

**KCCN(FM), KINE(FM), KRTR(FM), KPHW(FM), KPRP(AM), KKEA(AM)**  
**EEO PUBLIC FILE REPORT**  
**October 1, 2018–September 30, 2019**

**I. VACANCY LIST**

See Section II, the “Master Recruitment Source List” (“MRSL”) for recruitment source data

<b>Job Title</b>	<b>Recruitment Sources (“RS”) Used to Fill Vacancy</b>	<b>RS Referring Hiree</b>
Sales Account Manager (4)	1-9,13,18,16	11,8,18,9
Receptionist	1-7,11,13-14, 18-20	1

**KCCN(FM), KINE(FM), KRTR(FM), KPHW(FM), KPRP(AM), KKEA(AM)**  
**EEO PUBLIC FILE REPORT**  
**October 1, 2018–September 30, 2019**

**II. MASTER RECRUITMENT SOURCE LIST (“MRSL”)**

<b>RS Number</b>	<b>RS Information</b>	<b>Source Entitled to Vacancy Notification? (Yes/No)</b>	<b>No. of Interviewees Referred by RS Over Reporting Period</b>
1	<b>Indeed</b> www.indeed.com	N	24
2	<b>All Access</b> www.allaccess.com	N	0
3	<b>Real Jobs Hawaii</b> realjobshawaii.com	N	0
4	<b>Broadcast Compliance Services (BCS)</b> www.bcs-ok.com	N	0
5	<b>Hawaii Association of Broadcasters Virtual Job Fairs</b> Jamie Hartnett, <a href="mailto:jamie.hartnett@gmail.com">jamie.hartnett@gmail.com</a>	N	0
6	<b>Summit Media Websites</b> Kccnfm100.com Hawaiian105.com Ktr96.com Power1043.com	N	2
7	<b>Hirenet Hawaii.com</b>	N	0
8	<b>Employee Referral</b>	N	7
9	<b>Client Referral</b>	N	1
10	<b>KTUH</b> <a href="mailto:GM@KTUH.org">GM@KTUH.org</a> or <a href="http://KTUH.org">KTUH.org</a>	N	0
11	<b>Shidler College of Business</b> <a href="mailto:Shidlercollegeofbusiness@csm.symplicity.com">Shidlercollegeofbusiness@csm.symplicity.com</a>	N	3
12	<b>Honolulu Community College – Mele Program</b> John Vierra, Mele Program Director 874 Dillingham Blvd. Honolulu, HI 96817	N	0

<b>RS Number</b>	<b>RS Information</b>	<b>Source Entitled to Vacancy Notification? (Yes/No)</b>	<b>No. of Interviewees Referred by RS Over Reporting Period</b>
13	<b>Kapiolani Community College</b> 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	2
14	<b>Hawaii Pacific University (HPU)</b> Carrier Service Center – Michael Van Lear 1164 Bishop St., Ste. 122 Honolulu, HI 96813	N	0
15	<b>Searchjobsnearme.com</b>	N	0
16	<b>Walk In's</b>	N	2
17	<b>Kelly Services</b> Todd Tokunaga, <a href="mailto:todd.tokunaga@kellyservices.com">todd.tokunaga@kellyservices.com</a>	N	0
18	<b>Internal Posting</b>	N	1
19	<b>Facebook</b>	N	0
20	<b>Linkedin.com</b>	N	0
<b>TOTAL INTERVIEWEES OVER REPORTING PERIOD</b>			<b>42</b>

**KCCN(FM) KINE(FM) KRTR(FM) KPHW(FM) KPRP(AM) KKEA(AM)**  
**EEO PUBLIC FILE REPORT**  
**October 1, 2018–September 30, 2019**

**III. RECRUITMENT INITIATIVES**

	<b>Type of Recruitment Initiative (Menu Selection)</b>	<b>Brief Description of Activity</b>
1	Internship Program	<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"> <li>▪1 Intern – (Military – US Army) who learned about and assisted in the Promotions, Business Administration, Communications, Sales Programming departments from 6/26/19 to 9/20/19;</li> <li>▪1 Intern – (College Student from UH Manoa Shidler College of Business) who learned about and assisted in Promotions, Social Media and Research departments from 1/21/19– 4/29/19;</li> <li>▪2 Interns – (College Student from University of Hawaii West Oahu) who learned about and assisted in the Promotions, Social Media, Public Relations, Research, Programming &amp; Production departments from 10/4/18 to 12/07/18 &amp; 3/4/19-8/14/19</li> <li>▪6 interns – (International college students 5 from Korea and 1 from Sweden) who learned about radio broadcasting and communications and assisted in the Promotions, Social Media and Research, Programming, Production, Marketing and Business departments from 10/01/18 – 2/13/18 &amp; 7/18-8/16/19</li> </ul>

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
2	Station Tours And On Site Career Days And Spirit Day Rally-Job Awareness	<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"> <li>▪1/17/19 and 1/23/19 – UH West Oahu UH West Oahu reached out to ask if we were able to provide a tour of the stations for a total of 24 faculty, staff and students. Our Promotions Director and 2 Interns that are students with West Oahu joined to discuss unique challenges of radio sales and the relationship between sales, production and promotions, how all 3 work together to make the stations successful. We took question and answer sessions we were able to let them visit all stations and spend time talking with the DJ’s and asking them questions- a small gift bag was given to each as a departing gift.</li> <li>▪2/28/19 – McKinley High School Spirit Week – KPHW Morning team Candace Kay and Double J and the Promotion team were all at the McKinley High School campus to support the student body in raising job awareness – our team was able to address the students talking about what radio is all about – what classes to take in college if they are interested in broadcasting. The different jobs available to them. The students were very receptive, and the DJ’s and Promotion team played some games and gave away some prizes.</li> <li>▪3/3/19 – Honolulu Community College – Words in Motion Andrew Rosen our President went to speak to college students regarding education/career and what lead him to become the President of Summit Media. Words in Motion is a special series put together by the language arts department at HCC in which guest speakers share their personal career experiences. He answered questions from the audience, shared stories all about radio and when he was in college and how it led him to where he is now.</li> </ul>

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
3	Participate in Virtual Job Fairs (3)	<p>The SEU (Station Employment Unit) participated in quarterly, virtual job fairs hosted by the Hawaii Association of Broadcasters as follows:</p> <p>9/17-21/2018 HAB Q3 Virtual Job Fair;  12/17-21/2018 HAB Q4 Virtual Job Fair;  2/18-22-2019 HAB Q1 Virtual Job Fair;</p> <p>SummitMedia is a media partner and member of the Association.</p>
4	External Job Fair	<p>On September 12, 2019, our SEU participated in the Fall 2019 Job Fair hosted by Kapiolani Community College. This was a first-time event for our participation, designed and planned by KCC, hundreds of students and alumnae attended the fair. KCC did a survey of vendors and found that the quality of applicants that attended exceeded their expectations. Due to its popularity they need to find a larger location to host more vendors and attendees. We were pleased to announce to KCC that we had received 4 applications by the time we returned to our offices.</p>

# SummitMedia LLC

## PERSONNEL REQUISITION POSITION APPROVAL

TO: DARRYL GONDINES

Date: 6/1/18

From: ANDREW ROSEN

Dept: SALES

Job Title of Open Position: Sales Account Manager

Date required: ASAP

Full Time X

Part Time

X Replacement

       New Position

Budgeted X Yes

       No

Posting for internal board:

### Sales Manager

SummitMedia Hawaii is looking for a highly talented sales leader who is committed to the continuing development of our sales team.

