4-2 Help Wanted, Female

BOOKKEEPER. Permanent position. Includes invoicing, accounts payable and receivable, plus payroll. Mold-Ex Rubber Co., 23647 Industrial Park Dr., Farmington (five-way Industrial Park off Mile, Grand River area). 474-0120

RECEPTIONIST, full time for busy doctor's office. Typing, light bookkeeping, etc. Dearborn area. 561-7795

CAN YOU QUALIFY?

Someone over 21 to assist me in my business, 3 hours daily, 5 days week, $65. Call Helen Maxwell, 421-5293, Friday 4-8 p.m.

SALES GIRL, experienced in costume jewelry and cosmetics. Cosmetic Shop, GA 7-7200

EXPERIENCED beauty operator. Guaranteed salary plus commissions. For Garden City area. 261-3880

Advertising Clerk

Efficient, pleasing personality, keen perception of figures. Experience not necessary if eager to learn and dependable. Apply in person or telephone Davison, 358-1200, ext. 348.

Montgomery Ward

Telegraph & 12 Mile
Southfield
An Equal Opportunity Employer

WOMAN for light office cleaning. Experience not required. Must have transportation. Local area. Good wages and conditions for dependable, steady person. 474-6865

WIG stylist needed. Apply in person. Bernard's Wig Salon, Westland Center, Westland.

INSURANCE SECRETARY

Large national multiple line insurance company has opening in claims department for a neat, responsible girl. Must be good typist. Experience desirable, but not necessary. Good starting salary, attractive company benefits including profit sharing and paid vacations. Reply:

FARMERS INSURANCE GROUP

Phone 353-2311

HOUSEKEEPER wanted. Mature woman. 5 days per week. Livonia area. Call Mrs. Key, 278-0098

CLERICAL work, must have legible handwriting. Part time. Call GR 6-3328

WOMAN for afternoons. Have seven-year-old girl and 11-year-old boy. Do light work. 5 Mile and Newburgh area. References. After 6 p.m. 464-0728

PART TIME clerk-typist for doctor's office. Knowledge of insurance forms preferred. Thursday-Friday after 10:30 a.m. for interview. GR 6-1770

CPA FIRM

Assistant [illegible] for CPA office, experienced in payroll, sales reports, typing and assisting in other general office work.

WO 1-7934

FACTORY work, hand trim and die-cut rubber parts. Start $1.60 hour. Mold-Ex Rubber Co., 23647 Industrial Park Dr., Farmington. (10 Mile-Gr. River area.)

AUTO dealer in Plymouth needs car biller. Experience preferred. GL 3-7500 WO 3-4512

MIDDLE-AGED lady desires baby sitting in Garden City. 421-3539

CLEANING LADY, every 2 weeks. Working couple. $14. GA 1-3215

CLEANING LADY, own transportation, for Fridays or Saturdays. Call after 6 p.m. 425-2968

SECRETARY
TYPIST

Grocery wholesale distribution center has opening in the purchasing department at its new Plymouth location. Good starting salary and excellent fringe benefits. Call Mr. Haut, 455-1400.

NEED EXTRA Summer Income? Beauty counselors cosmetics, hair organizational and age openings. 474-1720 or 422-4278

COMPANION for elderly woman, 4 to 6 hrs. daily. Vicinity Schoolcraft, Farmington. After 6 p.m. 425-1417

PURCHASING CLERK-TYPIST

Duties include typing orders, follow-up, maintenance of purchase records, local contacts by phone. Good working conditions, and fringe benefits. Call Miss Cross for interview. 476-6200.

FUTURMILL INC.

23400 Halstead Road at I-96
Farmington, Michigan

FLEXO-WRITER OPERATOR

Experienced Only

For order, writing, accounts payable and billing. Excellent salary and fringe benefits. Write stating age, qualifications, and salary requirements to Observer Newspapers, Box 4256, 33425 Grand River, Farmington 48024.

LIVE IN. Mother's helper. Plus air-conditioned home in Southfield. 3 children. Own room and TV. Must have references. 353-2224

BEAUTICIANS. Openings at White Boutique, Northville or Plymouth shop. Guaranteed salary. 348-3480

SECRETARY for law office in Redford area. Call KE 2-1981

FOUNTAIN SALES

Permanent Part-Time
and on Call Work
Sorry, No Students
Starting rate $1.63. No experience necessary. Variety of hours. Uniforms furnished.
Apply Mon. thru Fri.
9-11 A.M. or 1-5 P.M.

