504 Help Wanted Office-Clerical

SECRETARY

Grand River-Halstead Office Challenging position available for experienced secretary who will work for a Vice President. Excellent opportunity for highly motivated individual which offers a variety of assignments including public relations. Typing 60 wpm. and shorthand 100 wpm

Excellent working conditions, competitive salary plus liberal fringe benefits, including paid insurance and vacations.

APPLY

MANUFACTURERS BANK

For convenient appointment please contact Mrs. Black.

222-4613

An Equal Opportunity Employer

BOOKKEEPER to assist controller. Bright girl with experience in accounts receivable and payroll must have good typing skills and be familiar with general office equipment. Pleasant working conditions in Michigan Greenfield area. Applications being taken in person Monday, August 12 between 9 am - 5pm only. Call for appointment. 399-1511

EXPERIENCED LEGAL SEC'Y. Farmington Law Firm, type 80 WPM; Shorthand 100 WPM. Call Mrs. Stewart 474-8360

RECEPTIONIST

$475

Busy clinic needs receptionist with pleasing personality. Type 40 wpm. Hurry for this! Call Sue Nelson

588-5400

SNELLING & SNELLING, INC

FULL TIME office girl, some evenings and Saturday days Birmingham area. 647-3100

Permanent

STAFF

Company

Clerk $475-$550

North suburban employer will pay all personnel service fees for client with "catch on quick" attitude. You'll learn company forms, organize files, answer phones and sometimes type. Call 542-3143 (open till 8 pm).

SECRETARY Mature experienced likes challenge, responsibility, 60 WPM, proofread, basic math skills. Write to Box 486 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia 48150

Permanent

STAFF

Company

Bkkpg. Clerk

If you have an eye on the future - this is the job for you! Some bookkeeping experience can start you at $200-$250 month plus excellent benefits and bonuses. Northwest employer with many promotable persons to supervise department! Call Ms. Bailey 478-1213 or come to 30752 Grand River, Farmington (open till 8pm) Personnel

RECEPTIONIST

Wanted for executive office of large National Co located in South field. Apply in person daily, 10am to 3pm

LITTLE CAESAR ENTERPRISES INC.

24700 Northwestern Hwy. at 10 Mile

Suite 103, American Savings Bldg

BOOKKEEPER

Experienced bookkeeper wanted for executive office of large National Co located in Southfield Apply in person daily, 10am to 3pm

LITTLE CAESAR ENTERPRISES INC.

24700 Northwestern Hwy. at 10 Mile

Suite 103 American Savings Bldg

EXCELLENT OPPORTUNITY

Real Estate developer relocating to Northwestern - 13 Mile Rd needs sharp EXECUTIVE SECRETARY. Job includes handling reception desk, assisting vice-president, and working as personal secretary to President and Vice President. Hours Mon thru Fri. 8:30 am-5 pm. Paid hospitalization, excellent working conditions. Salary ranges $650-$700 month. Skills must include shorthand typing and some light bookkeeping. Call for interview. 352-6120

LEGAL Secretary Southfield after 9-5 354-3500

Bookkeeper

Full Charge, must be capable through trial balance. Salary open Reply at P.O. Box 105, Bloomfield Hills, Michigan, 48013

LEGAL SECRETARY to senior partner. Responsible & rewarding position, top salary to highly qualified person. Southfield area. Write giving educational & employment experience to Box 456 Observer & Eccentric, 36251 Schoolcraft, Livonia, Michigan 48150

TYPIST

Sharp woman over 25 with excellent typing skills and pleasing phone voice for position with busy office. Paid vacation and sick days. 40 hour week. Own transportation. Farmington. Salary open 424-7284

HAVE you been a super secretary in small sales office? Able to run things when the manager is out? Did you retire? Now want to work 6 hours a day, 5 days per week where the action is Bloomfield Hills call 645-0419