Duties include but are not limited to:

- Identify Revenue Potential and plan to achieve
- Help Sales team hit revenue goals
- New business development
- Creating custom programs using our assets to help our clients achieve results
- Recruitment, hiring and training sales team
- Strategic planning and market development
- Budgets
- Forecasting
- Managing inventory
- Developing sales packages
- Working with programming and promotions

**Qualifications:** 5 years Radio Sales and Marketing with at least 3 years in Sales Management.

Preference given to applicant with accelerated skills in broadcast with knowledge of on line advertising, marketing and social media.

If you are aggressive, hard working and desire to be the best, please respond as outlined below:

Qualified candidates: Please send resumes to:

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

**This job will be posted internally on the office bulletin boards and in the SummitMedia jobline. If you need additional sources, please notify the Business office.**

**Department Head/Hiring Manager** Andrew Rosen **Date:** 4/8/19 **(REPOSTED)**

**President** Andrew Rosen **Date:** 4/8/19 **(REPOSTED)**





## **Job Posting**

**Posting Date: 03/19/2019**

- 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 Kihikihi or Fax 275-1198 or e mail  
veronica.yamagata@summitmediacorp.com  
Note: No phone calls – Applicant will be notified for interview**

**EOE**



## 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:** (4) Account Executives

**FULL-TIME OR PART-TIME:** FULL-TIME **DATE:** 06/1/18 – 05/16/19

### RECRUITMENT SOURCES

### NUMBER OF REFERRED APPLICANTS INTERVIEWED

1. Indeed	11
2. Client Referral	01
3. Kapiolani Community College	02
4. Employee Referral	07
5. Websites	02
6. Walk In	02
7. UH Schidler College/M	03
8. IN House Candidate	01

**DATE POSITION WAS FILLED:** 05/16/19

**REFERRAL SOURCE OF APPLICANT HIRED:** Employee Referral, Client Referral, In House Candidate, UH Manoa College

## Net Talk

AllAccess.com radio industry discussion boards.  
<https://www.allaccess.com/forum/>

### Sales Account Manger

<https://www.allaccess.com/forum/viewtopic.php?f=10&t=84104>

### Sales Account Manger

by RKIHIKIHI

RE - Posted: 4/16/19

Page 1 of 1

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 Kihikihi or Fax 275-1198 or e mail  
[Rhoda.kihikihi@summitmediacorp.com](mailto:Rhoda.kihikihi@summitmediacorp.com)

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

Powered by phpBB® Forum Software © phpBB Limited  
<https://www.phpbb.com/>

All times are UTC-07:00  
Page 1 of 1

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 Kihikihi or Fax 275-1198 or e mail  
Rhoda.kihikihi@summitmediacorp.com  
Note: No phone calls - Applicant will be notified for interview  
EOE

# Employment

Work With Us



## Job Posting

**Posting Date: 3/1/2019**

**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 Kihikihi or Fax 275-1198 or e mail [rhoda.kihikihi@summitmediacorp.com](mailto:rhoda.kihikihi@summitmediacorp.com)

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

**EOE**

STATION KCCN-FM	REVENUE TYPE PROMO	CONTRACT TYPE Regular	BILLING TYPE Calendar	SALE TYPE Standard	CONTRACT # 7805
MAILING ADDRESS SALES PROMOTIONS-D					REF # 548
					REV # 1
					PRINT DATE 02/07/19 7:17:22 PM
BUYER	START 12/24/18	END DATE 01/27/19	REVISION DATE 01/28/19	PRODUCT SALES/DIGITAL RECRUITMENT	
ADVERTISER SALES PROMOTIONS-D	ACCOUNT EXECUTIVE ANDREW ROSEN	OFFICE HONOLULU	P.O. #	Client	Product




Sales Contract

STA	Line	TYPE	DAY	SCHEDULE - TIME	START	FINISH	START	FINISH	P	ALT	LEN	SPW	Mo	Tu	We	Th	Fr	Sa	Su	RATE	OCC	L.RATE	
	1	PRO	Mo-Su	ROS 12a-12a	00:00A	12:00A	12/24/18	12/30/18	9		30	35	XX	XX	XX	XX	XX	XX	XX	XX	0.00	35	0.00
	2	PRO	Mo-Su	ROS 12a-12a	00:00A	12:00A	12/31/18	01/27/19	9		30	56	XX	XX	XX	XX	XX	XX	XX	XX	0.00	224	0.00
CR		PRO	Su	ROS 12a-12a OFF AIR	00:00A	12:00A	01/27/19	01/27/19	9			1							XX	0.00	1	0.00	

Accepted For Advertiser: \_\_\_\_\_


Total Occasions	259
Gross	\$0.00
Tax	\$0.00
Contract Total	\$0.00

STATION KCCN-FM	REVENUE TYPE PROMO	CONTRACT TYPE Regular	BILLING TYPE Calendar	SALE TYPE Standard	CONTRACT # 7805	 <b>Sales Contract</b>
MAILING ADDRESS SALES PROMOTIONS-D					REF # 648	
					REV # 1	
					PRINT DATE 02/07/19 7:17:23 PM	
BUYER	START 12/24/18	END DATE 01/27/19	REVISION DATE 01/28/19	PRODUCT SALES/DIGITAL RECRUITMENT		
ADVERTISER SALES PROMOTIONS-D	ACCOUNT EXECUTIVE ANDREW ROSEN	OFFICE HONOLULU	P.O. #	Client	Product	

**BILLING SUMMARY**

MONTH	GROSS	NET
Dec-18	0.00	0.00
Jan-19	0.00	0.00


Accepted For Advertiser: _____	Total Occasions	269
	Gross	\$0.00
	Tax	\$0.00
	<b>Contract Total</b>	<b>\$0.00</b>

<b>STATION</b> KINE-FM	<b>REVENUE TYPE</b> PROMO	<b>CONTRACT TYPE</b> Regular	<b>BILLING TYPE</b> Calendar	<b>SALE TYPE</b> Standard	<b>CONTRACT #</b> 7690	 <p>The Hawaiian Music Station</p> <p><b>Sales Contract</b></p>
<b>MAILING ADDRESS</b> SALES PROMOTIONS-D					<b>REF #</b> 551	
					<b>REV #</b> 1	
					<b>PRINT DATE</b> 02/07/19 7:17:56 PM	
<b>BUYER</b>	<b>START</b> 12/24/18	<b>END DATE</b> 01/27/19	<b>REVISION DATE</b> 12/21/18	<b>PRODUCT</b> SALES/DIGITAL RECRUITMENT		
<b>ADVERTISER</b> SALES PROMOTIONS-D	<b>ACCOUNT EXECUTIVE</b> ANDREW ROSEN	<b>OFFICE</b> HONOLULU	<b>P.O. #</b>	<b>Client</b>	<b>Product</b>	

