

**ENTRAVISION.COM
JOB POSTING FORM**

Date Posted: 02/25/08

Location/Market (City, State): Midland, Texas

Media (Station Call Letters and Channel): KUPB

Company Division: TV

Job Type (i.e. Part-Time, Full-Time): Full-Time

Job Title: Receptionist

Job Description/Responsibilities: Clerical support, preparing media kits, presentations, proposals, filing, and answering multi-line telephone. Perform other duties as assigned.

Job Requirements/Qualifications: High School Diploma, bilingual (Spanish-English) a must, excellent communications skills, ability to work independently. Computer skills: working with Windows, Excel, Word, Publisher and PowerPoint.

Contact: JoAnn Garcia, HR Dept.

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