KEYPUNCH OPERATORS

10 Needed Immediately

See Marianne Burns

25043 S. Mile Rd at Beech Daly

GIRLPOWER

Div. OF MANPOWER Temporary Services

Will Give You All The Help You Need

An Equal Opportunity Employer

RECEPTIONIST WANTED for Real Estate office, general secretarial skills and experienced typist $600 per month. Reply to P.O. Box 456, Observer & Eccentric, 36251 Schoolcraft, Livonia, Michigan 48150 pm Call 349-0292

504 Help Wanted Office-Clerical

SECRETARY

$850 plus. Shorthand, typing, writing, organizing. Master medical, pension, profit sharing. President's home in Bloomfield. Write Box 494, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, 48150

ROBINS PRODUCTS CO.

Is now hiring Female Operators for all shifts. No experience necessary.

23717 Research Dr.

Farmington Hills

478-1840

ASSISTANT to purchasing Department. Excellent position for career minded girl. Opportunity and challenge. Excellent benefits. Must have good typing skills. 2 years minimum experience. Call Pat Gross. 543-3060

SECRETARY

Required immediately, experienced Girl Friday-Receptionist Type, maintain production records and posting of some Salary, 5 days week

ROBINS PRODUCTS CO.

23717 Research Dr.

Farmington Hills

EXPERIENCED TYPIST. Construction background. Must have knowledge of payroll and bookkeeping. Small office. Grand River and Middlebelt, good salary plus benefits 477-8181

Permanent

STAFF

Company

Claims Exp' No Typing and $500-$600 from Royal Oak company. Nice hours, nice office and nice benefits. Call 542-3143 (till 8 pm) or visit us at 24385 Woodward Personnel

EXPERIENCED mature woman for telephone answering of switchboard. Must be fast typist and good at spelling 474-0727

TIGER

TICKET WINNER

Ken Ronde

14944 Cavour

Livonia, MI 48154

But you must call the Promotion Dept. of the Observer & Eccentric by 5 P.M. Friday, August 9, 1974 to claim your TWO FREE TIGER Pre-Season TICKETS. 261-8600 Ext. 271

CONGRATULATIONS!

WITT GIRL

Has jobs in your area for Secretaries, Stenos, Typists (Jr. & Sr.), Stat Typists, Comp. Operators, Keypunch Operators, File Clerks

Apply Today, Start Tomorrow

NORTH EAST 545-6626

WESTSIDE 525-0330

10-3 Pm

PART TIME EMPLOYEE to work in the finance business with opportunities to advance to full time employee shortly if you are the right young woman. Salary dependent on experience. Bank experience is not necessary. Call Mrs. Pafford at 352-2900

An Equal Opportunity Employer

SECRETARY

Experienced for varied duties in production department of ad agency. Shorthand, typing 60 WPM MUST with good spelling and grammar. Self starter, well groomed personable $175 week. Some overtime required. Excellent fringe benefits. NEW suburban area CPA interviewing for client.

WO 1-7934

TYPIST - BOOKKEEPER

Part time Pre Board system, for work 2 days per week and cover vacations sickness and peak periods. Livonia area 261-4360

SECRETARY. Southfield - Mfg. agent. starting approximately August 19. Mature, experienced in maintenance. Duration, routine correspondence, minor bookkeeping. No age limit 358-3250

Permanent

STAFF

Company

Person Friday $115

Start on diversified job in north suburbs. High school grad will type, file, do figure work and answer phones. Full benefits include paid vacation & sick days. Call 542-3143 (till 8 pm) or come to 24385 Woodward

CLERICAL NORTHLAND

Permanent position available at corporate offices of national organization headquartered in Southfield. Requires good math aptitude and the ability to type. Some general office experience preferred. Call 352-4000 ext 296 for an interview appointment.

