

Liberian Broadcasting, Inc.

Administrative Assistant

Job Description

To administrate the business and accounting functions of an LBI TV station (KPNZ).

Title Administrator Assistant

Reports to Local Sales Manager

Job summary

We are KPNZ TV, a Liberman Broadcasting, Inc. ("LBI") owned and operated TV station. 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 one who has been a top academic performer with a proven track record in finance and who has the desire to excel in everything they do. Your work history should demonstrate job stability with increasing levels of responsibility. We are only considering local candidates at this time.

Summary of essential job functions

- * To strategize, plan, organize and administrate the operational, and accounting functions of the station;
- * To assure the propriety and timeliness of all business transactions.
- * To assure compliance with Company policies and procedures and perform accounting and reporting in accordance with generally accepted accounting principles.
- * To make recommendations and advise executive management on station matters.
- * To develop and maintain effective working relationship when performing assigned responsibilities.
- * To function effectively as a catalyst in helping management achieve its goal and objectives.

Minimum requirements

- *Excellent organizational, interpersonal, and communication skills.
- *Excellent software, analytical and leadership skills.
- *Demonstrated proficiency using Excel, Access, Word, & PowerPoint
- *Knowledge of revenue management principles and practices a plus.
- *Experience thinking critically about systems and workflow, and identifying needs for development.
- *Attention to detail, organized and thorough, with desire for continuous improvement.
- *Team player with a positive attitude and a focus on business issues.
- *The ability to meet deadlines and work under pressure.

Abilities required

Bilingual (English/Spanish) is a plus.

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.