STA.	Line	TYPE	DAY	SCHEDULE - TIME	START	FINISH	START	FINISH	P	ALT	LEN	SPW	Mo	Tu	We	Th	Fr	Sa	Su	RATE	OCC	L.RATE
	1	PRO	Mo-Su	ROS 12a-12a	00:00A	12:00A	12/24/18	12/30/18	9		30	35	XX	XX	XX	XX	XX	XX	XX	0.00	35	0.00
	2	PRO	Mo-Su	ROS 12a-12a	00:00A	12:00A	12/31/18	01/27/19	9		30	55	XX	XX	XX	XX	XX	XX	XX	0.00	224	0.00

Accepted For Advertiser: _____	<b>Total Occasions</b>	259
	<b>Gross</b>	\$0.00
	<b>Tax</b>	\$0.00
	<b>Contract Total</b>	\$0.00




STATION KINE-FM	REVENUE TYPE PROMO	CONTRACT TYPE Regular	BILLING TYPE Calendar	SALE TYPE Standard	CONTRACT # 7690	 <p>The Hawaiian Music Station</p> <p><b>Sales Contract</b></p>
MAILING ADDRESS SALES PROMOTIONS-D					REF # 551	
					REV # 1	
					PRINT DATE 02/07/19 7:17:56 PM	
BUYER	START 12/24/18	END DATE 01/27/19	REVISION DATE 12/21/18	PRODUCT SALES/DIGITAL RECRUITMENT		
ADVERTISER SALES PROMOTIONS-D	ACCOUNT EXECUTIVE ANDREW ROSEN	OFFICE HONOLULU	P.O. #	Client	Product	

**BILLING SUMMARY**


MONTH	GROSS	NET
Dec-18	0.00	0.00
Jan-19	0.00	0.00

Accepted For Advertiser: _____	Total Occasions	259
	Gross	\$0.00
	Tax	\$0.00
	<b>Contract Total</b>	<b>\$0.00</b>

<b>STATION</b> KPHW-FM	<b>REVENUE TYPE</b> PROMO	<b>CONTRACT TYPE</b> Regular	<b>BILLING TYPE</b> Calendar	<b>SALE TYPE</b> Standard	<b>CONTRACT #</b> 7950	  <b>Sales Contract</b>
<b>MAILING ADDRESS</b> SALES PROMOTIONS-D					REF # 650	
					REV # 1	
					PRINT DATE 02/07/19 7:18:28 PM	
<b>BUYER</b>	<b>START</b> 12/24/18	<b>END DATE</b> 01/27/19	<b>REVISION DATE</b> 12/31/18	<b>PRODUCT</b> SALES/DIGITAL RECRUITMENT		
<b>ADVERTISER</b> SALES PROMOTIONS-D	<b>ACCOUNT EXECUTIVE</b> ANDREW ROSEN	<b>OFFICE</b> HONOLULU	<b>P.O. #</b>	<b>Client</b>	<b>Product</b>	

STA.	Line	TYPE	DAY	SCHEDULE - TIME	START	FINISH	START	FINISH	P	ALT	LEN	SPW	Mo	Tu	We	Th	Fr	Sa	Su	RATE	OCC	L RATE
	1	PRO	Mo-Su	ROS 12a-12a	00:00A	12:00A	12/24/18	12/30/18	9		30	35	XX	XX	XX	XX	XX	XX	XX	0.00	35	0.00
	2	PRO	Mo-Su	ROS 12a-12a	00:00A	12:00A	12/31/18	01/27/19	9		30	56	XX	XX	XX	XX	XX	XX	XX	0.00	224	0.00
CR		PRO	T	ROS 12a-12a Commercial Free	00:00A	12:00A	01/01/19	01/01/19	9			1		XX						0.00	1	0.00
CR		PRO	T	ROS 12a-12a Commercial Free	00:00A	12:00A	01/01/19	01/01/19	9			1		XX						0.00	1	0.00
CR		PRO	T	ROS 12a-12a Commercial Free	00:00A	12:00A	01/01/19	01/01/19	9			1		XX						0.00	1	0.00

Accepted For Advertiser: _____	<b>Total Occasions</b>	269
	<b>Gross</b>	\$0.00
	<b>Tax</b>	\$0.00
	<b>Contract Total</b>	\$0.00

STATION KPHW-FM	REVENUE TYPE PROMO	CONTRACT TYPE Regular	BILLING TYPE Calendar	SALE TYPE Standard	CONTRACT # 7850	  <b>Sales Contract</b>
MAILING ADDRESS SALES PROMOTIONS-D					REF # 650	
					REV # 1	
					PRINT DATE 02/07/19 7:18:28 PM	
BUYER	START 12/24/18	END DATE 01/27/19	REVISION DATE 12/31/18	PRODUCT SALES/DIGITAL RECRUITMENT		
ADVERTISER SALES PROMOTIONS-D	ACCOUNT EXECUTIVE ANDREW ROSEN	OFFICE HONOLULU	P.O. #	Client	Product	

**BILLING SUMMARY**

MONTH	GROSS	NET
Dec-18	0.00	0.00
Jan-19	0.00	0.00

Accepted For Advertiser: \_\_\_\_\_

Total Occasions	259
Gross	\$0.00
Tax	\$0.00
<b>Contract Total</b>	<b>\$0.00</b>

STATION KRTR-FM	REVENUE TYPE PROMO	CONTRACT TYPE Regular	BILLING TYPE Calendar	SALE TYPE Standard	CONTRACT # 8535	<b>KRATER</b> <b>96.3</b>  <b>Sales Contract</b>
MAILING ADDRESS					REF # 549	
SALES PROMOTIONS-D					REV # 1	
					PRINT DATE 02/07/19 7:19:02 PM	
BUYER	START 12/24/18	END DATE 01/27/19	REVISION DATE 01/28/19	PRODUCT SALES/DIGITAL RECRUITMENT		
ADVERTISER SALES PROMOTIONS-D	ACCOUNT EXECUTIVE ANDREW ROSEN	OFFICE HONOLULU	P.O. #	Client	Product	

