

# JA BizTown Jobs

Classified Advertisements – Updated for 2023-2024

## JA BizTown Journal

Serving JA BizTown® since 2018

### AEROSPACE MANUFACTURING

A world-leading provider of jet engines, locally assembled. Offers citizen tours of the facility and souvenirs for purchase.

#### CEO (\$9.00)

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

#### CFO (\$8.50)

Honest person needed to process payroll checks and keep business records. Must like working with computers!

#### A&P TECHNICIAN (\$8.00)

Skilled technician needed to assemble aviation products and assist the team with process improvements. Must be a team player!

#### PROCESS ENGINEER (\$8.00)

Seeking a critical thinker to make manufacturing improvements. Candidates must demonstrate a willingness to work on a team.

#### SALES ASSOCIATE (\$8.00)

Seeking salesperson to assist customers, set up items for displays, and who feels comfortable operating a sales computer and keeping accurate records of all sales. Apply now!

### AUTO DEALERSHIP

Local auto dealership provides auto leases and loans to JA BizTown businesses and vehicle repair services to citizens.

#### CEO/ GENERAL MANAGER (\$9.00)

We are looking for a hard-working person with a focus on maintaining high quality customer service culture practices. Must be able to supervise staff.

#### CFO/ FINANCE MANAGER (\$8.50)

Honest person needed to process payroll checks and keep business records. Supervisor skills and good judgement of credit worthiness in customers. Must like working with computers!

#### PRODUCT SPECIALIST (\$8.00)

Customer oriented position assisting in corporate vehicle customization. Good listening and savvy computer skills are a plus. Must be a team player!

#### SALES TEAM LEADER (\$8.00)

Seeking an experienced sales manager to assist product specialists and reach ambitious sales goals. Excellent pay for the right candidate. Apply now!

#### SERVICE ADVISOR (\$8.00)

Seeking a time-management specialist with great customer service history. Candidates must demonstrate a willingness to work as part of a team.

#### SERVICE TECHNICIAN (\$8.00)

If you enjoy working on vehicles, this is the job for you. Offer on-the-job training and certifications. Must keep service area clean and appealing to customers.

### CITY HALL

The center of government and social services. It is responsible for collecting taxes, operating a postal center, overseeing law enforcement, providing attorney services, and assisting citizens in all civic matters.

#### MAYOR (CEO) (\$9.00)

Successful candidate will possess a professional attitude and a desire to work with the public. Effective writing and speaking skills are necessary. Will be responsible for accepting nominations for Citizen, Volunteer and Business of the Day!

#### CONTROLLER (CFO) (\$8.50)

Need individual with good math and organizational skills. Will handle multiple City Hall transactions. Computer experience a plus!

#### ATTORNEY (\$8.00)

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

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**ELECTION OFFICER (\$8.00)**

Need a friendly person willing to welcome citizens to City Hall. This person will oversee the JA BizTown voting computer. Candidates must have desire to assure customer satisfaction.

**IRS AGENT (\$8.00)**

Computer and math skills required for this position. IRS Agent will be responsible taking an accurate *JA BizTown* census and the billing and collecting of tax payments.

**LAW ENFORCEMENT OFFICER (\$8.00)**

Need a responsible individual to enforce town safety rules.

**MAIL CARRIER (\$8.00)**

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

**MARKETING DIRECTOR (\$8.00)**

Confident executive needed to update citizens on City Hall activities. Social media and computer experience are a must. Individual will be responsible for ad scheduling and quality control of all messaging. Responsible for producing quality photos of *JA BizTown* events, officials, and citizens.

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**CREDIT UNION**

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**Leading financial institution in the town provides business loans and personal checking and savings services for citizens.**

**CEO (\$9.00)**

Need honest individual with organizational skills and a good business sense. Will approve business loans, and be responsible for the Credit Union's money supply. Computer skills desired.

**CFO (\$8.50)**

A sharp mathematician needed to handle numerous payroll and business transactions. Must enjoy working with computers.

**MEMBER CONSULTANT (\$8.00)**

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 (\$8.00)**

Must organize deposit tickets and checks for all personal accounts. This position requires working well with others. Ability to count money a plus!

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**EDUCATION CENTER**

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**High tech business showcasing the technology of 3D printing.**

**CEO (\$9.00)**

We are hiring an energetic, hard-working individual to manage staff and oversee business operations.

**CFO (\$8.50)**

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

**CAD DESIGNER & ENGINEER**

(\$8.00)  
Conscientious worker is needed for work with high tech 3d equipment. Ability to follow step by step directions a must.

**PRODUCTION MANAGER (\$8.00)**

Seeking a person with great attention to detail to provide quality control checks and business marketing.