An Equal Opportunity Employer

SECRETARY, BOOKKEEPER, for firm relocating in Birmingham area, knowledge of dictaphone, 10 key adding machine, good resume and salary requirements. Box 711, 1200 Lafayette East, Detroit, Mich 48207

FINANCE BUSINESS needs part time employee, with opportunity to advance to full time employee shortly - if you're the right young woman. Salary dependant on experience but experience not necessary. Call Mrs. Pafford at 557-0500

An Equal Opportunity Employer

Permanent

STAFF

Company

Advance Quickly

North suburban company will train ambitious beginner as "new business clerk". You'll handle typing, filing and figure work plus the chance to meet the public. Earn $100 week and no personnel service fees to pay. Call 542-3143 (Interviews till 8 pm).

HIGH SCHOOL Graduate for steady real estate management office. Bookkeeping and typing experience a must. Must be willing to learn all office procedures. Southfield. 557-2007

504 Help Wanted Office-Clerical

GIRL for general office, bookkeeping experience necessary. Also phones and filing. full time. Ask for Rosemary 421-1150

Permanent

STAFF

Company

Accounting Asst.

Background in payables and receivables, general office OR figure work? If your figure aptitude is better than average, Southfield employer has job for you. If better than average money. Call 559-7755 or come to 26828 Southfield (open till 8 pm). Personnel

SECRETARY

Full time, experienced, for one girl office in Southfield. Must be excellent speller, Typist & be able to use good judgement in taking dictation. Salary commensurate with ability. Call 8:30 AM - 5 PM, Mon thru Fri. 352-0615

DICTAPHONE TYPIST

Fast, full or part time, 2 girl office. Salary open, benefits. Southfield area. Call for appointment Friday 9A.M. - 3P.M.

354-1636

CLERK-TYPIST, insurance office, Farmington, good benefits. Call 478-1444

PART TIME secretary, accurate typing and spelling, some bookkeeping, hours Mon-Tues-Thurs Fri., 1 to 5 pm. Sat. 9-5 Southfield area. Call any time. 557-0328

Permanent

STAFF

Company

Warehouse Clerk

No experience necessary. Livonia company will train you for inventory and stock. Ambitious person with good driving record earns $100 week Call 261-3111 (till 8 pm). Personnel.

SECRETARY NORTHLAND

To manager, accounting. Must be excellent typist. No shorthand.

Secretarial experience required.

Call 352-4000 ext 296 for an interview appointment.

An Equal Opportunity Employer

YOUNG WOMAN for perpetual inventory control. Good with figures, 40 hour week to start, $2.75 per hour to start plus Blue Cross. See Mrs. Frederick, Ray and Kay Tile Co., 20001 West 7 Mile at Evergreen.

SECRETARY SOUTHFIELD AREA TEMPORARY

TOP Company needs you for Regional Managers, who report at a great deal or at peak work loads. Ideal opportunity for someone who wants to work one or two weeks at a time. Call Marcia Morgan, to arrange for an interview.

398-4390

Maichmaker's Office Services.

SECRETARY

For local CPA. Statistical typing and bookkeeping experience desirable but will train. Excellent working conditions. Southfield area. 559-7870

GENERAL OFFICE

National company Southfield location. Diversified position. Good typing for this one. Excellent benefits included. Work with group of friendly people. $550 Free. Call Gail Gibson. 353-6500

SNELLING & SNELLING

SECRETARY

RECEPTIONIST

Light Bookkeeping experience preferred, but will train for student. Southfield Office 358-3250

CLERK TYPIST

Part time now, full time in the fall. Good typing skills required.

(Call for an interview)

MICHIGAN LIFE INSURANCE CO.

