

<p><b>RECEPTIONIST</b></p> <p>Office hours 9am - 5pm, M-F. Basic office skills required. Minimum of 3 years experience. We are seeking a qualified individual to answer telephone and handle correspondence for our firm.</p> <p>Call for an interview at 312-664-2333 ext 1D or fax 312-664-5752.</p>
<p><b>RECEPTEUR</b></p> <p>Responsibilities include: answering telephone, greeting visitors, assisting with registration, preparing documents for signature, running errands, and other duties as assigned. Must be bilingual French/English. Minimum 2 years experience required.</p> <p>Call for an interview at 312-664-2333 ext 1D or fax 312-664-5752.</p>
<p><b>REGISTRATION ATTENDANT</b></p> <p>Responsible for the operation of the front desk and registration of guests. Must be bilingual French/English. Minimum 2 years experience required.</p> <p>Call for an interview at 312-664-2333 ext 1D or fax 312-664-5752.</p>
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