

504 Help Wanted
Office-Clerical

RECEPTIONIST - general
With experience & 10 yrs. sales, brings benefits. K. J. nears Inc. 47300 W. 9th Ave. 4th fl.

An Equal Opportunity Employer

RECEPTIONIST/DEPT. manager - Hille, CA - for person with ice skills including heavy snowing, filing, book typing. Mr. Grant

RECEPTIONIST
For a busy office. Word typing, and general office assistance. President (or phone manner a must. Send res. 854 Overstreet & Esplanade, 36251 E. Rochester, MA. Madison 48150

RECEPTIONIST/CLERK
bookkeeping experience. No typing. 10 hrs. week. (medical) and good knowledge necessary. Gen.

Personal attitude to handle
ing calls. Health benefits.
Apply at: Northwest
13450 Farmington at 1
Livonia or call Kathy at

RECEPTIONIST
\$23,000
Great prestigious clientel
direct calls from busy ph
growing firm. Must be

**RECEPTIONIST
SECRETARY**

Type 50 Good phone skills
to take accurate phone
messages. Opportunity to advance
yourself. High Pay. Free paid
Cah 772-6760.

SNELLING & SNE

**RECEPTIONIST
FULL TIME**

West Bloomingdale based
with excellent working
conditions. Full time Reception
position requires excellent
communication skills, typist
at clerical ability. Send
board experience preferred
resume to P.O.
West Bloomingdale, Ill 63301

ent phone voice, accu-
and professional image
offers excellent benefits
and advancement. \$1
paid Call Melody, 464-0

RECEPTIONIST
I'm looking for a sharp, experienced person to handle incoming calls, answer questions, and assist with scheduling. Must be a team player and have excellent communication skills. Send resume to:
Arthur Thomas & Associates
4000 Town Center, Suite 200
Southfield, MI 48034
Or Call
481-8000

WE PUT EXPERIENCE

ENTE

Reception
Seeking professional, experienced receptionists to work in the Birmingham area on multi-line or switchboard. Must have good communication skills. Please call today!

WE PUT EXPERIENCE TO WORK

ENTECS
SERVICES,
737-1741

Receptionist
Switchboard Operator
We have an immediate opening for a dependable

**Receptionist/
Switchboard Op**
We have an immediate opening for a dependable Receptionist/Switchboard Operator. Must be a professional style. Responsibilities will include answering board, greeting visitors, reception area, some light general clerical. Hours

board, greeting visitors and
ception area, some light
general clerical. Hour
to 5pm, Thurs. thru Fri.
of the day. \$10.00
include previous experi
ication experience, ple
a resume and salary r
to

D. L. Persons
3081 S. Pershing
Livonia, MI 48150
Equal Opportunity
Minority/Female/Handi

SALES SECRETARY
full service hotel. Typing,
filing, answering phone
public. Full time pos
positive pay, vacation
Dedicated and enthusiastic
sales, training and
to Director of Sales. Plea

SALES SECRETARY
Southfield Sales Office
Experienced Secretary with
strong P.C. & phone
Must be well-organized
learn all aspects of
Salary based on exper
benefits excellent wo

SALES SECRETARY
Southern Sales Office
Financial Secretary with
strong P.C. & phone
Must be well-organized
learn all aspects of
Sales based on exper-
iments, excellent work-
ing. Please forward re-
sumé to:
ATTN: Personnel, P.O.
Southfield, MI 48066

SALES SECRETARY
needed for busy sales of
duties. Good typing with
personality & initiative.
Apply in person, 4
pm at Rummel Hotel,
4th & 4th, Southfield.
No Phone Calls Pls

**SALES
SECRETARY**

**SALES
SECRETARY
\$17,000 FEE**
Large growing national
called in Farmington Hills
of variety, advancement
benefits including dental

\$17,000 FEE
Large growing national
called in Farmington Hill
of variety, schizophrenia
benefits including health
profit-sharing and future
ment. A good sense of
typing of 35 will send you
this fun fast-paced office
Shirley today, 531-3680.

**SNELLING & SONS
FARMINGTON**

**SECRETARIES, RECEIPTS
DATA ENTRY, ACCOUNTS
CLERKS**
Christmas shoppers
to extend your hours
then to earn extra work
working as a temporary
of jobs waiting for.

**Receptionists
Secretaries
Word Processors
Typists
Data Entry**

SECRETARY-Assistant
dent of a growing con-
some client contact, v-
salary to \$4/hour. Ben-

SECRETARY - Assistant -
person of a growing expe-
rience. Excellent contact, we
earn \$23.00 hour, benefits
S.A.S., 2514 Providence
107, Southfield, MI 48034

SECRETARY - Bloomer -
strong work professional
with excellent contact, we
earn \$20.00 hour, benefits
S.A.S., 2514 Providence
107, Southfield, MI 48034

RECEPTIONIST -
strong work professional
with excellent contact, we
earn \$20.00 hour, benefits
S.A.S., 2514 Providence
107, Southfield, MI 48034

STATISTICAL - type,

STATISTICAL - typed, CPA firm, 2 yrs. ex. Perfect, Bonadillo, \$18,000

LOIS R. PERSONI
SOUTHFIELD