



EMPLOYMENT OPPORTUNITY NOTICE

JOB TITLE: **GENERAL MANAGER**

EFFECTIVE: **October 15, 2019**

Duties and Responsibilities:

Univision Communications Inc, the leading Spanish-language media company in the United States, is looking for a highly motivated and energetic professional to represent Univision of Puerto Rico.

The General Manager of Puerto Rico TV & Radio will have a clear vision for the future of our local business with the capability of communicating and executing that vision via hands-on leadership, optimism, strategic risk-taking and focused metrics of success. He/she will be a creative thinker who generates new ideas, understands our diversity and maximizes our brands and resources to achieve market leadership. He/she should cultivate key client relationships and set the example as the Chief Revenue Officer for the stations.

Experience and Education

- College Degree or equivalent experience required.
- A minimum of 10 years of broadcast/media experience; must have 5 years of successful television and/or radio management experience.
- Must have excellent organizational, leadership, and analytical skills.
- Must be able to drive and have a valid Puerto Rico driver's license with a good driving record.
- Fluent in Spanish and English.

Skills & Job Responsibilities

- Responsible for the overall vision, direction, coordination and profitability of Univision Television and Univision Radio in Puerto Rico.
- Leads Department Heads in News, Sales, Public Affairs, Community/Public Affairs, Operations, Creative Services, Marketing and Production Departments, in accordance with Company policies, procedures and applicable laws.
- Direct Station activities to ensure compliance with government regulations and ensures protection of FCC Licenses.
- Directs plans with marketing personnel to have audience growth strategies and community outreach for all business units.
- Develops strategies to achieve organizational goals, and identifies external threats and opportunities by analyzing market and competition.
- Supervises and counsels Sales Department management and staff to ensure objectives are met, and maximum sales productivity.
- Responsible for developing annual business plan and working within approved budget.
- Develops and implements cost saving measures when needed, to achieve EBITDA goals.
- Confers with senior management to discuss Station policies and procedures.

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- Conducts and maintains relationships with key clients locally & nationally, agencies and organizations to promote station services in the Puerto Rico market and nationally.
- Represent stations in the community among elected officials, business leaders and charitable groups to reflect favorably on corporate enterprise.
- Directs annual budget process.
- Develop cross-promotional relationship with other business and Non-profit partners.
- Maintains a winning culture of teamwork that is conducive to a successful and productive working environment.
- Establishes and maintains performance and incentive plans for each department that recognizes employee results and excellent achievement.
- Develop and execute a local event strategy.
- Drive Digital Strategy.
- Demonstrates knowledge of EEO policy.

Desired Skills & Experience

- Prior experience in Spanish language broadcasting is preferred.

Eligibility Requirements

- Must be willing to work in Puerto Rico.
- Employment/education will be verified.
- Must have unrestricted authorization to work in Puerto Rico.

If you would like to join our team, please send resume and cover letter to:

jreyes@univision.net

NO PHONE CALLS, PLEASE

Applications will be accepted until Monday, October 28, 2019.

Univision Puerto Rico is an Equal Opportunity Employer, dedicated to ensuring a diverse workforce by providing broad outreach to all qualified applicants regarding job vacancies at the station. Organizations that regularly distribute information about employment opportunities to job seekers or provide employment referrals that wish to receive notices of our job vacancies may do so by contacting Human Resources at jreyes@univision.net

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