

**Help Wanted—
Clerical Office**

RECEPTIONIST
needed West Bloomfield real
estate is looking for a reliable,
experienced receptionist. Pleasant
personality a must. Typing ex-
perience preferred, but will
do. Only in or near Novi.
(810) 626-9000

RECEPTIONIST
2-aad firm has immediate
openings for full-time receptionist to
handle incoming visitors. A
general clerical duties.
Candidates will have good
communication skills, pleasant
personal appearance, and
a attitude. WordPerfect
a plus. We offer
competitive salary & benefits.
Send resume with cover
letter Human Resources Manager,
21. Amtek-Ptcs, Inc., P.O.

RECEPTIONIST
An experienced, energetic receptionist for a busy Midtown office. Must be a Minn. Fr. 9:00 - 5:00. 1000 West Broadway, Minneapolis, MN 55401. Call (612) 676-8000. Ref. 10011. Send resume and references to: Receptionist, Box 10011, Minneapolis, MN 55401.

CHIEF OF POLICE
An experienced, energetic Chief of Police for a Midtown office. Must be a Minn. Fr. 9:00 - 5:00. 1000 West Broadway, Minneapolis, MN 55401. Call (612) 676-8000. Ref. 10011. Send resume and references to: Chief of Police, Box 10011, Minneapolis, MN 55401.

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RECEPTIONIST/CLERICAL
individual, with pleasant personality required, to phones, handle computer long and long. Must be numbers. Send resume to Resources, P.O. Box 404, Mt. Airy, NC 27551.

RECEPTIONIST
needed, for busy professional
office call Duane st.
(313) 475-5000

RECEPTIONIST/CLERK
firm in Royal Oak looking
for motivated person with
knowledge of WordPerfect
experience with dictation
equipment, excellent filing &
typing skills, and reliable
transportation. Previous law office
experience a plus. Good salary &
benefits. Send resume & salary
history to Dan Reading, Clark
& Associates, 217 S Woodward, Suite

ONIST for busy Troy office
is a must. Send resume
to Box #1211
& Economic Newspapers
731 Schuylcraft Rd
Livonia, MI 48150

ONIST for Farmington Hill
clinic. Saturdays only,
15pm. \$6/hr. Resumes or
letters to Marilyn Alexander,
4444 Lake Rd, Farmington
48334 EOE

RECEPTIONIST
field law office. Must be
able individual with great
skills. Multi-line phone
preferred. 810-353-8830

ed, mature professionals
with experience. Positive
atmosphere. Many extra
Call Mrs. King
810 356-0063

CTIONIST
-4
part-time. Personable
with great phone skills.
teaching helpful. Congenial.
No Mad resume to
c/o Temple Israel, 5726
Lake Rd, West Bloomfield.
-1

CTIONIST, FULL-TIME -
-5
Webster. General clerical.
Call Felicia 810 632-3200

All positions starting phone
 Professional manner, good
 general knowledge of office
 Its name to Normans
 9805 Grand River Avenue,
 MI 48240

RECEPTIONIST
GENERAL OFFICE
 manufacturing company
 self-organized, personable,
 at front office person Good
 relation & computer skills
 Lotus and WordPerfect
 competitive pay Excellent
 immediate opening Hx
 Hoover Light blue area.
 In Time Personnel
 313-791-3522
 fax 313-291-3970

RECEPTIONIST
 Friendly, customer oriented
 excellent communication
 needed for weekend reception
 2pm and 3pm to 6pm
 hours. Apply in person

WACHWOOD INN
 100 W. South Blvd.
 Rochester, N.Y.
 Call 1-78 and 54-59

RECEPTIONIST
A company is seeking
with excellent phone
skills and experience and
the skills desired Opening
position.
Qualified Recruiters:
700 FAX 810-354-6704

RECEPTIONIST
INDIVIDUAL WITH CLEAR
VOICE
ALL BFLS. COLE
810-354-0612

RECEPTIONIST
NEEDED

experience with multiple
state to type 25 wpm
WYS TEMPORARY
(ID) 049-4455

IMMEDIATELY NEEDED for law
route line phone system,
call duties, experience
good benefits. Call
at (810) 845-2443

IMMEDIATELY NEEDED full-time
phones, greet visitors &
processing mortgages. Call
interview 315-475-4520
DANIEL BACHTHOFF

RECEPTIONIST
mental health & SA clinic
per week. Good resume
desired. Eastwood Clinic
4141 4th St. SW
4848194.