

# JA BizTown Jobs

Classified Advertisements – Updated July 2019

## JA BizTown Journal

Serving JA BizTown since 2007

### PROFESSIONAL OFFICE

Professional services by true professionals. This office park is comprised of small business owners ready to serve the public!

#### CEO (\$9.00)

Top company offers an excellent and 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.

#### ATTORNEY (\$8.50)

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

#### CPA (\$8.50)

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

#### ENVIRONMENTAL SPECIALIST (\$8.00)

Outgoing individual will conduct business safety audits and lead the community recycling efforts. Must be hardworking!

#### FINANCIAL ADVISOR (\$8.00)

Seeking an individual with a dynamic personality to assist customers with stock portfolio investments. Good interpersonal skills needed.

#### INSURANCE AGENT (\$8.00)

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

#### LEASING AGENT (\$8.00)

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

#### PROPERTY APPRAISER (\$8.00)

Professional Office is seeking a knowledgeable, organized person to survey all business properties and complete related paperwork. Attention to detail is essential!

### BANK – STAR FINANCIAL

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

#### CEO (\$9.00)

Need an honest individual with organizational skills and good business sense. Will approve business loans, and be responsible for the Bank'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.

#### FILE CLERK (\$8.00)

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

#### SAVINGS & LOAN OFFICER (\$8.00)

Are you interested in helping JA BizTown citizens open their savings account? If so, this is the job for you. Apply today!

#### SECURITY OFFICER (\$8.00)

Need a responsible individual to perform bank security procedures and enforce own safety rules.

#### TELLER (\$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!

#### VIDEO TELLER (\$8.00)

Seeking a person with great customer service experience to provide real time teller assistance to our members through video transmission. Must be willing to give members a positive banking experience.

### FARNSWORTH LAB

An innovation lab where creative people can collaborate and share their thoughts to launch product or service ideas.

#### CEO (\$9.00)

We are hiring a creative and hardworking individual to manage staff and oversee our daily operations.

#### CFO (8.50)

Seeking an organized person to prepare payroll checks and manage the books for our innovative business. Good organizational and computer skills are a plus!

#### HISTORIAN (\$8.00)

Are you a detail oriented individual with a passion for history? If you have a curious and investigative mind, we would love for you to join our organization!

#### NEW BUSINESS BUILDER (\$8.00)

Seeking a creative self-starter who loves a challenge! If you are an innovative person who loves communicating in a team setting to solve problems, this could be the job for you!

#### PROTOTYPE TECHNICIAN (\$8.00)

Conscientious worker is needed for work with high tech prototype system. Ability to follow step by step directions is a must.

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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 MANAGER (\$8.00)**

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

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

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

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

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

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

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

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## SCIENCE & INDUSTRY

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**This business is the leading supplier of magnetic wire to all JA BizTown businesses. We conduct scientific research and offer a retail storefront.**

### **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 the computer.

### **ENGINEER (\$8.00)**

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

### **NON PROFIT DIRECTOR (\$8.00)**

Passionate individual sought to lead a major non-profit agency. Willingness to work with volunteers is a must. Energy and confidence are important traits in the qualified candidate.

### **SALES ASSOCIATE (\$8.00)**

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

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

Must have strong math skills. We are seeking a computer-savvy, organized, hard-working candidate to process customer orders, and customer billing.

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## BROADCAST

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**JA BizTown's broadcast transmits live radio throughout the day and records television news and advertising.**

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

Strong interpersonal and communication skills needed to lead the Broadcast staff. If interested, apply today!

### **CFO (8.50)**

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

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

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

### **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.

### **IN STUDIO TEAM: CAMERA OPERATOR (\$8.00)**

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

### **IN STUDIO TEAM: PRODUCTION ASSISTANT (\$8.00)**

An outgoing individual needed to work closely with Host/Anchor and Camera Operator to produce a *JA BizTown* television broadcast. People skills a must!

### **IN STUDIO TEAM: TV ANCHOR (\$8.00)**

Be the face of *JA BizTown*'s own television station. Conduct interviews with *JA BizTown* citizens to create a professional broadcast. Must work well with a team and be comfortable speaking in front of a camera.

### **REMOTE TEAM: CAMERA OPERATOR (\$8.00)**

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

### **REMOTE TEAM: REPORTER (\$8.00)**

Energetic and organized individual needed to write news stories and interview questions. Must be able to think quickly on their feet and be comfortable speaking on air.

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## SPORTS MARKETING

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**Professional sports team that promotes the organization via various marketing techniques, group ticket and individual merchandise sales.**

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

Professional sports team offers an excellent, exciting, career opportunity for a capable individual who possesses strong leadership skills.

### **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.

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

Confident salesperson needed to sell sports arena advertising and group ticket sales. Previous sales experience is favorable. People skills are a must!

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

Sports enthusiast with excellent written and oral communication skills needed to promote our team with local media. Proven ability to meet deadlines a must.

### **SALES ASSOCIATE (\$8.00)**

If you enjoy working with people, this is the job for you. Will assist customers and set up items for displays. Need an honest person who feels comfortable operating a sales computer and keeping accurate records of all sales.

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## **BANK – WELLS FARGO**

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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 an honest individual with organizational skills and good business sense. Will approve business loans, and be responsible for the Bank'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.

### **FILE CLERK (\$8.00)**

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

### **SAVINGS & LOAN OFFICER (\$8.00)**

Are you interested in helping JA BizTown citizens open their savings account? If so, this is the job for you. Apply today!