STA	Line	TYPE	DAY	SCHEDULE	TIME	START	FINISH	START	FINISH	P	ALT	LEN	SPW	Mo	Tu	We	Th	Fr	Sa	Su	RATE	OCC	L.RATE
CR	1	PRO	Mo-Su	ROS		00:00A	12:00A	12/24/18	12/30/18	9		30	35	XX	XX	XX	XX	XX	XX	XX	0.00	35	0.00
	2	PRO	Mo-Su	ROS		00:00A	12:00A	12/31/18	01/27/19	9		30	56	XX	XX	XX	XX	XX	XX	XX	0.00	224	0.00
		PRO	F	ROS	Dropped in Automation		00:00A	12:00A	01/25/19	01/25/19	9		1							XX		0.00	1
CR		PRO	F	ROS	Dropped in Automation	00:00A	12:00A	01/25/19	01/25/19	9		1							XX		0.00	1	0.00
CR		PRO	F	ROS	Dropped in Automation	00:00A	12:00A	01/25/19	01/25/19	9		1							XX		0.00	1	0.00
CR		PRO	F	ROS	Dropped in Automation	00:00A	12:00A	01/25/19	01/25/19	9		1							XX		0.00	1	0.00
CR		PRO	F	ROS	Dropped in Automation	00:00A	12:00A	01/25/19	01/25/19	9		1							XX		0.00	1	0.00

Accepted For Advertiser: _____	<b>Total Occasions</b>	259
	<b>Gross</b>	\$0.00
	<b>Tax</b>	\$0.00
	<b>Contract Total</b>	\$0.00

STATION KRTR-FM	REVENUE TYPE PROMO	CONTRACT TYPE Regular	BILLING TYPE Calendar	SALE TYPE Standard	CONTRACT # 8535	<b>KRATER 96.3</b>  <b>Sales Contract</b>
MAILING ADDRESS SALES PROMOTIONS-D					REF # 549	
					REV # 1	
					PRINT DATE 02/07/19 7:18:02 PM	
BUYER	START 12/24/18	END DATE 01/27/19	REVISION DATE 01/28/19	PRODUCT SALES/DIGITAL RECRUITMENT		
ADVERTISER SALES PROMOTIONS-D	ACCOUNT EXECUTIVE ANDREW ROSEN	OFFICE HONOLULU	P.O. #	Client	Product	

**BILLING SUMMARY**

MONTH	GROSS	NET
Dec-18	0.00	0.00
Jan-19	0.00	0.00

Accepted For Advertiser: \_\_\_\_\_

Total Occasions	259
Gross	\$0.00
Tax	\$0.00
<b>Contract Total</b>	<b>\$0.00</b>

Find Jobs Resume Employers Analytics Messages Need Help? SummitMedia LLC Rhoda.kihikihi@summitmediacorp.com

Overview Jobs Candidates Career Page

Find Candidates... Search Post a Job

Back to all jobs

### Sales Account Manager

SummitMedia LLC - Honolulu, HI

Sponsor this Job

edit job

#### Clicks

Your job

Clicks this week @

0

Sponsor Job for More Clicks

Improve Job Description



- close job
- view cost & performance
- find candidates for this job
- add candidate

Views: 169  
 Candidates: 7  
 Status: Open - pause  
 Created: Dec 16 2016

View public job page

Promote this job for more candidates:

- Share 0
- Tweet
- Share

#### Candidates

Awaiting Review	7
Total (excluding rejected)	7
0 Rejected	

#### Job Description

Position: Sales Account Manager Full Time

Annual + 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 Kihikihi or Fax 275-1188

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

EOE

Job Type: Full-time

Salary: \$30,000.00 /year

#### Application Questions

**You have requested that Indeed ask candidates the following questions:**

- How many years of Commission Sales experience do you have?

Follow us



Manage Jobs

Manage Applicants [BLOG](#) [MY ACCOUNT](#) [LOGOUT](#)

# Sales Account Manager

## Job Listing

Job Title	Posted
<b>Sales Account Manager</b> SummitMedia LLC, Hawaii   Honolulu   Full Time, \$30,000 - \$40,000 / year	05 08 2019

## 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.

**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 Kihikihi or Fax 275-1198 or e mail [veronica.yamagata@summitmediacorp.com](mailto:veronica.yamagata@summitmediacorp.com)

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



[Close preview](#)

[Edit job](#)

## Enter Your Email

[Subscribe](#)

---

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



— HAWAII —

[About](#) | [Terms of Use](#) | [Privacy Policy](#) | [Contact](#)



# HireNet Hawaii - Recruitment Services - Job Order System

[ [Employer Portfolio](#) ]

[Employer Profiles](#)

[Human Resource Plan](#)

Job Orders

[Job Order Templates](#)

[Application Questions](#)

[Job Skill Sets](#)

[Tools and Technology](#)

Show Filter Criteria

Results View: [Summary](#) | [Detailed](#)

To sort data, click the details column header

Job Order Details		Action	Select
Job ID:	1463224	View job details	<input type="checkbox"/>
Job Title:	Sales Account Manager	Copy	<input type="checkbox"/>
Description: (partial 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...	Edit	
Employer:	SummitMedia, LLC.	Delete	
Location/Worksite:	900 Fort Street Mall Honolulu HI, 96813-3721	Search by Job Criteria	
Salary:	\$0 to \$0 per Hour	Pre-fill	
Minimum Education Level:	2 Years of College or a Technical or Vocational School	Advanced	
Minimum Months Experience:	0 month(s)	Resume Search	
Created:	2/8/2019	Applicants	
Inactive After:	3/10/2019 12:00:00 AM	Preview	
Actual Close Date:	N/A	Template	
Views:	0		
Positions Available:	1		
Applicants Hired:	0		

Positions Remaining: 1  
Number of Applicants Requested: 25  
Actual Applications Made: 0  
Applicant Balance: 25  
Special Category:  
Map  
Export

⏪ ◀ Page 1 ▼ of 1 ▶ ⏩

Rows 100 ▼

**1 Records Found**

SEARCH CRITERIA: Internal jobs only and Complete jobs

---

You are at the page footer.

You are at the page footer.

### Set Up Recurring General Job Announcement

**Company:**

**\* Job Title:**

**Details:**

**Mission:**

**Benefits:**

**EEO Statement:**

**Contact's First Name:**

**Contact's Last Name:**

**Address:**

**Address:**

**City:**

**State:**

**Zip Code:**  -

**Fax:**

**E-mail Address:**

**Level of Outreach:**

- National Posting** (job posting is sent to a national audience)
- Regional Posting** (job posting is sent to a regional audience)
- City/Local Posting** (job posting is sent to a local audience)

**Attach EEO Data Form with Posting**

**How often should the announcement be posted?** Every  months

**Recurring Status:**  Yes  No

## View Previous Job Listings and Responses

Station: KCCN-FM, KINE-FM, KPHW-FM, KRTR-FM, KRTR-AM, KKNE-AM  
 Job Resources for (job ID): R000193

