

## EEO PUBLIC FILE REPORT

For the 12-month Period ending: Sept 21, 2021-Sept 20,2022

Prepared by: Bustos Media Holdings LLC  
(Licensee/Permittee)

This report covers the following employment unit:

<u>Call Sign</u>	<u>Facility ID Number</u>	<u>of Station</u>	<u>Type</u>	<u>Location</u> <u>City, State</u>	<u>LMA</u>
KGDD		FM, AM		PORTLAND	
KQRR		AM		OR	1
KOOR		AM			
KXET		AM			
KZZR		FM			
KSND		FM		SALEM, OR	

**A. The following is a list of all vacancies for full-time jobs during the previous 12 months:**

	<u>Job Title</u>	<u>Date of Opening</u>	<u>Date Filled</u>
1.	TRAFFIC ASSISTANT	11/01/2021	06/21/2022
2.	ASSISTANT BOOK KEEPER	01/21/2022	NOT FILLED YET
3.	TRAFFIC MANAGER	05/10/2022	NOT FILLED YET
4.			

**B. During the previous 12 months, the following recruitment sources were contacted to fill vacancies for full-time positions. Those with an asterisk (\*) were organizations that requested to be contacted as job openings occurred:**

	<u>Recruitment Source</u>	<u>Job Opening numbers</u>	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	<u>Contact Person</u>	<u>Telephone Number</u>
1.	WORK SOURCE OREGON	1	5110 SE STARK STREET	PDX	OR	97215	CHITRA GADE	503-233-5284
2.								

**C. The following is a list of the full-time jobs shown in Section A above and the recruitment source used to fill that position:**

	<u>Job Title</u>	<u>Recruitment Source</u>
1.	TRAFFIC ASSISTANT	INTERNAL REFERRAL
2.		
3.		

**D. During the previous 12 months, there were a total of 3 people interviewed for vacancies for full-time positions. The following is a list of the total number of interviewees for each position along with the recruitment sources shown in Section B above:**

	<u>Job Title</u>	<u>Total No. of Interviewees</u>	<u>Recruitment Source</u>
1.	TRAFFIC ASSISTANT	3	INTERNAL REFERRAL
2.			
3.			

**E. During the last 12 months, the station employment unit engaged in the following initiatives (provide full details, including an explanation if no initiatives were conducted during the period involved):**

- Station Managers held Zoom meetings with the staff to select initiatives for the employment unit and plan strategies to accomplish them. During the monthly meetings Managers and full time employees discuss concerns including job opportunities within the station, address issues such as employment procedures to ensure that all FCC and company policies are clearly understood and carried out.
- Internal announcements were posted in the Lunch room when positions became open, encouraging employees to apply as well as for employee referrals.

- The stations EEO Policies have been communicated to employees and job applicants through notices placed on the front desk, employee manual, statement in employee advertisements, statement on website and News Letters at Career/ Job fairs.
- All employees are given the hand book which clearly states that Bustos Media Holdings LLC follows the Equal Employment Opportunity and Non-Discrimination Policy, the company is an equal opportunity employer. We enthusiastically accept our responsibility to make employment and management decisions without regard to race, color, sex, religion, national origin, age, physical or mental disability, veteran status, marital status, sexual preference or other classifications prohibited by federal, state or local related to employment placement, retention, compensation, training, promotions and terminations.
- Bustos Media Holdings LLC encourages and supports internship programs that enable college students and other interested persons to obtain on job experience while completing their education.



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**RECEPTIONIST / TRAFFIC ASSISTANT (ID 3049368)**

**Recruitment Options**

**Self-Referral** Have candidates contact me directly without pre-screening from WorkSource Oregon.

**Job Information**

A PORTLAND MEDIA COMPANY IS LOOKING FOR A QUALIFIED BILINGUAL RECEPTIONIST / TRAFFIC ASSISTANT FOR ITS SPANISH RADIO STATIONS. THE POSITION IS THIRTY TO FORTY HOURS PER WEEK, PART-TIME TO FULL-TIME. CANDIDATES MUST HAVE SOME DATA ENTRY EXPERIENCE, POSSESS AN ANALYTICAL MIND AND PAY CLOSE ATTENTION TO DETAIL. FURTHER, IDEAL CANDIDATES MUST BE SELF-MOTIVATED, FOCUSED AND HAVE A STRONG WORK ETHIC, AS WELL AS BEING ABLE TO INTERFACE WITH BOTH OUR SALES TEAM, MANAGEMENT AND CLIENTS. WE OFFER A COMPETITIVE STARTING SALARY, PAID VACATION, HOLIDAYS AND HEALTH BENEFITS [WITH FULL TIME]. BUSTOS MEDIA HOLDINGS LLC IS AN EQUAL OPPORTUNITY EMPLOYER MONDAY THROUGH FRIDAY.

Language skill requirement or preference: Our company is a Group broadcasting in Spanish on our radio stations so most of our clients speak only Spanish. To make them feel comfortable to converse, receptionist needs to be bilingual. Needs to translate copy/scripts from English to Spanish

**Number of Openings:** 1  
**Hours per Week:** 40 **This position is:** Full Time  
**Will this job have a duration of six months or more?** Yes  
**Shifts Available:** 1st (Days)

**Contact Details**

**Contact Name:** Chitralekha Gade (Director of Administration)  
**Fax:** (503) 234-5592  
**Email:** [clgade@bustosmedia.com](mailto:clgade@bustosmedia.com)  
**Contact Instructions to Job Seeker:**  
FOR A CONFIDENTIAL INTERVIEW, PLEASE EMAIL A CURRENT RESUME TO [CLGADE@BUSTOSMEDIA.COM](mailto:CLGADE@BUSTOSMEDIA.COM) OR FAX IT TO 503.234.5592.

**Job Classification**

**Job Classification:** Receptionists and Information Clerks  
**Experience Required:** None

**Licenses/Certifications**

None Selected

**Job Requirements**

**Minimum Level of Education:** High School Diploma/GED  
**Major in:** MATH  
**Minimum Age:** 18  
**Justification for requiring age limit:**  
**Gender:** No Gender requirement.



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**Your job listing has been submitted for review!**

Thank you for entering your job listing in iMatchSkills. The job listing has been submitted to WorkSource Oregon Staff for review.

Upon successful review, your job listing will be moved to open status. Staff may contact you within one full business day. At that time staff may address any needs for clarification or potential issues.

You can access your job listing from the manage listings section of iMatchSkills.

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## RECEPTIONIST/ TRAFFIC ASSISTANT (ID 3049368)

### Recruitment Options

**Self-Referral** Have candidates contact me directly without pre-screening from WorkSource Oregon.

### Job Information

BUSTOS MEDIA HOLDINGS LLC, PORTLAND IS LOOKING FOR A QUALIFIED BILINGUAL RECEPTIONIST/ TRAFFIC ASSISTANT FOR IT'S SPANISH RADIO STATIONS. THE POSITION IS THIRTY TO FORTY HOURS PER WEEK, PART-TIME TO FULL-TIME. CANDIDATES MUST HAVE SOME DATA ENTRY EXPERIENCE, POSSES AN ANALYTICAL MIND AND PAY CLOSE ATTENTION TO DETAIL. FURTHER, IDEAL CANDIDATES MUST BE SELF-MOTIVATED, FOCUSED AND HAVE A STRONG WORK ETHIC, AS WELL AS BEING ABLE TO INTERFACE WITH BOTH OUR SALES TEAM, MANAGEMENT AND CLIENTS. WE OFFER A COMPETITIVE STARTING SALARY, PAID VACATION, HOLIDAYS AND HEALTH BENEFITS [WITH FULL TIME]. FOR A CONFIDENTIAL INTERVIEW, PLEASE EMAIL A CURRENT RESUME TO CLGADE@BUSTOSMEDIA.COM OR FAX IT TO 503.234.5592. BUSTOS MEDIA HOLDINGS LLC IS AN EQUAL OPPORTUNITY EMPLOYER MONDAY THROUGH FRIDAY.

