



## NOTICE OF JOB OPENING

<b>COMPANY NAME</b>	LAZER BROADCASTING	<b>OPENING DATE:</b>	9/7/2021
<b>OFFICE ADDRESS</b>	200 S A Street, Suite 400	<b>CITY</b>	Oxnard, CA
<b>JOB TITLE</b>	Receptionist		
<b>SALARY</b>	To be discussed		
<b>JOB LOCATION</b>	200 S. A Street, Suite 400, Oxnard, CA 93030	<b>CLOSING DATE</b>	9/30/2021

EQUAL EMPLOYMENT OPPORTUNITY

### JOB DESCRIPTION

Lazer Broadcasting Corporation is looking for a pleasant and polite Bilingual Receptionist, dedicated to greet clients and visitors with a smile

Responsibilities and basic skills/qualifications are as follow but not limited to:

- Manage high call volume and direct calls to the appropriate department for assistance
- ° Ensure sales leads are referred to the appropriate Account Executive or Manager
- Keep entrance and lobby areas presentable at all times and maintain work area clean
- ° Provide commercial times to clients upon request
- ° Assist personnel with English/Spanish translations
- Provide listeners with prizes every Thursday and Friday, validate their identity and create and print Gift Certificates /Tickets
- Support receptionists of other branches and keep record of all the keys of the building

### MINIMUM QUALIFICATIONS

Requirements:

- ° Minimum of 2 years of experience in a business environment
- Excellent verbal and written communication skills
- ° Strong ability to multi-task
- Proficient in PowerPoint, Excel and Word
- ° Bilingual Spanish/English
- Copying and faxing as needed

### HOW TO APPLY

<b>WEBSITE</b>	<a href="https://radiolazer.com">https://radiolazer.com</a>
<b>EMAIL</b>	<a href="mailto:ebello@lazerbroadcasting.com">ebello@lazerbroadcasting.com</a>
<b>IN PERSON</b>	200 S A Street, Suite 400, Oxnard, CA 93030
<b>PHONE</b>	805-240-2070

LIST OF RECRUITMENT SOURCES USED TO FILL EACH VACANCY

Job Title for Vacancy: Receptionist

Name of Source: Craigslist.com

Total No. of Applicants Generated by Source by Race, Gender & National Origin: 3

<u>1</u> White, Not of Hispanic Origin	<u>    </u> Male	<input checked="" type="checkbox"/> Female
<u>    </u> Black, Not of Hispanic Origin	<u>    </u> Male	<u>    </u> Female
<u>2</u> Hispanic	<u>    </u> Male	<input checked="" type="checkbox"/> Female
<u>    </u> Asian or Pacific Islander	<u>    </u> Male	<u>    </u> Female
<u>    </u> American Indian or Alaskan Native	<u>    </u> Male	<u>    </u> Female

Name of Source: Radio Ads

Total No. of Applicants Generated by Source by Race, Gender & National Origin: 2

<u>    </u> White, Not of Hispanic Origin	<u>    </u> Male	<u>    </u> Female
<u>    </u> Black, Not of Hispanic Origin	<u>    </u> Male	<u>    </u> Female
<u>2</u> Hispanic	<u>    </u> Male	<input checked="" type="checkbox"/> Female
<u>    </u> Asian or Pacific Islander	<u>    </u> Male	<u>    </u> Female
<u>    </u> American Indian or Alaskan Native	<u>    </u> Male	<u>    </u> Female

*Place in station's local public file annually on the anniversary date of the renewal filing due date. Post on station's website, if applicable.*

CL [ventura > jobs > admin/office](#)

favorite

hide

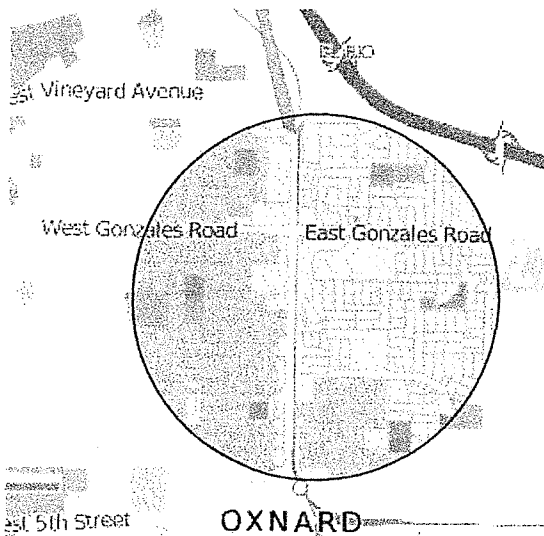


flag

Posted 4 minutes ago on: 2021-09-07 15:26

Contact Information:

## Front Office Receptionist (Oxnard)

compensation: **DOE**employment type: **full-time**

Lazer Broadcasting Corporation is looking for a pleasant and polite Bilingual Receptionist, dedicated to greet clients and visitors with a smile.