Sort by: Agency

Agency Name	Contact Name	Add1	City	St	Zip	Phone	Fax	How Contacted	Requesting Notification	Responses Interviewed
Abilities Unlimited	Melanie Brunson	414 Kuwli Street Suite 103	Honolulu	HI	96817	808-532-2100	808-532-2108	E	N	0
Alliance Personnel, Incorporated	June Fernandez	1136 Union Mall Suite 202	Honolulu	HI	96813	808-521-4300	808-521-4307	E	N	0
Aloha Association of the Deaf	Stephen Laracuate	PO Box 88591 310 Paoakalani Avenue	Honolulu	HI	96830	808-926-8203	808-574-5664	E	N	0
Alu Like, Inc - Molokai-Multi-Cultural	Camellia Hamakua-Napoleon	Maunaloa Highway P.O. Box 1859	Kaunakakai	HI	96748	808-553-5393	808-553-9888	F	N	0
Alu Like, Inc - Oahu	Nanea Sai	458 Keawe Street	Honolulu	HI	96813	808-535-6750	808-524-3744	F	N	0
American Business Women's Association-IMUA Chapter	Myrtle Ching-Rappa	327 Keawe Street	Honolulu	HI	96813	808-593-1803		E	N	
American Indian Cultural Center-Honolulu		3260 Ualena Street	Honolulu	HI	96819	808-833-4581		E	N	0
American Society for Training and Development-Hawaii Chapter	Shirley Tsukano	PO Box 3110	Honolulu	HI	96802			E	N	0
Applied Computer Training	Chad Kovashigawa	98-030 Hekaha Street #29	Aiea	HI	96701	808-486-7330	808-486-2053	E	N	0
ARC of Wahiawa	Nancy Quiniola	149 Kuahwi Street	Wahiawa	HI	96786	808-622-1115	808-621-9194	E	N	0
ARC-Honolulu	Nancy Quiniola	3989 Diamond Head Road	Honolulu	HI	96813	808-737-7995	808-732-9531	E	N	0
ARC-Pearl City	Nancy Quiniola	1174 Waimano Home Road	Pearl City	HI	96782	808-456-8090	808-456-8105	E	N	0
Career One Stop-Oahu Work Links-Honolulu Office	Harry Winfield	830 Punchbowl Street Keelikolani Building, Room 112	Honolulu	HI	96813	808-586-8700	808-586-8724	E	N	0
Career One Stop-Oahu Work Links-Kapolei Office (satellite)	Beverly Kaneshige	601 Kamokika Boulevard Room 588	Kapolei	HI	96813	808-692-7630	808-692-7643	E	N	0
Career One Stop-Oahu Work Links-Waiialua Office	Susie Escorzon	67-292 Goodale Avenue	Waiialua	HI	96791	808-637-6508	808-637-0120	E	N	0
Career One Stop-Oahu Works Links-	Sylvia Silva	1505 Dillingham Boulevard	Honolulu	HI	96817	808-843-0733	808-843-0256	F	N	0

Dillingham Office										
Career One Stop-One Stop Career Resource Center Motokai	Albert Lucas	55 Makeana Street Room 4, Kaunakani Civic Center	Kaunakani	HI	96748	808-553-1755	808-553-1754	E	N	0
Career One Stop-Worksource Maui	Kevin Kimizuka	2064 Wells Street Suite 108	Wailuku	HI	96793	808-984-2091	808-984-2090	E	N	0
Catholic Charities		200 North Vinyard Boulevard 2nd Floor	Honolulu	HI	96817	808-536-1794	808-536-8961	E	N	0
Chamber of Commerce of Hawaii	Jeff Tollefson	1132 Bishop Street Suite 402	Honolulu	HI	96813	808-545-4300	808-545-4369	E	N	0
College-Hawaii Business College		33 South King Street Suite 405	Honolulu	HI	96813	808-524-4014	808-524-0284	F	N	0
College-Heald College	Connle	1500 Kapiolani Boulevard	Honolulu	HI	96814	808-955-1500	808-955-6964	F	N	0
College-Honolulu Community College	Barbara	2600 Campus Road Career Services 212	Honolulu	HI	96817	808-845-9211	808-845-9173	F	N	0
College-Kapiolani Community College	Keoni Kaiser	4303 Diamond Head Road	Honolulu	HI	96816	808-734-9000	808-734-9828	F	N	0
College-Leeward Community College	Sandy Hoshino	96-045 Ala Ike Street	Pearl City	HI	96782	808-455-0260	808-455-8804	E	N	0
College-Maui Community College	Sunny Cabello	310 Kaahumanu Avenue	Wailuku	HI	96793	808-984-3239	808-244-3228	F	N	0
Department of Human Services	Linda Fukunaga	1955 Main Street Suite 325	Wailuku	HI	96793	808-243-5875	808-243-5880	E	N	0
Equal Employment Opportunity Commission	Timothy Riera	Ala Moana Boulevard, Room 7123 A P.O. Box 50082	Honolulu	HI	96850	808-541-3120	808-541-3390	E	N	0
Family Court Probation Services	Thomas Jay Kemp	2145 Main Street	Wailuku	HI	96793	808-244-2770	808-586-4606	E	N	0
Goodwill Hawaii-First To Work	Galenn Yahiku	94-275 Mokuola Street #105	Waipahu	HI	96797	808-675-0081	808-675-0011	E	N	0
Goodwill Hawaii-First to Work	Keith Tamashiro	333 North King Street 808-521-1136	Honolulu	HI	96817	808-587-3850		E	N	0
Goodwill Hawaii-First to Work Honolulu	Wand Villareal	1297 Kaunuailli Street	Honolulu	HI	96817	808-845-7071		E	N	0
Goodwill Hawaii-First to Work Kapolei	Wanda Villareal	2140 Lauwiliwili Street	Kapolei	HI	96707	808-792-5100		E	N	0
Goodwill Hawaii-First to Work Pearl City	Wanda Villareal	98 Kamehameha Highway	Aiea	HI	96701	808-488-1230		E	N	0
Goodwill Hawaii-First to Work Wahiawa	Susan Rosaldo	1008 California Avenue	Wahiawa	HI	96786	808-622-6326		E	N	0
Goodwill Industries-	Edwina Kelly		Honolulu	HI	96826	808-946-9675		E	N	0

