

# KEWEENAW BAY INDIAN COMMUNITY

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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

## 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

## ACCOUNT EXECUTIVE/SALES

Full-time, 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
- Qualification Sheet
- Current Resume'
- Cover Letter
- Minimum of two (2) 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](mailto:personnel@kbic-nsn.gov)

**Distribution Date:** December 4, 2017

**Closing Date:** Open Continuous

**LAKE SUPERIOR BAND OF CHIPPEWA INDIANS**

"Home of the Midnight Two-Step Championship"

## KEWEENAW BAY INDIAN COMMUNITY

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### POSITION DESCRIPTION

**POSITION:** **ACCOUNT EXECUTIVE/SALES**  
Full-time, Exempt position

**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 18% over \$9,000. Monthly commission on individual collections of Shopping Show sales will be paid at 18% and Agency Sales at 5%. Fuel allowance = \$200/month.

### **QUALIFICATIONS:**

1. High School Diploma or Equivalent required.
2. At least six (6) months sales and/or customer service 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.

**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.*

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*Qualification Sheet*

Name: \_\_\_\_\_

Position: **Account Executive/Sales**

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