26333 Telegraph Rd. Southfield

355-5500 ex 215

An Equal Opportunity Employer

OFFICE CLERK. Must be mature woman, recent experience on electric typewriter and dictaphone 646-0992

SALES SECRETARY

If you like diversity in a sales secretarial position, you should investigate this opportunity. An Audio Visual Company only 25 minutes from Birmingham wants the girl that can type, take shorthand and has the experience of working with salesmen, management and products Company benefits. 5 day week, 7½ hour day, salary commensurate with experience. Reply Box 480 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd Livonia, Mich. 48150

GENERAL office work. Small firm needs efficient girl desiring permanent position. Salary open. Southfield area. Phone 353-4491

GEN'L. OFFICE

MATURE person must be a self-starter with extensive telephone experience, familiar with office procedures and ability with figures. We offer steady employment and fringe benefits. North Suburban location. Reply in own handwriting, stating experience and requirements. Box 476, Observer & Eccentric, 36251 Schoolcraft, Livonia, Michigan, 48150.

SECRETARY bright and ambitious, must be accurate typist with ability to match, office experience necessary or some college education. Varied opportunity with aggressive Southfield law firm open now. Call Barb 569-9000

506 Help Wanted Sales

TWO YOUNG MEN

To help expand our new office in Northwest area. Recent graduate. Background in accounting and business administration. Training program to be filled in bonding and insurance position. Salary open. Full employee benefits program, paid vacation, etc. Ask for E. Paulucci 353-3990

NURSE Woman needed for unique gift shop. West Bloomfield area. Call between 10am and 12noon Tuesday thru Friday. 626-9031

506 Help Wanted Sales

2 MEN

OR Women. This is not a fancy ad, we simply want men or women who need a job. 2 Positions available Call 9:30 AM - 10 AM.

561-5566

An Equal Opportunity Employer

SALESLADIES

FULL TIME - MATURE

Experienced. Children's wear. YOUTH CENTER STORE, Tel Twelve Mall 353-1040

INTERESTED IN A CAREER IN REAL ESTATE?

Call TODAY for an interview

Westland-Livonia

Gary Cook - 522-8400

Livonia-Farmington

Tom Kuster - 476-9100

Plymouth-Northville

Vern Hackett - 455-5200

chamberlain

YOU CAN HANDLE IT

Part time work, full time pay, earn extra money. Playhouse Toy Wax Distributors are training and supplies Company dealers and collectors. Great new dealer and bonus program. Call now, also booking parties 455-3347, 843-4114, 722-6947, 729-6643

Insurance Opportunity

Wanted: Successful Life - Casualty Agents who are interested in building their own commercial lines agency in Tri-County area. We supply 170 lines of Insurance including group, mutual funds, auto financing. Salary up to $15,600 per year plus bonus for 36 months. All fringe benefits, comprehensive training program. Apply in confidence and hard work. If interested in building your own security call C. Bagons, Warren area, 756-1150. Ed Moore, West area, 293-5151. C. Vollberg, Northwest area, 625-8100

WE ARE looking for 2 hard working men who want to earn $12,000 to $14,000 year. Must be 25 yrs. or older. Company training. Permanent. no layoffs. Call 557-2969

EXECUTIVE SALES CAREER

With $5 year old International financial institution. Offers high immediate compensation (Up to $1000 per month) to any who qualify. A thorough evaluation of your sales qualifications will be conducted to determine your success. Top benefit & rewarding career. Extensive training program. Contact Mark Sullman between 10 and 4 P.M. 353-1451

NATIONAL Leading food service company has opening for self starter. Sales experience helpful but not necessary. Management potential. Salary commission, bonuses, car allowance. All fringe benefits. For interview call. 522-7873

AVON

YOUR TIME IS WORTH MONEY AS AN AVON REPRESENTATIVE. Cash in on all that spare time. Call today. No selling experience necessary. Call:

352-2926 427-4000

645-0455

COSMETIC Firm, subsidiary of General Foods is seeking ambitious person to teach others professional make-up techniques. Will train. Call for appointment. 855-8100

REAL ESTATE

WE guarantee you will receive your license. School starting September 5th. A fabulous money making opportunity for those who work. Agreement and criteria. Broker teaches class. Ask for Miss Rogg.

