

OFFICE / HR / RECRUITING ASSISTANT

Great opportunity to work in a fast-paced, dynamic environment and to be involved in a variety of tasks and projects. Must enjoy a small office environment. Ideal candidates will have excellent written and verbal communication skills, strong interpersonal, computer, and organizational skills. Proficiency with Microsoft Word, Outlook, and Excel is required. \$14 - \$17 per hour dependent on experience.

Send resume to:

CMI Consulting
153 Prosperous Place, Ste 1A
Lexington, KY 40509
☎ 859.296.2800
☎ 859.296.2801
www.cmiconsulting.com