

Help Wanted—
Office Clerical

RECEPTIONIST/
OMER SERVICE
ing company in Plymouth
dividual for temporary (may
ed to full time) with heavy
perience, customer service,
excellent communication
skills, computer word perfect
1-2-3. Send resume to
Box #2512
Eccentric Newspapers
31 Schoecraft Rd.
Avon, MI 48180

...ing company near the
Silverdome area is
a responsible individual
...er phones and enter
... on Lotus spread-
...ours 8am-4pm \$6 an
...ing term position.

RECEPTIONIST
Entry level position. Hours: Mon.-Fri. 9am-5pm. Must have pleasant personality, phone skills. Modern office location. Call Shirley Fox 6-7000

CHIST - Farmington credit
opening for individual with personality to greet, assist membership. Typing required. Send resume to Service Manager, 27001
on Rd., Farmington, MI

RECEPTIONIST
and Real Estate Management
development company in South-
west Florida. Must be able to use
phone and have a pleasant
voice. Also responsible for basic
tasks as required. Please for-
ward with salary requirements
about Receptionist, 29100
Main Hwy. Suite 200, South-
west 8034

Send before Noon,
810-737-0977

ONIST FOR Nov based
coaches. Light, knowledg
phones & computer. No
transportation needs. Salary
helpful. (810) 474-9178

CEPTIONIST
Southfield law firm. Must
experience with multi-line phone
Prior law office experience
Good salary
Send resume to Box #2006
& Eccentric Newspapers
231 Schoolcraft Rd.

RECEPTIONIST
Part time for growing medical
Minimum 1 year reception

HOPIST, All time for busy
the. Strong and processing
person. Bookkeeping experi-
enced. Please resume
in person to: Hi-Tech Tool
s, 1600 W. Maple, Troy, MI
48068 Norm Hoch

RECEPTIONIST
general office position for
who take variety of work-
experience, good attitude
personal skills a must. Mail

RECEPTIONIST
position for Troy law firm, use of WordPerfect 5.1 plus, light clerical duties and data pleasant, non-smoking enviro-
ment, good benefits. Send resume to Office Manager, Troy Law
Firm, 510 N. 900, Troy, MI 48062.

conditions with competitive
and benefits package. Send
to: Marketplace Solutions,
Indepex Circle, Farmington
48335, Attn: Sandy

RECEPTIONIST
area firm seeking experi-
individual. Candidate should
good communicative, clerical
writing skills. Computer experi-
ence. Call for interview
3) 525-5660, ext. 131

RECEPTIONIST
MEDICAL ASSISTANT
TIME For doctors office in
Barnon. (313) 563-2940

RECEPTIONIST
used Southfield law firm
part time Receptionist Mon-
30am-12:30pm. Duties
handling calls on 12 line
system, photo copying,
transferring, greeting, dir-
ects typing. Send resume &
law Receptionist #620, 19789
Arlene, Southfield, MI 48076

Join Our TEAM

in one or more of
(CRT)
written, phone) with
rd, and Excel preferred)
sive problems
number identification)

**LAND
BUTORS**

sources)
Ht Rd.
B150