



**January 26<sup>th</sup>, 2015- February 3<sup>rd</sup>, 2015**

**Job Opening/Full Time**

## **Office Assistant**

At the Bicoastal Media Radio Studios

**This is a Multi Tasking Position- in a fast paced environment!**

**Must have excellent communication and organizational skills, attention to detail, experience in all Microsoft Office applications, customer service and problem solving skills.**

**Team Work 'Attitude' Is A Must**

No phone calls please.

Applications available at the studios:

1345 Northcrest Drive, Crescent City, CA 95531

Please email resume to General Manager: Rene'

Shanle-Hutzell

[RHutzell@bicoastalmedia.com](mailto:RHutzell@bicoastalmedia.com)

Applications accepted through February 3, 2015.

**Bicoastal Media Radio is an equal opportunity employer**