



- C. The following is a list of the full-time jobs shown in Sections A above and the recruitment source used to fill that position: None

	<u>Job Title</u>	<u>Recruitment Source</u>
1.	OFFICE ASSISTANT	1
2.		
3.		
4.		
5.		

- D. During the previous 12 months, there were a total of 4 people interviewed for vacancies for full-time positions. The following is a list of the total number of interviewees for each positions along with the recruitment sources shown in Section B above: None

	<u>Job Title</u>	<u>Total No. of Interviewees</u>	<u>Recruitment Source</u>
1.	OFFICE ASSISTANT	3	1
2.			
3.			

- E. During the last 12 months, the station employment unit engaged in the following initiatives (provide full details, including an explanation if no initiatives are conducted during the period involved):

The stations EEO Policies have been communicated to employees and job applicants through employee manual, posted in office, and statement on website.

Internal announcements were posted in the Lunch room when positions became open, encouraging employees to apply as well as for employee referrals

All employees are given the handbook which clearly states that Bustos Media Holdings LLC follows the Equal Employment Opportunity and Non-Discrimination Policy, the company is an equal opportunity employer. We enthusiastically accept our responsibility to make employment and management decisions without regard to race, color, sex, religion, national origin, age, physical or mental disability, veteran status, marital status, sexual preference or other classifications prohibited by federal, state, or local related to employment placement, retention, compensation, training, promotions, and terminations.

Bustos Media Holdings LLC encourages and supports internship programs that enable college students to obtain on job experience while completing their education COVID-19 prevented any job fairs from happening.

- F. During the last 12 months , the station had one intern, working remotely

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Contact Information:

## OFFICE ASSISTANT (YAKIMA)



compensation: **\$2,500/MONTH SALARY**

employment type: **full-time**

Office Assistant -

Must be bi-lingual (Spanish/English)

Duties include entering orders and back-up information for clients into computer program, Receiving information by email, coding it, and forwarding to production department. Answering phones and greeting customers in a courteous manner - (very few of each). Miscellaneous filing and sorting.

Casual setting in a beautiful downtown building.

Paid holidays. Health/dental/vision insurance after 60 day probation period.

\$2,500/month salary

Equal opportunity employer

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