Responsibilities Include but are not limited to:

- Manage high call volume and direct to the appropriate department for assistance
- Ensure sales leads are referred to the appropriate Account Executive or Manager
- Keep entrance and lobby areas presentable at all times and maintain work area clean
- Give commercial times to clients upon request
- Assist personnel with English/Spanish translations
- Provide listeners with their prizes every Thursday and Friday and validate their identity
- Keep inventory of prizes and maintain list of winners
- Create and Print Gift Certificates/Tickets
- Support Receptionists in other markets
- Keep record of all keys for the building

Qualifications:

- Minimum of 2 years experience in a business environment
- Excellent verbal and written communication skills
- Strong ability to multi-task
- Proficient in PowerPoint, Excel and Word
- Bilingual Spanish/English

Business Hours - Monday through Friday - 8:30am to 5:00pm

QR Code Link to This Post



9/07/21

Front Office Receptionist - admin / office - administrative job...

We are an Equal Opportunity Employer



Date: 9/3/21

Check here for Spec Spot ONLY   
 Please note: All spec spots need a minimum of 4 business days for production

## TRAFFIC & PRODUCTION ORDER

**\*\*All orders MUST include an END DATE\*\***

Advertiser: H.H.

New Order  Revision

Date Needed: ASAP

AE: \_\_\_\_\_ AE Email/Cell: \_\_\_\_\_

Length & # of Spots: :60 \_\_\_\_\_ :30  :15 \_\_\_\_\_ Live  1/2 Hr \_\_\_\_\_ Other \_\_\_\_\_ Translation Needed:  Yes  No

See Audio Production Checklist

Voice: (Male/Female) \_\_\_\_\_ Requested Talent: \_\_\_\_\_ Music/SFX: \_\_\_\_\_

Delivery Type: Script  mp3 \_\_\_\_\_ Inhouse \_\_\_\_\_ Other \_\_\_\_\_

Special Instructions / Explanations / Production Notes:

Announce twice a day from 9/7/21 to 9/30/21

Spot Title/ISCI Code	Cart #	Length	Rotation	Station	Start Date	End Date

Market:	Station	
<b>Radio Lazer Network</b>		
Bakersfield	KEAL-FM	<input type="checkbox"/>
El Centro	KSSB-FM	<input type="checkbox"/>
Fresno	KAAT-FM/KTNS-FM	<input type="checkbox"/>
Merced	KMZR-FM	<input type="checkbox"/>
Modesto	KBBU-FM	<input type="checkbox"/>
Oxnard	KXLM-FM	<input checked="" type="checkbox"/>
Reno	KSRN-FM/KZTI-FM	<input type="checkbox"/>
Riverside	KAEH-FM	<input type="checkbox"/>
Sacramento	KGRB-FM/KBAA-FM	<input type="checkbox"/>
Salinas	KXSM-FM	<input type="checkbox"/>
San Bernardino	KXSB-FM	<input type="checkbox"/>
San Francisco	KSFN-AM	<input type="checkbox"/>
San Jose	KXZM-FM	<input type="checkbox"/>
San Luis Obispo	KLUN-FM	<input type="checkbox"/>
Santa Barbara	KZER-AM/FM	<input checked="" type="checkbox"/>
Santa Maria	KLMM-FM	<input type="checkbox"/>
Santa Rosa	KSRT-FM	<input type="checkbox"/>
Tulare	KMQA-FM	<input type="checkbox"/>
Victorville-Barstow	KBTW-FM/KWRN-AM/FM	<input type="checkbox"/>

