

**107 Help Wanted—Women  
Business and Professional**

## GENERAL FINANCE CORPORATION

HAS THE FOLLOWING POSITIONS available, 5-day, 37½ hour week; complete fringe benefit program.

### Secretary

WILL BE SECRETARY TO ONE OF our Vice Presidents. Must type accurately (50-70 wpm) and take shorthand.

### Accounting Clerk

MUST HAVE A FLARE FOR FIGURES. No typing necessary.

### Clerk Typist

TYPE 40 WPM ACCURATELY. ABILITY to handle a variety of interesting clerical duties.

### File Clerk

WILL BE TRAINED TO MAINTAIN A complete filing system. No typing or experience necessary.

COME IN OR CALL MRS. GODFREY for an appointment.

1301 Central Street Evanston  
869-9800, ext. 335

## Accounting Clerks

WE HAVE IMMEDIATE AND FUTURE openings for beginners and experienced girls. Top notch benefit program. Excellent opportunities for advancement. Will relocate after 1st of year to our new prestige building now under construction in Northfield township. Will interview 8:15-4:30, appointments may be arranged after 5 p.m. or Saturdays. Call Miss Hartung OR 5-2200 or CO 7-7700

## ALLSTATE INSURANCE CO.

7447 Skokie Blvd., Skokie

### NEED EXTRA MONEY?

You can earn extra money while the children are in school, and . . . be home when they return.

We have hours that can accommodate you.

PLEASANT WORKING CONDITIONS  
PAID HOLIDAYS and AUTO. RAISES

Mailers Inc. Northbrook  
952 Sunset Ridge 272-1200 ext. 49

## ARTIST TRAINEE

LOCAL FIRM SEEKING AN ARTIST with some experience to assist Department Head. Will train bright beginner. FREE. Salary \$375. MURPHY EMPLOYMENT SERVICE, 1612 Chicago Ave., Evanston.  
UN 9-9510 BR 3-2155

### RECEPTIONIST

FOR A YOUNG PERSON WITH POISE and personality who enjoys dealing with people. Some typing. No fee.

## Evans Personnel

Service  
(1 Blk. West of Davis St. "L")  
1609 Maple Ave. University 9-3160

### ASSIST EDITOR

YOU WILL BE RESPONSIBLE FOR issuing the employee magazine of this National company. Duties include research, writing, proof reading and working with the printer. FREE

### LEWIS

EMPLOYMENT SERVICE  
1618 Orrington Davis 8-6880

EXECUTIVE SECRETARY FOR NEW director of small North Suburban organization. Will interview shortly. Salary to \$6,200 per year. Age 22-50. Good skills and experience. For details call Mr. Stefek, Skokie Employment Service, 7925 No. Lincoln Ave., ORchard 5-2300. No fee.

### CONGENIAL SECRETARY

TOP SECRETARIAL POSITION IN small church office for the right person. Congeniality required. Dictation desired. Excellent opportunity. 446-3070.

### PART-TIME SALES CLERK

for holiday weeks. Knowledge of flowers helpful but not necessary. Edwards Florist, 1901 Shermer Ave. Northbrook CR 2-4344

TYPIST AND PHONES  
OWN TRANSPORTATION  
5-DAY WEEK  
Park 9-1000

### JENNINGS CHEVROLET

NURSERY SCHOOL TEACHER  
Permanent and Substitutes  
For Evanston Child Care Center, a United Fund Agency. Call UN 4-2786 or AL 1-1069.

EXPERIENCED SALESWOMAN:  
Full or part-time for handbag, luggage and accessories.  
ARNOLD'S—HUBBARD WOODS  
FASHION CENTER VE 5-3500

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Business and Professional**

### SECRETARY

PROMOTION ADVERTISING DEPARTMENT needs secretary to write purchase orders and to keep records. Good typing skills and figure aptitude are necessary. No shorthand. Permanent only.

### CLERK TYPIST

HIGH SCHOOL GRADUATE NEEDED to type form letters and to maintain an update reference files. Permanent only.

### HANDWORKER

PROMOTION DEPARTMENT NEEDS handworker to pull circulars from shelves and to stuff envelopes. Permanent only.

Call Mrs. Hays for an Appointment  
729-3000

## SCOTT FORESMAN & CO.

EDUCATIONAL PUBLISHERS  
1900 E. LAKE AV., GLENVIEW  
An Equal Opportunity Employer

### EDITORIAL ASSISTANT

WE WILL TRAIN 1 OR 2 recent college graduates for career positions in our growing Editorial Organization. If you have a college degree and live North or Northwest we are interested. No experience is necessary, but a good background in the English language is helpful. Typing is essential. You will do varied and interesting work 36 hrs. a week in our modern, air cond. building. Convenient Northwest Chicago location. Good starting salary plus an attractive package of company benefits. Call Personnel for appt.

