



Baraga Property
805 US Hwy 41
Baraga, MI 49908



Marquette Property
121 Front Street
Marquette, MI 49855

KBIC ENTERPRISE POSITION DESCRIPTION

JOB TITLE:	Account Executive / Sales	BUSINESS/DEPT:	Eagle Radio
LOCATION:	Baraga, MI / Marquette, MI	SUPERVISOR:	General Manager, Eagle Radio
WAGE:	Min: \$15.00/hr (\$16.00/hr – Marquette) plus when applicable, monthly commission on individual collections of Local Ad Sales at 13% over \$7,200. Monthly commission on individual collections of Shopping Show sales will be paid at 13%. Part-time (up to 37 hours), Exempt Position	CLOSING DATE:	

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 GED or High School Certification of Completion is preferred.
2. At least six (6) months sales experience preferred. 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 perform live remote broadcasts from the radio station and clients 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 be at least 21 years of age.
9. Must have a valid, unrestricted driver's license; reliable transportation and be insurable under fleet vehicle policy. ** Must sign the KBIC Driving Record Check Form.

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.

PHYSICAL REQUIREMENTS:

1. Must be able to type, write, stand, walk, stoop, kneel and/or crouch.
2. Must be able to push/pull, carry and lift up to twenty (20) pounds without help, and occasionally lift/or move up to thirty (30) pounds.
3. Must be able to tolerate varying levels of noise, dust and/or smells.
4. Must pass a pre-employment background check, physical and drug screen.

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.