Market:	Station	
<b>La Mejor Network</b>		
Bakersfield	KXTT-FM/KBQF-FM	<input type="checkbox"/>
Fresno	KMEN-FM	<input type="checkbox"/>
Merced	KGAM-FM	<input type="checkbox"/>
Oxnard	KLJR-FM	<input checked="" type="checkbox"/>
Reno	KNEZ-FM	<input type="checkbox"/>
Salinas	KSGZ-FM	<input type="checkbox"/>
Riverside/Victor Valley	KXRS-FM/KIQQ-FM	<input type="checkbox"/>
Santa Maria	KSMY-FM	<input type="checkbox"/>
Santa Rosa	KJOR-FM	<input type="checkbox"/>
<b>La Mexicana</b>		
Oxnard	KOXR-AM/FM	<input checked="" type="checkbox"/>
Salinas	KMLY-FM	<input type="checkbox"/>
San Bernardino	KCAL-AM	<input type="checkbox"/>
Santa Maria	KSBQ-AM/FM	<input type="checkbox"/>
<b>Latino</b>		
Sacramento	KLMG-FM	<input type="checkbox"/>
Reno	KWNZ-FM	<input type="checkbox"/>

**Production Department Use Only**

Assigned to: Morning DJ Date Completed: 9/30/21 Initials after completion: MD

# Sales Order

Stations: KLJR-FM, KOXR-AM, KXLM-FM, KZER-AM Buyer: \_\_\_\_\_  
 Contract Name: OX 9.7 9.30.21 Tax Schedule: \_\_\_\_\_ (None)  
 Contract#: \_\_\_\_\_ 1486106406 Agency Commission %: 0  
 Start Date: 9/07/21 End Date: 9/30/21 Billing Cycle: Calendar  
 Revenue Type: Local Direct Type: Cash Salesperson: 2698house Comm %: 20  
 Advertiser: IN HOUSE PROMOTIONS Makegood Policy: Within Contract Dates  
 Address: IN HOUSE  
 City: OXNARD State: CA Zip: 93036  
 Product Name: JOB OPPORTUNITY  
 Competitive Code: EMPLOYMENT

### KLJR-FM

No	DATES		Alt wks	TIMES		LEN	DISTRIBUTION								RATE	TOTALS		PTY		
	START	END		START	END		M	T	W	T	F	SA	SU	Per Wk		D/W	SPOTS		\$\$	
1	9/7/21	9/30/21		5:00 AM	10:00 PM	30	3	3	3	3	3	3	3	3	15	D	0.00	69	0.00	3

TOTAL GROSS \$0.00, NET \$0.00

### KOXR-AM

No	DATES		Alt wks	TIMES		LEN	DISTRIBUTION								RATE	TOTALS		PTY		
	START	END		START	END		M	T	W	T	F	SA	SU	Per Wk		D/W	SPOTS		\$\$	
1	9/7/21	9/30/21		5:00 AM	10:00 PM	30	3	3	3	3	3	3	3	3	15	D	0.00	69	0.00	3

TOTAL GROSS \$0.00, NET \$0.00

### KXLM-FM

No	DATES		Alt wks	TIMES		LEN	DISTRIBUTION								RATE	TOTALS		PTY		
	START	END		START	END		M	T	W	T	F	SA	SU	Per Wk		D/W	SPOTS		\$\$	
1	9/7/21	9/30/21		5:00 AM	10:00 PM	30	3	3	3	3	3	3	3	3	15	D	0.00	69	0.00	3

TOTAL GROSS \$0.00, NET \$0.00

### KZER-AM

No	DATES		Alt wks	TIMES		LEN	DISTRIBUTION								RATE	TOTALS		PTY		
	START	END		START	END		M	T	W	T	F	SA	SU	Per Wk		D/W	SPOTS		\$\$	
1	9/7/21	9/30/21		5:00 AM	10:00 PM	30	3	3	3	3	3	3	3	3	15	D	0.00	69	0.00	3

TOTAL GROSS \$0.00, NET \$0.00

Billing Projections: By Month

	Sep 21	Oct 21
CA	0.00	0.00
ST	0.00	0.00

**Receptionist Position**

**ANUNCIAR DEL 9/07/21–9/30/21**

**SPANISH VERSION:**

**LAZER BROADCASTING CORPORATION BUSCA RECEPCIONISTA PARA TRABAJAR TIEMPO COMPLETO EN SU OFICINA DE OXNARD. SI USTED TIENE SU CERTIFICADO DE SECUNDARIA, ES AMABLE Y Y CUENTA CON EXCELENTE APTITUD EN COMUNICACION Y EXPERIENCIA EN ESTE RAMO, TE INVITAMOS PARA QUE SOMETAS TU SOLICITUD DE EMPLEO, EN LA OFICINA DE RADIO LAZER, LOCALIZADA EN EL 200, SUR CALLE A, OXNARD CALIFORNIA. PARA MAS INFORMATION TAMBIEN PUEDES LLAMAR A RECURSOS HUMANOS AL 805-240-2070. ESTA ES UNA OPORTUNIDAD CON IGUALDAD EN EL EMPLEO**

