



## NOTICE OF JOB OPENING

<b>COMPANY NAME</b>	LAZER BROADCASTING	<b>OPENING DATE:</b>	2/16/2022
<b>OFFICE ADDRESS</b>	200 S A Street, Suite 400	<b>CITY</b>	Oxnard, CA
<b>JOB TITLE</b>	Sales Assistant		
<b>SALARY</b>	To be discussed		
<b>JOB LOCATION</b>	200 S. A Street, Suite 400, Oxnard, CA 93030	<b>CLOSING DATE</b>	2/28/2022
<b>EQUAL EMPLOYMENT OPPORTUNITY</b>			
<b>JOB DESCRIPTION</b>			
<p>We are looking for a Sales Assistant who will collaborate with the General Sales Manager and who will give support to the Sales Team to drive revenue growth and exceed sales targets</p> <p>Responsibilities and basic skills/qualifications are as follow but not limited to:</p> <ul style="list-style-type: none"> <li>Review sales contracts to ensure they are completely and correctly filled out.</li> <li>◦ Create and update PowerPoint presentations for various projects</li> <li>Assist in preparing media kits, advertising proposals, production orders, etc. and maintain filing system</li> <li>◦ Manage expense and A/R reporting</li> <li>◦ Work as a liaison between Traffic, Production and Sales Departments.</li> <li>Create reports for the sales team</li> <li>Lead support to Sales Assistants of other Lazer markets and assist with marketing efforts</li> </ul>			
<b>MINIMUM QUALIFICATIONS</b>			
<p>Requirements:</p> <ul style="list-style-type: none"> <li>◦ Associate's Degree in business related field is preferred</li> <li>◦ Energetic and self-starter with excellent written and oral communication skills</li> <li>◦ Ability to manage, multi-task, prioritize and thrive in a fast-paced, deadline driven environment</li> </ul> <p>Excellent proficiency with MS Word, PowerPoint, Excel, Outlook/Gmail</p> <p>Exceptional collaboration and teamwork skills</p> <p>Flexible with ability to adjust to changing priorities</p> <p>Must be Bilingual Spanish/English</p>			
<b>HOW TO APPLY</b>			
<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: Sales Assistant

Name of Source: Radio Ads

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

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

Name of Source: Craigslist

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

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

LIST OF RECRUITMENT SOURCES USED TO FILL EACH VACANCY

Job Title for Vacancy: Sales Assistant

Name of Source: Internal Posting/Employee Referral

Total No. of Applicants Generated by Source by Race, Gender & National Origin: 1

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

Name of Source: \_\_\_\_\_

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

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

Thanks for posting! We really appreciate it.

*Ma's copy*

**Purchase Receipt**

This is a receipt confirming your purchase. Please print or save a copy of this receipt for your records. All sales are final. No Refunds.

<b>Description</b>	<b>Price</b>
Sales Assistant	
PostingID 7450803048: ventura county > admin/office	\$25.00 USD
<b>Total amount charged:</b>	<b>\$25.00 USD</b>

2022-02-16 -- Payment ID: 227808937

Please visit your account homepage to manage this posting.

*Hired 6.  
3/10/22*



# Sales Order

Stations: KLJR-FM, KOXR-AM, KXLM-FM, KZER-AM Buyer: \_\_\_\_\_  
 Contract Name: OX 2.16 2.28.22 Tax Schedule: \_\_\_\_\_ (None)  
 Contract#: \_\_\_\_\_ 1486091179 Agency Commission %: 0  
 Start Date: 2/16/22 End Date: 2/28/22 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	2/16/22	2/28/22		5:00 AM	10:00 PM	30	2	2	2	2	2	2	2	2	14	D	0.00	26	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	2/16/22	2/28/22		5:00 AM	10:00 PM	30	2	2	2	2	2	2	2	2	14	D	0.00	26	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	2/16/22	2/28/22		5:00 AM	10:00 PM	30	2	2	2	2	2	2	2	2	14	D	0.00	26	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	2/16/22	2/28/22		5:00 AM	10:00 PM	30	2	2	2	2	2	2	2	2	14	D	0.00	26	0.00	3

TOTAL GROSS \$0.00, NET \$0.00

Billing Projections: By Month

	Feb 22	Mar 22
CA	0.00	0.00
ST	0.00	0.00

EMPLOYMENT OPPORTUNITY

**POSICION: ASISTENTE DE VENTAS**

**ANUNCIAR DEL 2/16/22 AL  
02/28  
/22**

**SPANISH VERSION:**

LAZER BROADCASTING CORPORATION BUSCA ASISTENTE DE VENTAS EN OXNARD CALIFORNIA. ESTA PERSONA DARA APOYO AL GERENTE DE VENTAS Y AL EQUIPO DE VENTAS. LA POSICION REQUIERE POR LO MENOS UN GRADO DE COLEGIO COMUNITARIO Y 2 ANOS DE EXPERIENCIA EN EL RAMO DE VENTAS Y MERCADEO. PROFICIENCIA EN TODAS LAS PLATAFORMAS DE MICROSOFT. HABILIDAD PARA MANEJAR MULTIPLES DEBERES AL MISMO TIEMPO, SER FLEXIBLE, Y CON HABILIDAD DE TERMINAR PROYECTOS CON FECHA SENSITIVA. Y QUE PUEDA TRABAJAR EN EQUIPO, TAMBIEN DEBE SER BILINGUE ESPANOL/INGLES. PARA MAS INFORMACION LLAMAR AL RECURSOS HUMANOS AL 205-240-2070. ESTA ES UNA OPORTUNIDAD CON IGUALDAD EN EL EMPLEO.