Job Connections		1020 Isenberg Street								
Goodwill Industries of Hawaii In Haleiwa	Dan Buron	66-437 Kamehameha Highway	Haleiwa	HI	96712	808-637-7733		E	N	0
Goodwill Industries of Hawaii in Honolulu	James Ornelias	1075 South Beretania Street	Honolulu	HI	96814	808-521-1798	808-536-4115	E	N	0
Goodwill Industries of Hawaii in Honolulu	Nelani China	2610 Kilihau Street	Honolulu	HI	96819	808-836-0313	808-836-2579	E	N	0
Goodwill Industries of Hawaii of Kahului	Janet Cerizo	250 Alamaha Suite 16A	Kahului	HI	96732	808-873-3972	808-873-3974	E	N	0
Hawaii Association of Independent Schools		Ala Moana Pacific Center 1585 Kapiolani Boulevard, Suite 1212	Honolulu	HI	96814	808-973-1540	808-973-1545	E	N	0
Hawaii Employee Assistance Services	Naomi Sutton	333 Dairy Road Suite 201	Kahului	HI	96732	808-877-6888	808-543-8487	E	N	0
Hawaii Korean Chamber of Commerce	Rex Kim	P.O. Box 2296	Honolulu	HI	96813	808-524-7441	808-521-8830	E	N	0
Hawaii Workforce Development Council	Carolyn Hildebrand	830 Punchbowl Street Room 417	Honolulu	HI	96813	808-586-8670	808-586-8674	E	N	0
Hawaii Workforce Development Division-Employment Service	Alberta Napoleon Lucas	55 Makaena Place Room Four	Kaunakakai	HI	96748	808-553-1755	808-553-1754	E	N	0
Honolulu Community Action Program	Sue Quinn	99-102 Kalaloa Street 2nd Floor	Aiea	HI	96701	808-488-5630	808-488-4957	E	N	0
Honolulu Employment Agency	Lettie Cara	1145 Bishop Street Room B	Honolulu	HI	96813	808-533-3537	808-533-3068	F	N	0
Human Services Department-Social Service		P.O. Box 339	Honolulu	HI	96809	808-586-4950	808-586-4990	F	N	0
Job Corps-Hawaii	Wendy Sakata	41-467 Hihimany Street	Waimanalo	HI	96795	808-545-3816	808-545-3913	E	N	0
Jobcorps-Waimanalo	Anita Sharp	41-467 Hihimanu Street	Waimanalo	HI	96795	808-259-6070	808-259-7907	F	N	0

**Next 50 Resources**

Printer Friendly Report

PDF Report



UNIVERSITY of HAWAII  
**KAPIOLANI**  
COMMUNITY COLLEGE

NOTE: Covers all colleges for Hawaii

Home My Profile Student Search My Jobs Sign Out

Jobs > Job Profile

- Page Functions
- Copy Job
- View Activity
- Calendar
- Resource Library
- I want to...
- Report a Hire

### Viewing Job: 14770/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 this 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:** 14770  
**\*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+  
**\*Wage/Salary:** : Commission + Annual  
**Benefits/Comments:**   
**Employment Start Date:** : ASAP  
**Employment End Date:** :

**\*Job Description:** Position: Sales Account Manager  
 Full Time Annual + 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 Kihikhi or Fax 275-1198 or e mail  
 veronica.yamagata@summitmediacorp.com  
 Note: No phone calls - Applicant will be notified for interview  
 ECE

**\*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:** Kihikhi  
**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  
**Alternate Phone:**  
**Fax:** (808) 275-1198  
**\*Email:** rhoda.kihikhi@summitmediacorp.com  
**Website:**

#### Posting Information [Edit]



**\*Job Location - Island:** Oahu  
**\*Job Location - Area** ② : Oahu - Honolulu  
**\*Job Category** ① : Business  
**\*Position Status** ② : Full-time  
**\*Position Type** ② : Full-time  
**\*Additional Position Requirements** ② : Contact with customers or clients outside of the organization's office/place of business  
**Student Status** ③ : Alumni  
**Minimum Education Required:** None  
**Preferred Majors :**  
**Which campus(es) would you like to post From UHCC System Campuses your job with?** ⑦ : Honolulu Community College  
Kapoleli Community College  
Leeward Community College  
Windward Community College  
**Primary College:** Kapoleli Community College  
**\*Post Date:** 3/12/2019  
**\*Expiration Date** ③ : 12/31/2019  
**Show Contact Info** ④ : Yes  
**Allow Students to Apply thru JobCenter** ⑥ : Yes

**Rhoda Kihikihi (SMC-Hawaii)**

---

**From:** Jamie Hartnett <jamie.hartnett@gmail.com>  
**Sent:** Wednesday, March 13, 2019 6:02 AM  
**To:** Rhoda Kihikihi (SMC-Hawaii)  
**Subject:** HAB 2019 Q1 Virtual Job Fair  
**Attachments:** stats\_and\_apps.pdf; Summit.pdf

Hi Rhoda, thank you for participating in the 2019 Virtual Job Fair. Reports are attached for your files.

Thank you. Jamie

--

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](http://www.hawaiibroadcasters.com)

# SummitMedia Hawaii

## PERSONNEL REQUISITION POSITION APPROVAL

TO: Darryl Grondines

Date: 9/11/2018

From: Rhoda Kihikihi

Dept: Admin

Job Title of Open Position: Receptionist

Date required:

Full Time \_xx\_

Part Time

\_X\_ Replacement

\_New Position

Budgeted \_X\_ Yes \_No

Posting for Internal board:

Receptionist Reports to the Business Manager

### RECEPTIONIST JOB POSTING

Position: Receptionist

Resume Deadline: (12/15/18)

Department: Programming

Stations: SummitMedia, LLC

Positions Available: (\_1\_)

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 Business & 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)275-1198**  
**Or email Rhoda.kihikihi@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.

Qualified candidates: Please send resumes to:

SummitMedia Hawaii  
900 Fort Street Suite 700  
Honolulu, Hawaii 96813  
Attn: Rhoda Kihikihi (SMC-Hawaii)

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 \_\_\_\_\_ Rhoda Kihikihi/Andrew Rosen \_\_\_\_\_

Date: \_\_\_ 9/11/18 \_\_\_\_\_

President \_\_\_\_\_ Andrew Rosen \_\_\_\_\_

Date: \_\_\_ 9/11/18 \_\_\_\_\_

  
9/12/18



# Job Posting

**Posting Date: 9/11/2018**

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)275-1198**  
**Or email Rhoda.kihikihi@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*

**EEO**

## 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:** Receptionist

**FULL-TIME OR PART-TIME:** F/T

**RECRUITMENT SOURCES**

**NUMBER OF REFERRED APPLICANTS INTERVIEWED**

1. <u>Summit Websites</u>	<u>0</u>
2. <u>All Access</u>	<u>0</u>
3. <u>BCS</u>	<u>0</u>
4. <u>HireNet Hawaii.com</u>	<u>0</u>
5. <u>Real Jobs HI</u>	<u>0</u>
6. <u>Indeed</u>	<u>13</u>
7. <u>Shidler College of Business</u>	<u>0</u>
8. <u>KCC/UHCC/HCC/LCC/WCC</u>	<u>0</u>
9. <u>Radio Online.com</u>	<u>0</u>
10. <u>facebook</u>	<u>0</u>
11. <u>Unk'd in</u> <u>0</u>	
12. <u>HAB virtual Jobs Fair</u> <u>0</u>	
<b>DATE POSITION WAS FILLED:</b> <u>10/22/18</u>	

**REFERRAL SOURCE OF APPLICANT HIRED:**  
indeed - marina Dreimanis

# Employment

Work With Us



## Job Posting

Posting Date: 9/11/2018

**Position: Full Time Receptionist.**

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)275-1198**

**Or email Rhoda.kihikihi@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. EOE**

## Rhoda Kihikihi

---

**From:** careeorg@host.sprhnetwork.net on behalf of careers@nasbaonline.net  
**Sent:** Thursday, September 13, 2018 9:30 AM  
**To:** Rhoda Kihikihi  
**Subject:** CareerPage Submission: Receptionist

Your job, **Receptionist**, was posted on CareerPage.org on 2018-09-13

### Description:

SummitMedia is currently looking for a full time Receptionist. The ideal candidate must be a hard worker with a great personality, good verbal and written communication. They should also be detail oriented, organized and able to multitask.