LEXINGTON 261-8555

DO You like new Fashions? How'd you like a new wardrobe twice a year for a few evening hours a week? Phone Cookie 812-2022

TL 1-7353

OLDE FASHIONED - We're a little that way when it comes to real estate salespeople. We are not really interested in the housewife with a few hours on her hands or the guy who just wants to make an extra buck. We'd like to think of ourselves as a professional agency with a dozen or so dedicated brokers & salespersons who take this business seriously. We have several openings, so if you think you would like to get a license with a company that refers to their salespeople by name and not by number, give us a call:

LIBBY

Assoc. Inc. Realtors

644-3222

Offices: Birmingham-Bloomfield Clawson-Troy

EXPERIENCED SALESLADY wanted. Full or part time. Call Expectation Shop. Ask for manager. 646-1440

CONTRACT WALL COVERING MAN

Needed for metropolitan Detroit and Eastern Michigan. Experience selling an architects, designers and contractors helpful. Excellent growth potential for the right person. Call R. Stiffler between 4pm-9pm 616-942-2850.

PART TIME, evenings, on arts and crafts 348-5351

RED CARPET REALTY

Now has openings for new or experienced Sales Consultants. 60% net commission plus bonuses. free license training. Company paid advertising, paid health and life insurance, unlimited floor calls, computer and multi-list service, draws available. Be your own boss. Livonia and area.

CALL FRED RICHTER 522-3500

CASHIER

BAG SALES

Full time, 18 years and over. Able to work Sun. & Evenings. Experienced preferred Call Mr. Phillip

PHILLIP'S SHOES NORTHLAND 644-4282

ATTRACTIVE Young Woman between 25-40 for Cosmetic Sales. Will train. MERLE NORMAN COSMETIC Studio of Birmingham. 644-2236

OPENING NEW OFFICE

Mr. and Mrs. America - open the door - Mr. OPPORTUNITY is knocking! JUMP ON THE BAND WAGON that offers a career with a terrific training program, something BIGGER than you can imagine. Confidential interview.

BREY INC. REALTORS. 645-1744

NEED two full time Real Estate people, personal floor time, 30 days available on all your contacts. Incentive plan as high as 70% commission paid, schooling paid for UNRA member, Multi List Broker, 10 years same location. For interview, call Gilbert Vanderburg, 261-1773, at Vanderburg Realty, 30406 Ford Road, Garden City.

FEMALE FULL TIME help for Tobacco & Gift shop. Apply "Good Stuff" 26633 Evergreen at 10½ Mile Rd., Travelers Tower Bldg.

506 Help Wanted Sales

Sales Positions

Immediately Available in our Somerset Mall Store. Past sales experience required. Knowledge of Sporting Equipment, Men's Clothing, Women's Apparel or Gifts. Full or Part-time. Salary plus Commission. Paid hospitalization, vacation, liberal employee discount. Apply

Abercrombie & Fitch

3799 Somerset Mall

Troy, Mich.

Monday-Friday 10am to 6pm

MALE 23 - 28

College, Rock music oriented, to sell Rock Groups to night clubs. 645-2245 645-0066

SEE for yourself, local Amway Distributors are enjoying extra income. We show you how. For interview 455-8591

OPPORTUNITY

Real Estate

- $700 Draw
- Up to 85% Commission
- Paid Hospitalization
- Paid Real Estate Classes
- Retirement Fund

TRUST REALTY

425-3050

SALESLADY

Mature, Apple Peale Paint, 107 N Center, Northville

TOP 500 CORP

$8,400 Plus Comm.

Your income is limited only by your imagination Super benefits Hours 9 - 5. M - F Call Mr Cole

588-5400

SNELLING & SNELLING, INC.

RETAIL Cashier - clerk, full time 18 or over, must have experience Call Mr. Petrosky. 476-2020

Peterson

REAL ESTATE SALES

Terrific opportunity for beginners in Real Estate. Fast growing office in Bloomfield needs salespeople - Executive to learn while learning. Excellent commission splits Call Bernice Peterson

645-9070

Peterson

Realty Co. Realtors

6066 Telegraph Rd. Bldg. Hills

MRS. Homemaker do you have 2 hours a day? Earn extra money and run your home at the same time. Training given 722-2133

SALESMEN WANTED

Electrical Wholesaler has opportunity in a growth field for both inside and outside sales work. Oakland and Macomb County area. Experience in wholesaling, hardware, department store or industrial sales would be of value.

