

JA BizTown™ Journal

Classified Ads

PROFESSIONAL OFFICE

ATTORNEY

Need an honest, detail-oriented individual who likes to read, review legal documents, do research and investigate cases.

INSURANCE AGENT

We are seeking an organized and hard-working person to process business insurance policies and investigate claims. Apply today.

CERTIFIED PUBLIC ACCOUNTANT

If you are detail-oriented, like working independently, and time on a computer, this is the job for you. You will prepare business financial statements.

CFO

We are looking for someone who has good organizational skills and can handle the business finances for each of the office professionals.

INVESTMENT ADVISOR

Seeking someone with a dynamic personality to assist customers with stock portfolio options. Good interpersonal skills are necessary for this position.

NON-PROFIT DIRECTOR

Overall responsibilities include leading fundraising for a worthy non-profit agency. Energy and confidence are important traits in the qualified candidate.

REALTY COMPANY

CEO

This leadership position offers the right candidate a rewarding opportunity to lead a busy JA BizTown real estate business.

LEASING AGENT

Someone needed who would like to deal with all businesses in Town. Billing and collection of rent are among the responsibilities of the Leasing Agent.

PROPERTY APPRAISER

Realty company seeking an organized person to survey all business properties and complete related paperwork. Attention to detail is very important!

CFO

A qualified candidate will be capable of handling rental incomes while keeping track of business expenses. Computer experience is preferred.

ELECTRIC UTILITY

CEO

Top company offers an excellent, exciting, career opportunity to any capable individual who possesses strong leadership and math skills.

CFO

This growing utility company is in need of an organized person to handle company payroll and business finances.

METER READER

If you can work independently and can follow directions, we need you! Responsibilities include reading meters and billing accounts.

UTILITY ENGINEER

Energetic person needed to perform energy audits for town businesses. Customer service skills are imperative for the successful candidate.

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RETAIL STORE 1

CEO

Top company offers an excellent, exciting, career opportunity to any capable individual who possesses strong leadership skills.

CFO

We are in need of a confident person to organize and balance business records for our growing company.

SALES MANAGER

If you enjoy working with people, this is the job for you. Must wait on customers and set up items for displays. Need honest person who feels comfortable handling money.

DELIVERY SERVICE

CEO

We are hiring an energetic, hard-working individual to manage our full-service mail and delivery outlet.

CFO

Someone needed to manage the books and write payroll checks. Computer experience a plus.

CARRIER

Looking for an organized individual to collect, process, and deliver mail to BizTown™ businesses and individuals.

SALES MANAGER

Responsible person needed to prepare product displays, assist customers, and handle sales.

TV STATION

CEO

Strong interpersonal and communication skills needed to lead the staff of our station. If interested, apply today.

REPORTER

Energetic and organized individual needed to write news stories and interview questions. Must work closely with the on-air personality and camera operator.

AD EXECUTIVE

Confident executive needed to sell on-air ads and collect ad payments. Individual will be responsible for ad scheduling and quality control.

CAMERA OPERATOR

A responsible individual to videotape interviews and JA BIZTOWN happenings is needed. Video equipment will be provided.

CFO

Nice working conditions for someone who likes numbers and enjoys working on a computer. Send your resume today!

ON-AIR ANCHOR

On-air personality needed to deliver news reports and facilitate interviews. Public speaking experiences a plus!

SUPPLY CENTER

CEO

Energetic leader needed to oversee all operations and assure top quality customer service.

STOCK MANAGER

Areas of responsibility include order processing, inventory maintenance, and customer service.

CFO

Candidates should be honest, organized, and detail-oriented. Must be responsible for tracking all business finances.

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CITY HALL

IRS AGENT

Math skills required for this position. Agent will be responsible for billing and collecting tax payments.

TOWN TREASURER

Need individual with good math and organizational skills. Will handle multiple City Hall transactions.

ENVIRONMENTAL SPECIALIST

Hardworking individual will conduct business safety audits and lead the community recycling efforts.

MAYOR

Successful candidate will possess a professional attitude and a desire to work with the public. Effective writing and speaking skills are necessary. Mayor's responsibilities include overseeing *JA BizTown* census and voting.

WATER UTILITY

CEO

Energetic individual with strong math skills needed to calculate utility bills and supervise staff.

METER READER

The Water Utility is looking to hire an individual to read water meters, deliver water bills, and collect bill payments from businesses.

CONSERVATION SPECIALIST

Need customer service oriented individual to inspect meters. You will also educate and encourage citizens and businesses to conserve water.

CFO

Honest individual needed to process all business financial transactions and employee payroll.

BANK

CEO

Need honest individual with organizational skills and a good business sense. Will approve business loans, process deposits, and be responsible for the Bank's money supply.

CFO

A sharp mathematician needed to handle many payroll and business transactions.

TELLER

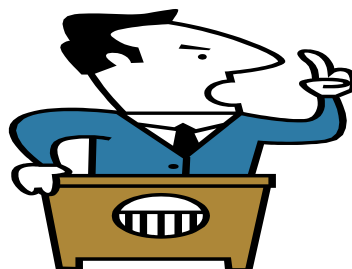
We are seeking candidates with a working knowledge of computers and the ability to work independently. Pleasant attitude toward the public is a requirement. Accuracy is a must!

