

CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
PO BOX 278  
PABLO MT 59855  
406.675.2700  
PERSONNEL OFFICE FAX: 406.675.2711  
CSKT Website: [csktribes.org](http://csktribes.org)  
E-mail: [cory.clairmont@cskt.org](mailto:cory.clairmont@cskt.org)

\*\*\*\*VACANCY ANNOUNCEMENT\*\*\*\*

**TITLE:** Sales Representative

**LOCATION:** Char Koosta News – Pablo, MT

**SALARY:** \$13.28 to \$15.34 per hour  
May be employed under contract

**CLOSING DATE:** Thursday, October 3, 2019 @ 5:30 p.m.

**SPECIAL CONDITIONS:**

This is a not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant if not already employed by the Tribes must pass a pre-hire drug test and will be required to serve a mandatory six-month probationary.**

**DUTIES:**

- Generate revenue for the Tribes.
- Contact businesses, organizations and individuals to sell ads for paper and website.
- Design ads for customers to proof in a timely manner.
- Make necessary changes to ads to insure accuracy.
- Develops sales promotion programs with Publisher/Editor.
- Prepares and maintains insertion run sheets and delivers them to Publisher/Editor.
- Completes all run sheets and ads on time.
- Prepares and submits sales documentation and delivers any payments to Office Manager with all receipts.
- Works with Office Manager to make sure accounts are billed correctly each week.
- Keeps detailed records of each advertising account in an organized filing system.
- Makes sure each ad runs when it's supposed to.
- Other duties assigned.

**MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)**

- High school diploma or GED required.
- One (1) year of sales experience or one year in a design field.
- A valid driver's license and proof of valid insurance.
- Computer experience is required.

**SUBMIT:**

1. Completed Tribal employment application (resumes are not accepted).
2. Certified copies of relevant academic transcripts and training certificates.
3. If you are claiming Veterans Preference, a copy of the DD214 must be submitted with the application.
4. Copy of a valid driver's license.

**SUBMIT ALL OF THE ABOVE TO:** Cynthia Matt, Personnel Office, PO Box 278, Pablo, MT 59855, telephone 406.675.2700 ext. 1259.

**FOR MORE INFORMATION:**

Contact: Sam Sandoval, Editor @ 406.675.2700, ext. 1326.

## **SALES REPRESENTATIVE – CHAR KOOSTA NEWS (MAY BE EMPLOYED UNDER CONTRACT)**

The Char-Koosta News is seeking a motivated and energetic ad sales representative. The successful applicant must possess a High school diploma or GED required. One (1) year of sales experience or one year in a design field. A valid driver's license and proof of valid insurance. Computer experience is required. All applicants are required to submit a Tribal application, copies of relevant transcripts and/or certificates and a copy of a valid driver's license, if you are claiming Veterans Preference, a copy of the DD214 must be submitted with the application to the Personnel Department. To apply, contact Personnel at 406.675.2700 ext. 1259, or visit the csktribes.org website for the application. Salary range \$13.28 to \$15.34 per hour, plus benefits – may be employed under contract. Closing date will be Thursday, October 3, 2019 @ 5:30 p.m. **This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test.**

### **CSKT IS A TRIBAL MEMBER PREFERENCE EMPLOYER**

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PLEASE PUBLISH IN CLASSIFIED ADS:

1. Thursday, September 19, 2019
2. Thursday, September 26, 2019

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**BILL TO: CHAR KOOSTA NEWS  
P.O. BOX 278  
PABLO, MT 59855**

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**If you have any questions, feel free to contact Cory Clairmont @ 406.675.2700, ext. 1041.  
FAX: 406.675.2711 or E-Mail: cory.clairmont@cskt.org**