Language skill requirement or preference: Our company is a Group broadcasting in Spanish on our radio stations so most of our clients speak only Spanish. To make them feel comfortable to converse, receptionist needs to be bilingual. Needs too translate scripts from English to Spanish

Number of Openings: 1

Hours per Week: 40 This position is: Full Time

Will this job have a duration of six months or more? Yes

Shifts Available: 1st (Days)

### Contact

Contact Name: Chitralekha Gade (Director of Administration)

Phone: (503) 233-5284

Fax: (503) 234-5592

Email: clgade@bustosmedia.com

Apply in person at:

Bustos Media Holdings LLC

5110 SE STARK ST

PORTLAND, OR 97215-1751

### Job Classification

Job Classification: Receptionists and Information Clerks

Experience Required: None

### Licenses/Certifications

None Selected

**Job Requirements**

**Minimum Level of Education:** High School Diploma/GED  
**Major in:** MATH  
**Minimum Age:** 18  
**Justification for requiring age limit:**  
**Gender:** No Gender requirement.

**DMV Information**

**Required Driver License:** None  
**Preferred Driver License:** Personal (Class C)

**Language Information**

Language	Required		Preferred	
	Read	Write	Read	Write
Spanish	Yes	Yes	Yes	Yes

**Compensation**

**Maximum Wage/Salary Offered (used in match):** \$2,600.00 per Month  
(calculates to \$15.00 per Hour based on 40 hours per week)  
**Displayed to Job Seekers as:** 14.00 to 15.00 \$ per Hour, Depending On Experience, Negotiable, Depending on Qualifications

**Minimum Wage Certified:** Yes  
**Federal contracts of at least \$150,000 for products and services:** No

<b>Medical - Yes</b>	<b>Education Reimbursement/Incentive - No</b>	<b>Dependent Care - No</b>
<b>Dental - Yes</b>	<b>Retirement Plan - No</b>	<b>Long Term Disability - No</b>
<b>Life Insurance - No</b>	<b>Deferred Compensation - No</b>	<b>Short Term Disability - No</b>
<b>Vision - Yes</b>	<b>Travel Expenses - No</b>	<b>Paid Vacation - Yes</b>
<b>Sick Pay - Yes</b>	<b>Work Share - No</b>	<b>Profit Sharing - No</b>

**Work Site**

BUSTOS MEDIA HOLDINGS LLC  
5110 SE STARK ST  
PORTLAND, OR 97215-1751  
**Match Area:** Downtown Portland

**Recruitment Results Information**

**Staff Referrals:** 0  
**Employer Self-Referrals** (when you viewed a Job Seeker's contact information): 0  
**Job Seeker Self-Referrals** (when a Job Seeker viewed this Job Listing's contact information via iMatchSkills): 0

**Job Listing Status Information**

**Application Deadline:** Nov 30, 2021  
**Job Listing created on:** Nov 17, 2021  
**Job Listing last modified on:** Nov 17, 2021  
**This job listing was/will be Closed on:** Feb 15, 2022  
**The status of this job listing was last changed on:** Nov 17, 2021  
**This job listing will be placed in Hold status on:** Nov 30, 2021

### Company Profile

Bustos Media Holdings LLC (ID 190779)

**Physical Address:**  
5110 SE STARK ST  
PORTLAND, OR 97215-1751  
Phone: (503) 233-5284  
Fax: (503) 234-5592  
Company Website: [www.bustosmedia.com](http://www.bustosmedia.com)

**Mailing Address:**  
5110 SE STARK ST  
PORTLAND, OR 97215-1751

**Additional Company Information:**  
SPANISH RADIO GROUP with Main office in Portland Metro Area and also have Radio stations in Salem OR

This report was run: Nov 17, 2021 11:33 am



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**RECEPTIONIST / TRAFFIC ASSISTANT (ID 3121354)**

**Recruitment Options**

**Self-Referral** Have candidates contact me directly without pre-screening from WorkSource Oregon.

**Job Information**

A PORTLAND MEDIA COMPANY IS LOOKING FOR A QUALIFIED BILINGUAL RECEPTIONIST / TRAFFIC ASSISTANT FOR ITS SPANISH RADIO STATIONS. THE POSITION IS 35 TO 40 HOURS PER WEEK, PART-TIME TO FULL-TIME. CANDIDATES MUST HAVE SOME DATA ENTRY EXPERIENCE, PAY CLOSE ATTENTION TO DETAIL. FURTHER, IDEAL CANDIDATES MUST BE SELF-MOTIVATED, FOCUSED AND HAVE A STRONG WORK ETHIC, AS WELL AS BEING ABLE TO INTERFACE WITH BOTH OUR SALES TEAM, MANAGEMENT AND CLIENTS. WE OFFER A COMPETITIVE STARTING SALARY, PAID VACATION, HOLIDAYS AND HEALTH BENEFITS [WITH FULL TIME]. BUSTOS MEDIA HOLDINGS LLC IS AN EQUAL OPPORTUNITY EMPLOYER MONDAY THROUGH FRIDAY.

Language skill requirement or preference: Our company is a Group broadcasting in Spanish on our radio stations so most of our clients speak only Spanish. To make them feel comfortable to converse, receptionist needs to be bilingual. Needs to translate copy/scripts from English to Spanish

**Number of Openings:** 1  
**Hours per Week:** 40 **This position is:** Full Time  
**Will this job have a duration of six months or more?** Yes  
**Shifts Available:** 1st (Days)

**Contact Details**

**Contact Name:** Chitralekha Gade (Director of Administration)

**Apply by mail to:**  
Bustos Media Holdings LLC  
5110 SE STARK ST  
PORTLAND, OR 97215-1751  
**Phone:** (503) 233-5284  
**Fax:** (503) 234-5592  
**Email:** [clgade@bustosmedia.com](mailto:clgade@bustosmedia.com)

**Apply in person at:**  
Bustos Media Holdings LLC  
5110 SE STARK ST  
PORTLAND, OR 97215-1751

**Contact Instructions to Job Seeker:**  
FOR A CONFIDENTIAL INTERVIEW, PLEASE EMAIL A CURRENT RESUME TO [CLGADE@BUSTOSMEDIA.COM](mailto:CLGADE@BUSTOSMEDIA.COM) OR FAX IT TO 503.234.5592.

**Job Classification**

**Job Classification:** Receptionists and Information Clerks  
**Experience Required:** None

This job listing will be placed in Open status on: Feb 15, 2022

### Company Profile

Bustos Media Holdings LLC (ID 190779)

**Physical Address:**

5110 SE STARK ST  
PORTLAND, OR 97215-1751  
Phone: (503) 233-5284  
Fax: (503) 234-5592  
Company Website: www.bustosmedia.com

**Mailing Address:**

5110 SE STARK ST  
PORTLAND, OR 97215-1751

**Additional Company Information:**

SPANISH RADIO GROUP with Main office in Portland Metro Area and also have Radio stations in Salem OR

This report was run: Jan 19, 2022 10:50 am

**By entering this job listing, I certify that:**

- I understand WorkSource Oregon does not perform criminal background checks.
- All candidates will be considered regardless of age, race, color, religion, gender, national origin, or disability.
- This job listing is in compliance with state and federal law.