We are looking for an Ambassador of Aloha

### 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, organize 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.

### Requirements:

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.

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.

### To Apply:

Please send resume and cover letter to

Rhoda Kihikihi

email: [Rhoda.kihikihi@summitmediacorp.com](mailto:Rhoda.kihikihi@summitmediacorp.com)

or FAX 808 275-1198

**Job posted by an Equal Opportunity Employer**

Contact:

You can access your posting by logging in at [www.careerpage.org/members](http://www.careerpage.org/members) using this email address and your password.

Find RADIO ONLINE

AM  FM  HD



## Job Opening Received [Submit Another Listing](#)

Thank you for submitting your job opening listing for posting in RADIO ONLINE's job opportunities database.

Job openings must be approved by RADIO ONLINE's editorial staff before they will be posted. Submissions are reviewed periodically from 9am-9pm CT (except on weekends).

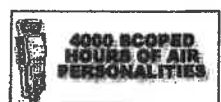
If approved, your posting will be available for viewing by anyone at radioonline.com. No subscription fees (or logins) are required to view any of the submitted openings.

A link to your posting will automatically be forwarded to the e-mail address in your submission so you can print out a copy for your EEO records. You may also use this link to edit, update or delete your posting.

If you have questions, contact Customer Support.

[Return to Menu](#)

Copyright © 1989-2018 RADIO ONLINE ®



Find RADIO ONLINE

AM  FM  HD



## Receptionist

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)275-1198 Or email Rhoda.kihikihi@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 al 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. EOE

(09-13-18)

Send materials to: Rhoda Kihikihi  
Summit Media LLC  
900 Fort St Ste 700  
Honolulu, HI 96813

West (Rank: ) Various **\*\* No Calls \*\***

[Edit Posting](#) [Delete Record](#) [Submit Job](#)

[Return to Menu](#)

Copyright © 1989-2018 RADIO ONLINE ®



## Rhoda Kihikihi

---

**From:** RADIO ONLINE <ronchase@radioonline.com>  
**Sent:** Wednesday, September 12, 2018 8:07 PM  
**To:** Rhoda Kihikihi  
**Subject:** Job Opening

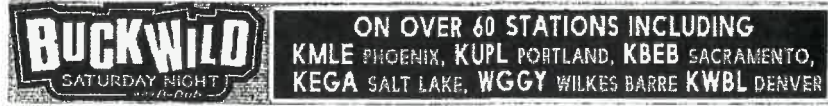
Thank you for providing your company's job opening information for use in RADIO ONLINE's Job Opportunities section. The job opening is now posted and available for display at:

[https://jobs.radio-online.com/cgi-bin/rol.exe/jobs\\_eeo\\_01063394](https://jobs.radio-online.com/cgi-bin/rol.exe/jobs_eeo_01063394)

If corrections are necessary, you may also use this link to edit, update or delete your posting.

Best regards,

Customer Support  
RADIO ONLINE (R)  
<http://support.radioonline.com>



You have 103 unread Net News stories.

search by keyword ...

Home > All Forums > Job Market > Situations Wanted

Forums

Search Forum Rules

Quick links FAQ

Notifications Private messages RKIKIKIHI

Board Index Job Market Situations Wanted

User Control Panel () Your posts

### Receptionist Needed ASAP

#### Forum rules

You can only post your Situations Wanted once in any 24 hour period. Additional posts will be deleted. Post will remain visible for 14 days.

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

Search this topic... [Q] [G]

1 post • Page 1 of 1

### Receptionist Needed ASAP

by RKIKIKIHI » Tue Sep 11, 2018 2:15 pm



RKIKIKIHI

Posts: 22  
Joined: Thu Feb 14, 2013 5:42 pm  
Contact: ☺

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

Shooting Star Wanted To Join GALAXY MEDIA Senior Account Exec. In Syracuse, New York Established advertiser list that will pay a minimum of \$80,000 annually. If you feel you have what it takes to succeed, this is the great news for you. Galaxy Media will cover moving expenses. Galaxy Media is Central New York's largest locally owned, independent media group and we are seeking an experienced media sales professional to join our Syracuse office. Candidates will have: A sales background with superior presentation skills. Minimum two years experience in media sales. Experience selling directly to clients. Please email your resume and cover letter to careers@galaxymedia.com

Earn your Penn State degree online Request Info Penn State World Campus

greeting people constant  
Resume & Cover Letter  
SummitMedia, LLC (Honolulu)  
Attn: Rhoda Kihikihi  
900 Fort St. Suite 700  
Honolulu, Hawaii 96813 or Fax (808)275-1198  
Or email Rhoda.kihikihi@summitmediacorp.com



ON OVER 60 STATIONS INCLUDING  
KMLE PHOENIX, KUPL PORTLAND, KBEB SACRAMENTO,  
KEGA SALT LAKE, WGGY WILKES BARRE, KWBL DENVER

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

EEO



1 post • Page 1 of 1

Return to "Situations Wanted"

Jump to

Board Index

All times are UTC-07:00

Powered by phpBB® Forum Software © phpBB Limited

Lumosity  
Fit Test.

Challenge  
memory,  
attention  
& more.



Lumosity

- Radio For
- Alternative
- Contemp
- Country
- Dance
- Hot/Mod/
- News/Tal
- Rock
- Top 40/M
- Top 40/R
- Triple A
- Urban/UA
- Net New
- Net News
- RSS



- Home •
- About Us •
- Our Staff •
- Contact Us •

You Might Also Like



Brilliant Trick Melts Belly Fat Overnight (Do This Tonight)



He Realizes He Brought Home Not Only A Tiny Animal



1 Shocking Trick "Restores" Your Eyes To Ideal 20/20 Vision



3 Ways Your Dog Asks For Help



Tom Selleck Makes Unexpected Announcement



How To Remove Dark Spots

Privacy Policy • Terms of Service  
Copyright © 2018 All Access Music Group. All rights reserved.



