

KCCN(FM), KINE(FM), KRTR(FM), KPHW(FM), KPRP(AM), KKEA(AM)

EEO PUBLIC FILE REPORT
October 1, 2017-September 30, 2018

I. VACANCY LIST

See Section II, the "Master Recruitment Source List" ("MRSList") for recruitment source data

Job Title	Recruitment Sources ("RS") Used to Fill Vacancy	RS Referring Hiree
Sales Account Manager	1-4, 6-9, 13, 15	8
Promotion Director	1-6, 8, 18	8
On-Air Personality (KPHW)	2, 6	2
Receptionist	1-8, 17-18	1
Sales Assistant	1, 3-6, 8, 18	6

Don't know!
KD
Bolger
W. H. Adkox
Gabriel

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	Indeed www.indeed.com	N	28
2	All Access www.allaccess.com	N	12 <i>OK</i>
3	Real Jobs Hawaii realjobshawaii.com	N	0
4	Broadcast Compliance Services (BCS) www.bcs-ok.com	N	0
5	Hawaii Association of Broadcasters Virtual Job Fairs Jammie Hartnett, jammie.hartnett@gmail.com	N	1 <i>OK</i>
6	Summit Media Websites Kccnfm100.com Hawaiian105.com Ktr96.com Power1043.com	N	4 <i>OK</i>
7	Hirenet Hawaii.com	N	0
8	Employee Referral	N	32
9	Client Referral	N	6
10	KTVH GM@KTVH.org or KTVH.org	N	0
11	Shidler College of Business Shidlercologeotbusiness@csmsymplcity.com	N	0
12	Honolulu Community College – Mele Program John Vierra, Mele Program Director 874 Dillingham Blvd. Honolulu, HI 96817	N	0

II. MASTER RECRUITMENT SOURCE LIST (“MRSL”)

KCCN(FM), KINE(FM), KRTR(FM), KPHW(FM), KPRP(AM), KKEA(AM)
 EEO PUBLIC FILE REPORT
 October 1, 2017–September 30, 2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
13	Kapioani Community College myinterfase.com covers Hawaiian islands – Maui, Kauai Hawaii and the following community colleges: Leeward Community College; Windward Community College; University of Hawaii Community College; Honolulu Community College.	N	4
14	Hawaii Pacific University (HPU) Carter Service Center – Michael Van Lear 1164 Bishop St, Ste. 122 Honolulu, HI 96813	N	0
15	Searchjobsnearme.com	N	0
16	Barefootstudent.com	N	0
17	Kelly Services Todd Tokunaga, todd.tokunaga@kellyservices.com	N	1 <i>ok</i>
18	Internal Posting	N	0
19	Facebook	N	0
20	LinkedIn.com	N	0
TOTAL INTERVIEWEES OVER REPORTING PERIOD			88

EEO PUBLIC FILE REPORT
 October 1, 2017–September 30, 2018

III. RECRUITMENT INITIATIVES

Brief Description of Activity	Type of Recruitment Initiative (Menu Selection)	
<p>On an ongoing basis our stations recruit interns from area colleges, international students, and the military who have a special interest in marketing, public relations, business administration, broadcasting and communications. During this reporting period our stations hosted the following interns:</p> <ul style="list-style-type: none"> • 1 Intern – (Military – US Army) who learned about and assisted in the Promotions, Business Administration, Communications, Sales Programming departments from 6/02/18 to 8/24/18; • 1 Intern – (College Student from Hawaii Pacific University) who learned about and assisted in Promotions, Social Media and Research departments from 6/8/18 – 9/30/18; • 1 Intern – (College Student from University of Hawaii West Oahu) who learned about and assisted in the Promotions, Social Media, Public Relations, Research, Programming & Production departments from 9/4/18 to 9/30/18; • 3 interns – (International college students from Korea) who learned about radio broadcasting and communications and assisted in the Promotions, Social Media and Research, Programming, Production, Marketing and Business departments from 6/25/18 – 7/31/18. 	<p>1 Internship Program</p>	<p>1</p>

Brief Description of Activity	Type of Recruitment Initiative (Menu Selection)	
<p>Our station employment unit ("SEU") offers tours to local educational and youth organizations seeking to inspire, motivate and provide real life experience in the radio broadcast industry. Each Department provides an overview of their role in radio broadcasting.</p> <p>Our SEU hosted the following groups:</p> <ul style="list-style-type: none"> • 12/1/2017 – Liliu'okalani Trust Program – 50 students between the ages of 16 & 22. <p>This tour was conducted by two of our On-Air Personalities and our Business Manager.</p> <ul style="list-style-type: none"> • 7/24/18 – University of Hawaii – West Oahu College – 15 students on working on Communication, Marketing and Broadcasting degrees that are especially interested in Broadcast Media jobs – what is available and what additional classes they should take. <p>This tour was conducted by our Promotions Director, Business Manager and our President.</p>		2
<p>The SEU participated in quarterly, virtual job fairs hosted by the Hawaii Association of Broadcasters as follows:</p> <ul style="list-style-type: none"> 9/17-21/2018 HAB Q3 Virtual Job Fair; 6/18-22/2018 HAB Q2 Virtual Job Fair; 2/19-23/2018 HAB Q1 Virtual Job Fair; 11/13-17/2017 HAB Q4 Virtual Job Fair. <p>SummitMedia is a media partner and member of the Association.</p>	Participate in Virtual Job Fairs (4)	3

Brief Description of Activity	Type of Recruitment Initiative (Menu Selection)	
<p>On May 30, 2018, our SEU co-hosted the Promo-Iympics 2018 career fair with the American Advertising Federation-Hawaii ("AAF"). This was a first-time event, designed and planned by SummitMedia's Promotions Director with the assistance of the Promotions Assistant and Sales _____.</p> <p>This event took place at the State Park and was free for college students and AAF members looking for summer internships.</p> <p>Details: Plan, Build, and Execute on-site promotions. Games were created so that attendees could learn from their hands-on experience to better understand what radio promotions involves.</p> <p>Attendees were divided into 4 teams and played 3 games:</p> <p>Game 1- Mock Promotion-client & requested promotion-create a promotional game plan</p> <p>Game 2 – Pitch the station tent & set up</p> <p>Game 3 – Promo pile scramble relay</p> <p>Points and time were tallied – teams with the most points won radio swag</p>	<p>Co-Host Career Fair</p>	<p>4</p>

**EEO CHECKLIST
FOR
JOB RECRUITMENT FILE**

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

- Personnel Requisition
- Job Description / Job Posting
- Copies of dated General Recruitment Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources
- Completed Interviewed Applicant Referral Source Sheets
- Completed Interviewed Applicants Tracking Log
- Completed Recruitment Sources Contact and Referral Log
- Copy of any newspaper advertisement
(Check for EOE/M/F clause)
- Copy of SummitMedia Website Advertisement

NOTE: RESUMES RECEIVED FROM, AND EMPLOYMENT APPLICATIONS COMPLETED BY, ALL INTERVIEWED CANDIDATES MUST BE KEPT IN A FILE SEPARATE FROM THE JOB RECRUITMENT FILE.

[Signature]
EEO Manager

Date file completed
12/14/17

SummitMedia Hawaii PERSONNEL REQUISITION POSITION APPROVAL

TO: Darryl Grondines Date: 6/1/17

From: Andrew Rosen Dept: Sales

Job Title of Open Position: Sales Account Manager

Date required: ASAP

Full Time Part Time

Replacement (2 needed)
 New Position

Budgeted Yes No

Posting for internal board:

Position: Sales Account Manager – New Business Development

Full Time commissioned sales
 KCCN/KPHW/KRTR/KINE

Excellent benefits package available

Job Description:

SummitMedia Hawaii, home to the state's top radio stations is seeking senior, mid and entry-level Account Managers. Creative and energetic self-starters must enjoy prospecting and developing new business. Account Managers must be able to quickly grow revenue for company while helping advertising partners grow their business through integrated marketing solutions. Account Managers report directly to their Local Sales Manager.

Experience Preferred:

2+ years sales & or marketing experience with a proven record of new business development success desired but not necessary. Experience with digital, SEO/SEM, social and mobile sales a plus. Also open to candidates with little sales experience that are eager to learn and grow.

Responsibilities:

Include managing current accounts, prospecting new leads, cold calling, working with clients and agencies to create marketing plans, selling events, digital, social and mobile. Additional responsibilities include invoicing, collections and renewals. Extensive training provided.

Qualified candidates: Please send resumes to:

SummitMedia Hawaii
900 Fort Street Suite 700
Honolulu, Hawaii 96813
Attn: Veronica Yamagata

Or email to: veronica.yamagata@summitmediacorp.com
Or Fax (808) 275-1198

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination.
Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

This job will be posted internally and externally. If you need additional sources, please notify the Controller's office.

Department Head/Hiring Manager Andrew Rosen, Veronica Yamagata
Date: 6/1/17

President Andrew Rosen Date: 6/1/17

6/12/17
①



Job Posting

Posting Date: 6/21/2017

Position:

Sales Account Manager
Full Time commissioned sales
KCCN/KPHW/KRTR/KINE
Excellent benefits package available

Job Description:

SummitMedia Hawaii, home to the state's top radio stations is seeking senior and mid-level Account Managers. Creative and energetic self-starters must enjoy prospecting and developing new business. Account Managers must be able to quickly grow revenue for company while helping advertising partners grow their business through integrated marketing solutions. Account Managers report directly to their Local Sales Manager.

Experience Preferred:

2+ years Sales & or Marketing experience with a proven record of new business development success desired but not necessary. Experience with digital, SEO/SEM, social and mobile sales a plus. Also Open to candidates with little sales experience that are eager to learn and grow

Responsibilities:

Include managing current accounts, prospecting new leads, cold calling, working with clients and agencies to create marketing plans, selling events, digital, social and mobile. Additional responsibilities include invoicing, collections, and renewals. Extensive training provided

Direct Resume To: Rhoda Kihikihiki or Fax 275-1198 or e mail

veronica.yamagata@summitmediacorp.com

Note: No phone calls – Applicant will be notified for interview

EOE



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. NAME

LAST		FIRST												M						
K	N	A	P	P																

2. DATE

DAY	MONTH	YEAR
1	8	17

3. POSITION APPLYING FOR:

Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

SCHOOL (NAME OF SCHOOL) _____

AGENCY (NAME OF AGENCY) _____

EMPLOYEE (NAME OF EMPLOYEE) _____

ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____

COMMUNITY ORGANIZATION _____

OTHER _____ Client Referral



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1. NAME

LAST										FIRST										M										
H	E	A	R	D						C	H	A	R	A	E	E														

2. DATE

DAY	MONTH	YEAR
2	8	17

3. POSITION APPLYING FOR:

_____ Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____ Indeed
- COMMUNITY ORGANIZATION _____
- OTHER _____



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1. NAME

P	R	O	P	I	O	S																		

LAST
FIRST
M

2. DATE

DAY	MONTH	YEAR
2	8	17

3. POSITION APPLYING FOR:

Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL)
- AGENCY (NAME OF AGENCY)
- EMPLOYEE (NAME OF EMPLOYEE) _____ Jose Cruz
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
- OTHER _____



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1. NAME

B	A	R	A	C	O																
LAST												FIRST								M	

2. DATE

3	8	17
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

SCHOOL (NAME OF SCHOOL)

AGENCY (NAME OF AGENCY)

EMPLOYEE (NAME OF EMPLOYEE) V Yamagata

ADVERTISEMENT (NAME OF PUBLICATION/SOURCE)

COMMUNITY ORGANIZATION

OTHER



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1. NAME

LAST										FIRST										M	
O	L	S	E	N						T	Y										

2. DATE

DAY	MONTH	YEAR
9	8	17

3. POSITION APPLYING FOR:

_____ Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____ Indeed
- COMMUNITY ORGANIZATION _____
- OTHER _____



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1. NAME

R	E	C	E	E	K	A	T	H	E	R	I	N	E	M
														LAST
														FIRST

2. DATE

19	8	17	YEAR
		MONTH	
		DAY	

3. POSITION APPLYING FOR:

Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

SCHOOL (NAME OF SCHOOL)

 AGENCY (NAME OF AGENCY)

EMPLOYEE (NAME OF EMPLOYEE) _____ S Shannon

 ADVERTISEMENT (NAME OF PUBLICATION/SOURCE)

 COMMUNITY ORGANIZATION

 OTHER



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1. NAME

LAST										FIRST										M		
A	L	V	E	R	E	Z														K	C	

2. DATE

DAY	MONTH	YEAR
12	8	17

3. POSITION APPLYING FOR:

_____Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
- OTHER _____ Client Referral



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1. NAME

LAST										FIRST										M									
R	E	I	D							E	V	A	N																

2. DATE

DAY	MONTH	YEAR
13	9	17

3. POSITION APPLYING FOR:

_____ Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____ Indeed _____
- COMMUNITY ORGANIZATION _____
- OTHER _____



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1. NAME

P	O	N	I	M	O	I	P	A	T	R	I	C	I	A	M
LAST															
FIRST															

2. DATE

18	9	17	YEAR
DAY		MONTH	

3. POSITION APPLYING FOR:

Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

SCHOOL (NAME OF SCHOOL) _____

AGENCY (NAME OF AGENCY) _____

EMPLOYEE (NAME OF EMPLOYEE) _____ M Apana

ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____

COMMUNITY ORGANIZATION _____

OTHER _____



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1. NAME

LAST											FIRST											M															
C	H	I	N	G																																	

2. DATE

DAY	MONTH	YEAR
26	9	17

3. POSITION APPLYING FOR:

Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

SCHOOL (NAME OF SCHOOL) _____

AGENCY (NAME OF AGENCY) _____

EMPLOYEE (NAME OF EMPLOYEE) _____ V Yamagata

ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____

COMMUNITY ORGANIZATION _____

OTHER _____



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1. NAME

LAST										FIRST										M									
O	S	H	I	R	O	C	R	A	Y																				

2. DATE

DAY	MONTH	YEAR
26	9	17

3. POSITION APPLYING FOR:

_____ Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

SCHOOL (NAME OF SCHOOL)

AGENCY (NAME OF AGENCY)

EMPLOYEE (NAME OF EMPLOYEE) _____ V Yamagata

ADVERTISEMENT (NAME OF PUBLICATION/SOURCE)

COMMUNITY ORGANIZATION

OTHER



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1. NAME

LAST						FIRST										M										
A	V	E	R	Y																						

2. DATE

DAY	MONTH	YEAR
3	10	17

3. POSITION APPLYING FOR:

_____ Sales Account Executive _____

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

SCHOOL (NAME OF SCHOOL) _____

AGENCY (NAME OF AGENCY) _____

EMPLOYEE (NAME OF EMPLOYEE) _____

ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____ Indeed _____

COMMUNITY ORGANIZATION _____

OTHER _____



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1. NAME

LAST										FIRST										M	
G	A	N	T	T						V	I	C	K	I							

2. DATE

DAY	MONTH	YEAR
2	10	17

3. POSITION APPLYING FOR:

Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

SCHOOL (NAME OF SCHOOL) _____

AGENCY (NAME OF AGENCY) _____

EMPLOYEE (NAME OF EMPLOYEE) _____

ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____

COMMUNITY ORGANIZATION _____ Kapiolani Community College

OTHER _____



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1. NAME

B	R	I	T	T	A	N	Y												
LAST														FIRST				M	

2. DATE

4	10	17
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

_____ Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____ Mele Apana
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
- OTHER _____



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1. NAME

LAST												FIRST												M													
G	A	R	D	N	E	R																															

2. DATE

DAY	MONTH	YEAR
11	10	17

3. POSITION APPLYING FOR:

Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

SCHOOL (NAME OF SCHOOL)

AGENCY (NAME OF AGENCY)

EMPLOYEE (NAME OF EMPLOYEE)

ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) Indeed

COMMUNITY ORGANIZATION

OTHER



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1. NAME

LAST										FIRST										M									
L	O	N	G							J	O	H	N																

2. DATE

11	10	17
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

SCHOOL (NAME OF SCHOOL)

AGENCY (NAME OF AGENCY)

EMPLOYEE (NAME OF EMPLOYEE) S McKenzie

ADVERTISEMENT (NAME OF PUBLICATION/SOURCE)

COMMUNITY ORGANIZATION

OTHER



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1. NAME

B	E	A	S																			
LAST																						
FIRST																						
																						M

2. DATE

12	10	17
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

SCHOOL (NAME OF SCHOOL)

AGENCY (NAME OF AGENCY)

EMPLOYEE (NAME OF EMPLOYEE)

ADVERTISEMENT (NAME OF PUBLICATION/SOURCE)

COMMUNITY ORGANIZATION Kapiolani Community College

OTHER



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

LAST										FIRST										M	
E	V	A	N	S						K	A	T	E								

2. DATE

DAY	MONTH	YEAR
15	10	17

3. POSITION APPLYING FOR:

_____ Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____ A Sato
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
- OTHER _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

A	L	E	X	A	N	D	E	R				J	I	M	M	Y									M				
LAST																							FIRST						

2. DATE

DAY	MONTH	YEAR
16	10	17

3. POSITION APPLYING FOR:

____ Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

SCHOOL (NAME OF SCHOOL) _____

AGENCY (NAME OF AGENCY) _____

EMPLOYEE (NAME OF EMPLOYEE) _____

ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____

COMMUNITY ORGANIZATION ____ Kapiolani Community College _____

 OTHER



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

W	I	L	H	O	I	T																
LAST												FIRST							M			

2. DATE

17	10	17
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

SCHOOL (NAME OF SCHOOL) _____

AGENCY (NAME OF AGENCY) _____

EMPLOYEE (NAME OF EMPLOYEE) _____

ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____ Indeed

COMMUNITY ORGANIZATION _____

OTHER _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. NAME

S	A	N	C	H	E	Z																															
LAST																	FIRST										M										

2. DATE

DAY	MONTH	YEAR
22	10	17

3. POSITION APPLYING FOR:

Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

<input type="checkbox"/> SCHOOL (NAME OF SCHOOL)	
<input type="checkbox"/> AGENCY (NAME OF AGENCY)	
<input checked="" type="checkbox"/> EMPLOYEE (NAME OF EMPLOYEE) <u>W Maria</u>	
<input type="checkbox"/> ADVERTISEMENT (NAME OF PUBLICATION/SOURCE)	
<input type="checkbox"/> COMMUNITY ORGANIZATION	
<input type="checkbox"/> OTHER	



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

LAST													FIRST													M												
H	E	R	R	O	N																																	

2. DATE

DAY	MONTH	YEAR
23	10	17

3. POSITION APPLYING FOR:

Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

SCHOOL (NAME OF SCHOOL)

AGENCY (NAME OF AGENCY)

EMPLOYEE (NAME OF EMPLOYEE)

ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____ Indeed _____

COMMUNITY ORGANIZATION

OTHER _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

LAST					FIRST					M														
Y	O	U	N	G						K	A	M	L	A	N	A								

2. DATE

DAY	MONTH	YEAR
24	10	17

3. POSITION APPLYING FOR:

_____Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

SCHOOL (NAME OF SCHOOL)

AGENCY (NAME OF AGENCY)

EMPLOYEE (NAME OF EMPLOYEE) _____M Apana

ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____

COMMUNITY ORGANIZATION _____

OTHER _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

Y	A	U																					
LAST																							
																	FIRST						
																						M	

2. DATE

26	10	17
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

SCHOOL (NAME OF SCHOOL)

AGENCY (NAME OF AGENCY)

EMPLOYEE (NAME OF EMPLOYEE)

ADVERTISEMENT (NAME OF PUBLICATION/SOURCE)

COMMUNITY ORGANIZATION Kaplani Community College

OTHER



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

B	A	G	S	H	A	W									FIRST	J	E	F	F			LAST	M
---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--------------	---	---	---	---	--	--	-------------	---

2. DATE

DAY	MONTH	YEAR
29	10	17

3. POSITION APPLYING FOR:

Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
- OTHER Client Referral _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

LAST			FIRST													M										
M	U	R	P	H	Y																					

2. DATE

DAY	MONTH	YEAR
2	11	17

3. POSITION APPLYING FOR:

Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL)
- AGENCY (NAME OF AGENCY)
- EMPLOYEE (NAME OF EMPLOYEE) Jose Cruz
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE)
- COMMUNITY ORGANIZATION
- OTHER



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

C	R	I	S	U	I	T	O	L	L	O	N	E	D	F	I	R	S	T	L	A	S	T	M
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

2. DATE

5	11	17
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

_____ Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

SCHOOL (NAME OF SCHOOL)

AGENCY (NAME OF AGENCY)

EMPLOYEE (NAME OF EMPLOYEE) _____ Jose Cruz

ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____

COMMUNITY ORGANIZATION _____

OTHER _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

F	U	T	U	Z	A															
LAST															FIRST					M

2. DATE

DAY	MONTH	YEAR
6	11	17

3. POSITION APPLYING FOR:

Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

SCHOOL (NAME OF SCHOOL)

AGENCY (NAME OF AGENCY)

EMPLOYEE (NAME OF EMPLOYEE) _____ Yamagata

ADVERTISEMENT (NAME OF PUBLICATION/SOURCE)

COMMUNITY ORGANIZATION

OTHER



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

LAST										FIRST										M									
W	A	T	S							J	A	Y																	

2. DATE

6	11	17
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

_____ Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

SCHOOL (NAME OF SCHOOL)

AGENCY (NAME OF AGENCY)

EMPLOYEE (NAME OF EMPLOYEE) _____ V Yamagata

ADVERTISEMENT (NAME OF PUBLICATION/SOURCE)

COMMUNITY ORGANIZATION

OTHER



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

LAST										FIRST										M									
H	A	M	M	O	C	K					C	U	T	E	R														

2. DATE

DAY	MONTH	YEAR
6	11	17

3. POSITION APPLYING FOR:

_____ Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
- OTHER _____ Client Referral



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

B	L	A	C	K																									
																FIRST													
										LAST																			

2. DATE

DAY	MONTH	YEAR
8	11	17

3. POSITION APPLYING FOR:

_____ Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL)
- _____
- AGENCY (NAME OF AGENCY)
- _____
- EMPLOYEE (NAME OF EMPLOYEE) _____ C Iwamoto
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE)
- _____
- COMMUNITY ORGANIZATION
- _____
- OTHER
- _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

LAST		FIRST												M								
V	A	M	B																			

2. DATE

DAY	MONTH	YEAR
8	11	17

3. POSITION APPLYING FOR:

_____ Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____ M Lowe
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
- OTHER _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

G	A	L	L	O	W	A	Y															
FIRST														LAST								
																						M

2. DATE

DAY	MONTH	YEAR
19	8	17

3. POSITION APPLYING FOR:

Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____ Indeed
- COMMUNITY ORGANIZATION _____
- OTHER _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

LAST										FIRST										M									
H	U	R	S	T						S	U	S	A	N															

2. DATE

DAY	MONTH	YEAR
12	11	17

3. POSITION APPLYING FOR:

_____ Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

SCHOOL (NAME OF SCHOOL) _____

AGENCY (NAME OF AGENCY) _____

EMPLOYEE (NAME OF EMPLOYEE) _____ P Agustin

ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____

COMMUNITY ORGANIZATION _____

OTHER _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

B	R	O	W	N	·												
FIRST																	
																	M
																	M

2. DATE

13	11	17
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

SCHOOL (NAME OF SCHOOL)
 AGENCY (NAME OF AGENCY)
 EMPLOYEE (NAME OF EMPLOYEE) S McKenzie
 ADVERTISEMENT (NAME OF PUBLICATION/SOURCE)
 COMMUNITY ORGANIZATION
 OTHER



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

LAST										FIRST										M																				
R	E	S	U	E	L	L	O													J	A	N																		

2. DATE

DAY	MONTH	YEAR
14	11	17

3. POSITION APPLYING FOR:

_____ Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

SCHOOL (NAME OF SCHOOL) _____

AGENCY (NAME OF AGENCY) _____

EMPLOYEE (NAME OF EMPLOYEE) _____

ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____ Indeed

COMMUNITY ORGANIZATION _____

OTHER _____



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1. NAME

LAST					FIRST										M												
A	N	D	E	R	S	O	N																				

2. DATE

DAY	MONTH	YEAR
15	11	17

3. POSITION APPLYING FOR:

Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

SCHOOL (NAME OF SCHOOL) _____

AGENCY (NAME OF AGENCY) _____

EMPLOYEE (NAME OF EMPLOYEE) _____ A Sato

ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____

COMMUNITY ORGANIZATION _____

OTHER _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

LAST			FIRST			M		
M	C	C	A	R	A	Y		

2. DATE

DAY	MONTH	YEAR
15	11	17

3. POSITION APPLYING FOR:

_____ Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

SCHOOL (NAME OF SCHOOL)

AGENCY (NAME OF AGENCY)

EMPLOYEE (NAME OF EMPLOYEE)

ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____ Indeed

COMMUNITY ORGANIZATION

OTHER _____



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1. NAME

Table with columns for LAST, FIRST, and M. Contains the name R U B E L Z L I M.

2. DATE

Table with columns for DAY, MONTH, YEAR. Contains date 16 11 17.

3. POSITION APPLYING FOR:

Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- EMPLOYEE (NAME OF EMPLOYEE) S Shannon
AGENCY (NAME OF AGENCY)
SCHOOL (NAME OF SCHOOL)
ADVERTISEMENT (NAME OF PUBLICATION/SOURCE)
COMMUNITY ORGANIZATION
OTHER



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

H	E	R	R	I	N	G													
FIRST															LAST				

M

2. DATE

16	11	17
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

SCHOOL (NAME OF SCHOOL) _____

AGENCY (NAME OF AGENCY) _____

EMPLOYEE (NAME OF EMPLOYEE) _____

ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____ Indeed

COMMUNITY ORGANIZATION _____

OTHER _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. NAME

A	R	T	H	E	R															
FIRST														LAST						
																				M

2. DATE

DAY	MONTH	YEAR
20	11	17

3. POSITION APPLYING FOR:

Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL)
- AGENCY (NAME OF AGENCY)
- EMPLOYEE (NAME OF EMPLOYEE)
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) Indeed
- COMMUNITY ORGANIZATION
- OTHER



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1. NAME

P	I	N	A																
LAST																	FIRST		M

2. DATE

DAY	MONTH	YEAR
28	11	17

3. POSITION APPLYING FOR:

Sales Account Executive

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL)
- AGENCY (NAME OF AGENCY)
- EMPLOYEE (NAME OF EMPLOYEE) M Apana
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE)
- COMMUNITY ORGANIZATION
- OTHER



INTERVIEWED APPLICANTS TRACKING LOG

Please read: Use this form to record all applicants interviewed for a position in your organization, (via telephone or in person). Identify all applicants by name, referral source and disposition of the candidate's application. This form should be maintained in the Job Recruitment File. This data is for purposes if tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an interviewed Applicant Referral Source Sheet.

Position Applied For: Account Executive

Name of Department: Sales

Person Preparing This Report: R Kihikihii

Location: Honolulu

Date Prepared: 12/4/17

Name/Title of Hiring Mgr: General Manager

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
08/01/17	Hampton Knapp	Client Referral	1
08/02/17	Charlee Heard	Indeed	1
08/02/17	Maria Propios	Employee Referral	3
08/03/17	Erwin Baraco	Employee Referral	3
08/09/17	Ty Olsen	Indeed	1
08/19/17	Katherine Reece	Employee Referral	1
08/12/17	Nick Alvarez	Client Referral	1
09/12/17	Hayden Jones	Client Referral	1
09/13/17	Evan Reid	Indeed	1
09/18/17	Patricia Poimoi	Employee Referral	2
09/26/17	Annette Ching	Employee Referral	1
09/26/17	Cray Oshiro	Employee Referral	1
10/3/17	Terri Avery	Indeed	1
10/2/17	Vicki Gantt	Kaplan Community College	1
10/4/17	Brittany Boyd	Employee Referral	1
10/4/17	Amy Brooks	Employee Referral	1
10/11/17	Kevin Gardner	Indeed	1
10/11/17	John Long	Employee Referral	1
10/12/17	Reginald Beas	Kaplan Community College	1
10/15/17	Kate Evans	Employee Referral	1

10/16/17	Jimmy Alexander	Kaplan! Community College
10/17/17	Becky Wilhoit	Indeed
10/22/17	Pricilla Sanchez	Employee Referral
10/23/17	Dan Herron	Indeed
10/24/17	Braden Armstrong	Client Referral
10/24/17	Kamiana Young	Employee Referral
10/26/17	Rachel Yau	Kaplan! Community College
10/29/17	Jeff Bagshaw	Client Referral
11/02/17	Ashley Murphy	Employee Referral
11/1/17	Patricia Ponomoi (2 nd Interview)	Employee Referral
11/5/17	Ned Crisuttollo	Employee Referral
11/6/17	Roshawn Futuza	Employee Referral
11/6/17	Jay Watts	Employee Referral
11/6/17	Cutter Hammock	Client Referral
11/8/17	James Black	Employee Referral
11/8/17	Blair Vamb	Employee Referral
11/9/17	Cindy Galloway	Indeed
11/12/17	Susan Hurst	Employee Referral
11/13/17	Mike Brown	Employee Referral
11/14/17	Jan Resuello	Indeed
11/14/17	Staci Patrick	Employee Referral
11/15/17	Julie Anderson	Employee Referral
11/15/17	Betty McCray	Indeed
11/16/17	Liz Rubel	Employee Referral
11/16/17	Hannah Herring	Indeed
11/20/17	Jay Arthur	Indeed
11/28/17	Reyn Pina	Employee Referral
12/1/17	Patricia Ponomoi (3 rd Interview)	Employee Referral

** DISPOSITION

1. Interviewed, no offer
2. Interviewed, offer extended, and hired
3. Interviewed, offer extended, but rejected



RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

PLEASE READ: Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person, and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organization contacted with the respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

JOB TITLE: Account Executive **FULL-TIME OR PART-TIME:** FULL-TIME **DATE:** 06/1/17 – 12/4/17

RECRUITMENT SOURCES	NUMBER OF REFERRED APPLICANTS INTERVIEWED
----------------------------	--

1. Indeed
2. Client Referral
3. Kapiolani Community College
4. Employee Referral

12
06
04
24

DATE POSITION WAS FILLED: 12/4/17

REFERRAL SOURCE OF APPLICANT HIRED: Employee Referral

Posted on All Stations

Employment

Work With Us



TO BE SUCCESSFUL AT SUMMIT MEDIA LLC you must exhibit talent, initiative, team skills, effective communication ability and high ethical standards. In return, Summit Media commits to treating employees with integrity, dignity and respect. Summit Media invests in the development of our people.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Summit Media is an Equal Opportunity Employer. In accordance with the FCC's EEO regulations, any organization that distributes information about employment opportunities to job seekers or refers job seekers to employers may request that it be provided notice of Summit Media's job vacancies as they occur.

If your organization would like to be notified of such vacancies, please contact Rhoda Kihikihl at Summit Media Honolulu, 900 Fort Street, Suite 700, Honolulu, Hawaii 96813 or HR.Hawaii@summitmediacorp.com. Check out the great opportunities we currently have at Summit Media below.

Posting Date: June 5, 2017

Position: Sales Account Manager
Full Time commissioned sales
KCGN/KPHW/KRTR/KINE

Excellent benefits package available

Job Description: SummitMedia Hawaii, home to the state's top radio stations is seeking senior and mid-level Account Managers. Creative and energetic self-starters must enjoy prospecting and developing new business. Account Managers must be able to quickly grow revenue for company while helping advertising partners grow their business through integrated marketing solutions. Account Managers report directly to their Local Sales Manager.