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**Manage Listings**

**Your job listing has been accepted!**

Thank you for entering your job listing in iMatchSkills.

Your job listing will open on Tuesday, Feb 15, 2022.

You can access your job listing from the manage listings section of iMatchSkills.

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### RECEPTIONIST / TRAFFIC ASSISTANT (ID 3121354)

#### Recruitment Options

**Self-Referral** Have candidates contact me directly without pre-screening from WorkSource Oregon.

#### Job Information

A PORTLAND MEDIA COMPANY IS LOOKING FOR A QUALIFIED BILINGUAL RECEPTIONIST / TRAFFIC ASSISTANT FOR ITS SPANISH RADIO STATIONS. THE POSITION IS 35 TO 40 HOURS PER WEEK, PART-TIME TO FULL-TIME. CANDIDATES MUST HAVE SOME DATA ENTRY EXPERIENCE, PAY CLOSE ATTENTION TO DETAIL. FURTHER, IDEAL CANDIDATES MUST BE SELF-MOTIVATED, FOCUSED AND HAVE A STRONG WORK ETHIC, AS WELL AS BEING ABLE TO INTERFACE WITH BOTH OUR SALES TEAM, MANAGEMENT AND CLIENTS. WE OFFER A COMPETITIVE STARTING SALARY, PAID VACATION, HOLIDAYS AND HEALTH BENEFITS [WITH FULL TIME]. BUSTOS MEDIA HOLDINGS LLC IS AN EQUAL OPPORTUNITY EMPLOYER MONDAY THROUGH FRIDAY.

Language skill requirement or preference: Our company is a Group broadcasting in Spanish on our radio stations so most of our clients speak only Spanish. To make them feel comfortable to converse, receptionist needs to be bilingual. Needs to translate copy/ scripts from English to Spanish

**Number of Openings:** 1  
**Hours per Week:** 40    **This position is:** Full Time  
**Will this job have a duration of six months or more?** Yes  
**Shifts Available:** 1st (Days)

#### Contact

**Contact Name:** Chitralekha Gade (Director of Administration)

**Apply by mail to:**  
Bustos Media Holdings LLC  
5110 SE STARK ST  
PORTLAND, OR 97215-1751  
**Phone:** (503) 233-5284  
**Fax:** (503) 234-5592  
**Email:** clgade@bustosmedia.com

**Apply in person at:**  
Bustos Media Holdings LLC  
5110 SE STARK ST  
PORTLAND, OR 97215-1751

**Contact Instructions to Job Seeker:**  
FOR A CONFIDENTIAL INTERVIEW, PLEASE EMAIL A CURRENT RESUME TO CLGADE@BUSTOSMEDIA.COM OR FAX IT TO 503.234.5592.

#### Job Classification

**Job Classification:** Receptionists and Information Clerks  
**Experience Required:** None

#### Licenses/Certifications

None Selected

#### Job Requirements

**Minimum Level of Education:** High School Diploma/GED  
**Major in:** MATH  
**Minimum Age:** 18  
**Justification for requiring age limit:**  
**Gender:** No Gender requirement.

#### DMV Information

**Required Driver License:** None  
**Preferred Driver License:** Personal (Class C)



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**Manage Listings**

## Your job listing has been accepted!

Thank you for entering your job listing in iMatchSkills.

Your job listing will open on Thursday, Jan 27, 2022.

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**From:** oed\_287@oregon.gov  
**Sent:** February 24, 2022 11:24 AM  
**To:** clgade@bustosmedia.com  
**Subject:** iMatchSkills New Self-Referral Job Listing notice

**WorkSource**  
**Portland Metro Tigard**  
11950 SW Garden Place  
Suite 100  
Tigard OR 97223  
(503) 280-6046•Fax (503) 612-4348

February 24, 2022

**To:** Bustos Media Holdings LLC  
**Attn:** Chitralekha Gade  
Director of Administration  
5110 SE STARK ST  
PORTLAND OR 972151751

**Job Listing ID:** 3121354  
**Listing Date:** January 19, 2022

Thank you for the Job Listing you recently placed in iMatchSkills.

To update us on the progress of your recruitment, you can logon to iMatchSkills from [www.Employment.Oregon.gov](http://www.Employment.Oregon.gov) or call us. Providing you with timely service is a priority to us. You have the option to manage your job listings 24/7 online with iMatchSkills. You can also receive sup by contacting our office during business hours. When calling, please refer to the Job Listing ID shown above.

If you have any questions or changes to the Job Listing, or would like to learn more about how to manage jobs in iMatchSkills, please contact at (503) 612-4201. This position will close automatically in iMatchSkills on March 29, 2022.

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**Job Seeker Contact Information:**

Bustos Media Holdings LLC  
**Whom to Contact:** Chitralekha Gade, Director of Administration  
**Phone:** (503) 233-5284  
**Email:** [clgade@bustosmedia.com](mailto:clgade@bustosmedia.com)  
**Fax:** (503) 234-5592

**Reply by mail to or Apply in person at:**  
5110 SE STARK ST  
PORTLAND, OR 97215-1751

**Application Deadline:** March 28, 2022

**Referral Instructions:**  Phone  E-mail  Fax  Mail  Apply in Person

**Additional Job Seeker Referral Instructions:**

FOR A CONFIDENTIAL INTERVIEW, PLEASE EMAIL A CURRENT RESUME TO [CLGADE@BUSTOSMEDIA.COM](mailto:CLGADE@BUSTOSMEDIA.COM) OR FAX IT TO 503.234.5592.

**Work Site Information:**

BUSTOS MEDIA HOLDINGS LLC  
5110 SE STARK ST PORTLAND, OR 97215-1751

**Job Information:**

<b>Hours per week:</b>	40	<b>Position is:</b>	Full Time
<b>Duration:</b>	Six months or more	<b>Shifts Available:</b>	1st (Day)
<b>Wage:</b>	15.00 to 17.00 \$ per Hour, DOE, Negotiable, Depending on Qualifications		

**Job Title:** Receptionist / Traffic Assistant

**Job Description:**

A Portland Media Company is looking for a qualified bilingual receptionist/traffic assistant for its Spanish radio stations. This position is 35 to 40 hours per week, part time to full time, Monday through Friday.

Candidates must have some data entry experience, pay close attention to detail.

Further, ideal candidates must be self motivated, focused and have a strong work ethic, as well as skills to interface with both our

sales team, management and clients.

We offer a competitive starting salary, paid vacation, holidays and health benefits (with full time.)

Equal Opportunity employer

Language skill requirement or preference: Our company is a Group broadcasting in Spanish on our radio stations so most of our clients speak only Spanish. To make them feel comfortable to converse, receptionist needs to be bilingual. Needs to translate copy/scripts from English to Spanish

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linea:<https://www.sprintip.com>



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## Receptionist / Traffic Assistant (ID 3121354)

### Recruitment Options

**Self-Referral** Have candidates contact me directly without pre-screening from WorkSource Oregon.

### Job Information

A Portland Media Company is looking for a qualified bilingual receptionist/traffic assistant for its Spanish radio stations. This position is 35 to 40 hours per week, part time to full time, Monday through Friday.