**SALES MANAGER (\$8.00)**

Energetic and outgoing individual needed to sell 3D printed products to citizens. Previous sales experience a plus.

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**GRAPHIC DESIGN**

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**Leading graphic design business creating marketing materials to support the JA BizTown business community.**

**CEO (\$9.00)**

Graphic design offers an excellent, exciting, career opportunity for a capable individual who possesses strong leadership skill.

**CFO (\$8.50)**

We are in need of a confident, competent person to organize and balance business records for our growing business. Computer skills are desired.

**ARTIST (\$8.00)**

Outgoing individual sought for creative design. Creates marketing pieces for a wide variety of customer accounts. Portfolio of previous work can be submitted with job application.

**CORPORATE SALES MANAGER (\$8.00)**

Confident salesperson needed to manage fast paced sales environment. Proven leadership and ability to multitask a plus. Business to business sales experience a plus!

**PRODUCTION TEAM (\$8.00)**

Looking for an individual interested in producing marketing materials for business customers. Excellent customer service skills needed.

**RETAIL SALES MANAGER**

(\$8.00)  
Organized individual sought to manage a busy retail sales area with an emphasis on quality control. Terrific work environment! Apply today.

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## HEALTHCARE CENTER

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The Health Care Center offers citizens Wellness Exams, healthy eating education, and PSAs to educate patients about their health. This clinic is the leader in our community.

**CEO (\$9.00)**

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

**CFO (\$8.50)**

Organized person needed to process payroll checks and keep business records at a busy health care location. Computer skills helpful.

**DIETICIAN (\$8.00)**

Looking for a friendly, outgoing person to conduct health eating education. Previous experience working with the public is a plus.

**PATIENT REGISTRAR (\$8.00)**

Work in a fun and fast-paced work environment. Excellent customer service skills, a plus Must be an organized go-getter! Responsible for patient check-ins.

**EVS TECHNICIAN (\$8.00)**

People skills and attention to detail is a must. Looking for a team player to champion disease control in the healthcare center and to citizens. Good communication skills required.

**MENTAL HEALTH**

**PROFESSIONAL (\$8.00)**

Are you passionate about helping people? Strong communicator and writer needed to write Public Service Announcements and speak with citizens. Serious applicants only.

**REGISTERED NURSE (\$8.00)**

People skills and attention to detail is a must. Conducts Wellness

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## LOGISTICS MANUFACTURING

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Logistics leadership team plays the manufacturing coordination game to produce high-quality trailer units that meet market demand while balancing employee and materials management.

**CEO (\$9.00)**

Seeking a person who displays strong leadership skills and who can provide outstanding customer service. Strong communication skills necessary.

**CFO (\$8.50)**

Prepare payroll checks and manage the books for a growing business. Good math and computer skills are helpful.

**ENGINEER LEADER (\$8.00)**

Works to use engineer team to meet sales unit requirements. Previous management a plus, but not required.

**HR LEADER (\$8.00)**

Outgoing personality to motivate and retain employees. Works closely with Materials Leader to ensure high-quality units are assembled and moved quickly through production.

**MATERIAL LEADER (\$8.00)**

Attention to detail is critical. Must account for both deficits and surplus of parts. Will work closely with HR Leader to ensure quality products are delivered in a timely manner.

**SALES LEADER (\$8.00)**

Need an individual with strong sales techniques secure multi-level units in a changing sales market. Will work closely entire leadership team to ensure quality products are delivered in a timely manner.

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## MANUFACTURING & ENGINEERING

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Assembles and installs generators and operates a retail storefront.

**CEO (\$9.00)**

Seeking a person who displays strong leadership skills and who can provide outstanding customer service. Strong communication skills necessary.

**CFO (\$8.50)**

Prepare payroll checks and manage the books for a growing business. Good math and computer skills are helpful.

**SUPPLY CHAIN MANAGER (\$8.00)**

Need individual with excellent customer service and sales abilities. Responsibilities include maintaining inventory levels and operating the sales computer.

**ENGINEER (\$8.00)**

Work in a fun and fast-paced environment. You will be working to produce quality products for *JA BizTown* businesses. Attention to detail is desired.

**GENERATOR SALES MGR (\$8.00)**

Need an individual with strong sales techniques to work with businesses to purchase generators. Will work closely with Engineers to ensure quality products are delivered in a timely manner.

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## PROFESSIONAL OFFICE

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**Offers a variety of professional services by true professionals. This business is comprised of small business owners**

### **CEO (\$9.00)**

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

### **CFO (\$8.50)**

We are looking for someone who has excellent organizational skills and can handle the business finances for several small business owners in a fast-paced environment. Computer experience desired.

