

Job Description

Receptionist/Switchboard Operator

We are Liberman Broadcasting, Inc. ("LBI") a major Spanish Language TV and Radio Broadcaster, and we're looking for great Receptionist professional to join our Dallas team. We want to talk with you if you have the necessary skills to represent us with professionalism. LBI is an Equal Opportunity Employer.

SUMMARY of essential job functions

- Promptly, accurately, professionally and courteously assesses 100% of received calls/inquiries and directs and/or records and relays messages.
- Greets clients and visitors
- General administrative duties as assigned
- Orders office supplies
- 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.
- Keeps immediate supervisor well-informed of activities, results of efforts and problems identified.

Minimum requirements

The successful candidate must possess exceptional communication skills. 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
- One year of experience preferred
- Excellent verbal and written communication skills
- Strong work ethic; can work independently.
- Must also have basic knowledge of MS office products, i.e., MS Word and Windows environment.
- Professional and telephone etiquette.
- Detail Oriented
- Bilingual (English/Spanish) a must

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

Contact

Interested candidates must submit a resume to: Liberman Broadcasting, Inc, 2410 Gateway Drive, Irving, TX 75063 Attn: Imelda Herrera, Human Resources Coordinator. / www.lbimedia.com / iherrera@lbimedia.com / fax: (972)652-2142

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.