**ENGLISH VERSION:**

LAZER BROADCASTING CORPORATION IS LOOKING FOR A SALES ASSISTANT FOR OUR SALES DEPARTMENT IN OXNARD CALIFORNIA. THIS PERSON WILL PROVIDE SUPPORT TO THE SALES MANAGER AND TO THE SALES TEAM. THIS POSITION REQUIRES AN AA DEGREE AND AT LEAST 2 YEARS OF EXPERIENCE IN A SALES AND MARKETING ENVIRONMENT. PROFICIENCY IN ALL PLATFORMS MICROSOFT OFFICE A MUST. ABILITY TO MULTI-TASK SEVERAL PROJECTS AT THE SAME TIME. BE FLEXIBLE AND WITH THE ABILITY OF MEETING DEADLINES, AND POSSESS EXCELLENTTEAMWORK SKILLS. FOR MORE INFORMATION ALL HUMAN RESOURCES AT 205-240-2070. THIS IS AN EQUAL EMPLOYMENT



info@lazermedia.com



951.241.4400



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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.....*

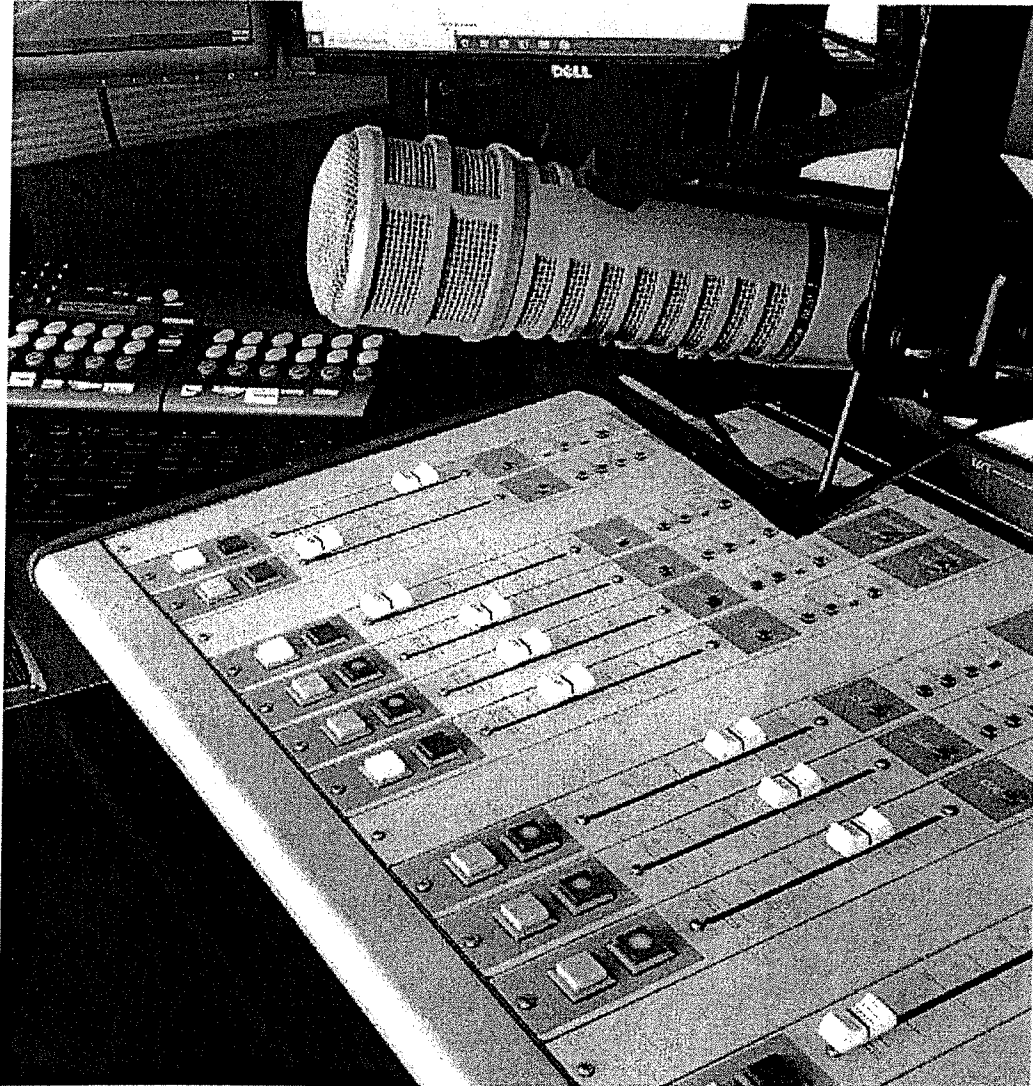
**Then We Want YOU!**

*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: Corporate Sales Assistant

Recruitment Source: Internal Posting/Employee Referral

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

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

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

Notes (date(s) of contact): Prospect was interviewed on March 7 - She is Available to start and we think she's a good fit for the company

Hired? YES  NO

If YES, Date of Hire: 3/16/22

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: H.R. Date: \_\_\_\_\_

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.

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

Please print or type.

Name: \_\_\_\_\_

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

Oxnard CA 93033

Check one:  Male  Female

Please indicate the group to which you belong:

- |  |   |
|--|---|
| <input type="checkbox"/> White, not of Hispanic origin | <input type="checkbox"/> Asian or Pacific Islander          |
| <input type="checkbox"/> Black, not Hispanic           | <input type="checkbox"/> American Indian,<br>Alaskan native |
| <input checked="" type="checkbox"/> Hispanic           |   |

Position sought: Sales Assistant

Referred by: 1 2

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

(FORM C)

Posted  
on Craig's list  
2/26/22  
AB

**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: 3/16/22

Signature

*Shirley R. Rubin*