Experience Preferred: 2+ years Sales & or Marketing experience with a proven record of new business development success desired but not necessary. Experience with digital, SEO/SEM, social and mobile sales a plus. Also Open to candidates with little sales experience that are eager to learn and grow

Responsibilities: Include managing current accounts, prospecting new leads, cold calling, working with clients and agencies to create marketing plans, selling events, digital, social and mobile. Additional responsibilities include invoicing, collections, and renewals. Extensive training provided

Direct Resume To: Rhoda Kihikihl or Fax 275-1198 or email veronica.yamagata@summitmediacorp.com

Note: No phone calls - Applicant will be notified for interview

EOE

Please Confirm Job Vacancy Information

Note: the job will not be posted until you press the submit button below

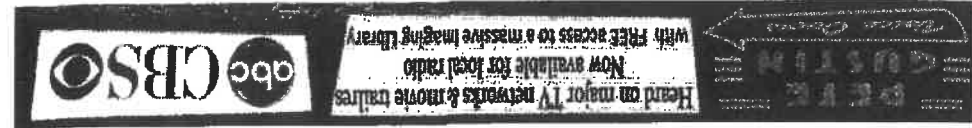
Job ID:	026045
Date Submitted:	06/21/2017
Actual Job Title:	Sales Account Manager
Department:	All
FCC Job Category:	Sales Workers
Compensation:	per year
Employment Type:	30 or more hours per week
Hours/Shifts:	
Education:	High School Graduate
Experience:	2+ years Sales & or Marketing experience with a proven record of new business development success desired but not necessary. Experience with digital, SEO/SEM, social and mobile sales a plus. Also Open to candidates with little sales experience that are eager to learn and grow
Job Description:	SummitMedia Hawaii, home to the state's top radio stations is seeking senior and mid-level Account Managers. Creative and energetic self-starters must enjoy prospecting and developing new business. Account Managers must be able to quickly grow revenue for company while helping advertising partners grow their business through integrated marketing solutions. Account Managers report directly to their local Sales Manager. Include managing current accounts, prospecting new leads, cold calling, working with clients and agencies to create marketing plans, selling events, digital, social and mobile. Additional responsibilities include invoicing, collections, and renewals. Extensive training provided
Requirements:	Auto needed
Benefits:	Medical, Dental, Drug & Vision 401K plan Life Ins.
EEO Statement:	This company is an Equal Opportunity Employer committed to the creation of a workplace free from discrimination and harassment. We recruit, hire, train, promote, compensate, and provide benefits and privileges to individuals in all job titles without regard to race, color, creed, religion, ancestry, sexual orientation, national origin, age, sex, disability, veteran status, or other legally protected status. Our company is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.
Date Job Available:	ASAP
Termination Date:	12-31-2017

[Edit This Job](#)

[Submit This Job](#)

* I have verified the information and I'm now ready to send the job posting out to the selected outreach area.
 Please note! When clicking submit your job posting will be sent to the selected resources immediately. No further edits will be possible. If you leave this page without clicking "Submit This Job" the job will not be posted.

Contact's First Name: Rhoda	
Contact's Last Name: Kihikihi	
Fax: 808 275-1198	
E-mail Address: RHODA.KIHIKIHI@SUMMITMEDACORP.COM	
Contact Instructions: ADDITIONAL DETAILS Rhoda Kihikihi 900 Fort St. Suite 700, Honolulu, Hawaii, 96813 or e mail rhoda.kihikihi@summitmediacorp.com, or fax: 275-1198*No phone calls - qualified applicant will be notified for interview	
Level of Outreach: City/Local Posting	
Other Outreach: All station websites Hawaii Job Engine Hireathawaii.com All Access Real Jobs Hawaii Community colleges	
For which station(s) are you advertising this job? KCCN-FM,KINE-FM,KKNE-AM,KPHW-FM,KRTR-FM,KRTR-AM	
Hide station(s) on job notice? No	



You have 120 unread Net News stories.

search by keyword ..

Home > All Forums > Job Market > Job Openings

Forums

Search Forum Rules

User Control Panel (0 new messages) • View your posts

Sales Account Manager

Forum rules

You can only post the job opening once in any 24 hour period. Please print your job opening for EOE records. Job openings will remain visible for 14 days. Do not post in this forum if you are looking for work. Please, go to Situations

No voiceover, voice tracking, or other business plugs, please!

Search this topic...

1 post • Page 1 of 1

Edit post

Delete post

Report this post

Sales Account Manager

by RKIHKIH • Wed Jun 21, 2017 6:58 pm

Position: Sales Account Manager

Full Time commissioned sales

KCCN/KPHW/KRTR/KINE

Excellent benefits package available

Job Description: SummitMedia Hawaii, home to the state's top radio stations is seeking senior and mid-level Account Managers. Creative and energetic self-starters must enjoy prospecting and developing new business. Account Managers must be able to quickly grow revenue for company while helping advertising partners grow their business through integrated marketing solutions. Account Managers report directly to their Local Sales Manager.

Experience Preferred: 2+ years Sales & or Marketing experience with a proven record of new business development success desired but not necessary. Experience with digital, SEO/SEM, social and mobile sales a plus. Also Open to candidates with little sales experience that are eager to learn and grow

Responsibilities: include managing current accounts, prospecting new leads, cold calling, working with clients and agencies to create marketing plans, selling events, digital, social and mobile. Additional responsibilities include

invoicing, collection, and renewals. Extensive training provided

Direct Resume To: Rhoda Kihikihi or Fax 275-1198 or e mail Rhoda.kihikihi@summitmediacorp.com.

Note: No phone calls - Applicant will be notified for interview

RKIHKIH

Posts: 16

Joined: Thu Feb 14, 2013 5:42 pm

Private message

Top

1 post • Page 1 of 1

Return to Job Openings

Jump to:

Board index

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The team • All times are UTC - 8 hours [DST]

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Sales Account Manager

Job Listing

Job Title

Sales Account Manager

Jun 21 2017

SummitMedia LLC, Hawaii | Honolulu | Full Time, \$30,000 - \$40,000 / year

Job Description

Position: Sales Account Manager

Full Time commissioned sales

KCCN/KPHW/KRTR/KINE

Excellent benefits package available

Job Description: SummitMedia Hawaii, home to the state's top radio stations is seeking senior and mid-level Account Managers. Creative and energetic self-starters must enjoy prospecting and developing new business. Account Managers must be able to quickly grow revenue for company while helping advertising partners grow their business through integrated marketing solutions. Account Managers report directly to their Local Sales Manager.

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Direct Resume To: Rhoda Kihikihi or Fax 275-1198 or e mail

veronica.yamagata@summitmediacorp.com

Note: No phone calls - Applicant will be notified for interview

EOE

Edit job

Close preview

Enter Your Email

Subscribe

Subscribe to our newsletter to stay up to date on employment trends and business tips.



— HAWAII —

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SEARCH CRITERIA: Internal jobs only and Complete jobs

1 Records Found

Job ID:	1343706
Job Title:	Sales Account Manager
Description: (partial description):	Position: Sales Account Manager
Employer:	SummitMedia, LLC.
Location/Worksite:	900 Fort Street Mall Honolulu HI, 96813-3721
Salary:	\$25,000 to \$30,000 per Year
Minimum Education Level:	High School Diploma or Equivalent
Minimum Months Experience:	24 month(s)
Created:	12/16/2016
Inactive After:	12/22/2017 12:00:00 AM
Actual Close Date:	N/A
Views:	53
Positions Available:	1
Applicants Hired:	0
Positions Remaining:	1
Number of Applicants Requested:	25
Actual Applications Made:	1
Applicant Balance:	24
Special Category:	
Job Order Details	
<input type="checkbox"/> Action <input type="checkbox"/> View job details	
<input type="checkbox"/> Copy <input type="checkbox"/> Edit <input type="checkbox"/> Delete <input type="checkbox"/> Search by Job Criteria <input type="checkbox"/> Pre-fill Advanced Resume Search <input type="checkbox"/> Applicants <input type="checkbox"/> Preview <input type="checkbox"/> Template	

Results View: [Summary](#) | [Detailed](#)
 To sort data, click the details column header

Show Filter Criteria

Job Orders Job Order Templates Application Questions Job Skill Sets Tools and Technology

[Employer Profiles](#) [Human Resource Plan](#)

[[Employer Portfolio](#)]



Viewing Job: 9687/Sales Account Manager

The changes you made to this job have been saved and submitted.

- Profile View
- Position Information
- Contact Information
- Posting Information

Position Information

[Edit]

Please review the information contained in the job posting. Click on the [Edit] link for each section to make any changes.

Click the [View Activity] link above to view all activity for this job posting.

Job ID: 9687

Job Title: Sales Account Manager

Job Reference No.:

Organization Name: SummitMedia Hawaii

No. of Openings: 2

Work Schedule: Mon-Fri some evenings & weekends & holidays

Hours per Week: 40+

Wages/Salary: Commission + Annual

Benefits/Comments:

Employment Start Date: Jan 2017

Employment End Date:

Job Description: Position: Sales Account Manager

Full Time Annual + commissioned sales

KCCN/KPHV/KRTR/MNE

Excellent benefits package available

Job Description: SummitMedia Hawaii, home to the state's top radio stations is seeking senior and mid-level Account Managers. Creative and energetic self-starters must enjoy prospecting and developing new business. Account Managers must be able to quickly grow revenue for company while helping advertising partners grow their business through integrated marketing solutions. Account Managers report directly to their Local Sales Manager.

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Responsibilities: Include managing current accounts, prospecting new leads, cold calling, working with clients and agencies to create marketing plans, selling events, digital, social and mobile. Additional responsibilities include invoicing, collection, and renewals. Extensive training provided

Direct Resumes To: Rhoda Khikhi or Fax 275-1198 or e mail rhodajam@summitmediascorp.com
Note: No phone calls - Applicant will be notified for interview
EOE
Qualifications: 2 years Sales experience preferred
Automobile required
Application Instructions: Send resume and cover letter
Online Application Address:

Contact Information

[Edit]

First Name: Rhoda
Last Name: Khikhi
Title: Business Manager
Address Line 1: 900 Fort Street Suite 700
Address Line 2:
City: Honolulu
State: HI
Zip: 96813
Country:
Phone: (808) 275-1010
Fax: (808) 275-1198
Email: rhoda.khikhi@summitmediascorp.com
Website:

Posting Information

[Edit]

*Job Location - Island: Oahu

*Job Location - Area: Oahu - Honolulu

*Job Category: Business

*Position Status: Regular

*Position Type: Full-time

*Additional Position Requirements: Contact with customers or clients outside of the organization's office/place of business

*Student Status: Alumni

*Minimum Education Required: None

*Preferred Majors:

Which campuses would you like to post from UHCC System Campuses

your job with? Honolulu Community College

Kapolei Community College

Kapolei Community College

Leeward Community College

Wardward Community College

Primary College: Kapolei Community College

*Post Date: 6/21/2017

*Expiration Date: 12/15/2017

Show Contact Info: Yes

Allow Students to Apply thru JobCenter: Yes

Job Postings

① Attention:

Note: You will be notified as your job approaches expiration and provided an opportunity to extend the posting.

Note: Job expiration date will be automatically adjusted to maximum allowed -180 days after the posting date.

① Please Note: On-Campus Recruiting (OCR) positions should be entered in the On-Campus Recruiting (OCR) section.

Student Views:22

CANCEL

SUBMIT

* indicates a required field

Position Information

ID

12506

Position Type *

If you are posting an unpaid internship, please be advised that we require a training plan. [Click here](#) for more information on training plans.

Full Time

Part Time

Paid Internship or Co-op

Unpaid Internship (Training Plan Required)

On-Campus Student Worker

Federal Work Study

Temporary/Seasonal

Reposted

Volunteer

Restrict Applications

This field is not applicable for non-ocr positions. Restrict Applications (only applies to OCR Positions) :

Blind Posting

Choosing "yes" will hide Employer/Contact name and link from students

Yes No

Position Title *

Sales Account Manager

Job Function *

Accounting
Administrative
Advertising

Job Description *

Position: Sales Account Manager
Full Time commissioned sales
KCCN/KPHW/KRTR/KINE
Excellent benefits package available
Job Description: SummitMedia Hawaii, home to the state's top radio stations is seeking senior and mid-level Account Managers. Creative and energetic self-starters must enjoy

Number of Openings

Enter the number of positions available for this job posting.

Qualifications/ Requirements

GPA

Please enter the minimum grade point average desired.

Degree Level

Bachelor's Degree
Master's Degree
Certificate
Associate Degree

Class Level

Please enter the desired class levels.

Freshman
Sophomore
Junior

Desired Skills

Type in and choose from suggested skills or press enter to create a new skill. You can add a total of 10 skills.

Sales Process
Outside Sales
Digital Programming

Desired Major(s)

Use the menu below to select major(s).

ADD...

Work Authorization

Please enter the desired work authorization.

State/Province *

Honolulu

Enter the City

City *

Yes No

Nationwide *

Location

Location *



Travel Percentage



commission based

Salary Level

40

Approximate Hours Per Week

Duration

2017-11-01

Desired Start Date

SELECT

CLEAR

Legally Authorized to Work in the U.S.
Other (Job located outside of U.S.)
MustBeAU.S.Citizen(Legal ReasonR required)



Display Contact Information To Students

Rhoda.Kihikih@summitmediacorp.com

desired.

Enter an email address to which student resumes will be sent if

Default email address for resumes *

Contact Us Directly (Enter Details Below)

Accumulate Resumes on HPU Connect

Email From HPU Connect

directly.

Select "Contact Us Directly" and enter your contact info in the "How to Apply" field below if you would prefer applicants to contact you

notifications from us with this method.

applicants will reside online in your HPU Connect account and you

By selecting "Accumulate Resumes on HPU Connect", resumes from

from HPU Connect with applicant's resume attached.

By selecting "E-mail From HPU Connect", you will receive an email

notifications from us with this method.

MORE THAN ONE.

Enter your preferred method of receiving resumes. **DO NOT SELECT**

Resume Receipt *

ADD ITEM

DELETE

United States

Enter the Country

Country *

Hawaii

Enter the State/Province

Your contact information is not visible to students unless this box is checked and your details are provided in the 'Contact Information' field below.



Contact Information *

Contact information visible to students.

Ms. Rhoda Kihikihi
 HR Business Manager
 900 Fort Street
 Suite 700

Posting Date *

(Job announcement will be posted on this date.)

2017-06-29

SELECT

CLEAR

Expiration Date *

(Job announcement will be removed on this date.)

2017-12-25

SELECT

CLEAR

Additional Documents

Which additional documents do you request.

- Cover Letter
 Unofficial Transcript
 Writing Sample
 Other Documents

Requisition #

Attachment(s)

Attachments are limited to 200 KB. If you are unable to attach a large file, please reduce the size and try to attach it again. You can also try converting it to PDF.

ADD ITEM

NACElink
CAREER SERVICES MANAGER

NACElink Network is a collaboration between NACE, Symlicity, DirectEmployers and your college/university. [Privacy Policy](#) | [Terms of Use](#)

SUBMIT

CANCEL

Search Jobs Near Me



Post a job

[1 Jobs Now Hiring](#)
[2 Employment Job Jobs](#)

Preview

[Edit listing](#)
[Submit Listing](#)

Business/HR Manager

- 1 Job List
- 2 Create Job Resume

Full Time

[Honolulu, Hawaii](http://maps.google.com/maps?q=Honolulu%2C+Hawaii&zoom=14&size=512x512&maptype=roadmap&sensor=false)
<http://maps.google.com/maps?q=Honolulu%2C+Hawaii&zoom=14&size=512x512&maptype=roadmap&sensor=false>

Posted by ADMIN Closes: Dec 29, 2017

Salary: \$Annual - salary + commission

SummitMedia LLC

Honolulu, Hawaii - Top Ten Radio Stations

Position: Sales Account Manager

Full Time commissioned sales

KCCN/KPHW/KRTR/KINE

Excellent benefits package available

Job Description: SummitMedia Hawaii, home to the state's top radio stations is seeking senior and mid-level Account Managers. Creative and energetic self-starters must enjoy prospecting and developing new business. Account Managers must be able to quickly grow revenue for company while helping advertising partners grow their business through integrated marketing solutions. Account Managers report directly to their Local Sales Manager.