23310 Farmington Rd.
near Grand River

Livonia Mall
29540 W. 7 Mile
Near Middlebelt

Wonderland Center
29679 Plymouth
Livonia

Kendallwood Shopping Center
33616 12 Mile
Near Farmington
Farmington Twp.

FRED SANDERS
An Equal Opportunity Employer

PART TIME position for middle-aged attractive woman who enjoys meeting people. Mon., Wed. and Sun., 12 to 6. Fri. 6 to 11 p.m. Hostess for private club and pool. Must be able to give apt. rental information. $1.50 per hr. to start. 474-7284

IMMEDIATE opening for waitress. Must have experience. For full or part time. Apply in person only. Bloomfield Canopy. 6560 Orchard Lake Rd.

MEET PUBLIC
FEE PAID $410

Girl with out-going personality and attractive appearance wanted by N.W. firm. She will greet and screen all visitors and phone calls for executive offices. Must be tactful and sure of herself as will deal with important people. Must type. Excellent promotional possibilities. Company pays fee. See DOROTHY DAY Personnel, 18210 Grand River, west of Southfield or call VE 8-3138.

CLASSIFIED ADVERTISING

Sales

Join Michigan's number one phone sales team. The Observer Newspapers award winning Want Ad Department has an opening due to expansion. This is a full time position with exceptional potential. If you have experience in sales and like to talk to people, call for an interview today.

OBSERVER NEWSPAPERS, INC.
33425 GRAND RIVER, FARM.
GA 2-0907

GENERAL OFFICE

Experience necessary. 1 girl office, no shorthand. Type 50 W.P.M. Bookkeeping background a must. Southfield-Plymouth Rd. area. Must be H. S. graduate. 836-2195.

HURRY—FEES PAID

$550 up, attractive girl to call on executives. Must like public contact. Will train. Work 5 days, 9-4:30. Benefits. $500 Good secretary, experience. Will put you in plush office and area. Congenial people.
CALL MONA 846-2655
A&A PERSONNEL

GIRL FRIDAY
FEE PAID $475

Junior girl, 19 up, who is fast typist and has had some legal experience preferred. No shorthand necessary. Beautiful offices in N.W. Detroit. Company pays fee. RUSH! See DOROTHY DAY Personnel, 18210 Grand River, west of Southfield or call VE 8-3138.

GRADUATES $320

If You Can Type, Start Now. A Good Spot to Begin. M. Morgan.

SNELLING & SNELLING
Personnel
353-6500

PURCHASING
TRAINEE $585

Company will train girl, college grad, who is interested in CAREER position. They like girl with journalism background or writing ability. She will purchase all office supplies and eventually equipment. Only life typing necessary. Company will reimburse fee. See DOROTHY DAY Personnel, 18210 Grand River, west of Southfield or call VE 8-3138.

JUNE GRADS

We have many jobs for you where you can INTERVIEW NOW and go to work after graduation. Come in and register AT ONCE for the following positions.

Receptionist, doctor's office	$325
Receptionist, phone	$350
Receptionist, learn PBX.	$350
Receptionist, accurate typist	$350
Receptionist, good at figures	$325
Receptionist, life typist.	$325
Teller, trainee	$300
Typist, filing	$325
Typist, messenger	$325
Typist, law office	$300
Typist, advertising agency	$325
Typist, stocks and bonds	$375
Typist, clinic	$325
Typist, Publishing	$325
Steno, Club	$390
Steno, life shorthand	$380
Steno, real estate	$425
Steno, meet public	$400

DOROTHY DAY
18210 GRAND RIVER
WEST OF SOUTHFIELD
VE 8-3138

PROFESSIONAL MATURE SALES-WOMAN

No travel, nights or outside calls. Rapidly expanding office of world's largest personnel consultants. $7,000 to $10,000 first year. Draw and commission. Call Norma May for appointment: 353-6500, Snelling & Snelling.

LIKE PEOPLE?

If you have a warm personality, N. W. doctor will teach to handle reception desk and schedule appointments for his patients. Work consists of answering phones, keeping records, greeting and scheduling patients. Start at $325 with raises as you learn. See DOROTHY DAY Personnel, 18210 Grand River, West of Southfield or call VE 8-3138.

