

ADMINISTRATIVE ASSISTANT

Liberman Broadcasting of Houston is seeking an enthusiastic, professional and responsible individual to fill an Administrative Assistant position at its Houston, TX Spanish language television station.

POSITION RESPONSIBILITIES:

- Perform administrative and clerical support for sales team
- Create Power Point presentations
- Daily tasks including ensuring client satisfaction, answering phones, handling mail, meeting set ups

POSITION REQUIREMENTS:

- Bilingual Spanish / English
- High School Diploma required, AA in Business or related field preferred. 3 plus years of demonstrated experience in the administrative assistant field
- Superior customer service focus.
- Must be highly proficient in MS Word, Excel and Power Point.
- Must be a self-starter
- Detail oriented
- Strong ability to prioritize work assignments and handle heavy work loads
- Excellent organizational and communication skills

COMPANY BENEFITS:

Medical, Dental, Vision, 401k Plan, Paid Holidays & vacation

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 and Dallas, TX markets.

Email resume to rmartinez@lbimedia.com or fax 713-315-3508. We are an Equal Employment Opportunity Employer.