### CORNELIA 7-9010

Commerce Clearing House, Inc.  
4025 W. Peterson (6000 N.)  
An Equal Opportunity Employer.

### GENERAL OFFICE

YOUNG WOMAN FOR PERMANENT position in our Circulation Dept. Experience as clerk typist, also some experience of keypunching but not necessary as we will train. Good starting salary, 40 hour week with many company benefits. Apply in person to Mr. Konrad.

## THE HOLLISTER NEWSPAPERS

1232 Central Ave. ALpine 1-4300

## \$6,500

### TELETYPE OPERATOR

An excellent position with prospects for increased responsibility, in a well known brokerage house. Age open.

### CLIFF

EMPLOYMENT SERVICE  
No Fee. Hours 9-5 UN 9-3520  
Sat. by appt. 636 Church St., Evanston

### TELLER

POSITION AS A TELLER IN A modern savings and loan association available to woman interested in good pay and pleasant surroundings. Experience helpful but will train qualified beginner.

Call Mr. Nashalman. AL 1-7200  
First Federal Savings of Wilmette  
1210 Central Ave. Wilmette, Ill.

### SALES LADY

HIGH EARNINGS SELLING FINE clothes in North Shore's busiest, better specialty shop. 5 day week, no nights. Paid vacations and holidays.

### AIMEE

729 Elm St., Winnetka 446-2663

LEARN THE  
ADVERTISING FIELD  
Compile adver. research.

Charting, sorting, mimeograph adv. media, light typing. You will then become asst to adv. supervisor. Age open. No fee. Evans Personnel Service, 1609 Maple Ave UN 9-3160.

### CLERK TYPIST

WE NEED A MATURE PERSON FOR a busy office. Must be a good typist and enjoy a challenge. For appointment call Personnel, 677-9600, ext. 218. Skokie Valley Community Hospital

### SALAD GIRL WANTED

from 9 a.m. to 3 p.m., 5 days. Sundays and Mondays off. For an interview phone HI 6-4376.

### COUNTER GIRL

IN MODERN DRY CLEANING PLANT, full and part time help. AL 1-9785

### DESK CLERK—EVE. HOURS

Experienced or will train.  
Safari Motor Lodge—9111 Waukegan Rd.  
YO 5-2300 Morton Grove

### DENTAL ASSISTANT

Experience preferred, but will train.  
Park 4-2399.

### WAITRESSES EXPERIENCED

Apply in person.  
Gerry's Tally Ho  
1513 Chicago Ave., Evanston.

### TYPIST WANTED

SMALL OFFICE. EXCELLENT FUTURE. Call 475-8938.

**107 Help Wanted—Women  
Business and Professional**

## SWITCHBOARD RECEPTIONIST

Typing skill necessary for 2 girl, active sales office—congenial group. Salary commensurate with ability, experience—merit increases.

Excellent benefits include 2 weeks paid vacation 1967. 8 paid holidays. Hours: 8:30 a.m. to 4:45 p.m.

Call or visit Mr. Waeltz, DA 8-7300.

## THE TRAVELERS INSURANCE CO.

801 Davis Street Evanston

## MICROBIOLOGIST

B.S. DEGREE WITH MAJOR IN Microbiology or Biology and minor in Chemistry. Some experience in microbiological assays would be an asset but not necessary. We are willing to train. Position will involve a variety of testing and research assignments. Related to quality control and R. and D. functions.

We are a rapidly expanding manufacturer of pharmaceuticals and hospital and medical supplies. Please submit resume or call Miss Jones.

## Baxter

## Laboratories, Inc.

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

### SCHOOL YEAR WORK

FOR IMPORTANT EDUCATIONAL operation. Applicants may inquire now about a variety of full day clerical positions. No particular skills required, but must read well for scanning and editing documents. We shall be glad to discuss the kind of work for which your qualifications seem most suitable. Phone 869-7700 for appointment.

EDUCATIONAL TESTING SERVICE  
990 GROVE STREET, EVANSTON

## AVON

## CALLING YOU

If You Want to Earn Money  
FOR CHRISTMAS—START NOW

824-0156 775-7588

**108 Help Wanted—Women  
Household**

### Lindgren Emp. Agency

NO FEE. REFERENCES REQUIRED  
Cooks, Couples, Generals, Seconds  
TOP SALARY

811 Elm St. Hillcrest 6-1047

EVANSTON DOCTOR'S FAMILY needs exp. person who is good with children and can plain-cook. Live in. Salary to suit you. Have other help. 864-4454.

Cook and Light Housework in 1 STORY MODERN HIGHLAND park home. Recent refs. \$75. ID 2-4166.

