

GO
WHERE
THE
ACTION
IS

GO
KELLY

Highest Rates
Best Assignments

KELLY'S THE
ANSWER FOR

• TYPISTS
• KEYPUNCH OPERATORS
• SECRETARIES
• CLERKS (ALL TYPES)
• COMPTOMETER OPERATORS
• TRANSCRIPTION MACHINE
• OPERATORS
• BOOKKEEPERS
• STENOGRAPHERS

CALL or COME IN and register

Kelly Services

Temporary Service

EVANSTON 869-7790
636 Church Suite 627
An Equal Opportunity Employer

Secretary
Sales Department

Our Sales Manager needs a young woman with shorthand and typing skill and office experience. Interesting and varied duties include the maintenance of records and the initiation of correspondence. There is a great deal of telephone contact as secretary liaison between salesmen in the field, hospitals and doctors, and the home office. We are a fast growing international manufacturer of hospital medical products.

Baxter
Laboratories, Inc.

6301 Lincoln Ave. Morton Grove
965-4700 267-6900
An Equal Opportunity Employer

COUNTER WOMAN

For branch store in Glencoe. Experience or will train. Insurance plan and other benefits. Wayne Cleaners, 105 Glencoe Rd. Glencoe HI 6-2338.

FACTS FOR WOMEN

Who are thinking . . .

Who hesitate . . .

Who procrastinate . . .

about returning to office work. Did you know that:

1. Re-entry needn't be difficult. Our friendly counsellor and exclusive training booklets have helped hundreds of girls like yourself become Manpower White Glove Girls . . . the most respected, capable temporary office workers in the industry.
2. We have jobs available in your area on a temporary and part-time basis. Jobs with flexible working hours that will permit you to fulfill your dual responsibilities.
3. Professional typing and steno brush-up training is available to you free of charge only at Manpower, Inc. Call for an interview appointment or come in to see us now. If you're not available, send a friend.

Manpower

Northbrook Area 272-2839

636 Church St., Evanston Suite 723 475-8606

World's Largest Temporary Service.

October 20, 1966

MARQUART

The Oldest Employment Service
Outside Chicago's Loop

SPECIALIZING IN POSITIONS
NEAR HOME!
ALL 100% FREE—NO FEES!

Secy., top exec's	\$525
Secy. to President	500
Legal secy., expd.	500
Secy., small ofc.	500
Secy., college grad	500
Secy., 1st V.P.	500
Doctor's ass't, secy.	475
Secy., chief accountant	475
Sales secy.	475
Secy., Purchasing Dir.	465
Secy. to Marketing Dir.	450
Personnel trainee, secy.	450
Secy. Manager	450
Publications secy.	450
Secy., basking	450
Medical research secy.	450
Export secy.	450
Lt. steno, Old Orchard	433
Secy., no exp., Old Orchard	415

Dictophone secy., manage ofc.	475
Correspondents, train or expd.	350-450
Run 1 girl architects ofc.	433
Dictaphone secy., Old Orchard	43
Become secy., learn dictaphone	425
Recept-swbd-typists, many	350-425
Receptionist in personnel	420
Photographic editor	400
Clerk-typist, sales dept.	400
Learn recept. and swbd.	385
Credit trainee, type	375
Purchasing ass't trainee	350
Recept.-typist medical	365
Recept.-lt. typing, Old Orch.	350
Travel bureau trainee	325
Never worked but type?	325

2 full charge bookkeepers	\$540-600
Ass't bookkeeper	500
N.C.R. bkpr.	425-475
General bookkeeping	433
Accounting trainee	300-425
Inventory clerks	390
Accounts payable or receivable	390

Computer supv., 1401	\$1,000
Chemist, BS degree	\$550 up
Wage and salary experience	500
Clerical supervisor	500
Key punch, train or expd.	350-475
Bank tellers, train or expd.	325-450
Straight switchboard op.	425
Ass't. editor trainee	400
Clerical trainees	280-375
Public contact, no typing	365

AND MANY, MANY MORE

OLD ORCHARD, SKOKIE

SUITE 226 IN THE NEW

Westmoreland Bldg.

At North End of West Parking Lot

ORchard 9-1142

SWITCHBOARD

RECEPTIONIST

EVANSTON DOWNTOWN

Second operator, 2-position board. Receptionist, light typing and general office duties supplementing switchboard.

Executive office of National corporation, 37½ hr. work week. Good starting salary with merit rated advancement. Full fringe benefits. Acceptable pre-employment test scores. Work or school references required. Call C. C. Boyer 869-2300.

Packaging Corp. of America

No Skills?

IT DOESN'T MAKE A BIT OF difference to this company. If you have a good personality and a good head on your shoulders, this company will train you for one of their interesting positions with plenty of potential. College background is helpful though not necessary. Push offices with a lot of public contact. Age to 35. Starting salary to \$375. NO FEE. MURPHY EMPLOYMENT SERVICE. 1612 Chicago Avenue, Evanston. UN 9-9510, BR 3-2155.

ANYONE!