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Direct Resume To: Rhoda Kihikihl or Fax 275-1198 or e mail Rhoda.kihikihl@summitmediacorp.com

Note: No phone calls - Applicant will be notified for interview

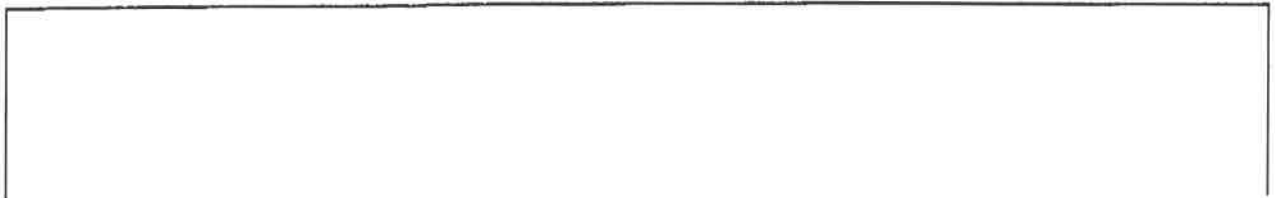
EOE

Job Notices

1 Job Application

2 Advertise a Job

5 Shares



[Job List](#) | [Create Job Resume](#)

Shares 4 1

Job submitted successfully. Your listing will be visible once approved.

[Jobs Now Hiring](#) | [Employment Job Jobs](#)

Post a Job

Search Jobs Near Me

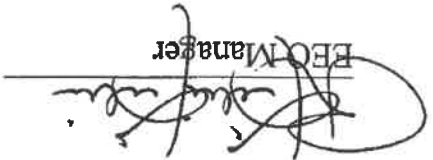


**EEO CHECKLIST
FOR
JOB RECRUITMENT FILE**

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

- Personnel Requisition
- Job Description / Job Posting
- Copies of dated General Recruitment Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources
- Completed Interviewed Applicant Referral Source Sheets
- Completed Interviewed Applicants Tracking Log
- Completed Recruitment Sources Contact and Referral Log
- Copy of any newspaper advertisement (Check for BOE/M/F clause)
- Copy of SummitMedia Website Advertisement

NOTE: RESUMES RECEIVED FROM, AND EMPLOYMENT APPLICATIONS COMPLETED BY, ALL INTERVIEWED CANDIDATES MUST BE KEPT IN A FILE SEPARATE FROM THE JOB RECRUITMENT FILE.


EEO Manager

Date file completed
2/28/18

SummitMedia Hawaii PERSONNEL REQUISITION POSITION APPROVAL

TO: Darryl Grondines
From: Rhoda Kihikihi
Date: 2/8/18
Dept: Promotions

Job Title of Open Position: Promotions Director

Date required: Full Time Part Time

Replacement New Position
 Budgeted Yes No

Posting for internal board:

Promotions Manager Reports to the Marketing Director
 Duties include but are not limited to:

- Prepare Weekday and Weekend remotes, van hits, movie premieres, expos and any other on site event.
- Manage street team and interns
- Work with Program Director to make sure that each event has an emcee and a promotions person at each event.
- Track and implement station promotions through AMP
- Maintain the 4 FM stations master calendars
- Attend weekly promotions meetings
- Up keep station vehicles, to include proper paperwork and cleanliness of vehicles
- Help with social media to keep events top of mind
- Pick up and drop off any promotions related items

Qualifications: Ideal candidate should have a basic knowledge of broadcasting, the ability to multi-task and meet tight deadlines. Ideal candidate must have excellent interpersonal and communication skills. Qualified applicant must be able to lift up to 50 pounds.

Qualified candidates: Please send resumes to:

SummitMedia Hawaii
 900 Fort Street Suite 700
 Honolulu, Hawaii 96813
 Attn: Rhoda Kihikihi

Or email to Rhoda.kihikihi@summitmediacorp.com
 Or Fax (808) 275-1198

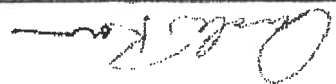
It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination.
Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

This job will be posted internally and externally. If you need additional sources, please notify the Business Managers office.

Department Head/Hiring Manager Andrew Rosen/Rhoda Kihikhi

Date: 2/8/18

President



2/5/18



Job Posting

Posting Date: 2/8/18

Promotion Director

Position:

Requirements:

Computer Skills, Knowledge of Adobe Photoshop, Publisher, PowerPoint & Promo Suite, Outgoing and Personable, Hardworking, Dependable, Accurate, Detail Oriented, Multi-tasker, Clean Driving abstract, able to drive "oversized" vehicles and able to lift up to 50lbs, flexible hours a must. Team Player

Execute and oversee various on-site promotions. Includes setting up sound systems, station tents, tables, cutting & hanging banners, and running interactive games with event goers. Also requires assisting in developing and posting visually appealing marketing materials for website and social media marketing campaigns. Working with the sales and programming department to properly execute on site promotions. Maintain and drive station vehicles. Assign talent for station appearances. Data input, clerical-filing, typing etc.

Job Description:

Preferred Applicant: *Promotions & Marketing experience,

*Computer Skills

*Graphic Design

*Marketing Experience

Direct Resume To:

Rhoda Kihikihiki

Fax 275-1198 or e mail Rhoda.Kihikihiki@summitmediacorp.com

No phone calls – Applicant will be notified for interview

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

To the applicant: SummitMedia, LLC is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decision, and is not part of your employment file. Please print firmly and legibly.

Name: Yasuma Christine Last First M.I.
Date: 12/4/17

Position Applied For: Promo Dir

- How were you referred for employment?
- School Name of School
 - Agency Name of Agency
 - Employee Name of Employee Mele Yasuma
 - Advertisement Name of Publication
 - Community Organization Name
 - Other _____

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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Name:

Fisher

Last

Mick

First

M.I.

Date:

2/10/18

Position Applied For:

Phone Dir

How were you referred for employment?

- School _____
Name of School
- Agency _____
Name of Agency
- Employee _____
Name of Employee
- Advertisement _____
Name of Publication *Indeed*
- Community Organization _____
Name
- Other _____

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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Name: Helmstrom Last First M.I. Date: 2/11/18

Position Applied For: Phone Dir How were you referred for employment?

- School Name of School
- Agency Name of Agency
- Employee Name of Employee
- Advertisement indeed Name of Publication
- Community Organization Name
- Other _____

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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Name: Goodwin Glenn Last Glenn First Glenn M.I. Glenn Date: 11/18

Position Applied For: Press Dir

How were you referred for employment?

- School Name of School
- Agency Name of Agency
- Employee Name of Employee
- Advertisement KATR website Name of Publication
- Community Organization Name
- Other _____

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Name: Last First M.I.
 Dadulla Melissa

Position Applied For: 2/12/18
How were you referred for employment?

- School Name of School
- Agency Name of Agency
- Employee Name of Employee
- Advertisement Name of Publication Indeed
- Community Organization Name
- Other

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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Name: Segundo Last Joey First Dir M.I. Promo
 Date: 2/13/18
 Position Applied For: Promo Dir

- How were you referred for employment?
- School _____ Name of School _____
 - Agency _____ Name of Agency _____
 - Employee _____ Name of Employee _____
 - Advertisement Indeed Name of Publication _____
 - Community Organization _____ Name _____
 - Other _____

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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Name: Last Ratcliffe First Cheryl M.I. _____ Date: 2/22/18

Position Applied For: Phone Dir

How were you referred for employment?

- School _____ Name of School _____
- Agency _____ Name of Agency _____
- Employee _____ Name of Employee Lilly Yawackula
- Advertisement _____ Name of Publication _____
- Community Organization _____ Name _____
- Other _____

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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Name: Dawidewicz Last Jack First M.I. 2/27/18 Date

Position Applied For: Provo Dir

How were you referred for employment?

- School Name of School
- Agency Name of Agency
- Employee Name of Employee
- Advertisement All Access Name of Publication
- Community Organization Name
- Other _____

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

To the applicant SummitMedia, LLC is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decision, and is not part of your employment file. Please print firmly and legibly.

Name: Last First M.I. Date:

Position Applied For:

- School Name of School
- Agency Name of Agency
- Employee Name of Employee
- Advertisement Name of Publication
- Community Organization Name
- Other

Jose Cruz

Primo Bar

KO

Stacey

3/6/18

INTERVIEWED APPLICANTS TRACKING LOG

Please read: Use this form to record all applicants interviewed for a position in your organization, (via telephone or in-person). Identify all applicants by name, referral source and disposition of the candidate's application. This form should be maintained in the job Recruitment File. This data is for purposes of tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment or employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.

Position Applied For: Param Div Name of Department: Promotions
 Person Preparing This Report: Rickman Location: Honolulu
 Date Prepared: 3/28/18 Name/Title of Hiring Manager: A. Cohen

Sample:

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION*
8/22/94	Jane Doe	Atlanta NAACP	3
8/22/94	John Doe/Phone Interview	Cox Career Network	1

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION*
12/17	Christine Vasquez	Mel Gama	1
2/10/18	Rick Fisher	Indeed	1
2/11/18	Tim Holmstrom	Indeed	1
2/12/18	Glenn Goodwin	KSTR website	1
2/12/18	Melesa Dadiya	Indeed	1
2/13/18	Boeh Seoundio	Indeed	1
2/27/18	Crystal Ruffalo	Milly Yamachika	1
2/27/18	Jack Danilewicz	All access	1
3/6/18	Stacy Ko	Soso Cruz	2

**DISPOSITION

1. Interviewed, no offer
2. Interviewed, offer extended, and hired
3. Interviewed, offer extended, but rejected

RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

Please read: Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organizations contacted with respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

JOB TITLE:

Promotion Manager

FULL-TIME OR PART-TIME:

FT

RECRUITMENT SOURCES

NUMBER OF REFERRED APPLICANTS INTERVIEWED

1. BCS	0
2. Indeed	4
3. All Access	1
4. Real Jobs It	0
5. STJ Website	1
6. Emp. Referral	3
7. In House	0
8. HAR-Virtual Job Fair	0
9.	
10.	

DATE POSITION WAS FILLED:

5/26/18

REFERRAL SOURCE OF APPLICANT HIRED:

Jose Cruz

Please Confirm Job Vacancy Information
 Note: the job will not be posted until you press the submit button below

Job ID:	026674
Date Submitted:	02/08/2018
Actual Job Title:	Promotions Director
Department:	All
FCC Job Category:	Officials and Managers
Compensation:	\$30-\$45,000 pending per year
Employment Type:	30 or more hours per week
Hours/Shifts:	M-F 8-5p and Weekends
Education:	some college ok Promotion and Marketing experience preferred Preferred Applicant: *Promotions & Marketing experience, *Computer Skills *Graphic Design *Marketing Experience
Experience:	Computer Skills, Knowledge of Adobe Photoshop, Publisher, Hardworking, Dependable, Accurate, Detail Oriented, Multi-tasker, Clean Driving abstract, able to drive "oversized" vehicles and able to lift up to 50lbs, flexible hours a must. Team Player
Job Description:	Execute and oversee various on-site promotions. Includes setting up sound systems, station tents, tables, cutting & hanging banners, and running interactive games with event goers. Also requires assisting in developing and posting visually appealing marketing materials for website and social media marketing campaigns. Working with the sales and programming department to properly execute on site promotions. Maintain and drive station vehicles. Assign talent for station appearances. Data input, clerical-filing, typing etc.
Requirements:	Drivers license
Benefits:	Medical, Dental, Drug & Vision 401K plan Life Ins.
EEO Statement:	This company is an Equal Opportunity Employer committed to the creation of a workplace free from discrimination and harassment. We recruit, hire, train, promote, compensate, and provide benefits and privileges to individuals in all job titles without regard to race, color, creed, religion, ancestry, sexual orientation, national origin, age, sex, disability, veteran status, or other legally protected status. Our company is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.
Date Job Available:	ASAP
	6/1/18

Termination Date:		
Contact's First Name:	Rhoda	
Contact's Last Name:	Kihikihi	
Fax:	808 275-1198	
E-mail Address:	RHODA.KIHIKIHI@SUMMITMEDICORP.COM	
Contact Instructions:	ADDITIONAL DETAILS Rhoda Kihikihi 900 Fort St. Suite 700, Honolulu, Hawaii, 96813 or e mail rhoda.kihikihi@summitmediacorp.com, or fax: 275-1198 No phone calls - qualified applicant will be notified for interview	
Level of Outreach:	City/Local Posting	
Other Outreach:		
For which station(s) are you advertising this job? KCCN-FM,KINE-FM,KPHE-FM,KRTR-FM,KRTR-AM		
Hide station(s) on job notice? No		

* I have verified the information and I'm now ready to send the job posting out to the selected outreach area.
Please note! When clicking submit your job posting will be sent to the selected resources immediately. No further edits will be possible. If you leave this page without clicking "Submit This Job" the job will not be posted.

Submit This Job

Edit This Job

Find Jobs Resume Employers Analytics Need Help? [Bhoda.kh@summitmedia.com](#)

Indeed

Overview Jobs Candidates Career Page

Find Candidates... Search Post a Job

Add a credit card to enable sponsoring of jobs.

Back to all jobs

Promotions Director SummitMedia LLC - Honolulu, HI

edit job
close job
view get & performance
find candidates for this job

Views: 0
Candidates: 0
Status: Open - Pause
Created: Feb 8

Gathering data...
Clicks this week

Check back tomorrow to see how your job is performing.

Sponsor Job for More Clicks
Improve Job Description

This job will be visible on Indeed shortly.

Candidates

Awaiting Review	0
Total (excluding rejected)	0
Rejected	0

Job Description

Job Summary

Position: Promotion Director

Requirements: Computer Skills, Knowledge of Adobe Photoshop, Publisher, PowerPoint & Promo Suite, Outgoing and Personable, Hardworking, Dependable, Accurate, Detail Oriented, Multi-tasker, Clean Driving abstract, able to drive "oversized" vehicles and able to lift up to 50lbs, flexible hours a must, Team Player

Job Description: Execute and oversee various on-site promotions. Includes setting up sound systems, station tents, tables, cutting & hanging banners, and running interactive games with event goers. Also requires assisting in developing and posting visually appealing marketing materials for website and social media marketing campaigns. Working with the sales and programming department to properly execute on site promotions. Maintain and drive station vehicles. Assign talent for station appearances. Data input, clerical-filing, typing etc.

Preferred Applicant: Promotions & Marketing experience,

Computer Skills

Graphic Design

Marketing Experience

Direct Resume To: Rhoda Kihikihi

Fax 275-1198 or e mail

No phone calls - Applicant will be notified for inte review

Responsibilities and Duties

Computer Skills, Knowledge of Adobe Photoshop, Publisher, PowerPoint & Promo Suite, Outgoing and Personable, Hardworking, Dependable, Accurate, Detail Oriented, Multi-tasker, Clean Driving abstract, able to drive "oversized" vehicles and able to lift up to 50lbs, flexible hours a must. Team Player

Qualifications and Skills

Preferred Applicant: Promotions & Marketing experience,

Computer Skills

Graphic Design

Marketing Experience

Benefits

Medical, Dental, Vision, Drugs

Life Insurance

401K with company match

Job Type: Full-time

Salary: \$30,000.00 to \$45,000.00 /year

Qualification Questions

You have requested that Indeed ask candidates the following questions:

- How many years of Promotions and Marketing experience do you have?
- Are you in Honolulu, HI?

