

To place your Classified Ad, call 313-591-0900 in Wayne County, 810-644-1100 in Oakland County and 810-852-3222 in Rochester/Rochester Hills

02 Help Wanted- Office Clerical

RECEPTIONIST
 candidates in this showed
 excellent ability in greeting visitors,
 answering switchboard, preparing
 letters and other miscellaneous clerical
 work. They were familiar with computer
 ledge (WPs 6.0 and Excel 5.0) is
 used. Applicants must have their
 own transportation. At least one
 of receptional experience. This
 hourly position.

If you are qualified, please submit
 resume and cover letter listing
 your qualifications. Applicants
 do not submit these items will not
 be considered.

**AMERICAN YAZAKI
 CORPORATION**
 Engineering Center
 ATTN: HRD GAE
 10000 E. Hesperity Road
 Canton, MI 48187

M/F/D/E EOE

RECEPTIONIST
Southfield CPA firm is seeking a
anent, full time Receptionist.
phone experience preferred. Pay
benefits commensurate with
experience. Please call Kim
810-357-2454 ext 1233

RECEPTIONIST
Y, Royal Oak office seeking pro-
fessional, personable and reliable
on, experienced in multi-line tele-
phone systems. Full or part time.
(810) 268-9600

RECEPTIONIST/CASHER
is part time positions available for
side car dealer. Looking for out-
going personality and pleasant
the voice. Will train. Call for
810-471-9200

RECEPTIONIST/CLERICAL
time for busy Westland office.
new skills, some typing. Please fax
me to: 313-455-5606

RECEPTIONIST
URGENT: headquarter seeks
dynamic self-starter with good
ethic for front desk entry level
position. Excellent phone pres-
entation and organizational skills. Good
written/Word Processing skills
knowledge of MS Office, excel-
lence commensurate with experi-
ence. Send resume to: Yale Blat-
ner, Handling M.I., c/o Attention:
Department, 3114, 26990 Wyom-
ing, Wyoming, MI 48393.
Fax (510)449-8701

RECEPTIONIST

RECEPTIONIST for fast paced Birmingham law firm. Light clerical. V.T. to start plus paid benefits. QTR. (816) 645-8170

RECEPTIONIST for pleasant non-union office. Pleasant phone manner. Manual typing required. office duties. flexible hours. QTR. (313) 435-0327

RECEPTIONIST:
Lynette CPA firm, answer
phones, greet clients, typing and
g. Send resume to:
Seed & Company
008701 7 Mile Rd., Ste. 243
Livonia, MI 48152

RECEPTIONIST
Full time person needed for busy professional firm. Minimum 10 years' experience. Good record real estate office. Enthusiastic, friendly person able to handle multiple phone lines and schedules of busy professionals! Send resume to: Ms. Martha Schroder, Box 39, Birmingham, MI, 48009

Send resume or letter of application
Specialized Pharmacy, P.O. Box
27, Livonia, MI 48151, Attn:
Director of Pharmacy Operations.

RECEPTIONIST
Time position available at our Plymouth
facility. Must be dependable,
able, able to type 45 WPM and
excellent communication skills.
Contact Dana at: (313) 459-1800

RECEPTIONIST - FULL TIME
are a friendly, client-oriented veter-
inary clinic. No veterinary experi-
ence required, no train. Send
resume or obtain application
1670 W. 44th, Southfield, MI
48034, Attn: Leslie.

RECEPTIONIST

RECEPTIONIST

International corporation seeks energetic, professional to fill our front office reception position. Responsibilities include: switchboard & general office duties. Excellent typing & computer skills must. Fast resume to: 5101 879-6835 or mail to: Jant-King of Michigan, Inc. 5700 Crooks Rd., Ste. 107 Troy, MI 48068 Attn: Office Manager

RECEPTIONIST/STAFF CLERICAL needed for busy publishing office. 40 or part-time, 25-40 hrs. a week. Good pay. Send resume to:
The Quanton Group
553 West Big Beaver, Ste. #500
Troy, MI 48064
Attn: Administrative Manager

RECEPTIONIST NEEDED for busy small Hospital in Farmington Hills. 40 hrs. week. Good pay & benefits. Experience necessary. (810) 471-3636

RECEPTIONIST - needed for professional office. \$7.50 per hour. Some evenings required. Please fax resume to Kne at 810-644-6143.

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