



EMPLOYMENT

**Help Wanted
Office-Clerical**

**VETERINARY CLINIC
RECEPTIONIST**

Now opening for receptionist in practice. 32 hours per week. good relations and office required. Starting pay \$4.25 per hour. Apply in person at Lakeside Veterinary Society, 3725 Lehigh Road, 3725 Lehigh Road (off Lehigh Road) in Westland.

RECEPTIONIST

RECEPTIONIST
 12 hours a week for real
 office in West Gloucester. Easy
 on multi-line phone and
 general office duties. Ask for
 number, bet even 8-1 ONLY at
 625-8000
 Max Brock is an
 Equal "AOE" Employer!

RECEPTIONIST
 Receptionist needed for growing
 (Development) company in
 Birmingham.

Independent, self-starter with multi-
 phone, WordPerfect &
 Internet experience. Typing
 & seeking reliable depend-
 able person with good communica-
 tions and a willingness to learn.
 No previous exp. Starting salary
 w/ bennets.

Resume & cover letter to: P.O.
30, Birmingham, MI 48012

RECEPTIONIST

Personnel needed for busy front
Duties include answering
the telephone system, greet-
ing, and miscellaneous
and filing jobs. Must be pro-
ficient with computer knowledge
and verbal communication
Please send resume WITH
YOUR REQUIREMENTS to
and completed employment
application to:

Human Resources Department

AMERICAN VAXAK

EMIGRAN TAZARI CORPORATION
100 Haggerty Road
Canton, MI 48187
No Phone Calls Please
Equal Opportunity Employer

CONSTRUCTION - home builders
organized/accurate administrative
personnel who works well under
pressure & able to coordinate
tasks at once to handle
building & clerical functions.
A dependent, merit, commensu-
rable oral & written communi-
cable. Construction knowl-
- WordPerfect & 60+ word
- Fax resume to: Robert R.
- Assoc. 810-651-7311

SECRETARY
AMERICENCERS
are for Troy office. Practitioners
must. Must be able to handle
national issues, and pack
national environment. Also
Tel. 442-1313

SECRETARY
Established Property Management
firm seeking well organized
President's office manager
on a good typing skills re-
sponse to Word Perfect input.
Resume to:
1000 Galleria Officecenter
Suite 600
Southwest, LA 48034

SECRETARY
Established Singapore
law firm seeks experienced
person with excellent computer,
writing, & organizational skills.
Must be proficient in Word Perfect,
Microsoft Excel & Wordstar. Good
typing experience preferred. No
resumes. Fax resume to:
Dorlene, 642-7557

STENOTYPY EXPERIENCED - use
perfect, good communication
and letter writing.
Call 643-0806 or 727-7000.

SECRETARY
Home office Monday-Thursday,
10 a.m. to 6 p.m. per week. Must
be able to process 450 segs.
perfect for Windows. \$7-\$8/
hr. Join us to apply Monday-
Thursday. 477-8302

STENOGRAPHER
Home office Monday-Thursday,
10 a.m. to 6 p.m. per week. Good typing
and stenographic skills. Send ques-
tionnaire to: Robert Sheyda,
Northwestern Hwy., Suite
100, Arlington Hills, Ill 60034

SECRETARY
1 / PART TIME

SECRETARY
Positioned Farmington Hills firm
and short term needs for
insurance, the appreciated in
social environment.
for Windows a plus.
472-2521
Force Temporary Services

SECRETARY: part time position for clerical office. Morn. & Wed. 9:00 am and Fri. Sat. 10:00 am. \$4.00 per hour. Applicant must possess high school diploma, minimum 18 years of age, and be a resident of Harvard University. Must be able to perform a variety of office work, no benefits and no hours to be determined. 1975 Minnesota, Rochester 46306.

SECRETARY: PART-TIME
 clerical office needs reliable with experience for responsibilities & computer skills.
 Contact, Available days/week: 1975 Denver 46306.
 422-1100

SECRETARY - PART-TIME
SWEA, WorkPerfect & legal
and insurance products. 2-
day/week. 9-11 hrs.
Send resume to:
Manager, Gary D. Wilson, PC,
W. 12 Mile Rd., Ste. #300,
West, MI 48064.

SECRETARY/RECEPTIONIST
on website company website
Secretary/Receptionist.
Must know WordPer-
fect & Lotus skills. Please send
res. to: Controller, 65601
Arden Avenue, MI 48160.
Equal Opportunity Employer

SECRETARY/RECEPTIONIST
Detailed support of fund raising
Computer Systems, Word
Perfect, Cybert, Phone
408-241-1000, Fax 408-241-9173

START - seeking a well organized, self motivated individual with typing & secretarial skills. Excellent salary package. Interested parties write to:

RCH, Inc.
P.O. Box 32761
Detroit, MI 48232

START-Top notch for fast-growing company. We are seeking a highly motivated, self-motivated, self-starter with a minimum of 5 years experience for A.T. Graham Company, 1000 Woodward Ave., Suite 502, Troy, MI 48060.