Sponsor Typists, Stenographers, Clerks, Key Punch, Comptometer, File, Special Clerks, Bookkeepers, Machine Bookkeepers, Switchboard Operators, Secy's, Legal Secy's.

EARN \$40

No limit to persons sponsored. Use coupon below. \$40 paid to anyone referring those listed above, who have not worked for us for two years, and are hired and work 40 hrs. within 30 days from the time they go on our payroll. Offer does not apply to night temporaries.

CLIP COUPON TODAY

I sponsor

Address

City Ph.

She is a

My name

..... H.P.

Address

City Ph.

Mail to address below. You are paid

\$40 two weeks after required hours are worked.

IMPORTANT

To qualify tell us by letter, post card, phone or attached coupon—name, address, phone of person you sponsor before that person comes in. She may bring your letter, card or coupon in hand.

STIVERS
Lifesavers, Inc.

TEMPORARY WORK

Evanston 475-3500

1609 Sherman Room 308

Old Orchard 677-5130

Prof. Bldg. Room 512

24 Hr. Ans. Serv. 332-5210

COME

AS YOU ARE!

No especial office skills are required for these fine positions with two well known firms involving.

PUBLIC CONTACT

CLIFF

EMPLOYMENT SERVICE

No Fee. Hours 9-5 UN 9-3520

Sat. by appt. 646 Church St., Evanston

CAFETERIA
HIGH SCHOOL

WORK DURING SCHOOL DAYS. HELP in kitchen and serving lines. We will train. Pleasant atmosphere with excellent working conditions. Apply St. George High School, 350 Sherman Avenue, Evanston.

VERSATILITY REQUIRED

Need intelligent capable person with initiative and desire to retire wealthy in 10-15 years. To handle small retail operation. Layout and paste up work, research and editing of publications. Downtown Evanston location, no fancy starting salary but great potential if you can do the job. Ownership available. Address the Evanston Review S-820 Evanston, Ill.

BEGINNING POSITION IN EDITORIAL dept. of publishing company. Some college level English courses. No typing. Salary to \$400 per month. Good hours. Details call Mr. Stefek, Skokie Employment Service, 7925 N. Lincoln Ave., ORchard 5-2300. No fee.

COUNTER CLERK. PART-TIME. Will train personable woman for counter work. About 5 hours per day, 5 days per week, including Sat. Good pay. Extra income and meet people. Phone collect, 453-9510 Orchard Cleaners, 715 Vernon Ave., Glencoe, Ill.

EXP. BEAUTICIAN

For nice clientele. Very good hours with no evenings. N. Evanston location. Call and ask for manager, DA 8-4006

ATTENTION—OPPORTUNITY FOR part-time employment in Animal Hospital. No experience necessary. Apply in person, Glenview Animal Hospital, 2400 Waukegan Rd.

WOMAN, FULL TIME, FOR INTERESTING work in Andrews-Edwards music store in Edens Plaza. Retail experience desired. Ask for Mr. Gardner.

MANICURIST

FOR BUSY SALON. PART TIME. Top pay. 966-5663. Steve

Interesting Office Work

PART TIME

For your convenience

PREFERRED

Business Service

WILL BE

INTERVIEWING

at the

HOWARD JOHNSON'S
MOTOR LODGE

Conference Room
(1 block South Old Orchard
Shopping Center on Skokie Blvd.)

for typists, secretaries, figure and file clerks, keypunch comptometer, and bookkeeping machine operators.

On MONDAY and TUESDAY, OCTOBER 24 and 25 from 9:00 a.m. to 4:00 p.m. No Appointment Necessary. For information call Mary Patch.

864-4501

PREFERRED

Business Service

WHAT KIND OF WORK
CAN YOU DO?

CALL TASK FORCE to discuss job opportunities Temporary and Full Time—Long and short term assignments.

Phone: 299-4495

TASK FORCE

Golf Mill Professional Bldg. Room 202 Niles 299-4495

Hours: 9 to 5 daily

Public Contact

We have several of these positions in the North Shore area for girls who enjoy working with people. No typing necessary to qualify for this interesting office work. Good salary. FREE. NORTH SHORE PERSONNEL 636 Church Evanston DA 8-7466

AVIS RENT A CAR
SECRETARY

We need an experienced secretary to work for our district manager. Vicinity of Downtown Evanston. Hours 9 to 5:30, Mon. to Fri., free hospitalization plus life insurance. Age and salary open.

Miss Meiers 782-0180
An equal opportunity employer.

ONE GIRL OFFICE

NO STENO NEEDED FOR THIS variety spot in a one girl sales office. Much public and phone contact. FREE

LEWIS

EMPLOYMENT SERVICE

1618 Orrington DAVIS 8-6880

TELETYPE OPERATOR. SALARY TO \$100 per week. Suburbs. AAA-1 firm. Younger with a little teletype training acceptable. Details call Mr. Stefek, Skokie Employment Service, 7925 N. Lincoln Ave., ORchard 5-2300. No fee.

SALES LADY

FULL TIME—40 HOUR WEEK. GOOD salary. Apply in person to Mr. Eaton. REHN'S HILLMAN PHARMACY 353 Park Ave., Glencoe

TYPIST—CLERK. MAINTAIN MEMBERSHIP records, and general office work. Congenial working conditions. Sigma Delta Tau National Office, 630 Greenbay Rd., Kenilworth. AL 1-1933 or DA 8-4415.

