

A Spanish language firm is seeking an enthusiastic, professional and responsible individual to fill the receptionist position at its Houston, TX office.

**POSITION RESPONSIBILITIES:**

- Direct incoming calls
- Greet visitors and customers
- Assist with administrative duties such as filing, typing, mailing, distribution of inter-office mail, ordering office supplies and maintaining employee contact information

**POSITION REQUIREMENTS:**

- 1-2 years receptionist experience
- High school diploma or GED, college experience a plus
- Professional demeanor, excellent communication and phone skills
- Must be well-organized, detail-oriented with a strong sense of urgency, responsibility and self motivation
- Ability to perform a variety of daily tasks
- Knowledge of Microsoft Office
- Bi-lingual Spanish/English

**COMPANY OVERVIEW:**

Liberman Broadcasting of Houston is a member of LBI Media, Inc. LBI Media, Inc. is the largest privately-held, Spanish-language broadcaster in the United States. The Company owns fifteen radio stations and three television stations in the Los Angeles, CA, Houston, TX and San Diego, CA markets.

Email resume to [rmartinez@lbimedia.com](mailto:rmartinez@lbimedia.com) or fax 713-315-3508. We are an Equal Employment Opportunity Employer.