Products - Resources - FAQ - Blog

©2018 Indeed - Cookies, Privacy and Terms - Contact



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search by keyword ...

Home > All Forums > Job Market > Job Openings

Forums

Search Forum Rules

User Control Panel (0 new messages) • View your posts

SummitMedia Hawaii needs Experienced Promotion Director

Forum rules
You can only post the job opening once in any 24 hour period. Please print your job opening for EOE records. Job openings will remain visible for 14 days. Do not post in this forum if you are looking for work. Please, go to Situations Wanted to post your availability.

No voiceover, voiceclacking, or other business plugs, please!

Search this topic... Search

1 post • Page 1 of 1

Edit post

Delete post

Report this post

SummitMedia Hawaii needs Experienced Promotion Director

by RKIKIHI » Thu Feb 08, 2018 2:07 pm

Position: Promotion Director

Requirements: Computer Skills, Knowledge of Adobe Photoshop, Publisher, PowerPoint & Promo Suite, Outgoing and Personable, Hardworking, Dependable, Accurate, Detail Oriented, Multi-tasker, Clean Driving abstrad, able to drive "oversized" vehicles and able to lift up to 50lbs, flexible hours a must, Team Player

Job Description: Execute and oversee various on-site promotions. Includes setting up sound systems, station tents, tables, cutting & hanging banners, and running interactive games with event goers. Also requires assisting in developing and posting visually appealing marketing materials for website and social media marketing campaigns. Working with the sales and programming department to properly execute on site promotions. Maintain and drive station vehicles. Assign talent for station appearances. Data input, clerical-filing, typing etc.

Preferred Applicant: Promotions & Marketing experience.

Computer Skills

Graphic Design

Marketing Experience

Direct Resume To: Rhoda Kihikihi

Fax 275-1195 or e mail: Rhoda.Kihikihi@summitmediacorp.com

No phone calls - Applicant will be notified for interview

RKIKIHI

Posted: 20

Joined: Thu Feb 14, 2013 5:42 pm

Private message

Top

1 post • Page 1 of 1

Return to Job Openings

Jump to: Job Openings Go

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The team • All times are UTC - 8 hours [DST]

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PROMOTION DIRECTOR

Job Listing

Job Title

PROMOTION DIRECTOR

SummitMedia LLC, Hawaii | Honolulu | Full Time, \$30,000 - \$45,000 / year

Posted

Feb 08 2018

Job Description

Position: Promotion Director

Requirements: Computer Skills, Knowledge of Adobe Photoshop, Publisher, PowerPoint & Multi-tasker, Clean Driving abstract, able to drive "oversized" vehicles and able to lift up to 50lbs, flexible hours a must. Team Player

Job Description: Execute and oversee various on-site promotions. Includes setting up sound systems, station tents, tables, cutting & hanging banners, and running interactive games with event-goers. Also requires assisting in developing and posting visually appealing marketing materials for website and social media marketing campaigns. Working with the sales and programming department to properly execute on site promotions. Maintain and drive station vehicles. Assign talent for station appearances. Data input, clerical-filing, typing etc.

Preferred Applicant: *Promotions & Marketing experience,

*Computer Skills

*Graphic Design

*Marketing Experience

Direct Resume To: Rhoda Kihikihi

Fax 275-1198 or e mail Rhoda.Kihikihi@summitmediacorp.com

No phone calls - Applicant will be notified for interview

Close preview

Edit job

Post this job

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HAWAII

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Summit Media Corp.
900 Fort Street Suite 700
Honolulu, HI

RE: Hawaii Job Fair Participation, Feb 19, 2018

Feb 26, 2018

Dear Rhoda Kinikihī,

Thank you for participating in the Hawaii's Broadcasters Virtual Job Fair the week of Feb 19, 2018. Your hiring agent of record was Rhoda Kinikihī and the stations that participated were: KCCN/KINE/KRTR/KPHW.

Please keep this letter for your records.

Thank you again for participating in the Broadcasters Virtual Job Fair.

Best Regards,

Jamie Hartnett
Executive Director
Hawaii Association of Broadcasters
P.O. Box 61562
Honolulu, HI 96839

**Hawaii Broadcasters Virtual Job Fair
February 19 - 23, 2018**

Daily Statistics for February 2018												
Day	Visits	Views	Clicks	Leads	Registrations	Applications	Interviews	Offers	Acceptances	Startups	Follow-ups	
19	1791	3,05%	1031	2,36%	275	3,75%	215	3,61%	496	10,66%	4106	2,27%
20	1923	3,28%	923	2,11%	455	6,21%	202	3,40%	473	10,17%	4824	2,67%
21	2278	3,89%	1571	3,60%	291	3,97%	233	3,92%	619	13,31%	9960	5,51%
22	2194	3,75%	1529	3,50%	294	4,01%	225	3,78%	600	12,90%	8045	4,45%
23	1204	2,06%	575	1,32%	239	3,26%	210	3,53%	604	12,99%	3604	2,00%
TOTALS	9390		5629		1554		1085		2792		30539	

Employment

Work With Us



TO BE SUCCESSFUL AT SUMMIT MEDIA LLC you must exhibit talent, initiative, team skills, effective communication ability and high ethical standards. In return, Summit Media commits to treating employees with integrity, dignity and respect. Summit Media invests in the development of our people.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Summit Media is an Equal Opportunity Employer. In accordance with the FCC's EEO regulations, any organization that distributes information about employment opportunities to job seekers or refers job seekers to employers may request that it be provided notice of Summit Media's job vacancies as they occur.

If your organization would like to be notified of such vacancies, please contact Rhoda Kihikihiki at Summit Media Honolulu, 900 Fort Street, Suite 700, Honolulu, Hawaii 96813 or HR.Hawaii@summitmediacorp.com

Check out the great opportunities we currently have at Summit Media below:

Job Posting

Posting Date: 2/8/18

Position: Promotion Director

Requirements: Computer Skills, Knowledge of Adobe Photoshop, Publisher, PowerPoint & Promo Suite, Outgoing and Personable, Hardworking, Dependable, Accurate, Detail Oriented, Multi-tasker, Clean Driving abstract, able to drive "oversized" vehicles and able to lift up to 50lbs, flexible hours a must. Team Player

Job Description: Execute and oversee various on-site promotions. Includes setting up sound systems, station tents, tables, cutting & hanging banners, and running interactive

games with event goers. Also requires assisting in developing and posting visually appealing marketing materials for website and social media marketing campaigns. Working with the sales and programming department to properly execute on site promotions. Maintain and drive station vehicles. Assign talent for station appearances. Data input, clerical-filing, typing etc.

Preferred Applicant: *Promotions & Marketing experience,

***Computer Skills**

***Graphic Design**

***Marketing Experience**

Direct Resume To: Rhoda Kihikih!

Fax 275-1198 or e mail Rhoda.Kihikih!@summitmediacorp.com

No phone calls – Applicant will be notified for interview

**EEO CHECKLIST
FOR
JOB RECRUITMENT FILE**

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

Personnel Requisition

Job Description / Job Posting

Copies of dated General Recruitment Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources

Completed Interviewed Applicant Referral Source Sheets

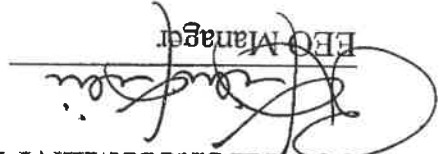
Completed Interviewed Applicants Tracking Log

Completed Recruitment Sources Contact and Referral Log

Copy of any newspaper advertisement
(Check for EOE/M/F clause)

Copy of SummitMedia Website Advertisement

**NOTE: RESUMES RECEIVED FROM, AND EMPLOYMENT
APPLICATIONS COMPLETED BY, ALL INTERVIEWED
CANDIDATES MUST BE KEPT IN A FILE SEPARATE FROM THE
JOB RECRUITMENT FILE.**


EEO Manager

Date file completed
2/23/18

SummitMedia PERSONNEL REQUISITION POSITION APPROVAL

TO: All
From: Wayne Maria
 Dept: Programming

Job Title of Open Position: On-Air Talent- Honolulu

Date required: 01/03/18

Full Time Part Time _____
 Replacement New Position
 Budgeted Yes No

Posting for internal board:

SummitMedia Honolulu currently has an opening for an On-Air Announcer. This position includes responsibilities such as, a 4-5 hour on-air show 6 days a week, daily production, both commercial and imaging, night and weekend promotional appearances as needed and content delivered daily to online distribution points.

Ideal candidate must have the following:

- A minimum of 5 years of experience on-air
- Strong production skills
- Confidence and temperament to meet and interact daily with listeners and clients on the phone and at public events.

If interested in applying for this position please forward a resume to:
 SummitMedia Honolulu, 900 Fort Street #900, Honolulu HI 96813
 Attn: Wayne Maria or wayne.maria@summitmediacorp.com

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

This job will be posted internally on the office bulletin boards and the SummitMedia websites. If you need additional sources, please notify the Controller's office.

Department Head/ Hiring Manager: Wayne Maria Date: 12/4/17
 General Manager: [Signature] Date: 2/22/18

JOB POSTING

Position: On-Air Talent Resume Deadline: January 4, 2018

Department: Programming Stations: KPWW-FM

Positions Available: 1

Responsibilities:

SummitMedia Honolulu currently has an opening for an afternoon drive show. This position includes responsibilities such as, a 4-5 hour on-air show 6 days a week, daily production, both commercial and imaging, night and weekend promotional appearances as needed and content delivered daily to online distribution points.

Ideal candidate must have the following:

- A minimum of 5 years of experience on-air
- Strong production skills
- Confidence and temperament to meet and interact daily with listeners and clients on the phone and at public events.

Qualifications:

A minimum of five years on-air experience required.

Closing Statement:

This is not an entry level position. Candidate must have an ideal mix of personality and skills specific to the broadcast industry. Please send materials to:

SummitMedia LLC
900 Fort Street, #900
Honolulu, HI 96813
Attention: Wayne Mara

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination.

Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

If you are not the intended recipient, any dissemination, distribution or copying is strictly prohibited.

If you think that you have received this e-mail message in error, please e-mail the sender at emailchanges@summitmediacorp.com.

Please consider the environment before printing this e-mail.

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

To the applicant: SummitMedia Hawaii is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. Name

H	A	L	V	E	R	S	O	N	A	L	E	X								
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Last

First

2. Date:

12	06	2017
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Day Month Year

3. Station/Position Applied For: ON AIR PERSONALITY

4. How were you referred for employment?

School

Name of School

Agency

Name of Agency

Employee

Name of Employee

Advertisement: www.allaccess.com

Name of Publication

Community Organization

Name

Other

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name

S	T	E	V	E	N	S	P	I	C	A	Z	Z	O						
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Last

First

2. Date:

12	06	2017
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Day Month Year

3. Station/Position Applied For: ON AIR PERSONALITY

4. How were you referred for employment?

School _____ Name of School _____

Agency _____ Name of Agency _____

Employee _____ Name of Employee _____

Advertisement: www.allaccess.com
Name of Publication _____

Community Organization _____ Name _____

Other _____

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1. Name

S	O	R	V	G	E	J	A	M	E	S										
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Last

First

2. Date:

12	07	2017
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Day Month Year

3. Station/Position Applied For: ON AIR PERSONALITY

4. How were you referred for employment?

School _____ Name of School _____

Agency _____ Name of Agency _____

Employee _____ Name of Employee _____

Advertisement: www.allaccess.com
Name of Publication _____

Community Organization _____ Name _____

Other _____

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1. Name

S	H	I	P	M	A	N	C	H	R	I	S	T	I	N	A				
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Last

First

2. Date:

12	14	2017
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Day Month Year

3. Station/Position Applied For: ON AIR PERSONALITY

4. How were you referred for employment?

School _____ Name of School _____

Agency _____ Name of Agency _____

Employee _____ Name of Employee _____

Advertisement: www.allaccess.com
Name of Publication _____

Community Organization _____ Name _____

Other _____

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1. Name

R	Y	A	N																
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Last

First

2. Date:

12	18	2017
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Day Month Year

3. Station/Position Applied For: ON AIR PERSONALITY

4. How were you referred for employment?

School _____ Name of School _____

Agency _____ Name of Agency _____

Employee _____ Name of Employee _____

Advertisement: www.allaccess.com
Name of Publication _____

Community Organization _____ Name _____

Other _____

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1. Name

H	S	I	E	H	C	A	R	M	E	N											
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Last

First

2. Date:

12	22	2017
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Day Month Year

3. Station/Position Applied For: ON AIR PERSONALITY

4. How were you referred for employment?

School _____ Name of School _____

Agency _____ Name of Agency _____

Employee _____ Name of Employee _____

Advertisement: www.allaccess.com
Name of Publication _____

Community Organization _____ Name _____

Other _____

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name

J	O	R	D	A	N		T	O	M	M	Y												
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2. Date:

01	02	2018
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Last

First

Day Month Year

3. Station/Position Applied For: ON AIR PERSONALITY

4. How were you referred for employment?

School

Name of School

Agency

Name of Agency

Employee

Name of Employee

Advertisement: www.allaccess.com

Name of Publication

Community Organization

Name

Other

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B	A	K	E	R	T	O	M	M	Y										
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Last

First

2. Date:

01	05	2018
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Day Month Year

3. Station/Position Applied For: ON AIR PERSONALITY

4. How were you referred for employment?

School _____
Name of School

Agency _____
Name of Agency

Employee _____
Name of Employee

Advertisement: www.allaccess.com
Name of Publication

Community Organization _____
Name

Other _____

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name

M	I	L	L	E	R	M	A	X											
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Last First

2. Date:

01	05	2018
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Day Month Year

3. Station/Position Applied For: ON AIR PERSONALITY

4. How were you referred for employment?

School _____ Name of School

Agency _____ Name of Agency

Employee _____ Name of Employee

Advertisement: www.allaccess.com
Name of Publication

Community Organization _____ Name

Other _____

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1. Name

O	'	B	R	I	O	N	R	R	I	O	N							
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2. Date:

01	05	2018
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Last

First

Day Month Year

3. Station/Position Applied For: ON AIR PERSONALITY

4. How were you referred for employment?

School _____ Name of School _____

Agency _____ Name of Agency _____

Employee _____ Name of Employee _____

Advertisement: www.allaccess.com
Name of Publication _____

Community Organization _____ Name _____

Other _____

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name

B	A	L	S	L	E	Y	J	A	R	E	D								
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Last

First

2. Date:

01	10	2018
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Day Month Year

3. Station/Position Applied For: ON AIR PERSONALITY

4. How were you referred for employment?

School _____ Name of School _____

Agency _____ Name of Agency _____

Employee _____ Name of Employee _____

Advertisement: www.allaccess.com
Name of Publication _____

Community Organization _____ Name _____

Other _____

INTERVIEWED APPLICANTS TRACKING LOG

Please read: Use this form to record all applicants interviewed for a position in your organization, (via telephone or in-person). Identify all applicants by name, referral source and disposition of the candidate's application. This form should be maintained in the job Recruitment File. This data is for purposes of tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment or employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.

