Paid sick days.
- Pleasant working conditions
- Company paid profit sharing plan.
- Opportunity for advancement.

For Appointment Phone:
Mrs. Maria Versaw;
Office Manager
12-5 P.M.
963-6878

RECEPTIONIST
PART TIME, DAYS
Doctor's office, typing and knowledge of bookkeeping necessary.
GA 7-9222

WOMAN WANTED
Must be good typist for general office work. Good pay and fringe benefits. Apply Monday-Friday, 8-4 p.m. at 23812 Telegraph Rd., Southfield, Mich. Between 9 and 10 Mile Roads.

CLERK TYPIST
PART TIME
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

JR. SECRETARY, $425. Opportunity for beginner with good typing and shorthand skills. Call Mrs. Evans, Suburban Personnel. 477-9840

Brite Receptionist
Want to meet people all day? Type lite and answer phones? $400. Call Sue Nelson, 353-6500.

SNELLING & SNELLING
201 E. Northland Towers
SOUTHFIELD

Female Help Wanted 3-2E Office/Clerical

BOOKKEEPER
To trial balance. Experienced. Farmington area. Call
Mr. Nicholson
477-6066

RATING Clerk, $133-$475. Fee paid. Two years Casualty experience required. Call Mrs. Evans, Suburban Personnel. 477-9840

CLERK Typist, $345, fee paid, for beginner with accurate typing and figure aptitude. Southfield. Call Mrs. Evans, Suburban Personnel. 477-9840

OFFICE MANAGER, $500+. Fee paid. Supervise 4 girl office. Some typing and figure work. Southfield. Call Mrs. Evans, Suburban Personnel. 477-9840

DICTAPHONE Typist, $485. Fee paid. All benefits employer paid. Mature willpower year experience. Type 60 wpm. Southfield Personnel section. Call Mrs. Evans, Suburban Personnel. 477-9840

BOOKKEEPER to $800. Fee paid. Thru journal entries, including payroll. Mfg. experience preferred. Farmington area. Call Mrs. Evans, Suburban Personnel. 477-9840

¿? GOOD FIGURE ??
Can you add + subtract? Type a bit? There's a great spot open if you can! Interesting work, interesting people. $400-$430 month. Fee paid too!
Call 255-2555 'till 9 p.m.
9-1 Saturday
PERMANENT STAFF COMPANY
The Personal Personnel Service
18234 W. 7 Mile Rd.
at Southfield X-Way

MEDICAL Assistant. Receptionist. Experience. Able to give injections. EKG and X-rays. Salary commensurate with experience. Call 10 a.m.-3 p.m. 427-7316

HILLSTROM & ROSS
A Agency for Secretaries
Has Immediate Openings
GENERAL AND LEGAL SECRETARY PLACEMENT
Call for interview
SOUTHFIELD OFFICE
17200 W. 10 Mile, Suite 209
354-2360

SECRETARY. Typing and shorthand for new north suburban office. Good salary and fringe benefits. Purchasing experience helpful. Call Miss Parker, Professional Personnel Consultants. 477-1080

Nordhaus & Associates
Consultants in Marketing
SECRETARY wanted with excellent skills on IBM electrics, statistical typing experience desirable. Salary commensurate with skills. For appointment contact Mrs. Nelson
851-4400

Clerk Typist
Immediate opportunity for an experienced typist to join a district office of a major manufacturer in the Northwest suburbs. Shorthand not necessary, but a definite plus. A good typing background and an outgoing personality are the basic qualifications. Above average salary, plus full paid company benefits, and the room to grow upward, make for an excellent package. For further information, call
Mr. C. Davis
261-6630

GENERAL OFFICE
Lively sales office. Your sparkle and poise appreciated. Start $400. Call Gail Gibson at 353-6500

SNELLING & SNELLING
201 E. Northland Towers
SOUTHFIELD

CLERK TYPIST
Excellent opportunity for mature, experienced typist on IBM electric, combined with some general office experience.
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

ORDER DESK
Tactful phone manner. Knowledge of accounting helpful. Life typing. $400. Call Linda Page 353-6500.

