

# WE'RE HIRING!



## Recruiting Assistant



**The perfect job for a people person.**

**Do you love interacting with others? Are you the friendly, welcoming type?**

If so, we want you to apply for our Receptionist position!

As the first point of contact for our company, the Receptionist is responsible for creating a positive first impression. This is a great opportunity to develop your people skills and grow your career.

### Requirements

- Strong communication and interpersonal skills
- Ability to multitask and stay organized
- Must like talking to people on the phone

### Details

- **\$15/hour plus unlimited bonuses**
- 50 Hours over winter break
  - If performance is good stay permanently, part time around school
- A fun and supportive work environment

**If you are interested in joining our team, please apply today by calling our office 440-305-0680 and leave a message.**

We look forward to hearing from you!