

INTERNAL SALES SPECIALIST

One (1) part-time, non-exempt position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Completed Keweenaw Bay Indian Community application
- Current Resume'
- Personal Statement (Letter telling us about you, what sets you apart from the other applicants and why you would like to be considered for this position)
- Minimum of two (2) Letters of Recommendation
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Personnel Department
16429 Beartown Road
Baraga, MI 49908
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Distribution Date: March 11, 2015

Closing Date: Open Continuous

POSITION DESCRIPTION

POSITION:

INTERNAL SALES SPECIALIST

One (1) part-time, non-exempt position

LOCATION:

Eagle Radio
Baraga, Michigan

SUPERVISORY CONTROL:

Sales Manager

SALARY:

Grade 2 – (minimum wage \$8.61 per hour plus 12.5% of collected sales over \$5,000.00 per month)

QUALIFICATIONS:

- High School Diploma/GED required..
- Creative writing skills are needed.
- Highly motivated and organized.
- Some direct sales experience preferred. Prefer experience in radio sales and/or marketing.
- Must have good people skills.
- Must be willing to be trained perform live remote broadcasts from businesses.
- Good attention to detail and highly motivated to learn new and challenging skills.
- Computer skills are required, with a working knowledge of MS Word and Excel.
- A working knowledge of Marketron Visual Traffic software, or, be willing to be trained if needed to assist the traffic department during the absence of the Radio Systems Clerk.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to Veterans (need DD214).

DUTIES AND RESPONSIBILITIES:

- Telemarketing (Selling advertising and marketing programs to local businesses over the phone.)

- Develop new business through telemarketing our Dining Guides, Business Updates, High School Hockey, High School Football, High School Boys Basketball, High School Girls Basketball, Don't TEXT and DRIVE, Hunters Safety, School Bus Safety, Don't Drink and Drive, Thanksgiving, Christmas, Easter Church, Christmas Church, Sweetest Day, Valentines Day, Mothers Day, Fathers Day, Veterans Day, Parade of Thanks, St Patty's Day, Get out to Vote, Boating Safety, Artisan's Report, Graduation Promo, Prom,
- Sell space within our Specialty programs including The Eagle Country Hall of Fame with Dick Storm, Indigenous Insights, Country Count Down, Polka Show, Keep it in the UP Radio Show and more.
- Sell space on the Eagle Radio website <http://www.keepitinthep.com> to local businesses and individuals as a means to advertising and promote items for sale. (*commissions on Internet sales starts at 10%*)
- Help to develop and coordinate E-Commerce Solutions for the Radio Stations.
- Service and update the existing client list for the radio stations.
- Process orders completely on a timely basis.
- Write advertising copy.
- Prioritizes and plans work activities.
- Present a professional appearance in person and on the phone 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 positive and money motivated 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.
- Willing to be trained if needed to assist the traffic department during the absence of the Radio Systems Clerk, consisting of entering contracts, assemble logs, transferring logs from Visual Traffic in the Accounting software to Audio Vault in the Programming/On Air Department, reconciling logs and answering phones.
- Help with and attend assigned radio station "Live Broadcasts", promotions and special events both on and off site when needed including help with web merchandise/inventory coordination and selling items such as comedy club tickets.
- 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.

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