Candidates must have some data entry experience, pay close attention to detail. Further, ideal candidates must be self motivated, focused and have a strong work ethic, as well as skills to interface with both our sales team, management and clients.

We offer a competitive starting salary, paid vacation, holidays and health benefits (with full time.) Equal Opportunity employer

Language skill requirement or preference: Our company is a Group broadcasting in Spanish on our radio stations so most of our clients speak only Spanish. To make them feel comfortable to converse, receptionist needs to be bilingual. Needs to translate copy/ scripts from English to Spanish

**Number of Openings:** 1  
**Hours per Week:** 40 **This position is:** Full Time  
**Will this job have a duration of six months or more?** Yes  
**Shifts Available:** 1st (Days)

### Contact

**Contact Name:** Chitralekha Gade (Director of Administration)

**Apply by mail to:**  
Bustos Media Holdings LLC  
5110 SE STARK ST  
PORTLAND, OR 97215-1751

**Phone:** (503) 233-5284  
**Fax:** (503) 234-5592  
**Email:** clgade@bustosmedia.com

**Apply in person at:**  
Bustos Media Holdings LLC  
5110 SE STARK ST  
PORTLAND, OR 97215-1751

**Contact Instructions to Job Seeker:**  
FOR A CONFIDENTIAL INTERVIEW, PLEASE EMAIL A CURRENT RESUME TO



### Job Listing Status Information

Application Deadline: Feb 26, 2022  
 Job Listing created on: Jan 19, 2022  
 Job Listing last modified on: Mar 07, 2022  
 This job listing was/will be Closed on: Mar 07, 2022  
 The status of this job listing was last changed on: Mar 07, 2022  
 This job listing will be placed in Hold status on: Feb 26, 2022

### Company Profile

Bustos Media Holdings LLC (ID 190779)

**Physical Address:**  
 5110 SE STARK ST  
 PORTLAND, OR 97215-1751  
 Phone: (503) 233-5284  
 Fax: (503) 234-5592  
 Company Website: www.bustosmedia.com

**Mailing Address:**  
 5110 SE STARK ST  
 PORTLAND, OR 97215-1751

**Additional Company Information:**  
 SPANISH RADIO GROUP with Main office in Portland Metro Area and also have Radio stations in Salem OR

This report was run: May 17, 2022 01:27 pm



# BUSTOS MEDIA, LLC

## Radio Script

<b>AE:</b>	HOUSE		
<b>DATE:</b>	1/20/22	<b>START:</b>	1/21/22
		<b>END:</b>	2/15/22
<b>CLIENT:</b>	HOUSE		
<b>LENGTH:</b>	:30		
<b>RECEPTIONIST/TRAFFIC ASSISTANT AD</b>			

Please note the following reference: [REDACTED], 3 lines: 10sec, 1.5 lines: 5sec.  
 Please use 14-font size, ALL CAPS, 1.5-line space and each line numbered (Pre-setup for your convenience) font is Times New Roman normal

1. BUSTOS MEDIA IS LOOKING FOR A RECEPTIONIST/ TRAFFIC
2. ASSISTANT. FULL-TIME POSITION, COMPETITIVE SALARY, FULL
3. HEALTH BENEFITS AND OTHER PERKS. MUST BE DETAIL-
4. ORIENTED. SEND RESUME TO EMPLEOS@BUSTOSMEDIA.COM. NO
5. PHONE CALLS. SEND ONLY RESUME OR EXPRESSION OF INTEREST
6. TO: EMPLEOS@BUSTOSMEDIA.COM. BUSTOS MEDIA IS AN EQUAL
7. OPPORTUNITY EMPLOYER AND A GREAT PLACE TO WORK!!!
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
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Read and approved by client: \_\_\_\_\_ Date: \_\_\_\_\_

**clgade@bustosmedia.com**

---

**From:** oed\_287@oregon.gov  
**Sent:** May 18, 2022 11:02 AM  
**To:** clgade@bustosmedia.com  
**Subject:** iMatchSkills New Self-Referral Job Listing notice

**WorkSource**  
**Portland Metro Tigard**  
11950 SW Garden Place  
Suite 100  
Tigard OR 97223  
(503) 280-6046•Fax (503) 612-4348

May 18, 2022

**To:** Bustos Media Holdings LLC  
**Attn:** Chitralekha Gade  
Director of Administration  
5110 SE STARK ST  
PORTLAND OR 972151751

**Job Listing ID:** 3296277  
**Listing Date:** May 17, 2022

Thank you for the Job Listing you recently placed in iMatchSkills.

To update us on the progress of your recruitment, you can logon to iMatchSkills from [www.Employment.Oregon.gov](http://www.Employment.Oregon.gov) or call us. Providing you with timely service is a priority to us. You have the option to manage your job listings 24/7 online with iMatchSkills. You can also receive support by contacting our office during business hours. When calling, please refer to the Job Listing ID shown above.

If you have any questions or changes to the Job Listing, or would like to learn more about how to manage jobs in iMatchSkills, please contact at (503) 612-4201. This position will close automatically in iMatchSkills on June 16, 2022.

---

**Job Seeker Contact Information:**

Bustos Media Holdings LLC  
**Whom to Contact:** Chitralekha Gade, Director of Administration  
**Phone:** (503) 233-5284  
**Email:** [clgade@bustosmedia.com](mailto:clgade@bustosmedia.com)  
**Web Site:** [www.bustosmedia.com](http://www.bustosmedia.com)

**Reply by mail to or Apply in person at:**  
5110 SE STARK ST  
PORTLAND, OR 97215-1751

**Application Deadline:** June 15, 2022

**Referral Instructions:**  Phone  E-mail  Mail  Apply in Person  Website

**Work Site Information:**

BUSTOS MEDIA HOLDINGS LLC  
5110 SE STARK ST PORTLAND, OR 97215-1751

**Job Information:**

**Hours per week:** 40 **Position is:** Full Time  
**Duration:** Six months or more **Shifts Available:** 1st (Day)  
**Wage:** 15.00 to 18.00 \$ per Hour, DOE, Negotiable, Depending on Qualifications

**Job Title:** Receptionist/ Traffic Assistant

**Job Description:**

Position 1 of 2

Receptionist, G& A - General Administrative Assistant  
Answering Phone, assisting with Clients calls and taking messages for General Sales Manager.

Sorting daily Mail, mailing AP checks, Filing bills, and other

Translating scripts when needed and assisting in Traffic and Production of creative.

Running weekly reports for the Manager and Sales Executives.