**ENGLISH VERSION:**

**LAZER BROADCASTING CORPORATION IS LOOKING FOR A FULL TIME RECEPTIONIST POSITION IN THE OXNARD CALIFORNIA OFFICE. IF YOU COMPLETED HIGH SCHOOL, AND YOU ARE OUTGOING AND POSSES EXCELLENT COMMUNICATION SKILLS AND PREVIOUS EXPERIENCE IN THIS ROLE, WE INVITE YOU TO SUBMIT YOUR APPLICATION FOR EMPLOYMENT AT THE OFFICE OF RADIO LAZER, LOCATED AT 200 S. A STREET, OXNARD CALIFORNIA. FOR ADDITIONAL INFORMATION YOU MAY CALL HUMAN RESOURCES AT 805-240-2070. THIS IS AN EQUAL EMPLOYMENT OPPORTUNITY**

✉ [hr@lazermedia.com](mailto:hr@lazermedia.com)

☎ [775-784-1111](tel:775-784-1111)



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## Careers



*Do you have the drive?*

*Do you work well in a team environment?*

*If you excel faster than the competition and can survive today's Up's and Down's.....*

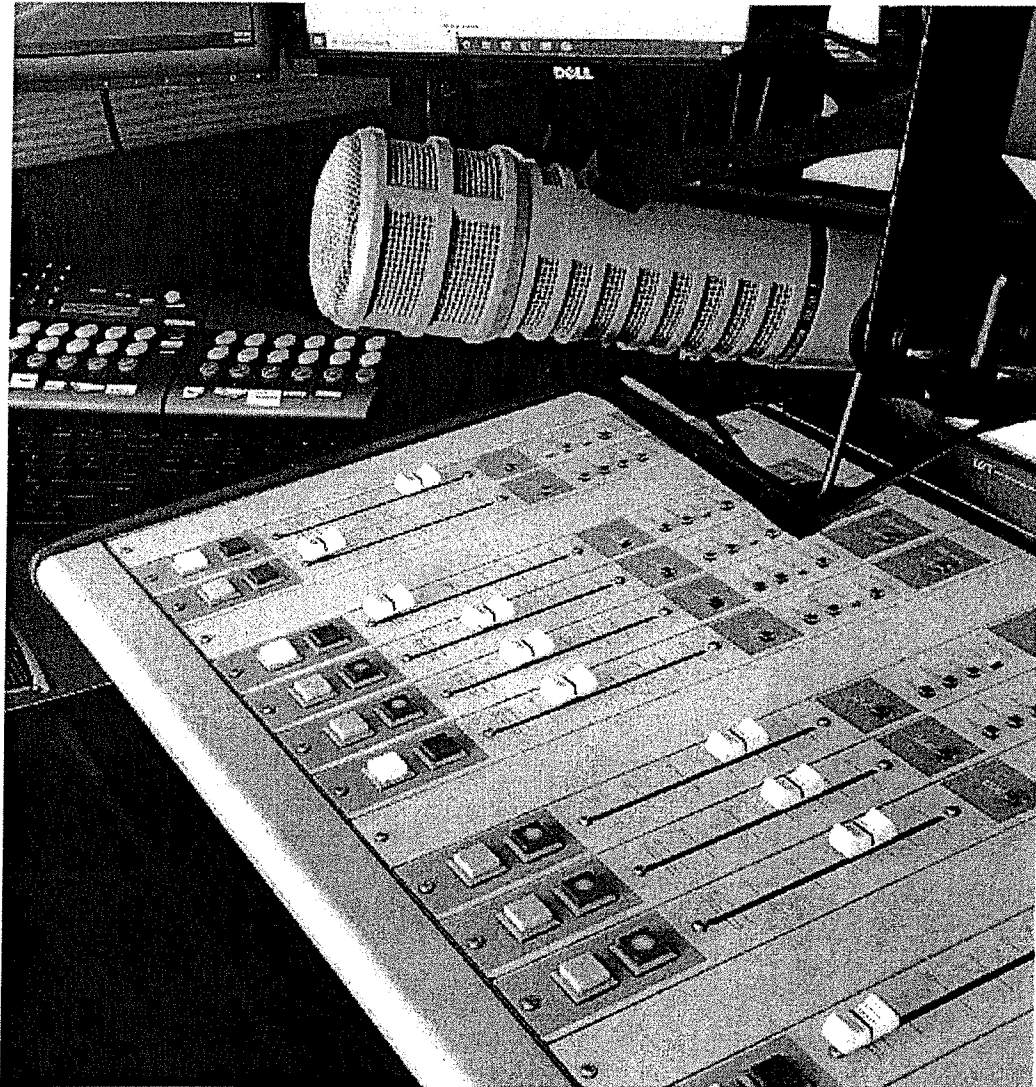
*Then We Want YOU!*

*For over 30 years Lazer Media has been a career based leader in Spanish Radio and we're looking for those individuals who know the difference between a Job and a Career.*

*Lazer Media is looking for your Bilingual Spanish/English Speaking talent to fill various positions from Entry level to Executive level in various cities throughout California and in Reno, Nevada.*



YOUR FUTURE STARTS NOW!



