

B-12:

Executive Assistant

Date of Hire:

7/30/2012

Referral Source of Hiree:

Employee Referral or Internal
Referral

of Interviewees for position and
referral sources of interviewees

8 Interviewees

Access UT 3

Greater Austin Hispanic Chamber
2

TAB 1

Internal posting 1

Employee Referral 1

JOB DESCRIPTION

JOB TITLE: Executive Assistant
LOCATION: Austin, Texas
DEPARTMENT: G&A
REPORTS TO: Senior Vice President (SVP) of UTG

POSITION OVERVIEW

Univision is seeking an enthusiastic and proactive Executive Assistant to the Senior VP of Univision located in Austin, Texas. This position will involve various projects, including but not limited to full administrative support along with high level strategic assistance and implementation of special projects.

FUNCTIONAL RESPONSIBILITIES:

- Provides administrative support including the building and review of presentations, email correspondence, development of reports, drafting of memoranda, creation of marketing materials including charts, spreadsheets and various Microsoft word documents
- Maintain SVP calendar and schedules for both internal and external meetings.
- Manage all travel arrangements and expenses in a timely manner
- Research, extract and compile data for SVP on routine and special projects.
- Order & maintain supplies and publications
- Organize and maintain filing system
- Respond to routine requests for information from external and internal sources
- Other responsibilities, as assigned by SVP

EDUCATION REQUIREMENTS:

- Bachelor's degree preferred or equivalent work related experience.

LANGUAGE REQUIREMENTS:

- Spanish/English fluency required (oral and written)

EXPERIENCE/ KNOWLEDGE/ SKILLS REQUIREMENTS:

- Minimum of 2 years of executive administrative experience
- Ability to maintain confidential and sensitive information
- Excellent attention to Detail
- Able to produce high quality work
- Excellent verbal communication skills
- Strong Organizational skills
- Proficient in Outlook, Word, Excel, and Power Point and Internet
- Must be able to manage multiple priorities concurrently
- Able to prioritize work and meet deadlines
- Able to work under pressure with frequent interruptions
- Self-motivated and able to work with minimum supervision

- Must be thorough and exhibit an ability to see projects/tasks through to completion
- Excellent telephone skills and etiquette.

INTERESTED CANDIDATES PLEASE SUBMIT RESUME TO:

Executive Assistant
JOB NUMBER #KAKW12-09
C/O: KWEX-TV
Attn: Luis Patino
Re: #KAKW12-09
411 E. Cesar E. Chavez Blvd.
San Antonio, TX 78204

Or email lpatino@univision.net

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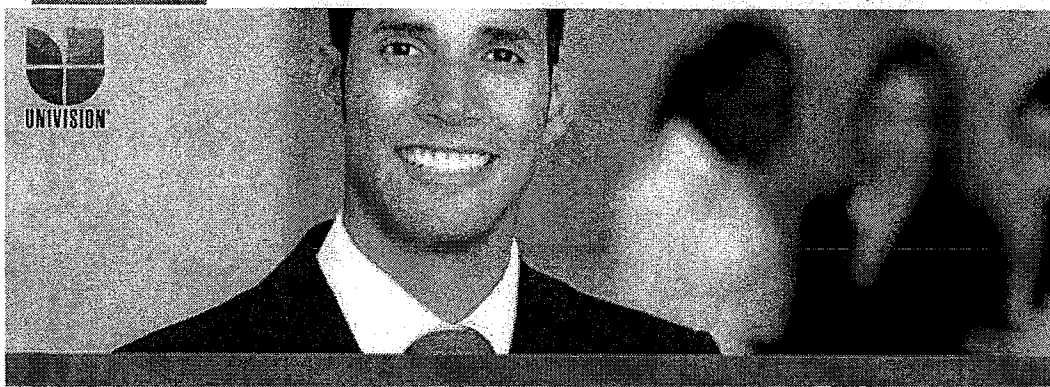

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Account: Univision Management Co

Executive Assistant

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JOB OVERVIEW

Company: Univision Communications Inc.

