



## NOTICE OF JOB OPENING

<b>COMPANY NAME</b>	LAZER BROADCASTING	<b>OPENING DATE:</b>	7/27/2022
<b>OFFICE ADDRESS</b>	200 S A Street, Suite 400	<b>CITY</b>	Oxnard, CA
<b>JOB TITLE</b>	Receptionist-Administrative Assistant		
<b>SALARY</b>	To be discussed		
<b>JOB LOCATION</b>	200 S. A Street, Suite 400, Oxnard, CA 93030	<b>CLOSING DATE</b>	8/12/2022

### JOB DESCRIPTION

Lazer Broadcasting Corporation is looking for a highly motivated person to fill the Receptionist/Admin. Assistant this position manages multiple administrative tasks daily, answers and transfers calls, and other tasks as assigned

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

- Answer and transfer phone calls
- ° Maintain Calendar, schedule appointments, coordinate meetings, create and compile reports
- Create internal communications of a sensitive and confidential nature
- ° Liaise and communicate with upper management and C-Level employees
- ° Assist in coordinating and marketing station's events
- Create and revise systems and procedures by analyzing operating practices and implement changes
- Perform a variety of clerical duties including faxing, photocopying, typing and filing in a as needed basis

### MINIMUM QUALIFICATIONS

- Requirements:
- ° Associate's Degree or equivalent years of experience
  - ° Minimum of 3-4 years experience as a Receptionist/Administrative position
  - ° Ability to multi-task, prioritize, manage large quantities of data and meet deadlines
  - Bilingual in English/Spanish preferred (Speak and Write)
  - ° Independent self-starter with excellent attention to detail and have a "can-do" attitude
  - Posses some experience in marketing and promotions
  - Proficient with MS Office (Word, Power Point and Excel), Internet, Social Media, Email
  - Aptitude to learn other programs
  - Broadcast Media/Entertainment industry preferred

### 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

EQUAL EMPLOYMENT OPPORTUNITY

LIST OF RECRUITMENT SOURCES USED TO FILL EACH VACANCY

Job Title for Vacancy: Receptionist/Admin. Assistant

Name of Source: Craigslis

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

<u>1</u> White, Not of Hispanic Origin	<u>  </u> Male	<u>1</u> Female
<u>  </u> Black, Not of Hispanic Origin	<u>  </u> Male	<u>  </u> Female
<u>1</u> Hispanic	<u>  </u> Male	<u>1</u> 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: Internal Posting/Employee Referral

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

<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>1</u> Hispanic	<u>  </u> Male	<u>1</u> 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.*

Your posting can be seen at [ventura.craigslist.org/ofc/d/administrative-assistant/7493246839.html](https://ventura.craigslist.org/ofc/d/administrative-assistant/7493246839.html).

[Edit this Posting](#)

You can make changes to the content of your post.

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Change how this posting appears on a map.

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This will remove your posting from active listing.

[Repost this Posting](#)

You will have the opportunity to make changes before it is made live. [\[learn more\]](#)

CL

Posted 2 minutes ago on: 2022-07-27 17:31

## Administrative Assistant/Receptionist (Oxnard, CA)

compensation: **DOE**

employment type: **full-time**

job title: **Administrative Assistant**

Lazer Media (formerly Lazer Broadcasting) is looking for an experienced, motivated and professional Administrative Assistant with exceptional written and verbal communications skills.

The Administrative Assistant is expected to manage multiple competing priorities daily and execute within set guidelines, take initiative to assist and find/propose solutions to problems as they arise; maintain a high-level of confidentiality of the departments and provide office services by implementing administrative systems, procedures, and policies, and monitoring projects.

SOME DUTIES AND RESPONSIBILITIES include but is not limited to:

- Answer and transfer phone calls
- Maintain calendar, schedule appointments, coordinate/run meetings, create/compile reports
- Write and disseminate information internally in a timely manner that reflects the desired tone and culture of the organization
- Create internal communications of a sensitive and confidential nature
- Liaise and communicate with upper management and C-Level Executives
- Prepare and assist in marketing/station events
- Create and revise systems and procedures by analyzing operating practices, and implementing changes
- Perform a variety of clerical duties including faxing, photocopying, typing and filing

### QUALIFICATIONS

- Associate Degree or equivalent years of experience
- Minimum 3-4 years experience as an Administrative Assistant

- Ability to handle large quantities of data and summarize for management review
- Ability to multi-task, prioritize, manage and meet deadlines
- Bilingual in English/Spanish preferred (speaking, reading and writing)
- Independent, self-starter with the ability to prioritize with attention to detail and have a “can-do” attitude
- Experience working in marketing and/or promotions preferred
- Proficient with MS Office (Word, PowerPoint and Excel), Internet, Social Media, E-mail and the aptitude to learn other programs
- Broadcast Media/Entertainment industry experience is a plus

Benefits - Health Insurance, Paid Time Off, 401K, Tuition Assistance, Professional Development

Lazer Media is an Equal Opportunity Employer

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

☎ [951-251-1111](tel:951-251-1111)

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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: Receptionist/Admin. Assistant

Job Title of Vacancy: Receptionist + Admin. Assistant

Recruitment Source: Internal Posting

Name of Contact: Private

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

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

Notes (date(s) of contact): 8/15/22 Left message  
8/16/22 App. for Interview

Hired? YES  NO

If YES, Date of Hire: 8/24/22

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. Dept Date: 8/24/22

## 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: \_\_\_\_\_

Santa Paula, CA 95060

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: \_\_\_\_\_

Admin Assistant

Referred by: \_\_\_\_\_

Craigalist

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: 4/8/2022

Signature 