PERSONNEL TRAINEE

Leading Detroit Employment service needs a girl between the ages of 21 and 55, who can be trained in all phases of Personnel Placement work. If you have no home daytime obligations, like talking to people on the phone, have the ability to meet people in person and can work without constant direction, you might fit into our office. For appointment, call Mrs. Green. 963-4554.

SECRETARY
NO SHORTHAND
FEE PAID $540

Comptroller of N.W. firm wants secretary who can use dictaphone and electric typewriter. She will handle all secretarial details. He prefers girl 24-40 with recent office experience. Company pays fee. See DOROTHY DAY Personnel, 18210 Grand River, west of Southfield or call VE 8-3138.

WAITRESSES
BARMAIDS

Experienced only, full or part time. Livonia's #1 supper club.

HUGH GEDRICH'S
FAMOUS
LIVONIA PENTHOUSE
31735 Plymouth Rd.

SECRETARY
NO SHORTHAND $475

Girl 25-45, with good general office background for lovely N.W. sales office. Must be good typist and be fairly good at figures as will handle records. Good phone personality as lots of phone contact with clients. Company pays fee. See DOROTHY DAY Personnel, 18210 Grand River, West of Southfield or call VE 8-3138.

LIKE FIGURES $360

Top Firm Will Train You Now If You Type A Bit. M. Morgan.

SNELLING & SNELLING
Personnel
353-6500

GIRL FRIDAY $435

N. W. sales office wants girl with supervisory potential and good clerical background. Will be promoted to supervision of 4 other employees. She will act as liaison between clients and salesmen, setting up their appointments. Must type. Interesting, non-routine job for girl with out-going personality. Fee can be negotiated. See DOROTHY DAY Personnel, 18210 Grand River, West of Southfield or call VE 8-3138.

ASSISTANT
BOOKKEEPER
$ OPEN

Excellent Chance To Put Your Experience To Work With This Property Management Firm. Mgr.

SNELLING & SNELLING
Personnel
353-6500

AIRLINES
RESERVATIONS $415

Airline company will train sharp and attractive girl, 20 up, for airline reservation work. Must be accurate typist and enjoy meeting and working with public. Automatic increases to $610 per month. Free travel privileges. See DOROTHY DAY Personnel, 18210 Grand River, West of Southfield or call VE 8-3138.

LET'S MANAGE IT

Run the show as gal Friday in prestige office in suburbs. $390. Call Beth Peters.

SNELLING & SNELLING
Personnel
353-6500

STENOGRAPHER. $475. Fee paid. Bright girl with skills for plush office of international company. Call Mrs. Evans, Suburban Personnel. 477-9840

GIRLS
GIRLS
GIRLS

KEY PUNCH
OPERATORS

Some experience, but more important is fast accurate work. Company is in Northland area in brand new building. Good salary with quick increases. Call Mr. Sallen, 353-4150

FRONT DESK

Exciting position for attractive alert girls with good phone voice. Must be H. S. grad. and be able to type a little. Experience not necessary but would be helpful. 353-4150

STENOS

Young H. S. grads. for large company, all benefits. Call Mrs. Harma. 353-4150

POLICY CLERK

Neat young H. S. grads., who have some experience in an insurance company office and can type, will want to investigate this offer. Excellent pay and fringes. Call Mrs. Lawrence. 353-4150

ACCOUNTING
CLERK

Opening for bright young women in accounting department. Some typing. Call Mrs. Zahler. 353-4150

International
Personnel
25250 W. 8 Mile
Southfield

CLERK Typist, $340. Fee paid. Some typing, figure and general clerical duties make this a real interesting job. Call Mrs. Evans, Suburban Personnel. 477-9840

GENERAL OFFICE

and light bookkeeping. Northwest area 1 girl office. $400, no fee.

RENEE PERKINS PERSONNEL
15827 Grand River VE 6-5070

SECRETARY, $480. Confidential work in marketing for this rapidly growing company. Call Mrs. Evans, Suburban Personnel. 477-9840

WHERE THE WOMEN IS!

Get your start as clerk-typist in this top insurance spot, $350. Call Beth Peters.

SNELLING & SNELLING
Personnel
353-6500

JR. COMPTOMETER, $345. Figure aptitude with high school comptometer training will qualify. Call Mrs. Evans, Suburban Personnel. 477-9840

"CLERK-
TYPIST $368"

Some accuracy helps. Even merit raises. Join the people that enjoy their jobs today. Call Judy Wall 272-7400

METROPOLITAN
PERSONNEL
16401 W. 8 MILE RD.