Account Executive in California & Reno  
Nevada

Front Office Receptionist -Oxnard, CA

Social Media Assistant - Oxnard, CA

Accounts payable Clerk - Oxnard, Ca

Traffic Coordinator -Oxnard, CA

APPLICANT RECORD SHEET

Complete this worksheet for every applicant for every vacancy.

Name of Applicant: Private

Job Title of Vacancy: Receptionist

Recruitment Source: Craigslist.com

Name of Contact: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Notes (date(s) of contact): Prospect was interviewed on 10/8/21 - she was offered the job on 10/11/21

Hired? YES  NO

If YES, Date of Hire: 10/13/21

Race, Gender & National Origin Information:

Male  Female

White, Not of Hispanic Origin

Black, Not of Hispanic Origin

Hispanic

Asian or Pacific Islander

American Indian or Alaskan Native

Form Prepared By: A.R. Date: 10/13/21

Use this worksheet to compile the List of All Full-Time Jobs Filled, and the List of Recruitment Sources Used to Fill Each Vacancy, and the Yearly Total Number of Applicants Referred by Each Recruitment Source

Keep in station's internal files to document compliance if required by the FCC.

## EEO REPORT FORM

Dear Applicant:

We sincerely appreciate your interest in employment with our company. Your application is being considered.

The Federal Communications Commission requires broadcast licensees to keep records and file reports regarding employment applications and inquiries and resumes received.

To assist us in fulfilling that requirement, would you please take a moment to fill out the brief questionnaire below and return it to us. This information is voluntary and is strictly for our required reporting purposes. It has no bearing whatsoever on your qualifications for employment and will not result in any adverse personnel action against you. THIS INFORMATION WILL NOT BE ATTACHED TO YOUR APPLICATION FOR EMPLOYMENT OR RESUME AND WILL NOT BE AVAILABLE TO THOSE EMPLOYEES WHO WILL BE CONSIDERING YOU FOR EMPLOYMENT.

We would appreciate your assistance. If this form has been mailed to you, a self-addressed return envelope is enclosed for your convenience.

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Please fill out this portion and return it to us. Thank you.

Please print or type.

Name:

Address:

Ventura, CA 93001

Check one:



Male



Female

Please indicate the group to which you belong:



White, not of Hispanic origin



Asian or Pacific Islander



Black, not Hispanic



American Indian,  
Alaskan native



Hispanic

Position sought:

Receptionist

Referred by:

Craigist

This information is for required Federal Communications Commission reporting purposes only and has no bearing on your qualifications for employment.

(FORM C)

**NOTICE:** I understand that nothing contained in this application, or in the granting of an interview, creates an offer of employment. I understand that as an applicant, I will be asked to submit to and must pass, a pre-employment drug test; and that if I am offered employment, I may be subject to a drug test during that employment. I understand if I am offered employment, my employment may be subject to a job-related medical screening examination.

If I am granted employment, I agree to conform to the rules and regulations of the Company, and my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the Company or me. I understand no supervisor or representative of the Company, other than the President of the Company, has the authority to make any representation for employment for any specified period of time, or to make any representations contrary to the foregoing. The policies, procedures and statements contained on this application do not imply, create or constitute an employment contract.

I also acknowledge and agree that no individual or collective term(s) or provision(s) contained in any personnel policy or manual, which the Company may now or in the future have, shall be considered to create a contract of any kind or nature between me and the Company.

I hereby state the information on this and all other employment forms is true to the best of my knowledge and belief. I understand any misstatement of facts will subject me to non-hire and to termination of employment.

It is the policy of the Company to hire only those who are authorized to work in the United States. Any offer of employment, if made, will be conditional upon the immediate production of documentation to prove employment eligibility status under the IMMIGRATION REFORM AND CONTROL ACT OF 1986.

NOTE: Unless renewed, all applications become inactive in 90 days.

Date: 09/30

Signature 