SWITCHBOARD OPERATOR—

TYPIST

Earn extra money 1 day a weekend, 8:30 to 5. Lunch included.

North Shore Country Club. 729-1200

WANT TO EARN \$7.00 PER HR. OR more? Sell Beeline Fashions. No deliveries or collections, no invest., trans. nec. Call 272-6830.

WAITRESS WANTED FOR CARAVEL Restaurant in Northbrook. Call 272-4358.

WAITRESSES

FULL AND PART TIME. THE BUFFET AT EDENS PLAZA. CALL AL 1-8689

"FORD"

EMPLOYMENT

100% FREE JOBS

MORTON GROVE

ABOVE SUN DRUGS AT AUSTIN

5945 W. DEMPSTER ST.

NORTHWEST

5347 W. DEVON

YOU MAY REGISTER BY PHONE

YO 5-2400 SP 4-2828

NORTHBROOK-NORTHFIELD

Exec. Secy. to busy sales mgr.	\$575
1 Girl office; Public contact	\$450
Payroll or timekeeper trainee	\$433
Recept., front desk, sales ofc.	\$375
Personnel, interview, test, hire	\$400
Learn NCR bookkeeping machine	\$425
Assist buyer, public contact	\$390

GLENVIEW

1 girl sales office, Girl Friday	\$450
100% Customer contact, no typing	\$390
Recept. front desk busy sales ofc.	\$390
Real Estate ofc. greeter, typist	\$390
Typist who loves variety, phone	\$425
Medical assistant trainee	\$375

WILMETTE-DEERFIELD

Sec'y to School Director	\$550
Medical Center Recept., type	\$400
1 girl office, light steno.	\$500
Train in Public Relations. Fun	\$365
Receptionist for Personnel Dept.	\$350
Train for Lab Technician sp ot	\$375
Bkpr. for respon. top job 9-5	\$500

OLD ORCHARD

Exec. secy. to busy V.P.	\$600
Sec'y to travelling sales mgr.	\$500
Recept. front desk, light typing	\$400
Cashier, light bkpg., 35 hrs.	\$390
Medical assist., Dr. will train	\$400
Light, all around Gen. Office	\$390
100% customer relations, phone	\$390

Hundreds of positions in these towns plus Evanston, Morton Grove, Skokie, Niles, Lincolnwood and Des Plaines.

"FORD"

9 TO 3

Exp. Asst. Bookkeeper wanting to return to work with short hrs. Needed by No. Shore auto dlr. Good salary and benefits.

MR. KORR 869-5700

DOCTOR'S
RECEPTION

EXCELLENT NEIGHBORHOOD DOCTOR will train a girl with light typing, calm manner and neat appearance as his receptionist. You'll learn to greet patients, schedule appts., keep track of simple medical records. No medical exper. req'd. No Sats. or eves. \$92.50 week. Free.

MISS PAIGE PLACEMENT 774-9393

GENERAL OFFICE

EXCITING AND STIMULATING POSITION with busy real estate firm. Typing and general office skills necessary. Prefer experienced applicants. Call Mrs. Seidel for appointment ID 2-6600.

L. RINGER REALTY

482 Central Highland Park

MEDICAL-SOCIAL WORKER

Female, M.S.W. and experience preferred. General 500 bed hospital. Full time position on obstetrical service. Top salary commensurate with qualifications. Inquiries: Mrs. Thomson, Director Social Service Dept., St. Francis Hospital, 355 Ridge Ave., Evanston, Ill. Telephone 492-2306.

COUNTER CLERK—PART-TIME.

Will train personable woman for counter work about 5 hrs. per day, 5 days per week, including Sat. Morning hours. Good pay. Earn extra income and meet people. Phone collect 453-9510, Orchid Cleaners, 401 Ridge, Wilmette.

STENO-RECEPTIONIST

WORLD WIDE TRAVEL ORGANIZATION. Excellent company benefits and 35 hour week. East Wilmette location. Call Mrs. Shay, 251-7530.

TELEPHONE OPERATOR

ALERT OPERATOR FOR TELEPHONE answering service. Downtown Evanston, 2 p.m. to 6 p.m., 5 day week. 21 to 50 years. UN 4-7801.

AN EVANSTON COLLEGE

NEEDS A RECORD CLERK. Personal contact, typing, filing. 869-5240, extension 61.

WOMAN CAB DRIVERS WANTED FULL OR PART-TIME. DAYS OR WEEKENDS. EXCELLENT INCOME. Apply 8015 Lawndale, Skokie.

GENERAL OFFICE WORK, TYPING and shorthand necessary. Must be experienced. Steady employment, salary open. 251-2525.

YOUNG LADY FOR GENERAL DUTIES in ladies' dress shop. Reference necessary. 5 day week; no evenings. Call Miss Miller, Hillcrest 6-6000.

WAITRESS, DOUBLE SALARY. Excellent tips. Days. HI 6-9805.