

# **Liberman Broadcasting, Inc.**

## **Human Resources Assistant - Bilingual**

### **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.

Administrative duties include but are not limited to handling of heavy phones, processing new hire paperwork, I-9 verifications, processing of employee benefits, employee time clock review, HR file management and tracking of recruitment efforts.

### **Summary of essential job functions**

Responsible for processing entries into HRIS including new hires and status updates. Responsibilities also include assist with employee inquiries and transactions. Interact with payroll, finance, programming and other departments as needed.

Special projects as needed including attend job fairs, outreach programs and benefits / new employee orientations.

### **Minimum requirements**

Minimum 2 years of recent administrative experience with 1 year in a Human Resources setting. Strong computer skills: Word, Excel, and Outlook. Excellent organizational and communications skills are essential. Written and verbal fluency required in both English and Spanish. Must be able to handle confidential/sensitive issues with tact and diplomacy. Must possess valid CA DMV license.

### **Abilities required**

Ability to carry up to 15 lbs required. Ability to work independently and as part of a team.

### **Contact**

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### **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.