Position Applied For: On Air Personality/APD **Name of Department:** Programming

Person Preparing This Report: Wayne Maria **Location:** Summit Media Hawaii

Date Prepared: 02/23/18 **Name/Title of Hiring Manager:** Wayne Maria/OM/PPD

Sample:

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
12/06/17	Alek Halverson	allaccess.com	1
12/06/17	Picazzo Stevens	allaccess.com	1
12/07/17	James Sorge	allaccess.com	1
12/14/17	Christina Shipman	allaccess.com	1
12/18/17	Lexi Ryan	allaccess.com	1
12/22/17	Carmen Hsieh	allaccess.com	1
01/02/18	Tommy Jordan	allaccess.com	1
01/05/18	Tommy Baker	allaccess.com	1
01/05/18	Max Miller	allaccess.com	1
01/05/18	Brion O'Brian	allaccess.com	1
01/10/18	Jared Balsley	allaccess.com	2

**DISPOSITION

1. Interviewed, no offer
2. Interviewed, offer extended, and hired
3. Interviewed, offer extended, but rejected

RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

Please read: Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organizations contacted with respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

JOB TITLE:

On Air Personality

FULL-TIME OR PART-TIME:

Full Time

NUMBER OF REFERRED APPLICANTS INTERVIEWED

RECRUITMENT SOURCES

1. <i>KPHW</i>	<i>2</i>
2. <i>All Access</i>	<i>11</i>
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

DATE POSITION WAS FILLED:

2/24/18

REFERRAL SOURCE OF APPLICANT HIRED:

All Access

All Access



You have 138 unread Hot News stories.

search by keyword ...

FORUMS

Search Forum Rules

User Control Panel (0 new messages) • View your posts

Hawaii Calling

Forum rules
You can only post the job opening once in any 24 hour period. Please print your job opening for EOE records. Job openings will remain visible for 14 days. Do not post in this forum if you are looking for work. Please, go to Situations No voiceover, voicecasting, or other business plugs, please!

Search this topic... Search

1 post • Page 1 of 1

Edit post

Delete post

Report this post

Hawaii Calling

abby vibin » Tue Dec 05, 2017 4:29 pm

If you enjoy long, cold winter days? If so, stop reading this ad. Power 104.3 Honolulu (KPHW-FM) is looking for the next great afternoon on-air talent. Are you a hungry MD or APD looking to make the jump to PD and want live in paradise where the temperature is 85 degrees all year long? Winning must be a part of your DNA. Talent must bring her/his "A+" game daily. Must be a show prep monster. Social media prowess and production skills are essential. Mediacore players and beach bums need not apply. Send your best material now to wayne.mara@summitmediacorp.com. SummitMedia is an equal opportunity employer.
vibin

Posts: 1

Joined: Tue Feb 14, 2012 10:33 am

Private message

Top

1 post • Page 1 of 1

Return to Job Openings

Jump to: Job Openings Go!

Board index
Subscribe topic
Bookmark topic

The team • All times are UTC - 8 hours [DST]

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Advertisement for 'NO' featuring a man's face and text: '#1 in Los Angeles', '+38% YOY in San Diego', 'WITH MARIO LOPEZ', 'premiere'.

**EEO CHECKLIST
FOR
JOB RECRUITMENT FILE**

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

Personnel Requisition

Job Description / Job Posting

Copies of dated General Recruitment Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources

Completed Interviewed Applicant Referral Source Sheets

Completed Interviewed Applicants Tracking Log

Completed Recruitment Sources Contact and Referral Log

Copy of any newspaper advertisement
(Check for BOE/M/F clause)

Copy of SummitMedia Website Advertisement

**NOTE: RESUMES RECEIVED FROM, AND EMPLOYMENT
APPLICATIONS COMPLETED BY, ALL INTERVIEWED
CANDIDATES MUST BE KEPT IN A FILE SEPARATE FROM THE
JOB RECRUITMENT FILE.**

R. Kiskin
EEO Manager

12/19/17
Date file completed

SummitMedia Hawaii PERSONNEL REQUISITION POSITION APPROVAL

TO: Darryl Grondines
 From: Rhoda Kihikihi
 Dept: Sales
 Date: 11-22-17

Job Title of Open Position: Sales Administrative Assistant

Date required:

Full Time Part Time

Replacement
 New Position

Budgeted Yes No

Posting for Internal board:

Job Description:

SummitMedia Hawaii is a group of top Honolulu radio stations whose goal is to generate media dollars from local and national advertisers. The team creates fully integrated marketing solutions utilizing one or more of local assets owned and controlled by SummitMedia LLC (radio, social, digital and live events). Within SummitMedia Hawaii, the Strategic Marketing group is the creative think tank for developing innovative and strategic marketing and promotional ideas and presentations for the group's local sales team.

The culture of the team is entrepreneurial, dynamic, active and responsive. Candidates should be capable of reimagining boundaries to create new models of engagement with a proven track record-of-thinking-this-way-and be able to show us tangible examples.

Responsibilities: (include but are not limited to)

- Create marketing and promotional concepts that can be amplified through consumer touch points inherent to radio, including live events, in-store, online and broadcast
- Develop compelling sales proposals and presentations for clients
- Work with VP of Sales and Marketing to produce visually-arresting proposals, presentations, marketing and brand positioning collateral
- Coordinate all projects in the department that require publication support
- Administrative - assist the VP of Sales & Marketing on a daily basis along with assisting Sales Managers & Account Managers w/client services, processing sales orders, invoicing, publishing & distribution of daily reports, mail and answering phones, scheduling meetings & handling clerical assignments & provide back-up support for receptionist. You will be responsible for maintaining accurate records & ensuring the Account Management System is updated weekly.

Required Skills/Experience

We are looking for a self-starter who thinks creatively, strategically and unconventionally while inspiring others in the group.

- Possess very strong presentation and story-telling writing skills.
- Ability to derive insights from research and familiarity with a broad range of advertising/media tools (e.g. MRI, Scarborough, Arbitron). Experience with cross-platform media preferred
- Strong process orientation and communication skills
- Desire to work in fast-growth, entrepreneurial environment

Desired Qualifications:

- College degree (not required)
- At least 2 to 4 years' experience working in a consumer-driven marketing capacity (e.g. brand, advertising sales, agency)
- Be a high-energy, self-starter individual with an entrepreneurial spirit that can take ideas and run with them
- Possess a strong passion for brands and new media with a sincere interest in how they are marketed
- Outstanding attention to detail and a proven track record of successful project management
- Great work ethic and high energy person
- Extremely creative, resourceful and detail-oriented; must multi-task and prioritize with ease in a deadline-driven environment
- Results-driven team player who can problem solve quickly
- Excellent verbal and written communication skills
- Knowledge of research tools
- Solid computer skills in Word, Excel and PowerPoint

Qualified candidates: Please send resumes to:

SummitMedia Hawaii
900 Fort Street Suite 700
Honolulu, Hawaii 96813
Attn: Rhoda Kihikihi

Or email to rhoda.kihikihi@summitmediacorp.com
Or Fax (808) 275-1198

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, promotion, compensation, training and termination.

Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

This job will be posted internally and externally. If you need additional sources, please notify the Controller's office.

Department Head/Hiring Manager Andrew Rosen/Rhoda Kihikhi Date: 9/5/17

President Andrew Rosen Date: 9/5/17 

9/8/17



Job Posting

Posting Date: 11/22/2017

Position: Sales Administrative Assistant
Full Time

Job Description:

SummitMedia Hawaii is a group of top Honolulu radio stations whose goal is to generate media dollars from local and national advertisers. The team creates fully integrated marketing solutions utilizing one or more of local assets owned and controlled by SummitMedia LLC (radio, social, digital and live events). Within SummitMedia Hawaii, the Strategic Marketing group is the creative think tank for developing innovative and strategic marketing and promotional ideas and presentations for the group's local sales team.

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Responsibilities: (Include but are not limited to)

- Create marketing and promotional concepts that can be amplified through consumer touch points inherent to radio, including live events, in-store, online and broadcast
- Develop compelling sales proposals and presentations for clients
- Work with VP of Sales and Marketing to produce visually-arresting proposals, presentations, marketing and brand positioning collateral
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- Assist Office Manager, Traffic Manager and President as needed- billing, logs, expense reports etc.

Required Skills/Experience

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- Possess very strong presentation and story-telling writing skills.
- Ability to derive insights from research and familiarity with a broad range of advertising/media tools (e.g. MRI, Scarborough, Arbitron), Experience with cross-platform media preferred
- Strong process orientation and communication skills
- Desire to work in fast-growth, entrepreneurial environment

Desired Qualifications:

- College degree (not required)
- At least 2 to 4 years' experience working in a consumer-driven marketing capacity (e.g. brand, advertising sales, agency)
- Be a high-energy, self-starter individual with an entrepreneurial spirit that can take ideas and run with them
- Possess a strong passion for brands and new media with a sincere interest in how they are marketed
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- Results-driven team player who can problem solve quickly
- Excellent verbal and written communication skills
- Knowledge of research tools
- Solid computer skills in Word, Excel and PowerPoint

Direct Cover Letter & Resume To: Rhoda Kihikihi or

Fax 275-1198 or e mail

Rhoda.kihikihi@summitmediacorp.com

Note: No phone calls – Applicant will be notified for interview

EEO

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

To the applicant:

SummitMedia Hawaii is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. Name

C A D I Z V A N I S S A

Last

First

2. Date:

11 28 17

Day Month Year

3. Station/Position Applied For:

4. How were you referred for employment?

School

_____ Name of School

Agency

_____ Name of Agency

Employee

_____ Name of Employee

Advertisement

Indeed
Name of Publication

Community Organization

_____ Name

Other

_____ Name

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

To the applicant:

SummitMedia Hawaii is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. Name

S O N R I A K O F F J A D I E

Last

First

M.I.

2. Date:

11 28 17

Day Month Year

3. Station/Position Applied For:

4. How were you referred for employment?

School

Name of School

Agency

Name of Agency

Employee

Caroline Iwanoto

Name of Employee

Advertisement

Name of Publication

Community Organization

Name

Other

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

To the applicant:

SummitMedia Hawaii is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. Name

A C O S T A L a s t
 n a n c y F i r s t

2. Date:

11 29 17
 Day Month Year

3. Station/Position Applied For: _____

4. How were you referred for employment?

School

Name of School

Agency

Name of Agency

Employee

Name of Employee

Advertisement

Summit Websites KPHW

Name of Publication

Community Organization

Name

Other

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

To the applicant:

SummitMedia Hawaii is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. Name

G A B R I E L K R I S T Y N N

Last

First

2. Date:

12 8 17
 11 29 17

Year

Day

M.I.

Year

3. Station/Position Applied For: _____

4. How were you referred for employment?

School

_____ Name of School

Agency

_____ Name of Agency

Employee

_____ Name of Employee

Advertisement

KPHW - Website

_____ Name of Publication

Community Organization

_____ Name

Other

_____ Name

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

To the applicant:

SummitMedia Hawaii is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. Name

F E R N A N D E Z C O R T N E Y

Last

First

M.I.

2. Date:

11 30 17

Day Month Year

3. Station/Position Applied For: _____

4. How were you referred for employment?

School

Name of School

Agency

Name of Agency

Employee

Veronica Yamagata

Name of Employee

Advertisement

Name of Publication

Community Organization

Name

Other

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

To the applicant: SummitMedia, LLC is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decision, and is not part of your employment file. Please print firmly and legibly.

Name: Owens Last Ashley First MI M.I. Date: 12/8/17

Position Applied For: _____

How were you referred for employment?

- School _____ Name of School
- Agency _____ Name of Agency
- Employee Andrew Sato Name of Employee
- Advertisement _____ Name of Publication
- Community Organization _____ Name
- Other _____

INTERVIEWED APPLICANTS TRACKING LOG

Please read: Use this form to record all applicants interviewed for a position in your organization, (via telephone or in-person). Identify all applicants by name, referral source and disposition of the candidate's application. This form should be maintained in the Job Recruitment File. This data is for purposes of tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment or employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.

Position Applied For: Sales Admin Asst Name of Department: Sales
 Person Preparing This Report: Ruoda Keskitalo Location: Honolulu
 Date Prepared: 12/19/17 Name/Title of Hiring Manager: Ruoda Keskitalo
Personnel Mgr/HR

Sample:

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION*
8/22/94	Jane Doe	Atlanta NAACP	3
8/22/94	John Doe/Phone Interview	Cox Career Network	1

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION*
11/28/17	Cadiz, Vanessa	Indecid	1
11/28/17	Sovriakoff, Jade	Caroline Iwamoto	1
11/29/17	ACOSTA, Nancy	KPTH Website	3
11/29/17	GABRIEL, Krislyn	KPTH Website	1
11/30/17	Fernandez, Gortney	Veronica Navarro	3
12/8/17	Duans, Ashley	Andrew Sato	1
12/8/17	GABRIEL, Krislyn	KPTH Website	2

****DISPOSITION**

1. Interviewed, no offer
2. Interviewed, offer extended, and hired
3. Interviewed, offer extended, but rejected

RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

Please read: Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organizations contacted with respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

JOB TITLE: Sales Admin Assistant
FULL-TIME OR PART-TIME: F/T

RECRUITMENT SOURCES (top) / **NUMBER OF REFERRED APPLICANTS INTERVIEWED** (bottom)

1. Real Jobs Hawaii	1
2. BCS	2
3. Indeed	1
4. Emp Ref	3
5. HTTP Virtual Job Fair	2
6. Summit Web sites	2
7.	
8.	
9.	
10.	

DATE POSITION WAS FILLED: 12/18/17

REFERRAL SOURCE OF APPLICANT HIRED:

KPHW Website



Follow us

- Manage Jobs
- Manage Applicants
- BLOG
- MY ACCOUNT
- LOGOUT

Sales Administrative Assistant

Job Listing

Job Title
Sales Administrative Assistant
 Posted Dec 06 2017
 SummitMedia LLC, Hawaii | Honolulu | Full Time, \$25,000 - \$28,000 / year

Job Description

Job Description:

SummitMedia Hawaii is a group of top Honolulu radio stations whose goal is to generate media dollars from local and national advertisers. The team creates fully integrated marketing solutions utilizing one or more of local assets owned and controlled by SummitMedia LLC (radio, social, digital and live events). Within SummitMedia Hawaii, the Strategic Marketing group is the creative think tank for developing innovative and strategic marketing and promotional ideas and presentations for the group's local sales team.

The culture of the team is entrepreneurial, dynamic, active and responsive. Candidates should be capable of reimagining boundaries to create new models of engagement with a proven track record of thinking this way and be able to show us tangible examples.

Responsibilities: *(Include but are not limited to)*

- Create marketing and promotional concepts that can be amplified through consumer touch points inherent to radio, including live events, in-store, online and broadcast
- Develop compelling sales proposals and presentations for clients
- Work with VP of Sales and Marketing to produce visually-arresting proposals, presentations, marketing and brand positioning collateral

- Coordinate all projects in the department that require publication support
- Administrative - assist the VP of Sales & Marketing on a daily basis along with assisting Sales Managers & Account Managers w/client services, processing sales orders, invoicing, publishing & distribution of daily reports, mail and answering phones, scheduling meetings & handling clerical assignments & provide back-up support for receptionist. You will be responsible for maintaining accurate records & ensuring the Account Management System is updated weekly.
- Assist Office Manager, Traffic Manager and President as needed - billing, logs, expense reports etc.

Required Skills/Experience

We are looking for a self-starter who thinks creatively, strategically and unconventionally while inspiring others in the group.