RECEPTIONIST, $410. Front desk job in Pontiac area for girl with typing. Call Mrs. Evans, Suburban Personnel. 477-9840

PART TIME
FULL TIME

- SECRETARY
- TYPISTS
- KEYPUNCH COMPTOMETER
- CLERICAL
- GENERAL OFFICE
- SWITCHBOARD

Please register with us today.

ALLIS-JOHNSON
PERSONNEL
15195 Farmington Rd.
425-3000

KEY PUNCH, $433. Fee paid. Day shift position with national company for experienced girl. Call Mrs. Evans, Suburban Personnel. 477-9840

BEGINNERS SPOT

If you are just now breaking into the business world call Mrs. Roberts & Call Now, TOPS.

SNELLING & SNELLING
Personnel
353-6500

CLERK Typist, purchasing department, excellent company. Some experience. Livonia area. Call Mrs. Trinka, A & A Personnel, 261-8100

FIGURE CLERKS

Northland area. Excellent company, interesting work. $390, no fee.

RENEE PERKINS PERSONNEL
15827 Grand River VE 6-5070

RECEPTIONIST-Typist — 18 and up. $400 month. All benefits. Mrs. Trinka, A & A Personnel. 261-8100

"FASHION
CO-ORDINATOR"
$500 PLUS

Attractive girl, good sales experience. Top Company, good future! Hurry.
Call Mr. Geller 272-7400

METROPOLITAN
PERSONNEL
16401 W. 8 Mile Rd.

SECRETARY 2 years' experience. Typing 60 words minimum. Salary $440 month. Mrs. Trinka, A & A Associates Personnel. 261-8100

JUNIOR SECRETARY
$340

Are you a secretary? Want to start with firm who teaches? Brite future! See Zelda Gray.

SNELLING & SNELLING
Personnel
353-6500

COMPTOMETER Operator, $96.50 a week. Experienced. Minimum of six months. All benefits. Mrs. Trinka, A & A Personnel. 261-8100

STENO

Plus general office. Northwest area. $420. No fee.

RENEE PERKINS PERSONNEL
15827 GRAND RIVER
VE 6-5070

WORKING GIRLS Friend is International Personnel Service. 474-7210

CONGRATULATIONS

Graduating and looking for a brite future? Type and company will train! $304. Now! Joan.

SNELLING & SNELLING
Personnel
353-6500

WORKING GIRLS Friend, International Personnel Service. 474-7210

"STENO $350"

Luxurious Suburban office wants you to do a little S/N and typing to pass the time of day.
Call Betty Carr 272-7400

METROPOLITAN
PERSONNEL
16401 W. 8 Mile Rd.

WORKING GIRLS Friend, International Personnel Service. 474-7210

GIRL FRIDAY $400

Do you want opportunity? Use your nice phone voice, office skills. Call Zelda Gray today.

SNELLING & SNELLING
Personnel
353-6500

FILE CLERK. High school grad. No. 24 Mile and Woodward. Good at figures. Salary $300-$320. Motor City Employment, 14237 Greenfield. 835-7004

"PROFESSIONAL
SALESWOMAN"

For active employment office. No sales experience or outside calls. Average $7-$10,000 first year. Salary plus commission.

Call Mr. Geller 272-7400

METROPOLITAN
PERSONNEL
16401 W. 8 Mile Rd.

SWITCHBOARD Receptionist. Near Metro Airport. Must have experience. Salary $400. Motor City Employment, 14237 Greenfield. 835-7004

FEE PAID, TYPIST $360

Prestige firm needs YOU! Average typing, bit of experience helps. Needed now! See Pat Hall.

SNELLING & SNELLING
Personnel
353-6500

GENERAL OFFICE train on small switchboard. Light typing. No fee. Purchase-Schaefer area. Salary $330. Motor City Employment. 835-7004

PAYROLL

Meet exciting celebrities in a glamor business, $365. Call Mrs. Allen, GR 4-5401.

B & B PERSONNEL

WORKING GIRLS Friend, International Personnel Service. 474-7210

DOCTOR'S
RECEPTIONIST

Bunny gal for front desk spot. Set appointments, type mailed records $340. Call Pat Hall.

