504 Help Wanted Office-Clerical

RECEPTIONIST/PHONE CLERK
Temporary, full time, summer position with option for permanent employment. Must be computer literate with typing skills of 50 wpm. Must be able to work in a fast paced, professional environment. Send resume to: Personnel Manager, 165 W. Liberty, Plymouth, MI 48170

SALES SERVICE/OFFICE
Established, growing, Livonia based distribution company has immediate opening for sales service/office position. Must be detail oriented, self motivated, and have strong typing skills. Will train. Fax resume to 464-0200 Attn: Office Manager

RECEPTIONIST
Busy Southfield office of engineering firm has immediate opening for full time receptionist. Must have excellent typing skills, be detail oriented, and have pleasant phone manner. Fax resume to 352-2501

RECEPTIONIST/SECRETARY
Part time, 15-20 hrs/wk. Salary commensurate with experience. Must be computer literate with typing skills of 50 wpm. Fax resume to 591-1041

RECEPTIONIST/SECRETARY
Temporary position for approximately 6 months. Must be computer literate with typing skills of 50 wpm. Fax resume to 591-1041

RECEPTIONIST/SECRETARY
Part time, 15-20 hrs/wk. Salary commensurate with experience. Must be computer literate with typing skills of 50 wpm. Fax resume to 591-1041

RECEPTIONIST
Busy Livonia office of engineering firm has immediate opening for full time receptionist. Must have excellent typing skills, be detail oriented, and have pleasant phone manner. Fax resume to 591-1041

RECEPTIONIST
$16,640
FEE AND COMMISSION
Typing 50 wpm. Salary $16,640 + FEE + COMMISSION. Call 737-3228 for appointment. Ask for Ms. Lee. EMPLOYMENT SERVICES

RECEPTIONIST
Student accepted for part-time position. Typing 50 wpm. Salary commensurate with experience. Must have excellent interpersonal skills. Send resume to: Personnel Manager, 165 W. Liberty, Plymouth, MI 48170

RECEPTIONIST/SECRETARY
Part time position. Looking for highly motivated, professional person with pleasant phone manner. Must be computer literate with typing skills of 50 wpm. Mac experience helpful. Call 737-3228 for appointment. Ask for Ms. Lee. Equal opportunity employer.

RECEPTIONIST/SECRETARY
Part time position. Looking for highly motivated, professional person with pleasant phone manner. Must be computer literate with typing skills of 50 wpm. Mac experience helpful. Call 737-3228 for appointment. Ask for Ms. Lee. Equal opportunity employer.

RECEPTIONIST
Busy medical office in Livonia has an immediate opening for a full time receptionist. Must have excellent typing skills of 60 wpm, be detail oriented, and have pleasant phone manner. Fax resume to 591-1041

RECEPTIONIST
Busy medical office in Livonia has an immediate opening for a full time receptionist. Must have excellent typing skills of 60 wpm, be detail oriented, and have pleasant phone manner. Fax resume to 591-1041

RECEPTIONIST/SECRETARY
Part time, 15-20 hrs/wk. Salary commensurate with experience. Must be computer literate with typing skills of 50 wpm. Fax resume to 591-1041

RECEPTIONIST/SECRETARY
Temporary position for approximately 6 months. Must be computer literate with typing skills of 50 wpm. Fax resume to 591-1041

RECEPTIONIST/SECRETARY
Part time, 15-20 hrs/wk. Salary commensurate with experience