Base Pay: N/A

Other Pay:

Employee Type: Full-Time

Industry: Broadcasting - Radio - TV

Manages Others: No

Job Type: Admin - Clerical

Required 2 Year Degree

Education:

Required At least 2 year(s)

Experience:

Required Travel: Not Specified

Relocation Not Specified

Covered:

Reference ID: Not Available

 Location: 2233 W North Loop Blvd
Austin, TX 78756 (Map it!)

ABOUT UNIVISION COMMUNICATIONS INC

Univision Communications Inc. (UCI) is the leading media company serving Hispanic America. Its assets include Univision Network, one of the top five networks in the U.S. regardless of language and the most-watched Spanish-language broadcast television network in the country reaching 96% of U.S. Hispanic households; TeleFutura Network, a general-interest Spanish-language broadcast television network reaching 88% of U.S. Hispanic households; Univision Cable Networks, including Galavisión, the country's leading Spanish-language cable network, as well as Univision tlnovelas, a new 24-hour cable network dedicated to novelas; Univision Deportes Network, a new 24-hour cable network dedicated to sports and a suite of six cable offerings - De Película, De Película Clásico, Bandamax, Ritmoson, Telehit and Clásico TV; Univision Studios, which produces and co-produces reality shows, dramatic series and other programming formats for the Company's platforms; Univision Television Group, which owns and/or operates 62 television stations in major U.S. Hispanic markets and Puerto Rico; Univision Radio, the leading Hispanic radio group which owns and/or operates 69 radio stations in 16 of the top 25 U.S. Hispanic markets and Puerto Rico; Univision Interactive Media, a network of national and local online and mobile sites including Univision.com, which continues to be the #1 most-visited Spanish-language website among U.S. online Hispanics; Univision Móvil, a longstanding industry-leader with unique, relevant mobile products and services, and Univision Partner Group, a specialized advertising and publisher network. Headquartered in New York City, UCI has television network operations in Miami and television and radio stations and sales offices in major cities throughout the United States. For more information, please visit www.univision.net.

Contact: Blanca Gaytan
 Phone: Not Available
 Email: [Send Email Now](#)
 Fax: Not Available

ACERCA DE UNIVISION COMMUNICATIONS INC.

Univision Communications Inc. (UCI por sus siglas en inglés) es la principal empresa de medios de comunicación al servicio de la comunidad hispana en los Estados Unidos. Sus activos incluyen: la Cadena Univision, una de las cinco principales cadenas televisivas de Estados Unidos, independientemente del idioma, y la cadena de televisión de habla hispana de mayor sintonía en el país, que llega al 96% de los hogares hispanos en EE.UU.; la Cadena TeleFutura, una cadena de televisión en español de interés general, que llega al 88% de los hogares hispanos en EE.UU.; y Univision Cable Networks, que incluye a Galavisión, cadena líder de televisión por cable en español en el país, y a Univision telenovelas, una cadena de televisión por cable dedicada a transmitir telenovelas 24 horas al día, Univision Deportes Network, una cadena nueva dedicada a los deportes 24 horas al día, además de un conjunto de seis señales de cable compuesto por De Película, De Película Clásico, Bandamax, Ritmoson, Telehit y Clásico TV; Univision Studios, productor y coproductor de "reality shows", series dramáticas y otros formatos de programación para las plataformas de la compañía; Univision Television Group, división que es propietaria y/u operadora de 62 estaciones de televisión en los principales mercados hispanos de EE.UU. y en Puerto Rico; Univision Radio, el principal grupo radial hispano, que es propietario y/u operador de 69 emisoras de radio en 16 de los 25 mercados hispanos más importantes de EE.UU. y Puerto Rico; Univision Interactive Media, una red de sitios nacionales y locales en línea y telefonía móvil, incluyendo a Univision.com, el portal en línea en español más visitado por los hispanos en Estados Unidos, Univision Móvil, líder en la industria de la telefonía móvil desde hace años, que ofrece servicios y productos móviles únicos y relevantes, y Univision Partner Group, una red especializada en anunciantes y editores. Con sede corporativa en la ciudad de Nueva York, UCI opera sus cadenas de televisión desde Miami y tiene estaciones de televisión y radio, además de oficinas de ventas, en las principales ciudades de Estados Unidos. Para más información, por favor visite www.univision.net.