WANTED: MAID FOR 4 DAYS A week. Sat., Sun., Mon. off one week. Mon., Tues., Wed. off alternate week. 1 child; other help employed. High salary. Hillcrest 6-1733.

WOMAN ON SOCIAL SECURITY TO share her home with same in exchange for light housework, some pay. Write A-685, Box 60, Wilmette, Illinois.

CHILD-CARE AND HOUSEKEEPING, to live-in; 3 child.; pri. rm. w/TV; home in Northbrook. \$65. Must have ref.; permanent. Mrs. Nelson, 878-5300.

GIRL OR WOMAN FOR COOKING general housework; bath; nr. transp.; own rm. 2 adults. Can work 3-4 or 5 days. VE 5-3329.

SECOND GIRL. WE ARE LOOKING for an experienced second girl with recent refs. to work for a north shore family of 2 adults. Live-in optional. Call Miss Madeline 292-2508.

FREE 5 DAY LIVE IN \$65  
FREE COUPLE \$600-\$650  
DAY WORK 1-2-5 DAYS \$12 plus fare  
BAKER EMPLOYMENT  
811 Davis Street UN 4-7178

EXP. CLEANING WOMAN TUESDAY and Friday, \$12 a day. East Wilmette, recent refs. necessary. Call AL 1-5218.

DAY WORK FRIDAYS IN KENILWORTH, 4 blocks from bus or train. Cleaning, no child care. References please. 251-2711.

**108 Help Wanted—Women  
Household**

GENERAL HOUSEWORK. PLEASANT home. Own room, bath and TV. 5 days live in or would consider Thurs., Fri., Sat.—leave Sun. morning. Current refs. Call 446-2640.

WORKING MOTHER NEEDS RELIABLE woman to help with housework; 2 school age children. Flexible hrs. or live in. Swainwood area. PARK 4-6440.

CLEANING LADY FOR 1 DAY A week, for couple in small home. 729-1819

CLEANING AND IRONING. MON. and Fri.; 3 adults; references; HI 6-2613. Call before 5 p.m.

GENERAL HOUSEWORK—\$55 STAY Mon. through Fri. one flr. house; 2 school age boys. Own rm., bath, TV. References. Call VE 5-0147.

CHILD CARE: LAUNDRY AND LIGHT housekeeping; cook and outside help employed. References. 835-4657

HOUSEKEEPER, 3 TO 5 DAYS. Pleasant person for housework and plain cooking to stay till after dinner dishes. Top sal. Refs. VE 5-1315.

WOMAN: EXPERIENCED FOR cleaning and small ironing, one day a week. Prefer Wed. or Thurs. Must furnish local ref. 446-0076.

MIDDLE AGE WOMAN FOR GENERAL housework. 2 adults. Own rm. and bath. No laundry. Plain cooking. Stay in. References required. AL 1-0288.

BABY SITTING; 1 CHILD; ELDERLY woman desired; 1 day a week; occasional evenings. Call 864-9174.

CAPABLE PERSON: GENERAL housework; 5 days; live-in; other help; school age children; top salary. References required. 835-2253.

WOMAN TO CLEAN. SOME IRONING. Tues. or Wed.; own trans. preferred. Call 272-7106.

CLEANING AND IRONING IN MODERN air-cond. home, Tues. and Thurs. or 3-4 afternoons. Reference. Park 4-8284.

LOCAL CAPABLE WOMAN FOR cleaning. One day, Wednesday or Thursday, 9 to 4. \$12. Own transportation. References. CR 2-0652.

WANT CLEANING LADY ONE DAY A month. Recent references required. Call 251-3533.

GENERAL HOUSEWORK. TO LIVE in. Modern cheerful Winnetka home. Bonus and paid vacation. 5 days. Top reference. Call 446-1967.

WANTED:HOUSEKEEPER TO SHARE housework for family of 3 with another worker. Own rm., and TV. High wages. References req. HI 6-1733.

GENERAL HOUSEWORK, 5 DAYS TO go, or Mon. Wed. Fri. 9 to 5 Near "L" and bus good salary. Call 869-8158.

GENERAL HOUSEWORK; LIVE-IN; like children; good salary; references. VERNON 5-3880

**108A Help Wanted Baby Sitters**

BABY SITTER NEEDED 9 TO 1 weekdays. One child in school one naps. Hours can be changed and time off arranged if necessary. East Wilmette. Call AL 1-4181.

HIGH SCHOOL GIRL OR RELIABLE woman for baby sitting afternoons and weekends. West Wilmette. Call 256-3128.

BABY SITTING. STEADY. Saturday night through Sunday evening. Best wages for capable girl. UNIVERSITY 9-2874.