Position 2 of 2

Traffic Assistant - G& A - General Administrative Assistant

some of the above duties not covered by Receptionist

Traffic - entering broadcast orders, preparing Production orders, running daily logs, entering payments from Clients, running weekly reports for DOA, GM, CRO, CEO

Language skill requirement or preference: Able to speak Spanish preferred. Able to read Spanish preferred. Able to write Spanish preferred. Our Company is an Equal Opportunity Employer, we are group of Spanish radio stations, most of our clients speak only Spanish so to make them feel comfortable to converse, Receptionist needs to be bilingual also needs to translate scripts to Spanish

---

**WorkSource Oregon is an equal opportunity employer/program. Auxiliary aids and services, alternate formats and language services are available to individuals with disabilities and limited English proficiency free of cost upon request.**

**WorkSource Oregon Departamento de Empleo es un programa/empleador que respeta la igualdad de oportunidades. Disponemos de servicios o ayudas auxiliares, formatos alternos y asistencia de idiomas para personas con discapacidades o conocimiento limitado del ingles, a pedido y sin costo.**

TTY/TDD - dial 7-1-1 toll free relay service. Access free online relay service at: <https://www.sprintip.com>

TTY/TDD - marque gratis al N? 7-1-1 de servicio de remision. Acceda al servicio gratis de remision en-linea: <https://www.sprintip.com>

BUSTOS MEDIA HOLDINGS LLC  
 5110 SE STARK  
 PORTLAND OR 97215  
 503-234-5550 P  
 503-234-5583 F

**BUSTOS MEDIA HOLDINGS LLC Order Co**

OrderID: 0286-1228

Sponsor: IN- HOUSE PROMOS  
 Product: IN- HOUSE PROMOS RECEPTIONIST/ TRAFFIC A  
 Estimate/PO: RECEPTIONIST/ TRAFFIC ASSISTANT JOB POST  
 AccountRep: HOUSE ACCOUNTS/ AMADOR  
 BillingCycle: Calendar Month  
 InvoiceType: None-Statement Only  
 Run Dates: 11/1/2021 - 7/20/2022  
 Items Ordered: 5,015  
 Gross Amount: 0.00  
 Discounts: 0.00  
 Agency Commission: 0.00  
 Net Amount: 0.00

IN- HOUSE PROMOS  
 5110 SE STARK STREET  
 PORTLAND, OR 97215

**Scheduled Station(s): KGDD 93.5FM/ 1150AM / KWBY 940AM / KZZR 94.3 / KSND 95.1FM LA GRAND SALEM**  
**IN- HOUSE PROMOS RECEPTIONIST/ TRAFFIC ASSISTANT JOB POSTING**

Printed 9/14/2022 3:31:00 PM

Page 4

Run Dates	Run Weeks	Run Times	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Week Total	Length	Description	Avail Type	Copy ID	Qty	Item Cost	Total Cost
01 11/1/2021 - 11/5/2021	All Weeks	06:00 AM - 11:59 PM	2	5						7	:30	Promo		0053TRA	7	0.00	0.00
02 11/9/2021 - 11/15/2021	All Weeks	06:00 AM - 11:59 PM	5	4	5	4	5	4	5	32	:30	Promo		0053TRA	32	0.00	0.00
03 11/15/2021 - 12/7/2021	All Weeks	06:00 AM - 11:59 PM	5	4	5	4	5	4	5	32	:60	Promo		0053TRB	105	0.00	0.00
04 1/6/2022 - 1/20/2022	All Weeks	06:00 AM - 11:59 PM	5	4	5	4	5	4	5	32	:60	Promo		0053TRB	68	0.00	0.00
05 1/21/2022 - 2/27/2022	All Weeks	06:00 AM - 11:59 PM	5	4	5	4	5	4	5	32	:30	Promo		0053TRA	174	0.00	0.00
06 3/8/2022 - 7/20/2022	All Weeks	06:00 AM - 11:59 PM	5	4	5	4	5	4	5	32	:30	Promo		0053TRA	617	0.00	0.00

**Calendar Month Projected Billing:**

Oct-21	0.00	Nov-21	0.00	Dec-21	0.00	Q4-2021	0.00
Jan-22	0.00	Feb-22	0.00	Mar-22	0.00	Q1-2022	0.00
Apr-22	0.00	May-22	0.00	Jun-22	0.00	Q2-2022	0.00
Jul-22	0.00	Aug-22	0.00	Sep-22	0.00	Q3-2022	0.00

Confirmed Correct; Payment Guaranteed

Accepted for KGDD 93.5 & 1150 & KZZR 94.3



## Radio Script

<b>AE:</b>	HOUSE				
<b>DATE:</b>	11/15/21	<b>START:</b>	11/15/21	<b>END:</b>	TFN
<b>CLIENT:</b>	HOUSE				
<b>LENGTH:</b>	:60				
<b>RECEPTIONIST/TRAFFIC ASSISTANT AD</b>					

Please note the following reference: ~~2 lines: 5sec, 3 lines: 10sec, 1.5 lines: 5sec.~~  
Please use 14-font size, ALL CAPS, 1.5-line space and each line numbered (Pre-setup for your convenience) font is Times New Roman normal

1. BUSTOS MEDIA HOLDINGS LLC, PORTLAND IS LOOKING FOR A
2. QUALIFIED BILINGUAL RECEPTIONIST/ TRAFFIC ASSISTANT FOR
3. ITS SPANISH RADIO STATIONS. THE POSITION IS THIRTY TO FORTY
4. HOURS PER WEEK, PART-TIME TO FULL-TIME. CANDIDATES MUST
5. HAVE SOME DATA ENTRY EXPERIENCE, POSSESS AN ANALYTICAL
6. MIND AND PAY CLOSE ATTENTION TO DETAIL. FURTHER, IDEAL
7. CANDIDATES MUST BE SELF-MOTIVATED, FOCUSED AND HAVE A
8. STRONG WORK ETHIC, AS WELL AS BEING ABLE TO INTERFACE
9. WITH BOTH OUR SALES TEAM, MANAGEMENT AND CLIENTS. WE
10. OFFER A COMPETITIVE STARTING SALARY, PAID VACATION,
11. HOLIDAYS AND HEALTH BENEFITS [WITH FULL TIME]. FOR A
12. CONFIDENTIAL INTERVIEW, PLEASE EMAIL A CURRENT RESUME
13. TO [CLGADE@BUSTOSMEDIA.COM](mailto:CLGADE@BUSTOSMEDIA.COM) OR FAX IT TO 503.234.5592.
14. BUSTOS MEDIA HOLDINGS LLC IS AN EQUAL OPPORTUNITY
15. EMPLOYER MONDAY THROUGH FRIDAY.
- 16.
- 17.
- 18.

BUSTOS MEDIA is pleased to provide production at no additional cost. It's vital to review this copy and make any changes to it in writing **BEFORE** it's submitted for production. Changes made to this commercial **AFTER** the copy has been approved and produced will result in a \$50.00 charge.

Read and approved by client: \_\_\_\_\_ Date: \_\_\_\_\_



## Radio Script

<b>AE:</b>	HOUSE/AMADOR				
<b>DATE:</b>	11/15/21	<b>START:</b>	11/15/21	<b>END:</b>	TFN
<b>CLIENT:</b>	IN HOUSE PROMOS				
<b>LENGTH:</b>	:60				

Please note the following reference: **2 lines: 10sec, 1.5 lines: 5sec**, 3 lines: 10sec, 1.5 lines: 5sec.  
Please use 14-font size, ALL CAPS, 1.5-line space and each line numbered (Pre-setup for your convenience) font is Times New Roman normal

1. BUSTOS MEDIA HOLDINGS LLC, PORTLAND ESTA EN BUSCA DE
2. PERSONAL CALIFICADO Y BILINGÜE PARA SUS RADIOS EN
3. ESPANOL DE RECEPCIONISTA Y ASISTENTE DE TRAFICO. LA
4. POSICION ES DE TREINTA A CUARENTA HORAS POR SEMANA,
5. DESDE TIEMPO PARCIAL A TIEMPO COMPLETO. LOS CANDIDATOS
6. IDEALES DEBEN TENER EXPERIENCIA EN DATOS DE ENTRADA,
7. POSEER UNA MENTE ANALYTICA Y ATENCION A DETALLE. DEBEN
8. PODER MOTIVARSE A SI MISMO, CONCENTRACION FUERTE, BUENA
9. ETICA EN EL TRABAJO Y PODER COMUNICARSE CON NUESTROS
10. VENDEDORES, GERENTES Y CLIENTES. OFRECEMOS UN SALARIO
11. COMPETITIVO, VACACIONES Y DIAS FESTIVOS PAGADOS,
12. BENEFICIOS DE SALUD [CON TIEMPO COMPLETO]. PARA UNA
13. ENTREVISTA CONFIDENCIAL, POR FAVOR DE ENVIAR SU
14. CURRICULUM A [CLGADE@BUSTOSMEDIA.COM](mailto:CLGADE@BUSTOSMEDIA.COM) O AL FAX
15. 503.234.5592. BUSTOS MEDIA HOLDINGS LLC IS AN EQUAL
16. OPPORTUNITY EMPLOYER MONDAY THROUGH FRIDAY.
- 17.
- 18.