SNELLING & SNELLING
Personnel
353-6500

WORKING GIRLS Friend, International Personnel Service. 474-7210

SECRETARY

Plush Northland 3 girl sales office, $445. Fee paid. Call Mrs. Allen, GR 4-5401.

B & B PERSONNEL

FIGURE CLERK, $500, fee paid. Mature girl with some adding machine and calculator experience. Call Mrs. Evans, Suburban Personnel. 477-9840

FURNITURE OFFICE
$320

Fine future for GOOD girl with GOOD skills. Employee discount. Call LAURA today.

SNELLING & SNELLING
Personnel
353-6500

RECEPTIONIST $350. Free. Dependable gal with light knowledge of switchboard for this company's front lobby. Public contact galore. Archer Personnel. 358-1700

GLAMOUR

Assist radio, TV celebrities, $320. Call Mrs. Allen, GR 4-5401.

B & B PERSONNEL

WANT PUBLIC CONTACT? Like a challenge? Top NW firm needs ambitious gal with some typing. Excellent advancement. $430. Archer Personnel. 358-1700

AVERAGE TYPING
$345

Have the courage to make the change to opportunity? Start now! Call Mrs. Boyd today!

SNELLING & SNELLING
Personnel
353-6500

GAL FRIDAY $433. Fee paid. Northland area. If you like a variety of duties, and being your own boss this is your position. All benefits paid. Archer Personnel. 358-1700

GENERAL OFFICE

Nice Farmington office. Lots of public contact, $300. Call Mrs. Allen, GR 4-5401.

B & B PERSONNEL

FILE CLERK $350. Employer pays fee. No experience necessary. The promotions are great. Archer Personnel. 358-1700

NEW GRADUATES
$300

Did you take bookkeeping, typing or shorthand? If so, you have a job. Call Laura.

SNELLING & SNELLING
Personnel
353-6500

JUNE GRADS: $390. Fee paid. Just out of school? Top NW company is looking for several beginners to train. Excellent benefits. Archer Personnel. 358-1700

VARIETY

Light typing, filing, figure work, phones, $430. Call Mrs. Allen, GR 4-5401.

B & B PERSONNEL

DOCTOR'S RECEPTIONIST, $350. Busy doctor in NW area needs immediately, sharp gal with average typing. Archer Personnel. 358-1700

JUNE graduate: See me today for your beginning spot in the business world. 8 conn. Kay, Snelling & Snelling Personnel. 353-6500

RECEPTIONIST

Why delay, come in today. Like to use your typing or figure flair? $360. Call Mrs. Boyd.

SNELLING & SNELLING
Personnel
353-6500

OFFICE MANAGER

For a girl who can TAKE CHARGE. Top salary and benefits. Hospital experience preferred. Call Mrs. Allen, GR 4-5401.

B & B PERSONNEL

JUNE GRADUATES

Check the Start Right Jobs in the Permanent Staff Co. help wanted ads.

PERMANENT STAFF
COMPANY
538-9220
18234 W. 7 Mile Rd.
1621 Penobscot Bldg.
961-6256

SNELLING
& SNELLING

Personnel Consultants
8 MILE OFFICE
Offers special to '68 HIGH SCHOOL GRADS"
20% Discount on "PERMANENT EMPLOYMENT ONLY"
Due to the newspaper strike there's never been a time when companies were so eager for us to find them good people. Our file of available PERMANENT positions has never been greater.
REGISTER NOW!
Call the World's Largest Professional Employment Service.

353-6500

17220 W. 8 MILE RD.
Offer good only at
SNELLING & SNELLING
8 Mile office

GRADUATE?

See us now for an interesting and rewarding job in the suburbs. We have excellent openings for typists, secretaries, figure checks. Beginners or experienced. Call Mr. Grant, Suburban Personnel, 477-9840.

JUNE GRADUATES

Check the Start Right Jobs in the Permanent Staff Co. help wanted ads.

PERMANENT STAFF
COMPANY
538-9220
18234 W. 7 Mile Rd.
1621 Penobscot Bldg.
961-6256

RECEPTIONIST, FEE PAID

Great customers and use your pleasant phone voice, type a bit. $390. Quick! Call Joan.

SNELLING & SNELLING
Personnel
353-6500

AIRLINES
CLERK TYPIST

Sharp young girls. Good figure aptitude and typing skills required. Light experienced preferred. $350.

PERMANENT STAFF CO.
538-9220
18234 W. 7 Mile Rd.
1621 Penobscot Bldg.
961-6256

TYPIST

Dearborn area, plus general office work. Excellent company. $346.66 plus benefits.