- Possess very strong presentation and story-telling writing skills.
- Ability to derive insights from research and familiarity with a broad range of advertising/media tools (e.g. MRI, Scarborough, Arbitron), Experience with cross-platform media preferred
- Strong process orientation and communication skills
- Desire to work in fast-growth, entrepreneurial environment

Desired Qualifications:

- College degree (not required)
- At least 2 to 4 years' experience working in a consumer-driven marketing capacity (e.g. brand, advertising sales, agency)
- Be a high-energy, self-starter individual with an entrepreneurial spirit that can take ideas and run with them

- Possess a strong passion for brands and new media with a sincere interest in how they are marketed
- Outstanding attention to detail and a proven track record of successful project management
- Great work ethic and high energy person
- Extremely creative, resourceful and detail-oriented; must multi-task and prioritize with ease in a deadline-driven environment
- Results-driven team player who can problem solve quickly
- Excellent verbal and written communication skills
- Knowledge of research tools
- Solid computer skills in Word, Excel and PowerPoint

Direct Cover Letter & Resume To: Rhoda Kihikihi or

Fax 275-1198 or e mail

Rhoda.kihikihi@summitmediacorp.com

Note: No phone calls - Applicant will be notified for interview EEO

Close preview

Edit job

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HAWAII

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View Previous Job Listings and Responses

Job ID:	J026285
Date Submitted:	09/05/2017
Job Title:	Sales Assistant
Compensation:	28,000 per year
Employment Type:	fulltime
Hours/Shifts:	Mon-Fri 8a-5p
Education:	Graduate
Experience:	<p>Desired Qualifications: • College degree (not required) • At least 2 to 4 years' experience working in a consumer-driven marketing capacity (e.g. brand, advertising sales, agency) • Be a high-energy, self-starter individual with an entrepreneurial spirit that can take ideas and run with them • Possess a strong passion for brands and new media with a sincere interest in how they are marketed • Outstanding attention to detail and a proven track record of successful project management • Great work ethic and high energy person • Extremely creative, resourceful and detail-oriented; must multi-task and prioritize with ease in a deadline-driven environment • Results-driven team player who can problem solve quickly • Excellent verbal and written communication skills • Knowledge of research tools • Solid computer skills in Word, Excel and PowerPoint</p>
Job Description:	<p>Job Description: SummitMedia Hawaii is a group of top Honolulu radio stations whose goal is to generate media dollars from local and national advertisers. The team creates fully integrated marketing solutions utilizing one or more of local assets owned and controlled by SummitMedia LLC (radio, social, digital and live events). Within SummitMedia Hawaii, the Strategic Marketing group is the creative think tank for developing innovative and strategic marketing and promotional ideas and presentations for the group's local sales team. The culture of the team is entrepreneurial, dynamic, active and responsive. Candidates should be capable of reimagining boundaries to create new models of engagement with a proven track record of thinking this way and be able to show us tangible examples. Responsibilities: (Include but are not limited to) • Create marketing and promotional concepts that can be amplified through consumer touch points inherent to radio, including live events, in-store, online and broadcast • Develop compelling sales proposals and presentations for clients • Work with VP of Sales and Marketing to produce visually-arresting proposals, presentations, marketing and brand positioning collateral • Coordinate all projects in the department that require publication support • Administrative - assist the VP of Sales & Marketing on a daily basis along with assisting Sales Managers & Account Managers w/client services, processing sales orders, invoicing, publishing & distribution of daily reports, mail and answering phones, scheduling meetings & handling clerical assignments & provide back-up support for receptionist. You will be responsible for</p>

maintaining accurate records & ensuring the Account Management System is updated weekly. • Assist Office Manager, Traffic Manager and President as needed - billing, logs, expense reports etc.	
Requirements: Required Skills/Experience We are looking for a self-starter who thinks creatively, strategically and unconventionally while inspiring others in the group. • Possess very strong presentation and story-telling writing skills. • Ability to derive insights from research and familiarity with a broad range of advertising/ media tools (e.g. MRI, Scarborough, Arbitron), Experience with cross-platform media preferred • Strong process orientation and communication skills • Desire to work in fast-growth, entrepreneurial environment	
Benefits:	Medical, Dental, Drug & Vision 401k plan Life Ins.
Date Job Available:	9/18/17
Job Category:	All
Contact's First Name:	Rhoda
Contact's Last Name:	Kihikihi
Fax:	808 275-1198
E-mail Address:	RHODA.KIHIKIHI@SUMMITMEDIACORP.COM
Level of Outreach:	City/Local Posting
Other Outreach:	
Job Post Expiration:	10/1/17
For which station(s) are you advertising this job? KCCN-FM, KINE-FM, KKNE-AM, KPHW-FM, KRTR-FM, KRTR-AM	
Hide station(s) on job listing? No	
Attach EEO Data Form with Posting? Yes	

View Responses

Print

Add a credit card to enable sponsoring of jobs.

Back to all jobs

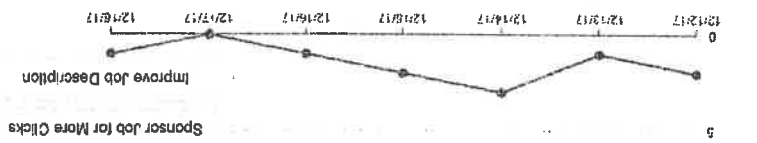
Sales Administrative Assistant

SummitMedia LLC - Honolulu, HI

Clicks

Clicks this week 10

Views: 208
 Candidates: 12
 Status: Closed - open
 Created: Sep 5
 View public job page
 Promote this job for more candidates:



Candidates

Category	Count
Awaiting Review	10
Total (excluding rejected)	11
Rejected	1

Job Description

Job-Description: SummitMedia Hawaii is a group of top Honolulu radio stations whose goal is to generate media dollars from local and national advertisers. The team creates fully integrated marketing solutions utilizing one or more of local assets owned and controlled by SummitMedia LLC (radio, social, digital and live events). Within SummitMedia Hawaii, the Strategic Marketing group is the creative think tank for developing innovative and strategic marketing and promotional ideas and presentations for the group's local sales team. The culture of the team is entrepreneurial, dynamic, active and responsive. Candidates should be capable of reimagining boundaries to create new models of engagement with a proven track record of thinking this way and be able to show us tangible examples. Responsibilities: (include but are not limited to) - Create marketing and promotional concepts that can be amplified through consumer touch points inherent to radio, including live events, in-store, online and broadcast. Develop compelling sales proposals and presentations for clients. Work with VP of Sales and brand positioning collateral

- Coordinate all projects in the department that require publication support**
- Administrative - assist the VP of Sales & Marketing on a daily basis along with assisting Sales Managers & Account Managers w/client services, processing sales orders, invoicing, publishing & distribution of daily reports, mail and answering phones, scheduling meetings & handling clerical assignments & provide back-up support for receptionist. You will be responsible for maintaining accurate records & ensuring the Account Management System is updated weekly. *

- Assist Office Manager, Traffic Manager and President as needed - billing, logs, expense reports etc. *

Required Skills/Experience

We are looking for a self-starter who thinks creatively, strategically and unconventionally while inspiring others in the group.

- Possess very strong presentation and story-telling writing skills.***
- Ability to derive insights from research and familiarity with a broad range of advertising/media tools (e.g. MRI, Scarborough, Arbitron), Experience with cross-platform media preferred* *
- Strong process orientation and communication skills*
- Desire to work in fast-growth, entrepreneurial environment

Desired Qualifications:

- College degree (not required)***
- At least 2 to 4 years' experience working in a consumer-driven marketing capacity (e.g. brand, advertising sales, agency)* *
- Be a high-energy, self-starter individual with an entrepreneurial spirit that can take ideas and run with them*
- Possess a strong passion for brands and new media with a sincere interest in how they are marketed
- Outstanding attention to detail and a proven track record of successful project management***
- Great work ethic and high energy person* *
- Extremely creative, resourceful and detail-oriented; must multi-task and prioritize with ease in a deadline-driven environment* *
- Results-driven team player who can problem solve quickly* *
- Excellent verbal and written communication skills* *
- Knowledge of research tools* *
- Solid computer skills in Word, Excel and PowerPoint*

Direct Cover Letter & Resume To: Rhoda Kihikihi or

Fax 275-1198 or e mail

Note: No phone calls -- Applicant will be notified for inter view EEO

Job Type: Full-time

Salary: \$25,000.00 to \$28,000.00 /year

Qualification Questions

You have requested that Indeed ask candidates the following questions:
• How many years of Administrative Assistant experience do you have?



**Applications for Hawaii Association of Broadcasters
Virtual Job Fair November 13 - 17, 2017**

RESUME	APPLICANT/INTERESTS	VISITED
	Rich Hallstrom writing, production, programming, administration, all other jobs	11-16-17
	Marc Romero writing, production, programming,	11-14-17
	Marcus Moore writing, production, programming,	11-14-17
There are 3 applicants for this job fair		



**Web Statistics for Hawaii Association of Broadcasters
Virtual Job Fair November 13 - 17, 2017**

Daily Statistics for November 2017

Day	Visits	Pages	Files	Hits
13	611	210	1898	2293
14	670	245	1685	2243
15	666	261	2225	4023
16	703	236	1302	1785
17	583	225	1947	2396

Visits	Pages	Files	Hits	Sites	KBytes
889	1177	9057	12740	3233	42871

Totals



Hawaii Broadcasters Association
1000 Ala Moana Blvd., Suite 1000
Honolulu, HI 96813

Summit Media Corp.
900 Fort Street Suite 700
Honolulu, HI

RE: Hawaii Job Fair Participation, Nov 13, 2017

Nov 20, 2017

Dear Rhoda Kihikihiki,

Thank you for participating in the Hawaii's Broadcasters Virtual Job Fair the week of Nov 13, 2017. Your hiring agent of record was Rhoda Kihikihiki and the stations that participated were: KCCN/KINE/KRTR/KPHW.

This job fair included the position of **Sales Account Manager** posted on 2017-06-23.

This job fair included the position of **Receptionist** posted on 2017-11-13.

Please keep this letter for your records.

Thank you again for participating in the Broadcasters Virtual Job Fair.

Best Regards,

Jamie Hartnett
Executive Director
Hawaii Association of Broadcasters
P.O. Box 61562
Honolulu, HI 96839

Rhoda Kihikihi

From: Jamie Hartnett <jamie.hartnett@gmail.com>
Sent: Monday, November 20, 2017 1:33 PM
To: Rhoda Kihikihi
Subject: Fwd: job fair statistics and letters
Attachments: applicants.pdf; webstats.pdf; Rhondakihikihi.pdf

Follow up
Flagged

Dear Rhoda, attached are the documents from last week's HAB Virtual Job Fair for your files. Thank you for participating! Jamie

-----Forwarded message-----

From: Suzan Strong <Suzanstrong@nmba.org>
Date: Mon, Nov 20, 2017 at 12:57 PM
Subject: job fair statistics and letters
To: Jamie Hartnett <jamie.hartnett@gmail.com>

Hi Jamie!

I've attached the web statistics, applicants listing and letters of participation for you to distribute to your members who participated in last week's virtual job fair. Please let me know if you have any questions.

Shall I set up your next job fair for February sometime? Just let me know.

Thanks so much for participating!



Suzan Strong

Member Services

New Mexico Broadcasters Association

2333 Wisconsin St., NE

Albuquerque, NM 87110

(505) 881-4444 | Fax: (505) 881-5353

Cell: (505) 401-4066

--

Jamie Hartnett

Executive Director

The Hawaii Association of Broadcasters, Inc.

ph: 808-599-1455

fx: 808-599-7784

cell: 760-717-6439

www.hawaiibroadcasters.com

**EEO CHECKLIST
FOR
JOB RECRUITMENT FILE**

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

- Personnel Requisition
- Job Description / Job Posting

- Copies of dated General Recruitment Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources

- Completed Interviewed Applicant Referral Source Sheets

- Completed Interviewed Applicants Tracking Log

- Completed Recruitment Sources Contact and Referral Log

- Copy of any newspaper advertisement (Check for EO/EM/F clause)

- Copy of SummitMedia Website Advertisement

NOTE: RESUMES RECEIVED FROM, AND EMPLOYMENT APPLICATIONS COMPLETED BY, ALL INTERVIEWED CANDIDATES MUST BE KEPT IN A FILE SEPARATE FROM THE JOB RECRUITMENT FILE.

EEO Manager

[Signature]

Date file completed

1/24/18



SummitMedia Hawaii

PERSONNEL REQUISITION POSITION APPROVAL

TO: Darryl Grondines
From: Rhoda Kihikihi
Dept: Admin

Date: 11/8/17

Job Title of Open Position: Receptionist

Date required: ASAP

Full Time

Part Time

Replacement

New Position

Budgeted Yes No

Posting for internal board:

See attached job Posting details

Qualified candidates: Please send resumes to:

SummitMedia Hawaii

900 Fort Street Suite 700

Honolulu, Hawaii 96813

Attn: Rhoda Kihikihi

Or email to rhoda.kihikihi@summitmediacorp.com

Or Fax (808)275-1076

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

Department Head/Hiring Manager: Rhoda Kihikihi Date: 11/8/17

HR Manager: Rhoda Kihikihi Date: 11/8/17



SummitMedia Hawaii
PERSONNEL REQUISITION POSITION APPROVAL

TO: Darryl Grondines
From: Rhoda Kihikihī
Dept: Admin
Date: 11/18/17
Job Title of Open Position: Receptionist

Date required: ASAP **Full Time** **Part Time**

Replacement
 New Position
Budgeted **Yes** **No**

Posting for internal board:
See attached job Posting details

Qualified candidates: Please send resumes to:

SummitMedia Hawaii
900 Fort Street Suite 700
Honolulu, Hawaii 96813
Attn: Rhoda Kihikihī
Or email to rhoda.kihikihī@summitmediacorp.com
Or Fax (808)275-1076

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Department Head/Hiring Manager: Rhoda Kihikihī Date: 11/18/17

HR Manager: Rhoda Kihikihī Date: 11/18/17

(2)

11/2/17



Job Posting

Posting Date: 11/8/2017

SummitMedia, LLC (Honolulu) is currently looking for a full time Receptionist for (Honolulu) . The ideal candidate must be a hard worker with a great personality, good verbal and written communications. They should also be detail oriented, organized and able to multitask. Copy writing is a plus.

Responsibilities:

This position is Monday – Friday, with some nights and weekends, you are responsible for answering a multi phone line system, assisting clients, winners, entertainers and special guests. You will assist in clerical duties, organizing all prize giveaways and prize closet, run errands, pick up and deliver mail/postage, billing, internet research, run reports, and assist Sales Manager & Staff, Program Directors, Promotions Managers, Traffic Manager and Business/HR/Office Manager as needed.

Qualifications:

Prior experience as a receptionist/customer service representative is welcome but not required. You should be able to type 55-65 WPM, have excellent written and verbal skills, proficient in Microsoft Outlook/Word, Power Point, Excel, Adobe Photoshop, Digital/Social Media and SDS Traffic System (a plus)

Closing Statement:

This is an entry level position. Candidate must have an ideal mix of a great personality and people skills. This person should enjoy a fast paced business, meeting and greeting people constantly each and every day. Please send Resume & Cover Letter to:

SummitMedia, LLC (Honolulu)

Attn: Rhoda Kihikihiki

900 Fort St, Suite 700

Honolulu, Hawaii 96813 or Fax (808)275-1198

Or email Rhoda.kihikihiki@summitmediacorp.com

It is the policy of SummitMedia, LLC (Honolulu) to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination.

Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

EEO

Note: No phone calls – Qualified Applicant will be notified for interview

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

To the applicant: SummitMedia Hawaii is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. Name

W E I N E R - M C K L A Y M A R Y

2. Date:

11 22 17

Last

First

M.I.

Day Month

Year

3. Station/Position Applied For:

Receptionist

4. How were you referred for employment?

School

Name of School

Agency

Name of Agency

Employee

Name of Employee

Advertisement

Name of Publication

Indeed

Community Organization

Name

Other

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name 2. Date:

T A Y L O R P A M A I A 11 20 17

Last First M.I. Day Month Year

3. Station/Position Applied For: Receptwust

4. How were you referred for employment?

School Name of School

Agency Name of Agency

Employee Name of Employee

Advertisement KPHW Website
Name of Publication

Community Organization Name

Other Name

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name 2. Date:

B U R d e t t e	J e s s i c a
--------------------------------------	---------------------------------

Last First M.I. Day Month Year

3. Station/Position Applied For: Receptionist

4. How were you referred for employment?

<input type="checkbox"/>	School	Name of School
<input type="checkbox"/>	Agency	Name of Agency
<input checked="" type="checkbox"/>	Employee	Name of Employee <u>Linda Lopez</u>
<input type="checkbox"/>	Advertisement	Name of Publication
<input type="checkbox"/>	Community Organization	Name
<input type="checkbox"/>	Other	

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name

M 0 1 e M a e g a n

Last

First

2. Date:

1 1 2 1 1 7

M.I.