Call for interview.

RAY ELECTRIC

771-2211

AMBITIOUS Couples needing more income work together part or full time. 722-2133

A JOB FOR TODAY'S CONDITIONS

Part or full time, your own hours approximately $10 00 per hour, free training, personal 45% discount. Over 18 years of age. Prefer female.

Queensway To Fashion

Jim or Pat 476-5174

Betty 476-1648

Diane 427-0064

LOOKING FOR YOUNG man experienced in selling, for full time, steady employment. Apply in person 128 So. Woodward, Birmingham. 647-8054

MOTHERS-HOUSEWIVES SELL TOYS & GIFTS

For the whole family

FREE KIT

Top Pay - Cash Bonus

MERRI MAC

FAMILY SHOPPING SERVICE

WRITE OR CALL

837-1402 531-8024

623-2689

EARN MONEY for extras with Queensway. Free wardrobe. No investments. Full or part time. 383-6631 or LO 5-6292

CHANGING CAREERS

The Durbin Company is embarking on an expansion program in its fast growing Birmingham office. The opportunity for personal growth has never been greater. Find out why ours is the outstanding marketing program for resale of homes in the entire area and how we assure your success with our personalized training & motivational methods. Open new doors to fulfillment by calling today

PETE KORFIKE

The Durbin Company

Realtors

642-2700

SALESMEN WANTED

We are expanding our staff in West Bloomfield's most desirable, high producing real estate office. There are openings for several people. Call today for details MEL DURBIN. 851-1300

REAL ESTATE

Evening classes starting now! No experience necessary but you must be career minded, neat appearing and like people.

WEEKLY DRAW

up to $200 while receiving on the job training. I take an interest in your success. Don't think you can't do it until you call.

MR. FLOYD

476-6161

REAL ESTATE. No experience required. We will train you. Must be over 21. Weekly draw. Call Mr. Floyd 476-6161

507 Help Wanted Part Time

INSURANCE AGENCY, telephone experience, good typist, Southfield area. 643-5720

PART TIME, 16 to 18 years of age. No experience necessary. will train Call between 12 - 4 PM 355-4881

BABY SITTER, own transportation, boy aged 3, Southfield area. After 5pm. 353-9184

BOOKKEEPER, Insurance agency. 643-5720

HIGH SCHOOL Girl for Counter & minor Sewing work. Part time. Bloomfield Area. Call George Mitchell Cleaners. MI 4-1505

507 Part Time Want Ads

RELIABLE MAN

for part time work in Hardware Store. Retired person preferred. Tom & Ray's Hardware, 32563 Cherry Hill-Westland. 722-0058

FASHION MODELING

MEN, 5 foot, 8 inches or taller and women, 5 foot, 4 inches or taller needed for magazine, catalog and TV. National Modeling, 547-2050, 547-0254

GARDEN CITY PUBLIC SCHOOLS

Is currently seeking applications for part-time, on-call substitute work in the following areas: School Bus Driver, Custodial, Clerical, Lunchroom Supervision, Cafeteria, and Parking Lot Attendant. Applications may be completed in the Personnel Office of the Gardens City School Administrative Service Center, 1333 Radcliff, between 8:00 A.M. and 4:00 P.M.