RENEE PERKINS PERSONNEL
15827 Grand River VE 6-5070

JUNE GRADUATES

Check the Start Right Jobs in the Permanent Staff Co. help wanted ads.

PERMANENT STAFF
COMPANY
538-9220
18234 W. 7 Mile Rd.
1621 Penobscot Bldg.
961-6256

URGENT
25 CLERKS
Midnight Shift

Start immediately on this 6 to 8 week assignment at high Kelly Girl hourly rates.

KELLY GIRL DIVISION
KELLY
SERVICES
310 W. Lafayette 965-9300
Northland Plaza X 353-7570
(An equal opportunity employer)

GAL FRIDAY $450

Type 40, shorthand helps, good location, fee paid. Miss Siden, 255-1340, A&A Personnel.

WHITE COLLAR
GIRL

Suburban location. Excellent opportunity with gray flannel surroundings. Call Mrs. Acosta, 474-7210.
INTERNATIONAL PERSONNEL

WITT
AMERICAN GIRL

Has interesting temporary assignments close to home.
Steno, typists, Jr., Sr., IBM Executives, Dictaphone operators, IBM 6400 Bookkeeping machine. All office skills.

HIGH RATES
VACATION PAY
HOLIDAY PAY,
BONUS

LIVONIA GA 5-0542
DEARBORN 465-8010

TYPIST
DICTAPHONE OPERATOR

Northwest area. Beginner or experienced. Up to $400.

RENEE PERKINS PERSONNEL
15827 Grand River VE 6-5070

YOUNG TYPIST $75

High school grad. No experience necessary. Call Pat.

INTERNATIONAL PERSONNEL
31628 Grand River
477-8111

COLLEGE GIRLS
TEACHERS
X CAREER GIRLS
WHY NOT
MAKE IT
A
Kelly Girl
SUMMER?

EARN ONE DOZEN
PAYCHECKS BEFORE
LABOR DAY

NEEDED URGENTLY
for
Immediate Assignment

SECRETARIES
STENOS
TRANSCRIBERS
TYPISTS
KEYPUNCH OPERATOR
PLUS MANY OTHERS

APPLY TODAY

KELLY GIRL DIVISION
KELLY
SERVICES
310 West Lafayette 965-9300
Northland, Plaza X 353-7570
An equal opportunity employer

YOUNG WOMAN
UNDER 50
$500 PLUS
BOOKKEEPER

General ledger. Full charge. Experience a must. Call Mrs. Dailey.
INTERNATIONAL PERSONNEL
31628 Grand River
477-8111

JUNE GRADUATES

Check the Start Right Jobs in the Permanent Staff Co. help wanted ads.

PERMANENT STAFF
COMPANY
538-9220
18234 W. 7 Mile Rd.
1621 Penobscot Bldg.
961-6256

Vault Clerk

No experience. Must be a sharp girl and bondable. 5 day week, fee paid. Call Mrs. Combs.
19046 Middlebelt 474-7212
INTERNATIONAL PERSONNEL

JUNE GRADUATES

Check the Start Right Jobs in the Permanent Staff Co. help wanted ads.

PERMANENT STAFF
COMPANY
538-9220
18234 W. 7 Mile Rd.
1621 Penobscot Bldg.
961-6256

RECEPTIONIST TO $400

Needs sharp gal, front desk. H.S. G. Young management.
CALL JAN
255-1340
A & A PERSONNEL

GIRLS! WOMEN! JOBS!

Don't let your skills be dormant—put them to use. Call me if experienced in bookkeeping. Mrs. Dailey.
INTERNATIONAL PERSONNEL
31628 Grand River
477-8111

SECRETARY: Be boss's one and only. He's young and courtrial and will pay $460 plus fee. Kay, Snelling & Snelling Personnel. 353-6500

KELLY GIRL
KEY PUNCH
OPERATORS

EARN High Hourly Rates plus BONUS on Day, Afternoon and Short Shifts

WE URGENTLY NEED
50 KEY PUNCH OPERATORS & 8 hour afternoon shifts. 3 to 5 Nights A Week

Apply Today
KELLY GIRL DIVISION
KELLY
SERVICES
310 West Lafayette 965-9300
Northland Plaza X 353-7570
(An equal opportunity employer)