SNELLING & SNELLING
201 E. Northland Towers
SOUTHFIELD

OFFICE Receptionist, 5 days, 9 to 5. Some typing, phone duties. Interesting, w.k. Actual from Ryan of D. 16895 Livernois. 341-8266

CORPORATE REPRESENTATIVE TRAINEE
$95-$100
You can really advance here where you acquire more and more responsibility as you go. If you can type, but like to use your head; too, call today.
Call 255-2555 'till 9 p.m.
9-1 Saturday
PERMANENT STAFF COMPANY
The Personal Personnel Service
18234 W. 7 Mile Rd.
at Southfield X-Way

!!! SekRITeRys !!!
He's a nice man with a law practice, but he's a rotten letter writer in need of your help. Legal experience not necessary. $550-$600, fee paid.
Call 255-2555 'till 9 p.m.
9-1 Saturday
PERMANENT STAFF COMPANY
The Personal Personnel Service
18234 W. 7 Mile Rd.
at Southfield X-Way

GENERAL OFFICE
Experienced typist, 5 day week. Modern office. Schaefer - Grand River area. Ext. 42. 933-2304

Female Help Wanted 3-2E Office/Clerical

- PICKA-DICTA -
Any dicta experience will do, even H.S.! Sharp lawyer will train you to be a legal secretary. No shorthand necessary. $408 month, fee paid.
Call 255-2555 'till 9 p.m.
9-1 Saturday
PERMANENT STAFF COMPANY
The Personal Personnel Service
18234 W. 7 Mile Rd.
at Southfield X-Way

(DAISIES DON'T TELL)
Do tellers? Anyway, they are needed. Experienced + trainees. The Employer pays our fee and $390 month. Call for more information.
Call 255-2555 'till 9 p.m.
9-1 Saturday
PERMANENT STAFF COMPANY
The Personal Personnel Service
18234 W. 7 Mile Rd.
at Southfield X-Way

TYPIST
Must be good typist, familiar with general office work. About 22 to 30, small office. Excellent working conditions. Full time. Mrs. Ruth. 864-4438

FEE PAID
SECRETARIES — Personnel, Engineering, Executive, etc.
to $600
GENERAL OFFICE GALS—Lots of phone work, some typing. $433
FULL CHARGE BOOKKEEPERS —Good NW companies $600
ASSISTANT BOOKKEEPERS — Must know bookkeeping machines. ..... to $600
ORDER DESK GALS — Lots of phone work $390
PBX/RECEPTIONIST $433
TYPISTS — Companies with good future $368
FILE CLERKS ..... to $347
ALLIS-JOHNSON
15195 Farmington Rd.
425-3000

PRESIDENT'S SECRETARY
TOP shorthand skills necessary, for this Northwest career alamor position. $550
FAST, accurate typist for attractive Southfield small offices.
GOOD bookkeeping, accurate typing, pleasant personality for Northwest Doctor as his Office Manager. To $550
ALL THE ABOVE POSITIONS ARE 100% FEE PAID
DIVERSIFIED CONSULTING SERVICES
CALL—JUDY OR ROSE
AT 846-6780 FOR APPOINTMENT

CLERK-TYPIST
Interesting position in Ann Arbor company for responsible young lady. Good typing, (60 wpm). Excellent employee benefit program. Office experience helpful. Salary open.
Personnel Systems
202 E. Huron
Ann Arbor, Mich.

I.B.M. KEYPUNCH OPERATOR
Progressive Westside manufacturing company has immediate opening for experienced 026, 056, 029 operator. Liberal employee benefits. Days beginning 8:15 a.m. Mr. Gibb.
KE 5-5600

FIGURE Girl Friday, $500. No fee. Work in plush new office of mfg. firm. Accurate typing & good figure aptitude. Tower Pers. 477-3330, CR 4-7250

BE THE first in your area to have a Playhouse Toy Party. Your Playhouse free information number is 522-0356

I.B.M. KEYPUNCH OPERATOR
Progressive Westside manufacturing company has immediate opening for experienced 026, 056, 029 operator. Liberal employee benefits. Days beginning 8:15 a.m. Call Mr. Gibb.
KE 5-5600

!!SOMEONE CARES!!
At our client's office, the employees are the boss's main concern. Happy employees are productive. Let him make you happy. He needs a secretary, jr. style. $425-$450, fee paid.
Call 255-2555 'till 9 p.m.
9-1 Saturday
PERMANENT STAFF COMPANY
The Personal Personnel Service
18234 W. 7 Mile Rd.
at Southfield X-Way

WANTED, Girl Friday for general office work. Ask for Mr. Lueke. Call 535-5500

TYPIST, over 25, experienced and accurate. Diversified duties, live near 5 Mile - Telegraph, 534 day week. Wilshire Office Center. KE 2-5300

PHYSICIAN'S office assistant. Full time, good salary and benefits. Married preferred. Saturday, August 22, 9:00 a.m. at 27144 Joy Road, Detroit.