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Read and approved by client: \_\_\_\_\_ Date: \_\_\_\_\_



# Radio Script

AE:	HOUSE/AMADOR		
DATE:	11/1/21	START:	11/1/21
		END:	11/7/21
CLIENT:	IN HOUSE PROMOS		
LENGTH:	:30		
<i>Michelle Voica</i>			

Please note the following reference: **2 lines: 60sec, 8 lines: 30sec, 3 lines: 10sec, 1.5 lines: 5sec.**  
Please use 14-font size, ALL CAPS, 1.5-line space and each line numbered (Pre-setup for your convenience) font is Times New Roman normal

1. BUSTOS MEDIA HOLDINGS LLC, PORTLAND ESTA EN BUSCA DE PERSONAL CALIFICADO Y BILINGÜE PARA SUS RADIOS EN
2. ESPANOL DE RECEPCIONISTA Y ASISTENTE DE TRAFICO. LA
3. POSICION ES DE TREINTA A CUARENTA HORAS POR SEMANA,
4. DESDE TIEMPO PARCIAL A TIEMPO COMPLETO. LOS CANDIDATOS
5. IDEALES DEBEN POSEER UNA MENTE ANALYTICA, ATENCION A
6. DETALLE, BUENA ETICA EN EL TRABAJO Y PODER COMUNICARSE
7. CON NUESTROS VENDEDORES, GERENTES Y CLIENTES.
8. OFRECEMOS UN SALARIO COMPETITIVO, VACACIONES Y DIAS
9. FESTIVOS PAGADOS, BENEFICIOS DE SALUD [CON TIEMPO
10. COMPLETO]. PARA UNA ENTREVISTA CONFIDENCIAL, POR FAVOR
11. DE ENVIAR SU CURRICULUM A [BMANAGER@BUSTOSMEDIA.COM](mailto:BMANAGER@BUSTOSMEDIA.COM).
12. BUSTOS MEDIA HOLDINGS LLC IS AN EQUAL OPPORTUNITY
13. EMPLOYER MONDAY THROUGH FRIDAY.
- 14.
- 15.
- 16.
- 17.
- 18.

BUSTOS MEDIA is pleased to provide production at no additional cost. It's vital to review this copy and make any changes to it in writing **BEFORE** it's submitted for production. Changes made to this commercial **AFTER** the copy has been approved and produced will result in a \$50.00 charge.

Read and approved by client: \_\_\_\_\_ Date: \_\_\_\_\_





# Job Listing Summary

Logoff Help

**Assistant Bookkeeper (ID 3130546)**

**Tools**

- [My Company Information](#)
- [Create New Listing](#)
- [Edit Job Listing](#)
- [Manage Listings](#)
- [View](#)
- [Copy](#)

**Recruitment Options**  
**Self-Referral** Have candidates contact me directly without pre-screening from WorkSource Oregon.

**Job Information**  
 Looking for an assistant bookkeeper  
 Full-time position, competitive salary, Full Health benefits and other perks  
 Knowledge of Quick-Books required  
 Equal opportunity employer and a great place to work!!!  
**Number of Openings:** 1  
**Hours per Week:** 40 **This position is:** Full Time  
**Will this job have a duration of six months or more?** Yes  
**Shifts Available:** 1st (Days)

**Contact**  
**Contact:** Director of Administration  
**Email:** [clgade@bustosmedia.com](mailto:clgade@bustosmedia.com)  
**Apply in person at:**  
 Bustos Media Holdings LLC  
 5110 SE STARK ST  
 PORTLAND, OR 97215-1751  
**Contact Instructions to Job Seeker:**  
 Send resume to [EMPLEOS@BUSTOSMEDIA.COM](mailto:EMPLEOS@BUSTOSMEDIA.COM)  
 No phone calls. Send only resume or expression of interest to:  
[EMPLEOS@BUSTOSMEDIA.COM](mailto:EMPLEOS@BUSTOSMEDIA.COM)

**Job Classification**  
**Job Classification:** Bookkeeping, Accounting, and Auditing Clerks  
**Experience Required:** At least 6 months

**Licenses/Certifications**  
 None Selected

**Job Requirements**  
**Minimum Level of Education:** None  
**Major in:** MATH OR ACCOUNTING  
**Minimum Age:** 18  
**Justification for requiring age limit:**  
**Gender:** No Gender requirement.

**Compensation**

**Maximum Wage/Salary Offered (used in match):** \$3,000.00 per Month  
(calculates to \$17.31 per Hour based on 40 hours per week)  
**Displayed to Job Seekers as:** 15.00 to 25.00 \$ per Hour, Depending On Experience,  
Negotiable, Depending on Qualifications

**Minimum Wage Certified:** Yes  
**Federal contracts of at least \$150,000 for products and services:** No

<b>Medical - Yes</b>	<b>Education Reimbursement/Incentive - No</b>	<b>Dependent Care - No</b>
<b>Dental - Yes</b>	<b>Retirement Plan - No</b>	<b>Long Term Disability - No</b>
<b>Life Insurance - No</b>	<b>Deferred Compensation - No</b>	<b>Short Term Disability - No</b>
<b>Vision - Yes</b>	<b>Travel Expenses - No</b>	<b>Paid Vacation - Yes</b>
<b>Sick Pay - Yes</b>	<b>Work Share - No</b>	<b>Profit Sharing - No</b>

**Work Site**

BUSTOS MEDIA HOLDINGS LLC  
5110 SE STARK ST  
PORTLAND, OR 97215-1751

**Match Area:** Downtown Portland

**Recruitment Results Information**

**Staff Referrals:** 0  
**Employer Self-Referrals** (when you viewed a Job Seeker's contact information): 0  
**Job Seeker Self-Referrals** (when a Job Seeker viewed this Job Listing's contact information via iMatchSkills): 0

**Job Listing Status Information**

**Application Deadline:** Feb 28, 2022  
**Job Listing created on:** Jan 26, 2022  
**Job Listing last modified on:** Mar 02, 2022  
**This job listing was/will be Closed on:** Mar 01, 2022  
**The status of this job listing was last changed on:** Mar 02, 2022  
**This job listing will be placed in Hold status on:** Feb 28, 2022

**Company Profile**

Bustos Media Holdings LLC (ID 190779)

<b>Physical Address:</b> 5110 SE STARK ST PORTLAND, OR 97215-1751 Phone: (503) 233-5284 Fax: (503) 234-5592 Company Website: <a href="http://www.bustosmedia.com">www.bustosmedia.com</a>	<b>Mailing Address:</b> 5110 SE STARK ST PORTLAND, OR 97215-1751
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**Additional Company Information:**

SPANISH RADIO GROUP with Main office in Portland Metro Area and also have Radio stations in Salem OR

This report was run: May 17, 2022 01:24 pm

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HOME

# Job Listing Summary

Logoff Help

Tools

**My Company Information**

**Create New Listing**

**Edit Job Listing**

- Recruitment Options
- Job Information
- Job Classification
- License Selection
- Job Requirements
- Driver License
- Language Skills
- Compensation
- Work Site Location
- Contact Selection
- Contact Details
- Options and Misc.