### Please Confirm Job Vacancy Information

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

<b>Job ID:</b>	027316
<b>Date Submitted:</b>	09/11/2018
<b>Actual Job Title:</b>	Receptionist
<b>Department:</b>	All
<b>FCC Job Category:</b>	Office and Clerical
<b>Compensation:</b>	\$12.00 to start per hour
<b>Employment Type:</b>	30 or more hours per week
<b>Hours/Shifts:</b>	Mon-Friday
<b>Education:</b>	High School Diploma Some college ok not mandatory
<b>Experience:</b>	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)275-1198 Or email Rhoda.kihikihi@summitmediacorp.com
<b>Job Description:</b>	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)
<b>Requirements:</b>	Prior Receptionist experience multi phone line experience
<b>Benefits:</b>	Medical, Dental, Drug & Vision 401K plan Life Ins.
<b>EEO Statement:</b>	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,

	<b>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.</b>
<b>Date Job Available:</b>	<b>ASAP</b>
<b>Termination Date:</b>	<b>12/31/18</b>
<b>Contact's First Name:</b>	<b>Rhoda</b>
<b>Contact's Last Name:</b>	<b>Kihikihi</b>
<b>Fax:</b>	<b>808 275-1198</b>
<b>E-mail Address:</b>	<b>RHODA.KIHIKIHI@SUMMITMEDIACORP.COM</b>
<b>Contact Instructions:</b>	<b>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</b>
<b>Level of Outreach:</b>	<b>City/Local Posting</b>
<b>Other Outreach:</b>	<b>STATION WEBSITES INDEED ALL ACCESS HIRENET HAWAII REAL JOBS HAWAII ALL COMMUNITY COLLEGES</b>
<b>For which station(s) are you advertising this job?</b> <b>KCCN-FM,KINE-FM,KKNE-AM,KPHW-FM,KRTR-FM,KRTR-AM</b>	
<b>Hide station(s) on job notice?</b> <b>No</b>	

**\* 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](#)

**Job Order: 1454410 - Receptionists and Information Clerks**

**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 résumés 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.

**Rhoda Kihikihi**

---

**From:** HireNet Hawaii <systemalert@geosolinc.com>  
**Sent:** Tuesday, September 11, 2018 11:36 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 #: 1454410

Job Title: Receptionists and Information Clerks

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](#).

**Rhoda Kihikihi**

---

**From:** HireNet Hawaii <systemalert@geosolinc.com>  
**Sent:** Tuesday, September 11, 2018 11:36 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 #:** 1454410  
**Job Title:** Receptionists and Information Clerks  
**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](#).



Manage Jobs

Manage Applicants

Follow us

BLOG

MY ACCOUNT

LOGOUT

# Receptionist

## Job Listing

Job Title	Posted
<b>Receptionist</b> SummitMedia LLC, Hawaii   Honolulu   Full Time, \$12.00 - \$15.00 / hour	Sep 11 2018

## Job Description

### Job Posting

Posting Date: 9/11/2018

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 Kihikihi**

**900 Fort St. Suite 700**

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

**Or email Rhoda.kihikihi@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>***

☐☐

☐☐

☐☐

EEO

[Close preview](#)

[Edit job](#)

**Enter Your Email**

**Subscribe**

---

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



**— HAWAII —**

[About](#) | [Terms of Use](#) | [Privacy Policy](#) | [Contact](#)







Edit Job

[Need Help?](#)

[Job Title – Edit](#)

**Receptionist/Administrative Assistant**

[Company – Edit](#)

**SummitMedia LLC**

[Location – Edit](#)

**Honolulu, HI**

[Salary – Edit](#)

**\$12.00 – \$15.00 per hour**

[Job type – Edit](#)

**Full-time**

[Job Description – Edit](#)

**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)276-1198**

**Benefits**

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

[Applicant Qualifications – Edit](#)

You have requested that Indeed ask candidates the following questions:

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

**Job Settings – Edit**

Hires Needed: 1 hire

Expected Hiring Date: 2 to 4 weeks

**Application Settings – Edit**

Apply method: Email (Rhoda.kihikihi@summitmediacorp.com)

**Language – Edit**

English

**Job Budget — Edit**

\$14.00 daily

[View Preview](#)

[Confirm](#)

Full Time  
SummitMedia LLC - Honolulu , HI  
Apply  
Position Type \*

- Full Time

Degree Level  
Add...  
Add...  
Class Level

- 1st Year
- 1L
- 2L
- 3L
- LLM

**ENHANCED JOB ONLY**

DRAG & DROP YOUR BANNER IMAGE HERE

OR

BROWSE

( Recommended image size: 617px x 160px )

Drop the Files!

Uploading 0 files

0% Complete	
Name	Options

Description \*

- 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)275-1198**

**Or email [Rhoda.kihikihi@summitmediacorp.com](mailto:Rhoda.kihikihi@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***

**EEO**

**Qualifications**

- **Prior Receptionist duties Prior multi phone line experience**



UNIVERSITY OF HAWAII  
**KAPIOLANI**  
COMMUNITY COLLEGE

Home My Profile Student Search My Jobs Sign Out

New Job > Job Profile

- Page Functions
- Copy Job
- View Activity
- Calendar
- Resource Library
- I want to...
- Report a Hire

### Viewing Job: 13680/Receptionist

[Profile View](#)  
 [Position Information](#)  
 [Contact Information](#)  
 [Posting Information](#)

#### Position Information

[Edit]

Please review the information contained in this 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: 13680  
 \*Job Title: Receptionist  
 Job Reference No. ② :  
 Organization Name: SummitMedia Hawaii  
 No. of Openings: 1  
 Work Schedule: Mon-Friday  
 Hours per Week: 40  
 \*Wage/Salary ③ : \$25000 Annual  
 Benefits/Comments ④ : PTO/Medical/Dental/Vision/Drug/Life Ins401K with match  
 Employment Start Date ⑤ : 11/1/18  
 Employment End Date ⑥ : 12/31/18

**\*Job Description:** 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 Kihikih  
 900 Fort St, Suite 700  
 Honolulu, Hawaii 96813 or Fax (808)275-1198  
 Or email Rhoda.kihikih@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

EEO

\*Qualifications ① : Prior Multi phone line experience  
 Prior Receptionist duties

\*Application Instructions: Send resume and cover letter to e mail or fax below  
 No phone calls  
 All qualified candidates will be contacted for interviews

Online Application Address:

#### Contact Information

[Edit]

\*First Name: Rhoda  
 \*Last Name: Kihikih  
 Title: Business Manager/HR Manager

Address Line 1: 900 Fort Street Suite 700  
Address Line 2:  
City: Honolulu  
State: HI  
Zip: 96813  
Country:  
\*Phone: (808) 275-1010  
Alternate Phone:  
Fax: (808) 275-1198  
\*Email : rhoda.kihikihi@summitmediacorp.com  
Website :

**Posting Information**

[Edit]

\*Job Location - Island: Oahu  
\*Job Location - Area ① : Oahu - Honolulu  
\*Job Category ② : Administrative/Clerical  
\*Position Status ③ : Full-time  
\*Position Type ④ : Full-time  
\*Additional Position Requirements ⑤ : None of the above  
Student Status ⑥ :  
Minimum Education Required: -  
Preferred Majors :  
Which campus(es) would you like to post From UHCC System Campuses  
your job with? ⑦ : Honolulu Community College  
Kapi'olani Community College  
Leeward Community College  
Windward Community College  
Primary College: Kapi'olani Community College  
\*Post Date: 9/11/2018  
\*Expiration Date ⑧ : 12/15/2018  
Show Contact Info ⑨ : Yes  
Allow Students to Apply thru  
JobCenter ⑩ : Yes