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JOB DESCRIPTION

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Attn: Luis Patino

Re: #KAKW12-09
411 E. Cesar E. Chavez Blvd.
San Antonio, TX 78204

Or email [\[Click Here to Email Your Resume\]](#)

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Blanca Gaytan

From: Blanca Gaytan
Sent: Friday, June 29, 2012 1:41 PM
To: 'sunnie.allen@vc.edu'
Subject: Job opening for Univision - KAKW#2012-09
Attachments: KAKW #2012-09 Executive Assistant.docx

Hello,

Enclosed is a copy of the most current job opening for Univision Austin. Please post the attached copy on your employment board.

Thank you for your support and cooperation. Please confirm receipt.

Thank you,

Blanca Gaytan

From: Blanca Gaytan
Sent: Friday, June 29, 2012 1:42 PM
To: 'lrodriguez@gahcc.org'
Subject: Job Posting - KAKW2012-09
Attachments: KAKW #2012-09 Executive Assistant.docx

Hello,

Enclosed is a copy of the most current job opening for Univision Austin. Please post the attached copy on your employment board.

Thank you for your support and cooperation. Please confirm receipt.

Thank you,

Blanca Gaytan

From: Blanca Gaytan
Sent: Friday, June 29, 2012 1:42 PM
To: 'career.services@southwestern.edu'
Subject: Job posting - KAKW2012-09
Attachments: KAKW #2012-09 Executive Assistant.docx

Hello,

Enclosed is a copy of the most current job opening for Univision Austin. Please post the attached copy on your employment board.

Thank you for your support and cooperation. Please confirm receipt.

Thank you,

Blanca Gaytan

From: Blanca Gaytan
Sent: Friday, June 29, 2012 1:43 PM
To: 'spandya@itt-tech.edu'
Subject: job posting-KAKW2012-09
Attachments: KAKW #2012-09 Executive Assistant.docx

Hello,

Enclosed is a copy of the most current job opening for Univision Austin. Please post the attached copy on your employment board.

Thank you for your support and cooperation. Please confirm receipt.

Thank you,

Blanca Gaytan

From: Blanca Gaytan
Sent: Friday, June 29, 2012 1:44 PM
To: 'humanresources@htu.edu'
Subject: job posting-KAKW2012-09
Attachments: KAKW #2012-09 Executive Assistant.docx

Hello,

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Thank you for your support and cooperation. Please confirm receipt.

Thank you,

Blanca Gaytan

From: Blanca Gaytan
Sent: Friday, June 29, 2012 1:45 PM
To: 'carolhancock@concordia.edu'
Subject: job posting-KAKW2012-09
Attachments: KAKW #2012-09 Executive Assistant.docx

Hello,

Enclosed is a copy of the most current job opening for Univision Austin. Please post the attached copy on your employment board.

Thank you for your support and cooperation. Please confirm receipt.

Thank you,

Blanca Gaytan

From: Blanca Gaytan
Sent: Friday, June 29, 2012 1:46 PM
To: 'bwilkes@lulac.org'
Subject: job posting-KAKW2012-09
Attachments: KAKW #2012-09 Executive Assistant.docx

Hello,

Enclosed is a copy of the most current job opening for Univision Austin. Please post the attached copy on your employment board.

Thank you for your support and cooperation. Please confirm receipt.