WANTED: RELIABLE WOMAN OR teenager for weekend sitting; one child. Excellent salary. IDlewood 2-9221

TOP PAY  
Part-time, full time. We Sit Better Baby Sitting Inc. Call 869-0022.

BABY SITTER. REGULAR SATURDAY nights, for 4 nice children. Own transportation. \$1.10 per hour. References. VERNON 5-2290.

NURSE WISHES MATURE WOMAN to care for 2 small children in my own home. 5 mornings. \$15. Call 328-9157. 1133 Maple Av., Evanston.

MATURE RELIABLE WOMAN TO care for lovable toddler 1 or 2 days a week. Sunset Ridge, Glenview. 724-5342

REGULAR SATURDAY NIGHT SITTER. West-Glen Countryside, Golden Acres. References. 729-0675.

MATURE WOMAN FOR OCCASIONAL sitting. Vicinity Locust and Pine. Winnetka, or own transportation. 446-1967

BABYSITTER WANTED: MATURE teenager or woman. Saturday nights only. 2 children, girl 4½, infant son, 2 mos. Vicinity Glenview. 729-2104.

**109 Help Wanted—Women  
Industrial**

### STEADY HELP WANTED

INDUSTRIAL MAIL ORDER PACKERS, LIGHT WORK, GOOD PAY. CHOOSE YOUR OWN HOURS UP TO 40 HOURS WEEKLY. COME IN AND APPLY TO  
DOWN & CO., 1014 DAVIS ST.

**109 Help Wanted—Women  
Industrial**

## Production Assembly

WE CURRENTLY HAVE FULL time openings in our Packaging and Shipping Departments.

IF YOU ARE INTERESTED IN:  
A rewarding job  
Excellent starting wages  
Fine working conditions  
Complete company benefits  
We invite you to come in or call:  
MR ATKINSON  
PERSONNEL OFFICE  
YO 5-0700

## AVON PRODUCTS

6901 GOLF ROAD

MORTON GROVE

An Equal Opportunity Employer

## WOMEN

18-45

### START NOW

### ASSEMBLING

Pharmaceutical Products

NO EXPERIENCE NECESSARY  
LIGHT CLEAN WORK

HRS. 7 A.M.—3:30 P.M.  
\$2.13 PER HR.

Good Hand Dexterity Required.

## BAXTER

## Laboratories, Inc.

6301 Lincoln Ave. Morton Grove  
965-4700 267-6900

"TIME ON YOUR HANDS?"  
We need help on part-time or full time for assembly and packaging. Walpak Co., 1739 Harding Rd., Northfield. Equal Opportunity Employer.

**110 Help Wanted—Men  
Business and Professional**

### PROGRAMMER, SR.

## EVANSTON DOWNTOWN

College degree and exposure to system work desirable. Must have extensive programming experience record. Experience must include programming for magnetic tape and/or disk. Emphasis either Honeywell or IBM equipment. Cobalt, Easycode or Autocoder, IOCS.

Position offers unusual future potential in expanding, new data center. Evanston executive office of nat'l corp. Excellent starting salary, working conditions and fringe benefits. Call C. C. Boyer 869-2300.

## Packaging Corp. of America

## MACHINIST

NEW PERMANENT POSITION  
NO COMMUTING  
Excellent benefits  
New modern building

Near Edens Highway, 4 blocks south of Willow Road.  
Call 446-4000 for more details or Apply in person.

## THE BORDEN CHEMICAL COMPANY

## Mystik Tape Div.

1700 Winnetka Rd. Northfield  
An Equal Opportunity Employer

## MECHANICAL APTITUDE?

### FREE TO TRAVEL?

\$7-9,000 PLUS

Our client company is looking for an applicant with a mech. aptitude and availability to travel. After a thorough training program you'll travel about 40% to customers' plants and assist in the installation of industrial conveyor systems. NO FEE. To age 35. Call 869-8600.

## PARKER PERSONNEL

600 DAVIS EVANSTON

### GLASS WORK

WILL TRAIN. GOOD FUTURE IN growing company with excellent benefits.

Evanston Pt. and Glass Co.

Call Mr. Puls GR 5-0300

### ASS'T COMPTROLLER

ADVANCE TO COMPTROLLER IN two to three years. \$9,000.

Murphy Employment Service

1612 Chicago Ave., Evanston UN 9-9510

### Service Station Help

FULL TIME EVENINGS. APPLY Mulvaney's Standard Station, Waukegan and County Line Rd., Deerfield. WI 5-9733.

CAB DRIVERS WANTED. FULL OR PART-TIME. DAY OR NIGHT. EXCELLENT INCOME. APPLY: 8015 LAWDALE. SKOKIE.