PERMANENT part time - Sales Of. fice - 3 days week. Experienced for correspondence, filing, telephone, general office duties Call Mrs. Ball. 357-3720

MATURE woman for 21 month old. Mon. Wed. 10 Mile, Greenfield. Own transportation 968-8707

PART TIME waitress experienced preferred, catering. Farmington area 477-8050

NORTHWEST construction company desires part time secretary to give girl with typing and filing experience. Working afternoons, beginning Sept. 2. From 12:30-5. Mon thru Fri Call 349-0292

TEACHER for Day Nursery. Previous experience with preschoolers necessary or college equivalent in child development. Morning hours. Apply in person, no phone calls. 6585 Middlebelt, Garden City

TOP $$ for reliable babysitter 7:15 to 9am light housekeeping optional. Own transportation. 11 Mile - Evergreen area 353-8339

WANTED, full or part time help for janitorial service, work 15 to 20 hours per week. prefer men with bulling machine service, but not necessary. Also general cleaner to work evenings hours. Must be dependable 261-6048

RECEPTIONIST

For Saturdays only. Needed by BIRMINGHAM REALTOR. Pleasant working conditions. Ask for Phyllis

646-6000

PART Time serviceman for mobile homes. Good job for man on afternoons 459-0940

2 HOURS 3 Days, $75 interested? Call Mrs. Green - Jewels by Park Lane. Over 21, car necessary. 354-8420

PLANT STORE

Part and full time positions open Experience desired but not necessary. Mother Nature's Plant Station 557-1166

SUPPER for Janitor's office part time. Schedule flexible. Call between 9 am and 5 pm. 647-7334

FEMALE 22 25

College, to assist office manager for entertainment agency. Typing, Shorthand, Filing 645-2245 646-0006

CASHIER part time, must be neat and pleasant. See Cindy, Jax Kar Wash, Orchard Lake and Grand River, Farmington

PART TIME work available for responsible young lady. Customer Receptionist, record keeping Hours flexible. Ask for Mr. Fernandez 355-2100

LOOKING

For some "Do-it-yourself" job security in these uncertain times? Your local Amway Dist. will show you how to get it with a profitable part time business of your own. Phone for appointment

522-8528

PART TIME

Woman over 25

Monday through Friday 12-6 pm Apply in person. Nankin Hardware 3681 Ford Rd., Westland

HARDWARE SALESMAN

Part time evenings, no Saturdays

ACE HARDWARE

33307 W. 7 MILE RD

PART TIME bookkeeper, full charge Approx. 20 hrs. per week. Southfield location 559-1589

PART time office work for reliable woman Northville 349-3082

GAS STATION ATTENDANT

Part time Able to work days year around. Apply Merv's Shell, 31201 5 Mile Rd., corner of Merriman, Livonia.

EXPERIENCED housekeeper who enjoys children, pets and housework. Dependable, 4 days a week, and every other weekend. References, have own transportation. Merriman, Schoolcraft area. 522-6522

508 Help Wanted Domestic

CLEANING Lady wanted reliable, $18 Fridays References Own transportation Must like children. Southfield Area 559-8037

RELIABLE and experienced woman to assume duties of general cleaning & laundry, 3 days per week. Birmingham home. Call for appointment. 9-10 am - 12-1 pm 646-4456

508 Help Wanted Domestic

BABYSITTER for children age 3 and 4, Mon and Wed mornings All day Friday. Inkster-Ford area. 522-6465 Garden City

BABYSITTER needed 10:30 pm - 8 am. Mother of 3 year old girl works midnights. Near 15 Mile and Adams. After 6pm 646-6063

Middleaged experienced woman, live in, to care for fine alert elderly couple, both ambulatory, in Southfield. Require a patient, experienced woman with a driver's license (not necessary to have own auto). Must be able to take complete responsibility of keeping apartment clean and cooking some meals and administering to their needs. Only those who have had experience need apply. Your own room, $100 per week, call Mrs. Snow weekdays between 8:30 and 5 pm. for further information. 642-3470

MATURE BABYSITTER my home W. Bloomfield area 1 or 2 days a week Own transportation. References 851-2322

HOUSEKEEPER

Car necessary, 5 days, short hours Grown children 355-4903 559-5898

HOUSEKEEPER capable, experienced for fine Wabeek condominium home. Lone Pine west of Telegraph, 2 adults, 3-4 days Preferably 9 am through dinner. Excellent salary, references required. Own transportation preferred. Telephone 851-2311