NEED a Secretary! A career minded gal looking for a company to GROW with. Call Nora, Snelling & Snelling Personnel. 353-6500

KEYPUNCH
EXPERIENCED &
TRAINEES

Immediate openings. Positions now open for trainee and for experienced operators. Call Mrs. Combs now! For appointment, 474-7210.
INTERNATIONAL PERSONNEL

CLERK Typist. If your type is accurate but not speedy, and you are willing to work, the company wants you. $340. Call Jan, Snelling & Snelling Personnel. 353-6500

BOOKKEEPERS
SECRETARIES
RECEPTIONIST-CASHIER
CAR BILLER
(Experienced)
WESTLAND
EMPLOYMENT BUREAU
6900 N. Wayne Rd. 728-8600

SECRETARIAL

Must have shorthand and typing skills. Experience preferred. Call Pat.
INTERNATIONAL PERSONNEL
31628 Grand River
477-8111

OFFICE Clerk, assistant supervisor. Some figure work. No fee. Mature. Salary $550 plus benefits. Motor City Employment, 14237 Greenfield. 835-7004

OPPORTUNITY KNOCKS BUT ONCE

Receptionist-PBX. Modern, friendly office asking for neat appearing gal with light experience. Fee paid $350
General Clerk. No typing or filing. Many fringe benefits. Some experience. Fee paid $300
General Office. Company offers sharp girl, profit sharing, paid vacations plus many other benefits. Some typing and public contact. Fee reimbursed. $325
General Office. Small Northwest business would like sharp girl for diversified duties. No experience. Fee paid ..... $300-$350
General Office. Work in comfort. Mature person for modern air-conditioned office. Good typing, light bookkeeping experience. Fee paid $400
Girl Friday. Top advancement program. Light dictation, some typing. Experience preferred. Fee paid, $375-$425
Typist. June graduate. Wonderful opportunity to start work. No experience. Good benefits. Fee paid ... $350
Clerk Typist. Small Southfield company requests mature person for general office work with light bookkeeping experience. Fee paid ..... $375-$425
Figure Clerk. Large local company has opening for sharp girl with good figure aptitude. No experience required. Fee paid ..... $350-$400
Bookkeeper. Be your own boss. Small office needs mature person to handle books to general ledgers. Fee paid ..... $400-$450
Junior Legal Secretary. Downtown area office, will train young lady with very good skills. Light experience preferred. Fee paid ..... $400-$450
Secretary. Old established firm moving to beautiful new Northwest offices. Lots of shorthand and public contact. Excellent skills. Fee paid ..... $400-$480
Junior Stenos. 5 June graduates who would like to move up the ladder in short time. Good typing and shorthand skills. No experience. Fee paid ... $300-$375
Steno. Work for top company at top starting wages. Many fringe benefits. Good skills required. Some experience. Fee paid ..... $480-$550
Cashier. Busy company needs you now. Good fringe benefits. Experienced. Fee paid ..... $375-$400

THE PERMANENT STAFF CO.
538-9220
18234 W. 7 MILE RD.
1621 PENOBSCOT BLDG.
961-6256

Northland Area
Jobs for Girls

Doctor's receptionist, exp. $325
Receptionist-Sec'y., Southfield $500
Phone trainee, W. 6 Mi. $425
Receptionist-Sec'y., Telegraph Rd. $400
Phone Girl, recent grad. $425
Jr. Sec'y. No shorthand, no exp. $450
Jr. Typist, new grad. $435
Jr. Secretary, Northwest Area $450
Clerical Trainee, W. 6 Mi $300
Office Manager, Trainee, Jas. Couzens $400
Ass't. Bookkeeper, Northwest area $400
Interviewer Trainee, new grad $325
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Plush surroundings, day week, good typing. $400+. Call Mrs. Combs, 474-7210.
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Junior and Senior. Some Receptionist and general duties included.

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MANAGEMENT TRAINEES—Those who participate in this vigorous development program get to know all facets of retailing from inventory control to customer contact to supervision. $95.

SERVICE REPRESENTATIVE — Lots of phone work in this very interesting job. You don't have to have office skills to do this work. $80-$90.

ORDER DESK CLERK—Large industrial supplier requires someone who can learn fast and forget slowly. Job consists of taking and expanding (incoming) customer orders. $80-$90.

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DEMONSTRATION SALES—Girls who talk well and who like music for high-volume store. Bonuses are very high plus salary of $75.

Marketing

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