**Manage Listings**

- View
- Edit
- Match Settings
- Match
- Copy
- Delete
- Change Status
- Recruitment Results
- Submit

## ASSISTANT BOOKKEEPER (ID 3130546)

### Recruitment Options

**Self-Referral** Have candidates contact me directly without pre-screening from WorkSource Oregon.

### Job Information

Bustos Media Holdings LLC, Portland Office is looking for an assistant bookkeeper Full-time position, competitive salary, Full Health benefits and other perks Knowledge of Quick-Books required  
 Send resume to EMPLEOS@BUSTOSMEDIA.COM  
 No phone calls. Send only resume or expression of interest to: EMPLEOS@BUSTOSMEDIA.COM

Bustos Media is an equal opportunity employer and a great place to work!!!

**Number of Openings:** 1  
**Hours per Week:** 40    **This position is:** Full Time  
**Will this job have a duration of six months or more?** Yes  
**Shifts Available:** 1st (Days)

### Contact

**Contact:** Director of Administration  
**Email:** clgade@bustosmedia.com

**Apply in person at:**  
 Bustos Media Holdings LLC  
 5110 SE STARK ST  
 PORTLAND, OR 97215-1751

### Job Classification

**Job Classification:** Bookkeeping, Accounting, and Auditing Clerks  
**Experience Required:** At least 6 months

### Licenses/Certifications

None Selected

### Job Requirements

**Minimum Level of Education:** None  
**Major in:** MATH OR ACCOUNTING  
**Minimum Age:** 18  
**Justification for requiring age limit:**  
**Gender:** No Gender requirement.

### Compensation

**Maximum Wage/Salary Offered (used in match):** \$3,000.00 per Month  
 (calculates to \$17.31 per Hour based on 40 hours per week)  
**Displayed to Job Seekers as:** 15.00 to 25.00 \$ per Hour, Depending On Experience, Negotiable, Depending on Qualifications

**Minimum Wage Certified:** Yes  
**Federal contracts of at least \$150,000 for products and services:** No

<b>Medical - Yes</b>	<b>Education Reimbursement/Incentive - No</b>	<b>Dependent Care - No</b>
<b>Dental - Yes</b>	<b>Retirement Plan - No</b>	<b>Long Term Disability - No</b>
<b>Life Insurance - No</b>	<b>Deferred Compensation - No</b>	<b>Short Term Disability - No</b>
<b>Vision - Yes</b>	<b>Travel Expenses - No</b>	<b>Paid Vacation - Yes</b>
<b>Sick Pay - Yes</b>	<b>Work Share - No</b>	<b>Profit Sharing - No</b>

### Work Site

BUSTOS MEDIA HOLDINGS LLC  
 5110 SE STARK ST  
 PORTLAND, OR 97215-1751

Match Area: Downtown Portland

### Recruitment Results Information

Staff Referrals: 0

Employer Self-Referrals (when you viewed a Job Seeker's contact information): 0

Job Seeker Self-Referrals (when a Job Seeker viewed this Job Listing's contact information via iMatchSkills): 0

### Job Listing Status Information

Application Deadline: Feb 28, 2022

Job Listing created on: Jan 26, 2022

Job Listing last modified on: Jan 26, 2022

This job listing was/will be Closed on: Apr 26, 2022

The status of this job listing was last changed on: Jan 26, 2022

This job listing will be placed in Hold status on: Feb 28, 2022

### Company Profile

Bustos Media Holdings LLC (ID 190779)

**Physical Address:**

5110 SE STARK ST  
PORTLAND, OR 97215-1751

Phone: (503) 233-5284

Fax: (503) 234-5592

Company Website: www.bustosmedia.com

**Mailing Address:**

5110 SE STARK ST  
PORTLAND, OR 97215-1751

**Additional Company Information:**

SPANISH RADIO GROUP with Main office in Portland Metro Area and also have Radio stations in Salem OR

This report was run: Jan 26, 2022 09:46 am

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**From:** oed\_287@oregon.gov  
**Sent:** February 24, 2022 11:23 AM  
**To:** clgade@bustosmedia.com  
**Subject:** iMatchSkills New Self-Referral Job Listing notice

**WorkSource**  
**Portland Metro Tigard**  
11950 SW Garden Place  
Suite 100  
Tigard OR 97223  
(503) 280-6046•Fax (503) 612-4348

February 24, 2022

**To:** Bustos Media Holdings LLC  
**Attn:** Chitralekha Gade  
Director of Administration  
5110 SE STARK ST  
PORTLAND OR 972151751

**Job Listing ID:** 3130546  
**Listing Date:** January 26, 2022

Thank you for the Job Listing you recently placed in iMatchSkills.

To update us on the progress of your recruitment, you can logon to iMatchSkills from [www.Employment.Oregon.gov](http://www.Employment.Oregon.gov) or call us. Providing you with timely service is a priority to us. You have the option to manage your job listings 24/7 online with iMatchSkills. You can also receive support by contacting our office during business hours. When calling, please refer to the Job Listing ID shown above.

If you have any questions or changes to the Job Listing, or would like to learn more about how to manage jobs in iMatchSkills, please contact at (503) 612-4201. This position will close automatically in iMatchSkills on March 1, 2022.

---

**Job Seeker Contact Information:**

Bustos Media Holdings LLC

**Whom to Contact:** Director of Administration

**Email:** [clgade@bustosmedia.com](mailto:clgade@bustosmedia.com)

**Application Deadline:** February 28, 2022

**Referral Instructions:**  E-mail  Apply in Person

**Additional Job Seeker Referral Instructions:**

Send resume to [EMPLEOS@BUSTOSMEDIA.COM](mailto:EMPLEOS@BUSTOSMEDIA.COM)

No phone calls. Send only resume or expression of interest to: [EMPLEOS@BUSTOSMEDIA.COM](mailto:EMPLEOS@BUSTOSMEDIA.COM)

**Work Site Information:**

BUSTOS MEDIA HOLDINGS LLC

5110 SE STARK ST PORTLAND, OR 97215-1751

**Job Information:**

<b>Hours per week:</b>	40	<b>Position is:</b>	Full Time
<b>Duration:</b>	Six months or more	<b>Shifts Available:</b>	1st (Day)
<b>Wage:</b>	15.00 to 25.00 \$ per Hour, DOE, Negotiable, Depending on Qualifications		

**Job Title:** Assistant Bookkeeper

**Job Description:**

Looking for an assistant bookkeeper

Full-time position, competitive salary, Full Health benefits and other perks  
Knowledge of Quick-Books required

Equal opportunity employer and a great place to work!!!

---

**WorkSource Oregon is an equal opportunity employer/program. Auxiliary aids and services, alternate formats and language services are available to individuals with disabilities and limited English proficiency free of cost upon request.**

WorkSource Oregon Departamento de Empleo es un programa/empleador que respeta la igualdad de oportunidades. Disponemos de servicios o ayudas auxiliares, formatos alternos y asistencia de idiomas para personas con discapacidades o conocimiento limitado del ingles, a pedido y sin costo.