### **AD EXECUTIVE (\$8.00)**

Confident executive needed to sell on-air ads. You will be responsible for ad billing. Some computer experience helpful. Individual will be responsible for ad scheduling and quality control.

### **CPA (\$8.00)**

Detail-oriented candidate sought to assist local businesses with accounting needs. Must be able to work independently.

### **DJ (\$8.00)**

Seeking an outgoing and friendly individual to be the "voice" of *JA BizTown*. Must be willing to talk on a microphone to read advertisements and announce song requests. We will train the right person on computerized DJ equipment.

### **EDITOR (\$8.00)**

Ambitious, computer-savvy person who works well under pressure is needed to supervise production of newspaper. Good writing and time management skills are a critical qualification.

### **INSURANCE AGENT (\$8.00)**

We are seeking a computer-savvy, organized, hard-working candidate to process business insurance policies and investigate claims. Apply today.

### **PHOTOGRAPHER (\$8.00)**

Looking for a responsible person to handle a company camera and take quality photos of *JA BizTown* events, officials, and citizens.

### **RENTAL AGENT (\$8.00)**

We are looking for an outgoing, organized individual who can interact with all local businesses. Ability to work independently is important.

### **TV CAMERA**

#### **OPERATOR/EDITOR (\$8.00)**

We are looking for a creative eye to capture local interviews and business ads. Uses video software to produce final productions. Ability to work as a team is important.

### **TV ON AIR HOST**

#### **&REPORTER (\$8.00)**

Do you have an outgoing, charismatic personality? We need you to interact with guests on set. Ability to work as a team is important.

### **TV OPERATIONS**

#### **MANAGER (\$8.00)**

A mix of sales experience and video production skills is key for a successful candidate. Must oversee all parts to complete a high-quality video production piece. Ability to work as a team is important.

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## RESTAURANT

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**Food service business looking for motivated people to work at one of the busiest locations in the town!**

### **CEO (\$9.00)**

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.

### **CFO (\$8.50)**

Pleasant working conditions and good salary provided for the applicant who can work quickly and accurately. This person should enjoy working on a computer.

### **BEVERAGE TEAM MEMBER**

(\$8.00)

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

### **FOOD TEAM MEMBER (\$8.00)**

We are looking for dependable, safety-conscious individuals to manage and maintain the restaurant's food services area.

### **SHIFT LEADER (\$8.00)**

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

### **STORE GENERAL MANAGER**

(\$8.00)

Looking for a responsible person to handle customer relations issues and maintain restaurant's eating areas.

service. Accurate counting skills a must. Apply today.

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## HEATING & COOLING SERVICES

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**This business is a leading provider of HVAC services JA BizTown.**

**CEO (\$9.00)**  
Dynamic leader needed to oversee all operations and assure top quality customer service.

**CFO (\$8.50)**  
Dedicated and detail-oriented individual is needed to process payroll and pay business expenses. Great, working conditions for someone who likes numbers and enjoys working on a computer. Submit your application today!

**COMFORT CONSULTANT (\$8.00)**  
Need individual with good selling techniques and talent. Duties include corporate HVAC units and discussing energy efficiency and money savings.

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## SUPPLY CENTER

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**The Supply Center is the sole distributor of business materials to all JA BizTown businesses.**

**CEO (\$9.00)**  
Responsible individual needed to oversee operations and assure accuracy and attention to detail. Computer skills helpful, but not necessary.

**CFO (\$8.50)**  
Candidates must be organized and detail-oriented. Integrity and honesty, a must. Good skills with math and computers helpful.

**COUNTER SALES ASSOCIATE (\$8.00)**  
Areas of responsibility include order processing, inventory maintenance, and customer

**DRIVER ASSOCIATE (\$8.00)**  
Responsible employee needed to expedite fast delivery of business supplies. Excellent driving record is required!

**INSIDE SALES ASSOCIATE (\$8.00)**  
Looking for an organized individual to process electrical supply sales. Ability to work quickly is a plus.

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## UTILITY COMPANY

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**The power is here! This business provides electric power to run JA BizTown. Energy conservation and community philanthropy is also a focus.**

**CEO (\$9.00)**  
Top company offers an excellent, exciting, career opportunity for a capable individual, who possesses strong leadership and math skills. Some computer skills helpful but not necessary!

**CFO (\$8.50)**  
This growing utility company is in need of an organized manager to handle company payroll and business finances. Computer experienced desired.

**POWER DELIVERY ADVISOR (\$8.00)**  
If you can work independently and follow directions, we need you! Responsibilities include conducting safety audits.

**CUSTOMER SERVICE REP (\$8.00)**  
Customer service focused individual sought for overseeing customer utility billing. Excellent math skills required

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## NOTICE

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**Advertisements in these employment columns have been accepted on the promise that the 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.**

