

Administrative Assistant

Job summary

We are Estrella TV, a Liberman Broadcasting, Inc. ("LBI") owned and operated television network. We are looking for a well-rounded, top performer who can be a key contributor in a high-energy growth environment. The ideal candidate is a go-getter with strong organizational skills. Your work history should demonstrate job stability with increasing levels of responsibility. We are only considering local candidates at this time. We are an Equal Opportunity Employer.

Summary of essential job functions

- * Organizing and filing of all Human Resources and Payroll documents.
- * Preparation and copies of Human Resources and Payroll documents.
- * Daily communication with the HR Director and Controller alerting him/her of any outstanding or pending issues.
- * Daily communication with HR and Payroll staff as it relates to department needs.
- * Other administrative assistant functions as needed.

Minimum requirements

2+ years experience in an Administrative Assistant position. HR or payroll experience is a plus.
Excellent organizational, interpersonal, and communication skills.
Excellent software, analytical and leadership skills.
Demonstrated proficiency using Excel, Outlook, Word and internet.
Attention to detail, organized and thorough, with desire for continuous improvement.
Team player with a positive attitude and ability to work with sensitive and confidential information.
The ability to meet deadlines and work under pressure.

Abilities and Skills Required

Bilingual in (English/Spanish) is not necessary but a plus. Ability to lift 50 lbs.

Contact

David Muñoz, Jr.
Director of Human Resources
Liberman Broadcasting, Inc.
1845 Empire Ave.
Burbank, CA 91504
Fax: (818) 729-5674
E-mail: dmunoz@lbimedia.com

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.