Day Month

Year

3. Station/Position Applied For:

Receptionist

4. How were you referred for employment?

School

Name of School:

Agency

Name of Agency

Employee

Name of Employee

Advertisement

Name of Publication

Indeed

Community Organization

Name

Other

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name 2. Date:

P a d a m a - K i m e r e T r a c e l i e 1 1 2 9 1 7

Last First M.I. Day Month Year

3. Station/Position Applied For: Receptionist

4. How were you referred for employment?
 School Name of School

Agency Name of Agency

Employee Name of Employee

Advertisement Name of Publication
Indeed

Community Organization Name

Other Name

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name

S C O T T I M O T I L Y N D

2. Date:

11 29 17

Last

First

M.I.

Day Month

Year

3. Station/Position Applied For:

Receptionist

4. How were you referred for employment?

School

Name of School

Agency

Name of Agency

Employee

Name of Employee

Advertisement

Name of Publication

Indeed

Community Organization

Name

Other

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name

M I A V A K V A N D A N A

Last

First

2. Date:

1 2 1 1 7

M.I.

Day Month

Year

3. Station/Position Applied For:

Reception

4. How were you referred for employment?

School

Name of School

Agency

Name of Agency

Employee

Name of Employee

Advertisement

Name of Publication

Community Organization

Name

Other

Kelly Services Temp

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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1. Name

H A I I I S T O R M R I C H

2. Date:

11 16 17

Last

First

M.I.

Day Month

Year

3. Station/Position Applied For:

Receptionist

4. How were you referred for employment?

School

Name of School

Agency

Name of Agency

Employee

Name of Employee

Advertisement

Name of Publication

HAB Virtual JOB FAIR

Community Organization

Name

Other

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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Name: Last Sanchez First Carly M.I. _____ Date: 12/22/17

Position Applied For: Receptionist

How were you referred for employment?

School _____
Name of School

Agency _____
Name of Agency

Employee _____
Name of Employee Candace Maria

Advertisement _____
Name of Publication

Community Organization _____
Name

Other _____

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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Name: Last Peralta First Chloe M.I. _____ Date: 12/29/17

Position Applied For: Receptionist

How were you referred for employment?

School _____
Name of School

Agency _____
Name of Agency

Employee _____
Name of Employee

Advertisement Indeed
Name of Publication

Community Organization _____
Name

Other _____

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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Name: Last Merry First Kelsie M.I. _____ Date: 1/4/18

Position Applied For: Receptionist

How were you referred for employment?

- School _____ Name of School _____
- Agency _____ Name of Agency _____
- Employee _____ Name of Employee _____
- Advertisement Indeed Name of Publication _____
- Community Organization _____ Name _____
- Other _____

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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Name: Swam Bergerova Lucie M.I. _____ Date: 1/5/18
Last First

Position Applied For: Receptionist

How were you referred for employment?

School _____ Name of School

Agency _____ Name of Agency

Employee _____ Name of Employee

Advertisement Indeed Name of Publication

Community Organization _____ Name

Other _____ Name

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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Name: Last Llaore First Sarah M.I. _____ Date: 1/5/18

Position Applied For: Receptionist

How were you referred for employment?

School _____ Name of School

Agency _____ Name of Agency

Employee _____ Name of Employee

Advertisement In deed Name of Publication

Community Organization _____ Name

Other _____

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

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Name: Last Willoughby First Mike M.I. _____ Date: 1/11/18

Position Applied For: Receptionist

How were you referred for employment?

School _____ Name of School _____

Agency _____ Name of Agency _____

Employee _____ Name of Employee _____

Advertisement Indeed Name of Publication _____

Community Organization _____ Name _____

Other _____ Name _____

INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

To the applicant: SummitMedia, LLC is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decision, and is not part of your employment file. Please print firmly and legibly.

Name: Last Witt - Kabea First Brandlynn M.I. _____ Date: 1/17 + 1/18

Position Applied For: Receptionist

How were you referred for employment?

School _____
Name of School

Agency _____
Name of Agency

Employee _____
Name of Employee

Advertisement Indeed
Name of Publication

Community Organization _____
Name

Other _____
Name

INTERVIEWED APPLICANTS TRACKING LOG

Please read: Use this form to record all applicants interviewed for a position in your organization, (via telephone or in-person). Identify all applicants by name, referral source and disposition of the candidate's application. This form should be maintained in the job Recruitment File. This data is for purposes of tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment or employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.

Position Applied For: Recruitment Name of Department: Person
 Person Preparing This Report: RLC Location: 1st fl
 Date Prepared: 11/22/18 Name/Title of Hiring Manager: Burton MG

Sample:

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION*
8/22/94	Jane Doe	Atlanta NAACP	3
8/22/94	John Doe/Phone Interview	Cor Career Network	1

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION*
11/22/17	Wany Wanyer-McKey	Indeed	1
11/21/17	Pamela Taylor	Krista Webster	1
11/21/17	Jessica Guidette	Linda Lopez	1
11/21/17	Morgan Mole	Indeed	1
11/29/17	Trace Padawa-Kivwe	Indeed	1
11/28/17	Math Lynn Scott	Indeed	2 + 3
12/1/17	Nandana Hlavak	Kelly Sucs	1
11/16/17	Rich Hallstrom	HAB	1
12/22/17	Cindy Rose Sanchez	Carolee Moore	1
12/29/17	Gluc Peralta	Indeed	3
1/4/18	Kelsie Merry	Indeed	3

****DISPOSITION**

1. Interviewed, no offer
2. Interviewed, offer extended, and hired
3. Interviewed, offer extended, but rejected

INTERVIEWED APPLICANTS TRACKING LOG

Please read: Use this form to record all applicants interviewed for a position in your

organization, (via telephone or in-person). Identify all applicants by name, referral source and disposition of the candidate's application. This form should be maintained in the job Recruitment File. This data is for purposes of tracking the pool of interviewed

applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not

be used in any employment or employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an

Interviewed Applicant Referral Source Sheet.

Position Applied For: Receptionist Name of Department: Admin

Person Preparing This Report: R. Kuntz Location: Atlanta

Date Prepared: 1/26/17 Name/Title of Hiring Manager: R. Kuntz

Russell mgp/hr

Sample:

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION*
8/22/94	Jane Doe	Atlanta NAACP	3
8/22/94	John Doe/Phone Interview	Cox Career Network	1

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION*
1/5/18	Lucie Svamberova	Indeed	1
1/5/18	Sarah Lawrence	Indeed	3
1/11/18	Wako Willoughby	Indeed	1
1/17/18	Brandynn Witt-Lakea	Indeed	1
11/18/18	Brandynn Witt-Lakea	Indeed	2

**DISPOSITION

1. Interviewed, no offer
2. Interviewed, offer extended, and hired
3. Interviewed, offer extended, but rejected

RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

Please read: Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organizations contacted with respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

JOB TITLE:

Recruitment

FULL-TIME OR PART-TIME:

F/T

RECRUITMENT SOURCES

NUMBER OF REFERRED APPLICANTS INTERVIEWED

1. Real Jobs 4!

0

2. All Access

0

3. BCS

0

4. Indeed

11

5. Hire Met It

0

6. Station Website (KPHW)

1

7. Hired Virtual Jobs Fair

1

8. Emp. Referral (Candidate Manager) (under logs)

2

9. Kelly Services - Temp Agency

1

10.

DATE POSITION WAS FILLED:

1/22/18

REFERRAL SOURCE OF APPLICANT HIRED:

indeed.com

Rhoda Kihikihi

From: HireNet Hawaii <systemalert@geosoftinc.com>
Sent: Thursday, November 09, 2017 9:20 AM
To: Rhoda Kihikihi
Subject: New Job Orders added to System

The following Job Order(s) have been added to the HireNet Hawaii.

Job(s) information:
Job #: 1386966

Job Title: Receptionist

Current Status: Open and available

This is an automated email notification. Please do not respond.

You are receiving this email, because you are a registered member of HireNet Hawaii, and you were selected as a recipient for an email from another member, staff, or an automated process. If you would like to unsubscribe to all emails from HireNet Hawaii, [Click Here](#).

Job Order: 1386966 - Receptionist

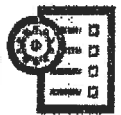
What would you like to do next?

Search for Candidates that are a good match for this Job
This option will allow you to search for online resumes based on your job order's information.



Edit this job

This option will enable you to edit your newly created job.



View all your Job Orders

This option will allow you to review and modify all your job orders



Add Another Job Order

This option will take you to the Job Order wizard to create and post a job on the virtual OneStop system.



Return to your Dashboard

Use this option to navigate to your dashboard page and manage jobs, search for candidates, create a candidate search alert (Virtual Recruiter), search available labor market information, schedule appointments on your calendar and manage your message center.



Indeed Overview Jobs Candidates [Career Page](#)

Find Candidates... Search

Add a credit card to enable sponsoring of jobs.

Back to all jobs

Receptionist/Administrative Assistant

SummitMedia LLC - Honolulu, HI

Clicks

Gathering data...

Check back tomorrow to see how your job is performing.

Clicks this week

Views: 0

Candidates: 0

Job Budget: \$14.00 daily

Status: Open - pause

Created: Nov 9

This job will be visible on Indeed shortly.

Increase Budget for More Clicks

Improve Job Description

Candidates

11/9/17

Awaiting Review	0
Total (excluding rejected)	0
Rejected	0

Job Description

Job Summary

SummitMedia, LLC (Honolulu) is currently looking for a full time Receptionist for (Honolulu). The ideal candidate must be a hard worker with a great personality, good verbal and written communications. They should also be detail oriented, organized and able to multitask. Copy writing is a plus.

Responsibilities : This position is Monday - Friday, with some nights and weekends, you are responsible for answering a multi phone line system, assisting clients, winners, entertainers and special guests. You will assist in clerical duties, organizing all prize giveaways and prize closet, run errands, pick up and deliver mail/postage, billing, internet research, run reports, and assist Sales Manager & Staff, Program Directors, Promotions Managers, Traffic Manager and Business/HR/Office Manager as needed.

Qualifications: Prior experience as a receptionist/customer service representative is welcome but not required. You should be able to type 55-65 WPM, have excellent written and verbal skills, proficient in Microsoft Outlook/Word, Power Point, Excel, Adobe Photoshop, Digital/Social Media and SDS Traffic System (a plus)

Closing Statement: This is an entry level position. Candidate must have an ideal mix of a great personality and people skills. This person should enjoy a fast paced business, meeting and greeting people constantly each and every day. Please send Resume & Cover Letter to:

SummitMedia, LLC (Honolulu)

Attn: Rhoda Kihikihi

900 Fort St. Suite 700

Honolulu, Hawaii 96813 or Fax (808)278-1198

Benefits

Medical, Dental Vision Coverage, 401K, Life Ins. & LTD

Job Type: Full-time

Salary: \$10.50 to \$12.00 /hour

Qualification Questions

You have requested that Indeed ask candidates the following questions:

- How many years of Receptionist experience do you have?
- Are you in Honolulu, HI?

[Products - Resources - FAQ - Blog](#)

[©2017 Indeed - Cookies, Privacy and Terms - Contact](#)

Please Confirm Job Vacancy Information

Note: the job will not be posted until you press the submit button below

Job ID:	026457
Date Submitted:	11/09/2017
Actual Job Title:	Receptionist
Department:	Administrative
FCC Job Category:	Office and Clerical
Compensation:	\$10.50 per hour
Employment Type:	30 or more hours per week
Hours/Shifts:	Mon-Fri 8a-5p
Education:	High School graduate or equivalent
Experience:	Prior experience as a receptionist/customer service representative is welcome but not required. You should be able to type 55-65 WPM, have excellent written and verbal skills, proficient in Microsoft Outlook/Word, Power Point, Excel, Adobe Photoshop, Digital/Social Media and SDS Traffic System (a plus)
Job Description:	This position is Monday - Friday, with some nights and weekends, you are responsible for answering a multi phone line system, assisting clients, winners, entertainers and special guests. You will assist in clerical duties, organizing all prize giveaways and prize close, run errands, pick up and deliver mail/postage, billing, internet research, run reports, and assist Sales Manager & Staff, Program Directors, Promotions Managers, Traffic Manager and Business/HR/Office Manager as needed.
Requirements:	
Benefits:	Medical, Dental, Drug & Vision 401K plan Life Ins.
EEO Statement:	This company is an Equal Opportunity Employer committed to the creation of a workplace free from discrimination and harassment. We recruit, hire, train, promote, compensate, and provide benefits and privileges to individuals in all job titles without regard to race, color, creed, religion, ancestry, sexual orientation, national origin, age, sex, disability, veteran status, or other legally protected status. Our company is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.
Date Job Available:	January 2018
Termination Date:	12/31/17
Contact's First Name:	Rhoda

Submit This Job

Edit This Job

* I have verified the information and I'm now ready to send the job posting out to the selected outreach area.
 Please note! When clicking submit your job posting will be sent to the selected resources immediately. No further edits will be possible. If you leave this page without clicking "Submit This Job" the job will not be posted.

Contact's Last Name:		Kihikihi	
Fax:		808 275-1198	
E-mail Address:		RHODA.KIHIKIHI@SUMMITMEDACORP.COM	
Contact Instructions:		ADDITIONAL DETAILS Rhoda Kihikihi 900 Fort St. Suite 200, Honolulu, Hawaii, 96813 or e mail rhoda.kihikihi@summitmediacorp.com, or fax: 275-1198•No phone calls - qualified applicant will be notified for interview	
Level of Outreach:		City/Local Posting	
Other Outreach:			
For which station(s) are you advertising this job?		KCCN-FM,KINE-FM,KPHE-FM,KRTR-FM,KRTR-AM	
Hide station(s) on job notice?		No	



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Receptionist

Job Listing

Job Title	Posted
Receptionist SummitMedia LLC, Hawaii Honolulu Full Time, \$9.00 - \$11.00 /hour	Nov 09 2017

Job Description

Job Posting

Posting Date: 9/8/2016

SummitMedia, LLC (Honolulu) is currently looking for a full time Receptionist for (Honolulu). The ideal candidate must be a hard worker with a great personality, good verbal and written communications. They should also be detail oriented, organized and able to multitask. Copy writing is a plus.

Responsibilities: This position is Monday – Friday, with some nights and weekends, you are responsible for answering a multi phone line system, assisting clients, winners, entertainers and special guests. You will assist in clerical duties, organizing all prize giveaways and prize closet, run errands, pick up and deliver mail/postage, billing, internet research, run reports, and assist Sales Staff, Program Directors, Promotions Managers and HR Office Manager as needed.

Qualifications: Prior experience as a receptionist/customer service representative is welcome but not required. You should be able to type 55-65 WPM, have excellent written and

verbal skills, proficient in Microsoft Outlook/Word, Power Point, Excel, Adobe Photoshop, Digital/Social Media and SDS Traffic System (a plus)

Closing Statement: This is an entry level position. Candidate must have an ideal mix of a great personality and people skills. This person should enjoy a fast paced business, meeting and greeting people constantly each and every day. Please send Resume & Cover Letter to:

SummitMedia, LLC (Honolulu)

Attn: Rhoda Kihikihiki

900 Fort St. Suite 700

□ □ Honolulu, Hawaii 96813 or Fax (808)275-1198

Or email Rhoda.kihikihiki@summitmediacorp.com

It is the policy of SummitMedia, LLC (Honolulu) to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination.

Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

□ □

Note: No phone calls - Qualified Applicant will be notified for interview</p>

□ □ □ □ □ □

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Receptionist with a great personality wanted

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Receptionist with a great personality wanted

by RKIKIKIHI » Thu Nov 09, 2017 11:15 am

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Job Posting

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