FILE CLERK

Must organize deposit tickets and checks for all personal accounts. This leadership position requires working well with others.

SAVINGS OFFICER

Are you interested in helping BizTown citizens keep track of their savings accounts? If so, this is the job for you. Apply today.



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RESTAURANT

CFO

Pleasant working conditions and good salary provided for the applicant that can work quickly and accurately.

FOOD MANAGER

We are looking for dependable and safety conscious individuals to manage our restaurant's food services.

CEO

Are you looking for an opportunity to work in a beautiful restaurant while supervising an energetic crew? This position provides great potential for a career-minded individual.

SALES MANAGER

Courteous dependable people needed immediately to fill orders and handle purchase transactions.

BEVERAGE MANAGER

Individuals needed to set up and operate beverage equipment. We are willing to train motivated applicants. Customer service skills are important.

WELLNESS CENTER

CEO

Need a person interested in helping other people and who is capable of managing a health care facility.

HEALTH CARE MANAGER

Individuals are needed to work directly with patients. Managers will provide assistance with insurance, check-ups, and other health-related tasks.

CFO

Prepare payroll checks and manage the books in a non-profit business. Good math skills are necessary.

BUSINESS TO CONSUMER MANUFACTURING

CEO

Need someone with knowledge of division of labor and the ability to supervise our staff.

CFO

Dedicated and detail-oriented individual is needed to process payroll and pay business expenses.

DESIGNER

Conscientious workers are needed for assembly line production team. Creativity and design experience is helpful.

SALES MANAGER

Need individual with good selling techniques and talent. Responsibilities include setting up product displays and operating the sales computer.

WEB DESIGN

CEO

Outgoing candidate needed to lead employees of this high tech service business.

WEB DESIGNER

Use special software to create business and individual web page designs. Experience with computers is required.

AD EXECUTIVE

Seeking a customer service focused individual to represent our company to the public. Ad sales are a job requirement.

CFO

Responsible for keeping employee payroll and business finances organized.

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SALES MANAGER

Need individual with good selling techniques and talent. Responsibilities include setting up product displays and operating the sales computer.

RADIO

CEO

We are seeking an energetic, hard-working individual to manage the radio station. Public speaking experience a plus as you will be responsible for editing and reading an on-air editorial.

AD EXECUTIVE

Hardworking person sought to collect on-air ads and payments. Will work with the public to solicit requests and dedications.

DISC JOCKEY

Need an imaginative, quick thinker with a strong voice. Must be able to operate complicated sound equipment and make many broadcast decisions.

REPORTER

Energetic person needed to find hot news items to report to your local JA BizTown listening audience. Good writing skills are required.

CFO

Dedicated and detail-oriented individual is needed to process payroll and pay business expenses.

NEWSPAPER

CEO

We are looking for a hard-working person with good time management and writing skills. Must be able to supervise staff.

AD EXECUTIVE

Hard-working individual needed to sell ads, collect payments, and type copy for all business advertisements.

PHOTOGRAPHER

Looking for a responsible person to handle a camera and take quality photos of city events, officials, and citizens.

EDITOR

Ambitious person who works well under pressure is needed to supervise production of newspaper. Writing skills are a critical qualification.

REPORTER

Need a highly motivated, observant individual who is willing to interview citizens and write articles in the JA BizTown newspaper.

CFO

Honest person needed to write payroll checks and keep business records for a very busy newspaper.

PHONE COMPANY

CEO

We need someone to keep things ringing in our new office. Supervision experience is necessary.

SALES MANAGER

Are you interested in designing and producing The Yellow Pages? Give us a call today.

CFO

Looking for a person who can multi-task: payroll, business expenses, and billing are among the responsibilities.

INSTALLATION SPECIALIST

Do you like to make the right connections? Then we need you to install our phones.

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BUSINESS TO BUSINESS MANUFACTURING

CEO

Strong communication and leadership skills needed for this key leadership role in our business.

SALES MANAGER

Responsible for working with BizTown businesses that place product orders. Must be an organized go-getter!

DESIGNER

Use your creativity in a fun and fast-paced work environment. You will produce a variety of products for area businesses.

CFO

Organized person needed to write payroll checks and keep business records in a very busy manufacturing location.

FITNESS CENTER

CEO

We are looking for an outgoing candidate who enjoys working with the public and can manage a high-energy staff. If you are in tip-top shape, call us today!

PERSONAL TRAINER

Our trainers work with customers to teach about effective exercise and health habits. Familiarity with exercise equipment is a plus.

CFO

Organization seeks a hands-on, results oriented person to manage expenses. Computer experience would be helpful.

RETAIL #2

CFO

We are looking for a self-starter who can handle our payroll and business finance records.

SALES MANAGER

Use your creativity and marketing savvy to sell creative products to our customers. This is a fun job in a fun environment!

CEO

In this leadership role, a successful candidate will oversee all business operations including managing staff employees.



NOTICE

Advertisements in these employment columns have been accepted on the promise that jobs offered will be filled on the basis of merit and ability, without discrimination because of race, color, creed, sex, religion, or national origin, in compliance with federal, state and local laws.