Thank you,

Blanca Gaytan

From: Blanca Gaytan
Sent: Friday, June 29, 2012 1:47 PM
To: 'cynthia.rivera@theeb.state.tx.us'
Subject: job posting-KAKW2012-09
Attachments: KAKW #2012-09 Executive Assistant.docx

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Blanca Gaytan


From: Blanca Gaytan
Sent: Friday, June 29, 2012 1:45 PM
To: Lisa King
Subject: Job posting - KAKW2012-09
Attachments: KAKW #2012-09 Executive Assistant.docx

Hello Lisa,

Enclosed is a copy of the most current job opening for Univision Austin. Please post the attached copy on your employment board.

Thank you for your support and cooperation. Please confirm receipt.


Thank you,






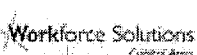



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EXPERIENCE/ KNOWLEDGE/ SKILLS REQUIREMENTS:

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Or email lpatino@univision.net

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Notes:

1. We recommend that you either save or print this page and provide the above Job ID number to an TVJobs administrator in any future correspondence concerning this ad.
2. We recommend that you print this page and include it with your EOE file for this position as confirmation that this job was posted for the above duration at TVJobs.com (<http://www.tvjobs.com>)
3. We will send notification of pending expiration prior to the expiration date to enable you to extend the job, if necessary. Should you need this job extended, e-mail admin@tvjobs.com, supply reference number and amount of additional time needed. We are happy to extend the position for you.
4. If no extension is needed, the job will be automatically removed at 1 am PST on 7/29/2012.
5. If for any reason you need the listing removed early, e-mail admin@tvjobs.com, supply reference number and reason for removal.
6. If you would like to verify that the actual job listing is online, point your browser to:

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TIP! The above address is a good way to check on the status of this position. Keep this address where you can easily find it.

Thank you very much for posting your available positions at TVJobs.
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Best Regards

Mark C. Holloway
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admin@tvjobs.com

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Blanca Gaytan

From: "TAB Notifications"@357514-web1.trademarkmedia.com
Sent: Friday, June 29, 2012 2:15 PM
To: Blanca Gaytan
Subject: Job Posted on TAB.org



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*Representing free, over-the-air radio and televisions stations
since 1953*

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Questions? Contact [Craig Bean](#) or call (512) 322-9944



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Texas Association of Broadcasters

*Representing free, over-the-air radio and television
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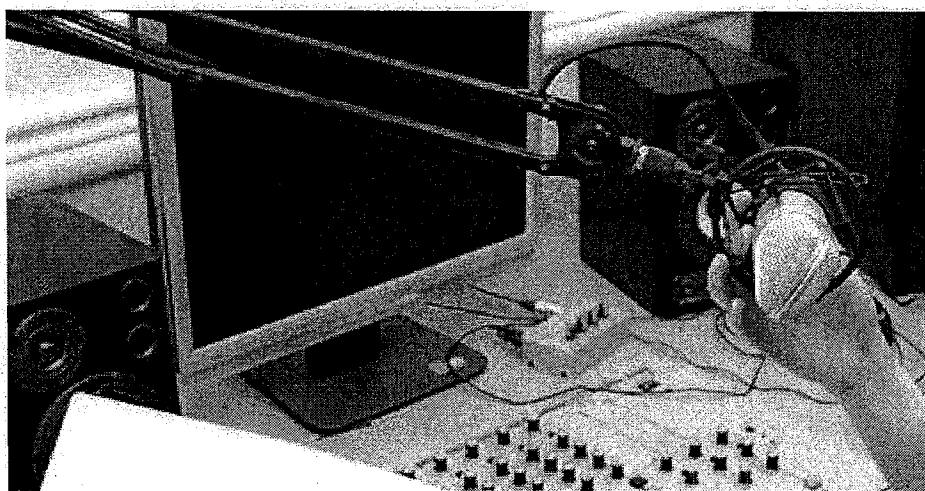
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