

Point Broadcasting LLC

Employment Opportunity

Posting Date: **August 19, 2019**

Application Deadline: **August 31, 2019**

Job Title: **Office Administrator/Executive Support**

Days & Hours: **Flexible Schedule – Part Time**

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

Job Description / Requirements:

Our Santa Monica office is searching for candidates that are seeking a part-time flexible work schedule. The duties include but are not limited to answering phones, filing, sorting mail, making new files and running errands. Candidates must be proficient in Microsoft Office and other around-the-office software. The following skills are a must for this position: Multi-tasking, time management, great attention to detail, advance problem solving, verbal and written communication, strong planning and great organization skills.

Name / Title of Contact: **Direct all correspondence to, ATTN: Marissa Garcia, H.R. Director**

Contact Information:

Email: marissa.garcia@pointbroadcastingllc.com

Marissa Garcia, HR – 805.654.8743

What applicants should send (i.e. cover letter, resume, tape, etc.): **Interested applicants should submit a cover letter and resume.**