PART TIME housekeeper, Fri. Sat. Sun. $20 per day, live in or out cleaning and misc household duties 9 to 5 daily. 537-8266 After 5 pm 851-4292

LOCAL woman for house cleaning, 1 day, 4 hours, $5 per hour. Own transportation or 2 mornings 8 30 to 11 30 Birmingham - Mill-2618

BABYSITTER and light housekeeping for 3 and 4 year olds. Mondays through Friday, 9 am - 5 pm. Maple, Telegraph area. References 851-5884

BABYSITTER for 5 month old baby starting September General housework References, Holiday Park Sub., Plymouth area 453-8953

MATURE PERSON living near Pierce Elementary. Regularly needed to care for 5 and 6 year olds. Days of summer and part time when school begins Excellent wages Call Mrs. Pidek at work, 357-3434 or home. 642-9254

SITTER wanted, within walking distance of Tory School. One kindergartner, one pre-school Monday, Wednesday, Friday. Call after 6 pm 646-6200

BABYSITTER needed. Sept 3, must love children, in my home, 9 - 3 pm daily After 3 pm 477-8829

IS there a mother in the Plymouth - Livonia area willing to open her heart and home to a pre-schooler for approximately 24 hours a week? Four day work week varies Saturdays a must Early morning starting times, some overtime possible Please call 453-6038

HOUSEKEEPER wanted 3 times a week 7 hr work day Provide own transportation Call Mrs Mike and Middlebelt area References required 552-9322

LIVE-IN Babysitter for 2 boys, 6 3 yrs, good pay, reasonable hours Seven Mile - Middlebelt area Call before 2 pm 537-1479

GENERAL cleaning references Tel Twelve area 2 bedroom apartment Prefer Thursday or Friday $3 00 per hour 352-2521

NW area, working family needs companion to elderly lady, days or will consider live-in Ref. information call 357-2648

MATURE babysitter wanted in my Plymouth home 2 10am till 3 30 Pm 10 month old girl Excellent exp. After 3 30 453-6234

MATURE honest woman in Rochester area wanted for 2 days Monday washing and ironing Friday, cleaning 651-6103

LIVE-IN Housekeeper. Troy area Top Salary Must drive Own car not necessary Recent References 645-1742

LIVE in companion needed for elderly woman, must drive Own room and bath, means free food, benefits in lovely home in suburbs 851-2473

COLLEGE student to be mothers helper, room and board plus good wage. Bloomfield Hills 646-9478

LADY to assist with housework, 5 hours to 8 weekly 818 Beech 8 Mile area 356-2513

HOUSEKEEPERS

Full and part time

HENDRY

Convalescent Center

105 Haggerty Rd.

Plymouth

455-0510

MATURE Woman to babysit my home, full time, 2 pre schoolers. Farmington area Call after 5 pm. 553-1866

PART time housekeeper for older woman in new easily kept apartment Small laundry Must have own transportation and be willing to shop Reference required Starting $3 per hour Southfield area 356-3964

PAID Live-in Companion for elderly lady recently widowed Plymouth Township area Refer. ences needed 453-6712 453-2310

LIVE-IN Housekeeper Baby sitter. 1 child 535-9329

504 Help Wanted Office-Clerical

COMPUTER OPERATOR

Rapidly expanding manufacturer in Redford has immediate openings on days for computer operator with experience on 360/20. Chance for advancement and experience. Liberal employee benefits including insurance. Call today for appointment. 10-5 P.M.

535-5600

SECRETARIES

We have several interesting and responsible positions available for experienced secretaries to work at Department Head and Administrative levels. Each position offers a satisfying career opportunity, congenial work environment and the challenge of working in a modern expanding medical campus. Qualified applicants must type a minimum 55 WPM and take shorthand at 90 WPM.

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