SECRETARY, I have 2 excellent secretarial jobs available where light shorthand is O.K. One located in N.W. suburb, other in Detroit. For all who like to meet public. Neat appearance and good phone voice most important. Top future Towne Pers. 477-3330, CR 4-7250

SECRETARY to $600. No fee. Leading national mfg. needs a career minded gal with accurate skills. Top benefits & future. Rush, Towne Pers. 477-3330, CR 4-7250

!! HE LOVES YOU !!
At least he would if he could find you. He's an angel of a boss and needs your office skills desperately! Be his Girl Friday + all week long. Typing and a smile is all that's necessary. $400-$490. He pays our fee too.
Call 255-2555 'till 9 p.m.
9-1 Saturday
PERMANENT STAFF COMPANY
The Personal Personnel Service
18234 W. 7 Mile Rd.
at Southfield X-Way

Female Help Wanted 3-2E Office/Clerical

RECEPTIONIST-Typist, $430+. No fee. Well known Michigan firm needs neat appearing girl who can be their front lobby receptionist. Towne Pers. 477-3330, CR4-7250

SECRETARY
TO
SALES ADMINISTRATOR
Requires good, accurate typing and dictaphone or shorthand. Average pay to start-better later. A rewarding but demanding, exciting job with excellent potential for the gal who is confident she can handle anything.
CALL LYNN
DIAMOND AUTOMATION, INC.
476-7100, ext. 50
An Equal Opportunity Employer

CLERK-TYPIST
City of Southfield Civil Service position. Pay range annually $5,195-$6,627, liberal fringe benefits. Minimum age 18, high school graduation. Apply Room 208, Municipal Bldg., 26000 Evergreen Rd., Southfield.

Minis-Midis
Pants-Suits
ELECTRIC AIR!!
(but smart . . .)
! ELECTRIC AIR!!
Leading ad agency certainly will hire a high school grad for training in administrative capacity. Good typing is necessary unfortunately, but the employer pays our fee and you start at $390-$425 fee paid.
Call 255-2555 'till 9 p.m.
9-1 Saturday
The Permanent Staff Company
The Personal Personnel Service
18234 W. Seven Mile Rd.
at Southfield X-Way

BOOKKEEPER $600+
Capable of handling full set of books through trial balance, top working conditions in convenient location. Call
EMPLOYERS PERSONNEL SERVICE
255-5600

CLERK-STENOGRAPHER
City of Southfield Civil Service position. Pay range annually $5,448-$6,964. Liberal fringe benefits. Minimum age 18 years, high school education. Apply Room 208, Municipal Bldg., 26000 Evergreen Rd., Southfield.

RECEPTIONIST $450
Northwest suburban client needs an attractive girl with good telephone and face to face personality. Stimulating position with a girl wanting more than just a job.
EMPLOYERS PERSONNEL SERVICE
255-5600

GENERAL OFFICE CLERICAL
Electronic manufacturing firm has an immediate opening for a high school graduate with general clerical skills and ability to type approximately 30 wpm.
- Starting salary depends on experience
- Outstanding fringe benefits
- Advancement opportunity
- New plant in pleasant suburban location

Apply in Person
Mon. thru Fri., 9 a.m.-4 p.m.
or call
255-1400, ext. 212 or 214
Evening appointments may be arranged.
OMNI-SPECTRA
24600 Hallwood Ct.,
Farmington
(near Halstead Rd. & Grand River)
An Equal Opportunity Employer

TYPIST TO $515
The only requirement you need for this opening is fast, accurate typing. Advance to secretarial duties. Northwest location. Call
EMPLOYERS PERSONNEL SERVICE
255-5600

TYPIST for Westland medical office. Must know medical terminology. Reply to Observer Newspaper Box 322, 29449 8 Mile Rd., Livonia.

MANAGER for busy medical office in Livonia. Previous medical experience desirable. Submit resume with salary desired to Observer Newspapers, Box 320, 29449 8 Mile.

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3-2F Part Time/Temporary

KEEP YOUR full time job as wife and mother, part time work full time pay. No collecting or delivering. Queen Way to Fashion. For information call 363-9406 or 873-2129

DEPENDABLE girl or mother needed part time weekly. One preschooler. Half School area. GA 1-4445

6 PART TIME openings in sales. Mothers with young children preferred. Call 562-3340 or 537-0060

RECEPTIONIST, general practitioner, 2 evenings. Mon., Wed., 6-9 p.m. Call 9 a.m.-12 p.m. 427-7044

3-2G Sales/Agents

AMBITIOUS couple who need more income, unusual opportunity for good earnings for both. Work together part time or full time. Write Box 150, Allendale, Michigan 49401.

SECRETARY
Electronics manufacturing firm has an immediate opening for a mature woman with 3-5 years of recent secretarial experience, preferably in an engineering office. Must be qualified typist and stenographer. Will perform a wide variety of secretarial functions in the marketing and industrial relations areas.
Salary and excellent fringe benefits.
Apply in person Monday through Friday, 9 a.m.-4:30 p.m. or call 255-1400, Ext. 212 or 214. Evening appointments may be arranged.
Omni Spectra, Inc.
24600 HALLWOOD CT., Farmington
(Near Halstead Rd. and Grand River)
An Equal Opportunity Employer