

HR Generalist/Receptionist  
WEHCO Video Client Care  
Mon-Fri 8 A.M.-5 P.M.

\$15.50/hour – Full Time – office located in Bryant, AR  
Full Benefits with Profit Sharing and 401K

- Recruit for open positions by developing relationships with recruiting resources.
  - Process job applications and new hire paperwork
- Facilitate insurance enrollment and related employee requests
  - Detail oriented for tracking employment statistics
  - Assist with general office duties and errands

Only applicants that are reliable, professional, organized and can exhibit the highest level of confidentiality need apply. Pre-employment drug screening and background checks are required. Send resume to email [jobs@cablelynx.com](mailto:jobs@cablelynx.com).

WEHCO Video is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. WEHCO Video does not discriminate based on race, color, religion, national origin, age or gender. Applicants may notify the EEOC, FCC or other appropriate agency if they feel they have been discriminated against.