TTY/TDD - dial 7-1-1 toll free relay service. Access free online relay service at: <https://www.sprintip.com>  
TTY/TDD - marque gratis al N? 7-1-1 de servicio de remision. Acceda al servicio gratis de remision en-  
linea:<https://www.sprintip.com>

BUSTOS MEDIA HOLDINGS LLC  
 5110 SE STARK  
 PORTLAND OR 97215  
 503-234-5550 P  
 503-234-5583 F

**BUSTOS MEDIA HOLDINGS LLC Order Co**

**OrderID: 0286-1312**

Sponsor: IN- HOUSE PROMOS  
 Product: IN- HOUSE PROMOS ASSISTANT BOOKKEEPER J  
 Estimate/PO:  
 AccountRep: HOUSE ACCOUNTS/ AMADOR  
 BillingCycle: Broadcast Month  
 InvoiceType: None-Statement Only  
 Run Dates: 1/21/2022 - 12/31/2022  
 Items Ordered: 7,640  
 Gross Amount: 0.00  
 Discounts: 0.00  
 Agency Commission: 0.00  
 Net Amount: 0.00

IN- HOUSE PROMOS  
 5110 SE STARK STREET  
 PORTLAND, OR 97215

**Scheduled Station(s): KGDD 93.5FM/ 1150AM / KWBY 940AM / KZZR 94.3 / KSND 95.1FM LA GRAND SALEM**  
**IN- HOUSE PROMOS ASSISTANT BOOKKEEPER JOB POSTING**

Printed 9/14/2022 3:32:16 PM

Page 1

Run Dates	Run Weeks	Run Times	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Week Total	Length	Description	Avail Type	Copy ID	Qty	Item Cost	Total Cost
01 1/21/2022 - TFN	All Weeks	06:00 AM - 11:59 PM	4	5	4	5	4	5	4	31	:30	Promo		0053AB	1528	0.00	0.00

**Broadcast Month Projected Billing:**

Jan-22	0.00	Feb-22	0.00	Mar-22	0.00	Q1-2022	0.00
Apr-22	0.00	May-22	0.00	Jun-22	0.00	Q2-2022	0.00
Jul-22	0.00	Aug-22	0.00	Sep-22	0.00	Q3-2022	0.00
Oct-22	0.00	Nov-22	0.00	Dec-22	0.00	Q4-2022	0.00
Jan-23	0.00	Feb-23	0.00	Mar-23	0.00	Q1-2023	0.00

Confirmed Correct; Payment Guaranteed

Accepted for KGDD 93.5 & 1150 & KZZR 94.3



## Employment Posting Announcement Bustos Media

Bustos Media is looking for an assistant bookkeeper

Full-time position, competitive salary, Full Health benefits and other perks

Knowledge of Quick-Books required

Send resume to [EMPLEOS@BUSTOSMEDIA.COM](mailto:EMPLEOS@BUSTOSMEDIA.COM)

No phone calls. Send only resume or expression of interest to:  
[EMPLEOS@BUSTOSMEDIA.COM](mailto:EMPLEOS@BUSTOSMEDIA.COM)

Bustos Media is an equal opportunity employer and a great place to work!!!

## Anuncio de Empleo en Bustos Media

:30 sec

BUSTOS MEDIA BUSCA ASISTENTE DE CONTABILIDAD.

POSISION DE TIEMPO COMPLETO

SUELDO COMPETITIVO, BENEFICIOS MEDICOS Y OTRAS PRESTACIONES

SE REQUIERE EXPERIENCIA CON EL USO DE **QUICK-BOOKS**

MANDAR RESUME A: [EMPLEOS@BUSTOSMEDIA.COM](mailto:EMPLEOS@BUSTOSMEDIA.COM)

NO LLAMADAS TELEFONICAS

SOLO MANDAR EXPRESIONES DE INTERES A: [EMPLEOS@BUSTOSMEDIA.COM](mailto:EMPLEOS@BUSTOSMEDIA.COM)

BUSTOS MEDIA ES UNA EMPRESA CON IGUALDAD DE EMPLEO Y UN

EXCELENTE LUGAR DONDE TRABAJAR.

**BUSTOS MEDIA HOLDINGS, LLC**  
Internship Agreement

The following confirms our company's agreement of the terms off your internship at Bustos Media Holdings, LLC starting on 11.02.2021.  
Date

This is not a paid internship. Bustos Media Holdings, LLC will instruct and supervise you during the internship and evaluate your performance upon the completion of the program.

Your participation in the internship program does not guarantee your regular employment with Bustos Media Holdings, LLC at the completion of your internship. If Bustos Media Holdings, LLC however, offers you regular employment after completion of your internship, such employment will be subject to successful completion of your probationary period of 90 days.

During your internship, you may have access to and become acquainted with trade secrets and confidential information which are very valuable and owned by the company or related entities (the "Information"). You may use the Information only to accomplish company business. During and after the end of your internship, you will refrain from using the information for any purpose or from revealing or giving it to others. You need to maintain the Information confidential at all times, even after the conclusion of your internship.

As a television and radio broadcaster, Bustos Media Holdings, LLC is subject to certain government regulations, such as the Federal Communications Act. Because of these regulations, Bustos Media Holdings, LLC requires that during your internship you not accept any favors, loans, entertainment or compensation from anyone seeking to air any broadcast material. You may also be required to complete certain certifications required by the government.

Your signature below will signify that you have read and understood the terms of the internship described above and agree to follow them. Please sign and return it to: **Bustos Media Holdings, LLC, 5110 SE Stark Street Portland, OR 97215.**

Melissa Pineda  
Intern Name

Melissa Pineda  
(Signature)/Date

Allyade

Allyade

Bustos Media Holdings, LLC Representative

(Signature)/Date

11.02.2021

**BUSTOS MEDIA HOLDINGS, LLC**  
Internship Agreement

The following confirms our company's agreement of the terms off your internship at Bustos Media Holdings, LLC starting on 01.17.2022.  
Date

This is not a paid internship. Bustos Media Holdings, LLC will instruct and supervise you during the internship and evaluate your performance upon the completion of the program.

*for 3 hrs mon-fri*

Your participation in the internship program does not guarantee your regular employment with Bustos Media Holdings, LLC at the completion of your internship. If Bustos Media Holdings, LLC however, offers you regular employment after completion of your internship, such employment will be subject to successful completion of your probationary period of 90 days.

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EMMANUEL LOPEZ

Intern Name

Emmanuel Lopez

(Signature)/Date

*[Signature]* Eloy Denora  
Bustos Media Holdings, LLC Representative

*[Signature]* 01/18/22  
(Signature)/Date

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# **NOTICE TO JOB APPLICANTS**

**THIS COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER.**

**WE SEEK AND EMPLOY QUALIFIED PERSONS IN ALL JOB CLASSIFICATIONS AND POSITIONS WITHOUT DISCRIMINATION ON THE BASIS OF RACE, RELIGION, SEX, NATIONAL ORIGIN, AGE OR DISABILITY. SUCH DISCRIMINATORY PRACTICES ARE SPECIFICALLY PROHIBITED BY LAW. IF YOU BELIEVE YOUR EQUAL EMPLOYMENT RIGHTS HAVE BEEN VIOLATED, YOU MAY CONTACT THE FEDERAL COMMUNICATIONS COMMISSION, THE EQUAL EMPLOYMENT OPPORTUNITY COMMISSION OR THE APPROPRIATE STATE OR LOCAL EEO AGENCY.**