

Job Posting: Office Receptionist

23800 W. Ten Mile Rd. Ste. 210
Southfield, MI 48034
Ph: (248) 350-0357 Fax: (248) 350-0563
Office hours: 9am-5pm

Think you have what it takes to be an Office Receptionist?

- All applicants must have a high school diploma/GED; two (2) years of full-time clerical experience
- Valid driver's license
- Computer literacy and competency with Microsoft Office Professional package, including demonstrated proficiency in Access, Excel, and Word.
- Ability to interact with the general public.
- Excellent organization and project planning skills and the ability to work on several priorities simultaneously
- Work well under pressure and meet strict deadlines.

Any interested and qualified employees should fill out an application and fax/mail a resume to the Corporate Office.