



COMPANY: KIRO
LOCATION: SEATTLE, WA
PRIMARY INDUSTRY: TV
POSITION: ADMINISTRATIVE ASSISTANT
OPEN DATE: 9/6/23
CLOSE DATE: When filled
SALARY RANGE: \$28-\$33 PER HOUR

FULL TIME

Position Overview

KIRO TV Seattle is looking for an Administrative Assistant to join the team!

Essential Duties and Responsibilities

- Support VP/GM by coordinating travel, submitting expenses, managing schedule, assisting with correspondence, and creating presentations
- Support Station personnel on limited basis with travel, expense reporting and initiatives
- Manage and Maintain station contract files and other pertinent filing for CMG and station
- Manage vendors such as cleaning, security and break room vending
- Provide Support to Human Resources such as I-9 forms, employee database, etc.
- Limited Sales support such as order entry, log recon and occasional backup support
- Manage/maintain office supplies for station and all shipping/receiving
- Field staff/viewer questions and direct to the proper resource
- Event Planning: Client Events, Corporate Meetings, News Meetings, Holiday/company Events
- Conduct employee engagement surveys for feedback when relevant
- Maintain FCC online public files such as Local Issue's Report and EEO
- Work on additional projects, tasks and duties as assigned

Minimum Qualifications

- College degree or 5+ years of equivalent experience
- Must be highly proficient in Microsoft Word, Excel, PowerPoint, and Outlook
- Quickly adapts to new technology solutions and adheres to best practices.
- Must be able to maintain the highest level of confidentiality
- Demonstrated ability to handle multiple tasks simultaneously
- Exceptional organizational skills required
- Command of spelling, punctuation and grammar and proofreading
- Ability to prioritize and work independently

- High level of communications skills to interact with senior executives, employees, clients, and viewers
- Knowledge of the Broadcast/Media Industry a plus

The wage scale for this position is \$28.00 per hour to \$33.00 per hour. Final compensation for this role will be determined by a variety of factors such as skills, certifications, and relevant work experience.

Benefits for this role include:

- Comprehensive medical, dental, and vision insurance available to the employee and employee's family (i.e. child, spouse, domestic partner).
- Flexible Spending Accounts (healthcare and dependent care) and Health Savings Accounts
- Short-term and long-term disability and life insurance (supplemental and accidental, death, and dismemberment)
- Participation in CMG's 401(k) plan with generous company match and both pre-tax and Roth options
- Full-time hourly employees are eligible to earn up to 176 hours of PTO inclusive of paid sick and safe time under applicable law.
- Part-time employees will receive one hour of paid sick leave for every 40 hours worked.
- Up to eight (8) paid holidays & two (2) floating holidays throughout calendar year 2023.
- Up to two (2) weeks of paid parental leave
- Employee assistance program
- All other benefits required by applicable law

About Cox Media Group

CMG Media Corporation (d/b/a Cox Media Group) is an industry-leading media company with unparalleled brands, award-winning content, and exceptional team members. CMG provides valuable local and national journalism and entertainment content to the people and communities it serves. The company's businesses encompass 14 high-quality, market-leading television brands in 9 markets; 54 top-performing radio stations delivering multiple genres of content in 11 markets; a Washington, DC news bureau; and numerous streaming and digital platforms. CMG's TV portfolio includes multiple primary affiliates of ABC, CBS, FOX, NBC, Telemundo and MyNetworkTV, as well as several valuable news and independent stations. For more information about CMG, visit www.coxmediagroup.com.