

Help Wanted

OPTIONIST-Mon-Fri, 11-3pm,
for 1 hour insurance agency

erenced in typing, filing and
g. Mum) 522-3900

available with Dearborn
massant phone voice, greeting
• typing 50 wpm. Excellent
• benefits. Call 254-1588

RECEPTIONIST
• reception downtown Birmingham
• man's office. Full time. Earl
• 1000. Send resume to Jan, 811
• Birmingham, MI, 48009.

RECEPTIONIST
• fulltime law firm. Experience
• needed. Second telephone
• & pleasant demeanor es-
• sential. Call 282-1000

RECEPTIONIST/Secretarial Assist-
• full time position available at
• IPA firm. No office experience
• but must be pleasant. Full
• benefits. Pls. Forward to:
• Denise. 356-2190

RECEPTIONIST - Mature person,
• young, small law office. Tues-
• 12 M. Reply to Box 358,
• Free & Eclectic Newspapers.

RECEPTIONIST

RECEPTIONIST/GENERAL OFFICE
able operating. Typing a must.
of business hours, 9:00-5:00
ve, 8:30am-5pm. Apply to: A/
ster Graphics, 30800 Tele
rdale 1751, Farmington Hills,
RECEPTIONIST NEEDED
near Redford. Must have
pleasant voice. Ability to
typist working with the
Please call Pam,
2600n, 773-3300

RECEPTIONIST/SECRETARY
ial Stamping Co. Able to type
P/B; computer experience
and 100% accuracy. Salary \$
dan Co., 1949 Rochester
ial Dr., 651-6035

RECEPTIONIST: Effortless, re-
ceive individual needed for ex-
ecutive sales office. Must have

Shop between 9 and 11 only
669-5081

RECEPTIONIST
Individual front desk position
involved with outgoing person-
nel clerical experience. Good
phone work. Will train word
processing. 525-7875

RECEPTIONIST/Secretary
Self contractor seeking expe-
rienced individual with good knowl-
edge of word processing and ad-
ministrative skills necessary to
paced office. Call 453-1624

RECEPTIONIST/Cashier, who re-
sponsibly needs mature individual
pleasant personality. Great
phones, answer phones, filing,
correspondence. Apply to
Auto Care, 607 Doherty Dr.
349-5115

RECEPTIONIST/TYPIST
\$6.50 per hr. Immediate full
training for busy corporate
executives in Southside. Typ-
ing, answering phones, word
processing. Must be personable &
friendly. Call 644-6580

RECEPTIONIST
old firm seeks full time entry
captionist with excellent tele-

RECEPTIONIST/SECRETARY
Individual with minimum of 2
office experience, including
processing (55-60 wpm), ex-
p. grammar, spelling & tele-
skills. We offer competitive
vacation & benefit package.
Joan or Kate at 758-1040

high tech company is looking for time receptionist for their facility. Pleasant phone

PHOTONET-REAL ESTATE
new Birmingham office
looking for up-scale residential
sales. Professional attitude and
personality needed for
atmosphere. Exceptional
and good typing skills neces-
sary. Must be dependable and self-
motivated. Ask for Jennifer

EXCEPTIONIST'
relations firm located in
all the appropriate locations

Receptionist/Personal Clerk
located in the Inkster area
Immediate full-time opening
possible, experienced individual
Applicant must have typing
400 wpm and receptionist
starting wage \$3.82/hr. Full
time. Call Mrs. Foster Mon.

565-7577

Receptionist/ Switchboard Operator*
A Detroit based firm seeks a motivated, dependable individual for an entry-level position. Candidates must be courteous, personable, and have excellent communication skills. Switchboard Operator must be helpful but not necessarily a team player. This is a full time position with a full benefits package. For consideration send resume to:
779, Detroit, MI 48231

variety of clerical duties. Typing skills required. Good relations skills. Reasonable

and general office experience required. Important, visible part of a fast paced environment. Starting wage and benefits. And resume to: C.J., 30E15 2nd Rd., Suite 220, South-46078

RECEPTIONIST
The Receptionist entry-level position is responsible for growing property management firm located in Farmington. The successful applicant will possess typing skills, pleasant voice, and professional appearance. Proficiency with adding and basic knowledge of mapping & word processing desired. Own transportation needed. Generous benefits are available.

CERTIFIED REALTY INC.
100 W. 10 Mile Rd., Suite 300

471-7100
RECEPTIONIST

IONIST: Part time. Respons-
ible: Word processing, typing,
answering phones. Troy area.
619-3967

IONIST/Order Entry posi-
Medical company. Experi-
ence necessary, but a plus!
Thru Friday. Call 547-0888

IONIST/GENERAL OFFICE
position for Farmington
A office.
Call 855-0300