



EMPLOYMENT ANNOUNCEMENT



POSITION TITLE: Office Coordinator

STATUS: Full Time (8:30-5:00 M-F)

LOCATION: Eugene, OR KLSR/KEVU

DATE OPEN: Immediately for qualified candidate

SALARY RANGE: D.O.E. (Employer guarantees at least minimum wage)

RESPONSIBLE TO: General Manager

DESCRIPTION: KLSR-TV/KEVU-TV has an opening for a full time **Office Coordinator**. Selected applicant will be responsible for the organization and management of general office functions in addition to assisting Traffic Manager and Account Executives with data entry.

RESPONSIBILITIES/DUTIES: Open and close the station daily, proficient operation of a multifaceted internal phone system. Will routinely monitor faxes and phone calls for the office and occasionally schedule/coordinate special events for the station. Will continually process and receive mail/package deliveries daily. In addition will assist the Traffic Manager in the entering of media instructions and Account Executives with order entry. Punctuality is a must. Must hold professional etiquette for greeting and directing all visitors/callers as the station's first impression. Professional attire is essential. Other duties may be required as directed by your supervisor or General Manager.

EXPERIENCE: Minimum education required is a high school diploma or equivalent certificate. Additional training in general office duties, customer service, computer data entry, etc. is desirable.

REQUIREMENTS: A satisfactory driving record as determined by the company's insurance carrier and verified by a DMV check, 7 year criminal background check, drug testing, and proof of COVID vaccination, unless given an exemption, are pre-employment requirements.

Send Resumes to: KLSR/KEVU Television
Office Coordinator
2940 Chad Drive, Eugene OR 97408

COBI is an Equal Opportunity/Affirmative Action Employer and does not discriminate because of race, color, sex, religion, age or national origin. Persons who believe they have been discriminated against are encouraged to bring the matter to the attention of the COBI company president. Complaints may also be made to the Federal Communications Commission, Washington D.C. 20554 or the Equal Employment Opportunity Commission, 414 Olive Way, Seattle, Washington 98101.

KLSR Fox TV and KEVU MyNetwork TV, Eugene, Oregon are a division of California Oregon

Broadcasting, Inc., Medford, Oregon. Established 1933