

# **Liberman Broadcasting, Inc.**

## **Receptionist - Bilingual**

### **Job summary**

We are Liberman Broadcasting, Inc. ("LBI") and we're looking for a great bilingual (English/Spanish) receptionist to join our team. We want to talk with you if you have the necessary skills to represent our TV and Radio stations with professionalism. LBI is an Equal Opportunity Employer.

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

- 1) Promptly, accurately, professionally and courteously receives 100% of all telephone calls and visitors.
- 2) Promptly, accurately, professionally and courteously assesses 100% of received calls/inquiries and directs and/or records and relays messages.
- 3) Adept at using all features of the telephone system and voice mail.
- 4) When on duty, ensures the reception station is staffed 100% of the time.
- 5) Maintains knowledge of current postal regulations and services frequently used by the organization.
- 6) Prepares or processes 100% of outgoing mail to include: accurate weighing, coding, sorting, affixing postage, properly addressing, and preparing certified/rush/overnight/return receipt mail.
- 7) Communicate with other departments to assure quality service in placing orders and arranging promotional events.
- 8) Keeps immediate supervisor well-informed of activities, results of efforts and problems identified.
- 9) Respects confidentiality in discussing participant/consumer, staff, volunteers and organizational matters.
- 10) Other clerical and possible delivery/pick-up responsibilities as requested.

### **Minimum requirements**

The successful candidates must possess exceptional communication skills. They must be self-motivated and with the ability to multi-task in a fast paced environment. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All employees are expected to bring a positive attitude to the work place and be cheerful, cooperative and productive. In addition, the right candidate must have:

- High school graduate; some college preferred.
- Prior experience as a receptionist preferred but not required.
- Must also have basic knowledge of MS office products, i.e., MS Word and Windows environment.
- Must have a valid driver's license and a vehicle with appropriate insurance.
- Bilingual (English/Spanish) is a must.
- Ability to lift over 20lbs.

### **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.