

## Human Resource Assistant

Progressive company seeking energetic individual to join our Human Resource Dept. The selected individual must be well organized have excellent communication skills (both oral & written), be able to maintain strict confidentiality, strong multi-tasking skills, strong people skills and have solid PC capabilities, e.g., Excel, Word, Outlook, etc. Experience in Human Resources a must. Salary commensurate with experience.

Benefit pkg. includes: Medical; Rx; Vision; Dental; Co. pd. Life Insurance, 401K, Paid Vacation/Holidays.

On-site Child Learning Center  
Subsidizes rates available.

We are a SMOKE-FREE campus.

Pre-employment Drug Test Required

Please send resume to with salary history to: