



Baraga Property
 16449 Michigan Avenue
 Baraga, MI 49908
 906-353-6623 x 4188
 Fax: 906-353-8786



Marquette Property
 105 Acre Trail
 Marquette, MI 49855
 906-249-4200 x 204
 Fax: 906-249-9610

KBIC ENTERPRISE POSITION DESCRIPTION

ACCOUNT EXECUTIVE/SALES

KBIC EAGLE RADIO

Full-time, Exempt Position
 Administrative Benefits Package
Location: Baraga, MI

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED WITH THE APPLICATION OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- KBIC Enterprise Job Application**
- Copy of High School Diploma/GED (Waived for individuals 55 or older)**
- Current Resume**
- Minimum of three (3) Letters of Recommendation – relating to Sales ability**
- If you are American Indian, you must attach a copy of tribal enrollment or proof of decendency**
- If you are a Veteran, you must attach a copy of your DD214**
- *Copy of Valid Driver’s License**

POSTING DATE: 09-10-2019

CLOSING DATE: Open Continuous

PLEASE SUBMIT APPLICATION AND REQUIRED DOCUMENTATION TO:

Human Resources Office (Located in Baraga or Marquette)

Email: hr@ojibwacasino.com

Baraga Fax # 906-353-8786

Marquette Fax # 906-249-9610



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JOB TITLE:	Account Executive/Sales	BUSINESS/DEPT:	Eagle Radio
LOCATION:	Baraga, MI	SUPERVISOR:	General Manager, Eagle Radio
WAGE:	\$1,800 monthly draws, plus when applicable, monthly commission on individual collections of Local Ad Sales at 18% over \$9,000. Monthly commission on individual collections of Shopping Show sales will be paid at 18% & Agency Sales at 5%. Fuel allowance = \$100 per pay period. Full-time, Exempt Position Administrative Benefits Package	CLOSING DATE:	Open Continuous

The Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

QUALIFICATIONS/REQUIREMENTS:

1. High School Diploma or Equivalent required.
2. At least six (6) months sales experience required. Prefer extensive experience in outside sales.
3. Must be familiar with proper grammar and possess creative writing skills.
4. Must have excellent interpersonal and communication skills.
5. Must be willing to (or be trained to) perform live remote broadcasts from businesses.
6. Must have good attention to detail and be highly motivated to learn new and challenging skills.
7. Computer skills are required, with a working knowledge of MS Word and Excel.
8. Must have a valid, unrestricted driver's license; reliable transportation and valid vehicle insurance; and be insurable to operate fleet vehicles.
9. Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

DUTIES AND RESPONSIBILITIES:

- Perform Telemarketing duties.
- Travel required in assigned territory.
- Attend assigned radio station live broadcasts, promotions and events.
- Develop new business throughout assigned territory.
- Service existing client list for the assigned territory.
- Process orders completely on a timely basis.
- Write advertising copy.
- Prioritizes and plans work activities.
- Present a professional appearance at all times.
- Professionally represent the Keweenaw Bay Indian Community to the client and the community.
- Demonstrate ability to answer objections and close the sale.
- Be an energetic, personable, and hard working person.
- Must be willing to work till the job is done for the day.
- Attendance and punctuality is critical.
- Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit.
- Other duties as assigned by supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned.

**TO APPLY – PLEASE REVIEW FIRST PAGE, THEN SEND COMPLETED
APPLICATION TO hr@ojibwacasino.com**