

JA BizTown Jobs

Classified Ads

JA BizTown Journal

Serving JA BizTown since 2007

BIZ CENTER

CFO

The qualified candidate will be capable of handling rental incomes, and keeping track of business expenses. Computer experience is preferred.

ATTORNEY

Needed: an honest, detail-oriented individual with great leadership potential. Will review and track multiple legal documents.

CERTIFIED PUBLIC ACCOUNTANT (CPA)

Organized self-starter needed to assist business customers with financial planning. Math skills required; computer experience preferred.

INSURANCE AGENT

Professional Office seeking knowledgeable, organized person to survey all business properties and sell Insurance Policies. Attention to detail is essential!

PROPERTY MANAGER

We are looking for an outgoing, organized individual who can interact with all local businesses. Will bill and collect rent payments, among other responsibilities.

ELECTRIC METER READER

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

CONSULTANT

Personable team-player needed to provide advice to other businesses. Will conduct market research and consult with clients to increase business efficiency and sales. Great problem-solving skills are required.

JOURNEYS

CEO

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

CFO

We are in need of a confident, competent 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.

UPS

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.

STOCK MANAGER

Responsibilities include order processing, inventory maintenance, and customer service. Must be able to follow detailed directions.

DELIVERY DRIVER

Looking for an organized individual to deliver business supply orders and to collect, process, and deliver items from the UPS dropbox to JA BizTown businesses and individuals.

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TV STATION

CEO

Strong interpersonal and communication skills needed to lead the Station staff. Computer literate and able to manage social media. If interested, apply today.

CFO

Great working conditions for someone who likes numbers and enjoys working on a computer. Submit your application today!

REPORTER/ METEOROLOGIST

Energetic and organized individual needed to interview, write and record weather and news stories. Must work closely with the Producer/Editor, Anchor and Camera Operator.

AD EXECUTIVE

Looking for someone to collect payments from businesses for TV and web page ads. Individual will be responsible for making sure all businesses pay.

CAMERA OPERATOR

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

ANCHOR

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

PRODUCER/EDITOR

Leader sought to produce television show. Needs to work well with Anchor, Reporter/Meteorologist, and Camera Operator. Must organize, produce, and edit a daily news and editorial show. Video editing experience required.

CITY HALL

MAYOR (CEO)

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

TOWN TREASURER (CFO)

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

ENVIRONMENTAL SPECIALIST

Hardworking individual will conduct business safety audits and encourage recycling.

PROJECT DESIGNER

Seeking a creative individual with good math skills to plan the redesign of City Hall. Attention to detail and good writing skills are also important.

IRS AGENT

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

LAW ENFORCEMENT OFFICER

Model citizen focused on serving the community as the eyes and ears of JA BizTown. Must be fair and committed to the safety of the town.

CREATIVE SOLUTIONS

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 worker is needed for production team. Having an eye for creative detail and the ability to follow directions is important.

SALES MANAGER

Need friendly individual with good selling techniques and customer service skills. Responsibilities include setting up product displays and operating the sales computer in a very busy environment.

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WELLNESS CENTER

CEO

Seeking a person interested in helping others and capable of managing a health-care facility.

CFO

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

HEALTH CARE MANAGER

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

NUTRITIONIST

Needed: detail oriented individual to research and conduct experiments on food nutrition. A love for science is highly desirable.

BANK

CEO

Need honest individual with organizational skills and ability to multi-task. Will approve business loans, process deposits, and be responsible for the Bank's money supply.

CFO

A sharp mathematician needed to handle numerous payroll and business transactions. CFO will also assist CEO as needed.

PERSONAL BANKER

We are seeking candidates who are comfortable with computer directions and have ability to work independently. Pleasant attitude toward the public is a requirement. Need Team Players!

FINANCIAL SERVICES MANAGER

Must organize deposit tickets and checks for all business and personal accounts. This position requires working well with others as well as strong organizational skills and the ability to work quickly under pressure. Interest in investments a plus.

RADIO STATION/STUDIO

CEO

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

CFO

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

AD EXECUTIVE

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

STUDIO MANAGER

Seeking organized individual who will be responsible for soliciting customers to sing or play an instrument in the studio, assisting customers who purchase studio time, and maintaining a neat studio. Must be friendly, good under pressure, flexible on the job, and able to work independently.

REPORTER

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

DISC JOCKEY

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

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NEWSPAPER

CEO

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

CFO

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

EDITOR

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

PHOTOGRAPHER

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

AD EXECUTIVE

Hard-working individual needed to collect ads, payments, and type copy for all business advertisements. Must be good typist.

REPORTER

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

WEB DESIGNER

Use special software to create business and personal web pages. Experience with computers is required. Confidence needed to sell personal web pages and collect payment. Must be detail oriented with good customer service skills.

MEMORIAL FOUNDATION PHILANTHROPY CENTER

CEO

Dynamic leader needed to secure business funding by selling event sponsorships. Must be a great salesman!

CFO

Candidates must be organized and detail-oriented. Integrity and honesty, a must.

EVENT MANAGER

Looking for hard-working individuals who are enthusiastic about giving back to the community! Must have great communication and customer service skills.

RESTAURANT

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.

CFO

Good salary provided for the applicant who can work quickly and accurately in the midst of distraction.

FOOD MANAGER

We are looking for a dependable, safety-conscious individual to manage our restaurant's food services. Must be able to follow directions.

SALES MANAGER

Courteous, dependable people needed immediately to fill orders and handle purchase transactions in very busy environment.

BEVERAGE MANAGER

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