

KEWEENAW BAY INDIAN COMMUNITY

2017 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
RODNEY LOONSFOOT
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, JR.
ELIZABETH D. MAYO

ACCOUNT EXECUTIVE/SALES

Two (2) Full-time, Exempt Positions

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
- Qualification Sheet
- Current Resume'
- Cover Letter
- Minimum of three (3) Letters of Recommendation
- Copy of High School Diploma/GED
- Copy of valid Driver's License
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency (from Enrollment Office)
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Hannah Beesley, Personnel Director
16429 Beartown Road
Baraga, MI 49908
Phone: 906-353-6623 Ext. 4140 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Distribution Date: March 13, 2017

Closing Date: March 27, 2017 at 4:00pm or Until Filled

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS
"Home of the Midnight Two-Step Championship"

Debra Picciano 3.13.17

TERO Approval

Date

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POSITION DESCRIPTION

POSITION: **ACCOUNT EXECUTIVE/SALES**
Two (2) Full-time, Exempt positions

LOCATION: Eagle Radio
Baraga, Michigan

SUPERVISORY CONTROL: Sales Manager

SALARY: \$1,800 monthly, plus, when applicable, monthly commission on individual collections of Local Ad Sales at 20% over \$10,000. Monthly commission on individual collections of Shopping Show sales will be paid at 15% and Agency Sales at 5%. Fuel allowance = \$200/month.

QUALIFICATIONS:

1. High School Diploma or Equivalent required.
2. At least six (6) months sales experience required. Prefer extensive experience in outside sales.
3. Creative writing skills required.
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.

INDIAN PREFERENCE:

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

VETERAN PREFERENCE:

Preference will also be given to qualified Veterans who do not have bad conduct or dishonorable discharges (need DD214).

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.
- Prioritize and plan 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.
- Attendance and punctuality is critical.
- Exhibit objectivity and openness to others' views; gives and welcomes feedback; contribute 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.

Distribution Date:

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Qualification Sheet

Name: _____

Position: **Account Executive/Sales**

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Qualification Sheet

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