

502 Help Wanted: Office Clerical

**PAYROLL
COORDINATOR.**
Brighton Hospital is seeking an individual with a minimum of 5 years experience in payroll and tax filing. Working understanding of double entry accounting and 2 years experience in accounting. CPP preferred. Full-time, 32 hrs/wk status, benefits included. Send resume to:
BRIGHTON HOSPITAL
Personnel Dept., 122
12551 E. Grand River
Brighton, MI 48116.
An Equal Opportunity
Employer

Professional Receptionist
Troy/MS Word, Wordperfect, Word, d/s, Lotus, Graph & spreadsheets. Can start A.S.A.P. \$4.50 per hr. Joyce Search Group 610-645-0060

RECEPTIONIST/ADMINISTRATIVE ASSISTANT
Progressive, high growth Automobile Supplier in Troy seeks energetic, motivated individual to fill position.
RESUME TO: 810-265-2262 OR CALL Linda 810-265-2262

RECEPTIONIST/ASSISTANT - Chiropractor's office w/dn train, appt 26404 W. & 6 Mile Rd. Livonia, Mich. Tues. Wed. & Fri 9-1 or 3-5.

RECEPTIONIST/ASSISTANT
Corporate office, full time position need organizational & computer skills. Real estate knowledge helpful. Good communication ability essential. Salary commensurate with experience. Send resume to: Receptionist, P.O. Box 653, Bloomfield Hills, MI 48303.

RECEPTIONIST
Auto test facility in Livonia seeking full time lobby receptionist. Answering phones, and some typing required. WordPerfect skills a plus. Full benefit package. Send resume with salary requirements to: 32733 W. Eight Mile, Livonia, MI 48152. Ann: MFL

RECEPTIONIST/BILLING CLERK
For counseling center, part time, 3 business days per wk. (open-ops). WordPerfect skills & health care billing experience desirable. Send resume to: CompTrolr, 37923 W. 19 Mile Rd., Farmington Hills, Mich 48331

RECEPTIONIST - Birmingham

RECEPTIONIST
Building management company has immediate opening for a receptionist in their smoke-free Livonia offices. Candidates should be familiar with WordPerfect and spreadsheets, background in accounting and customer relations a plus! Responsibilities include answering phones and

RECEPTIONIST
 Busy Manufacturers Rep office requires full time Telephone Receptionist. You are the first voice our customers hear. You must be articulate, friendly and able to forward calls to the right associate. Light fun. Word processing skills helpful. Excellent benefits. Mail resume to: Office Manager, 30294 Industrial, Livonia, MI 48150

RECEPTIONIST
Duty Troy 1pm seeks a receptionist. Must have excellent customer service skills. Some typing required. \$8.5/hr. depending on experience. HRMS. 810-288-0297

RECEPTIONIST / CLERICAL SUPPORT
Part-time, 28 hours a week. Word perfect experience required. Various general office duties. Send resume to: Charles Warner, PO Box 687, Southard, NH 46037

RECEPTIONIST/ CLERICAL-Part-Time
Troy, 20-25 hrs/wk. (810) 244-8362

RECEPTIONIST/

CLERICAL
Reliable individual with pleasant phone personality required for our front desk. Phones, typing, filing and distribution. Must be accurate with numbers & keyboarding skills. Send resume with salary requirements to: Personnel Director, P.O. Box 33272, Redford, MI. 48239 or call 313-535-1785

Receptionist/Clerical
Receptionist/Clerical person wanted for growing mid-size mfg. facility in Howell, MI. Familiar with multi-line phone system, office equipment, computer software, i.e. Lotus & WordPerfect. Good pay & Benefits. Send resume to:

H. B. Manager

P. O. Box 741
Hawes, MI 48844

**RECEPTIONIST/
CLERK**

Just out of school, or getting back into the work force? If you have exceptional phone skills, are organized and have some computer skills, we have a great position for you! Must be good-natured, energetic and dedicated. Move-up potential. Send resume and pay requirements to: NTEA, 37400 Hts. Tech Dr., Farmington Hts., MI 48331-3414.

RECEPTIONIST

DESPERATELY seeking a switch board operator to work 12:30 PM -

RECEPTIONIST
Energetic & phone friendly person to work part time/Sundays + one weekday night answering phones & greeting clients for busy Canton real estate office. Other clerical duties include typing & filing.
Ask for Cynthia (313) 453-4300

FAST paced insurance agency looking for permanent, part time Receptionist. This person must have exceptional phone etiquette, a good clerical skills to meet varied needs of the staff. PC skills needed. Hours: 1-5pm, Mon-Fri. Send resume & salary requirements to: P.O. Box 29099 Farmington Hills, MI 48333-2909

RECEPTIONIST
Fast paced mental health agency in
Bedford is seeking a dynamic
mature person with good telephone
and office skills to manage front desk
Wood processing skills and ability to
communicate effectively desired.
Send resume to Marica Coopers
SW532. 11677 Beech Daly, Bedford,
MA 04530.

RECEPTIONIST
Fast paced, high-tech company seeks
energetic, growth oriented individual
for Entry Level Receptionist Position.
Proven skills in phone traffic manage-
ment, front office reception, wordpro-
cessing and various customary office
duties a plus. Send resume to
RECEPTION, 38345 W. Ten Mile

RECEPTIONIST
FOR fast paced Telegraph-Twelve Mile area law office. Must have experience in multi-line phone system. Call Judy at: (810) 645-1700