

# RINCON BROADCASTING LLC



## EMPLOYMENT OPPORTUNITY

Job Reference #: PTRC2011

Application Deadline: January 15, 2012

Job Opening: Bilingual - Part-Time Front Desk Admin (Receptionist/Traffic Coordinator) (TWO POSITIONS)

Radio Station or Department: Administrative Services

Days & Hours: Monday – Friday – Two Shifts: 8:30 – 1:30 & 12:30 – 5:30

Rate of Pay (i.e. salary, hourly, commission, etc.): DOE

Job Description / Requirements:

This position is responsible for receiving and directing visitors, vendors, clients and customers to appropriate locations and parties. Operate a multiple position telephone switchboard while performing data entry as part of traffic department. This position requires exceptional attendance, great customer service, and office admin skills.

Requirements:

- Exceptional data entry Skills
- Must be able to speak Spanish
- Have a valid Driver's License and Proof of insurance
- Two years of reception experience (or equivalent customer related ability)
- Proficient in MS Office, specifically Excel, Word and PowerPoint
- Excellent oral/written communication skills
- Excellent customer relationship skills

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Name / Title of Contact: Marissa Garcia, H.R. Director

Contact Information: Fax - OK      Email - OK      Mail - OK      No Phone Calls Please

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Efax: 661-999-6700

Email: [jobs@rinconbroadcasting.com](mailto:jobs@rinconbroadcasting.com)

**Interested applicants should submit a cover letter indicating the Job Reference # and a resume. Applicants are encouraged to fill out application of employment.**

For a complete job description and further information, please visit: [www.rinconbroadcasting.com](http://www.rinconbroadcasting.com)