

Supply Center

Business Overview



The sole distributor of business materials to all *JA BizTown* businesses. It's the only wholesale business.

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Submits loan application. 2. Signs all business payroll checks. 3. Oversees business operations and makes business decisions. 4. Signs Insurance Policy and Rental Agreement. 5. Prepares and sends Supply invoices. 6. Completes the Business Improvement Plan. 7. Assists Sales Associate(s) with supply reorders, if needed. 8. Prepares and gives speech at the Opening Town Meeting, if time permits. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Inputs employee payroll information. 3. Prints and distributes employee payroll checks. 4. Makes business expense payments. 5. Makes business deposits and tracks loan payoff progress.
<p style="text-align: center;">COUNTER SALES ASSOCIATE</p> <ol style="list-style-type: none"> 1. Stocks business supply bins for next day's business operations. 2. Follows procedures for filling supply reorders. 3. Provides sharpened pencils for businesses. 4. Maintains an organized work environment. 5. Ensures supplies are purchased by businesses only. 6. Assists Inside Sales Associate, as needed. 	<p style="text-align: center;">DRIVER ASSOCIATE</p> <ol style="list-style-type: none"> 1. Delivers initial supply orders to each <i>JA BizTown</i> business. 2. Verifies part numbers, quantities and product condition. 3. Picks up and delivers electrical supplies in a timely fashion. 4. Provides excellent service. 5. Maintains an organized work environment. 6. Assists Sales Associate(s), as needed.
<p style="text-align: center;">INSIDE SALES ASSOCIATE</p> <ol style="list-style-type: none"> 1. Receives and processes customer orders and requests for products. 2. Prepares and sends Electrical Supply invoices for orders received. 3. Works closely with Driver Associate to ensure orders are delivered in a timely fashion. 4. Maintains an organized work environment. 5. Ensures supplies are purchased by businesses only. 6. Assists Counter Sales Associate, as needed. 7. Backs up Driver Associate when he/she is on break. 	