### **SECURITY OFFICER (\$8.00)**

Need a responsible individual to perform bank security procedures and enforce own safety rules.

### **TELLER (\$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!

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## **UTILITY**

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**The power is here! This business provides electric power to run JA BizTown. Recycling and energy conservation education are also services provided.**

### **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 business is in need of an organized manager to handle company payroll and business finances. Computer experience desired.

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

Currently seeking an organized individual who enjoys a busy atmosphere. Must be able work well with others and provide great customer service. Please apply if you are interested!

### **ENERGY ADVISOR (\$8.00)**

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

### **METER READER (\$8.00)**

If you can work independently and follow directions, we need you! Responsibilities include reading meters, so we can bill customers accurately for their energy usage.

### **SAFETY SPECIALIST (\$8.00)**

Utility is seeking knowledgeable, organized person to survey all business properties and complete a safety audit. Attention to detail is essential!

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## **CONSTRUCTION COMPANY**

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**Our company is responsible for building and managing projects while assuring a safe work environment.**

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

We are in search of an effective leader to oversee all operations and assure top quality customer service.

### **CFO (8.50)**

Detail-oriented individual is needed to process payroll and pay business expenses. Must enjoy working on a computer. Submit your application today!

### **ESTIMATOR (\$8.00)**

Detail oriented person needed for estimating projects. Good math and problem-solving skills are a plus! Experience not necessary because we will train you!

### **FIELD SUPERVISOR (\$8.00)**

Are you responsible, have great communication skills, and love working with teams? This could be the job you are looking for! We are currently hiring his vital role! Please apply!

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

Currently seeking an organized decision maker who is willing to work hard. Must be able to be calm under pressure and work well with other team members. Let us know if you're interested!

### **SAFETY DIRECTOR (\$8.00)**

Need a responsible individual to identify safety hazards on job locations. You must have a good eye for details and be willing to create plans to reduce incidents and accidents on job sites.

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## **CITY HALL**

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**City Hall is the center of government and social services. Collects taxes, assists citizens in all matters, and houses JA BizTown's postal center and animal shelter.**

### **MAYOR (\$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 Citizens and Business of the Day!

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

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

### **ADMINISTRATIVE ASSISTANT (\$8.00)**

We are currently seeking a rock-star assistant who is willing to do whatever it takes to keep the office running smoothly. If you can multi-task and problem solve, you could be the person we desire!

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

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

### **MAIL CARRIER (\$8.00)**

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

### **SHELTER DIRECTOR (\$8.00)**

Energetic individual needed with a desire to match homeless animals with a loving owner. Need a people person who can approach citizens for donations.

### **SHELTER SPECIALIST (\$8.00)**

Candidates needed to care for animals in the care of the shelter. Knowledge of animal characteristics a plus.

### **VOTING SPECIALIST (\$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.

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## NEWSPAPER

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Thriving daily newspaper serving JA BizTown citizens. Circulation averages 75 per day.

### CEO (\$9.00)

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

### CFO (\$8.50)

Honest person needed to process payroll checks and keep business records for a very busy newspaper. Must like working with computers!

### AD EXECUTIVE (\$8.00)

Hard-working individual needed to collect payments. All advertisements will then be typed into the newspaper

### EDITOR (\$8.50)

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.

### PHOTOGRAPHER (\$8.00)

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

### REPORTER (\$8.00)

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

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## ENTERTAINMENT CENTER

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Entertainment is what we do! We specialize in making JA BizTown a fun place to visit.

### CEO (\$9.00)

Are you looking for an opportunity to work in a fun setting while supervising an energetic staff? This position will give you the opportunity to learn an entertainment business and work with a variety of fun individuals.

### CFO (8.50)

Lively working conditions and excellent pay provided for the applicant who can work quickly and accurately. This person should enjoy working on a computer.

### ARCADE MANAGER (\$8.00)

Seeking an enthusiastic individual with great customer service skills. Must enjoy working with the public in a fast paced environment. Prefer someone that is able to multi-task.

### MARKETING MANAGER (\$8.00)

Our company is looking for an outgoing person who can grow, think, dream, and create. You will have the opportunity to develop your marketing skills by promoting our business. Creativity and excellent communication skills are a plus!

### PARTY HOST (\$8.00)

Do you love to create a fun environment? Being a Party Host could be your dream job! Must be reliable and friendly.

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## CAREER CENTER

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Career Counseling is our business. Working to offer individuals the opportunity to gain knowledge about thriving career industries in our region.

### CEO (\$9.00)

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

### CFO (\$8.50)

We are looking for a self-starter who is good with computers. We will need you to handle our payroll and business finance records.

### CAREER COUNSELOR (\$8.00)

Energetic and organized individual needed to publicize career opportunities to JA BizTown citizens. This is a great job in a fun environment.

### SALES ASSOCIATE (\$8.00)

Responsible for managing the retail storefront of this business. Must be an organized go-getter!

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## LEADER INSTITUTE

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Company designed to identify and develop emerging leaders within the community.

### CEO (\$9.00)

Hoping to find a responsible person who displays strong leadership skills to manage the day to day operations of our organization. Must enjoy collaborating with teams.

### CFO (8.50)

Preparing payroll checks and managing our business expenses is a big part of this position. Good math and computer skills are helpful.

### FACILITATOR (\$8.00)

Do you want to find a SUPER FUN job? We are looking for a person who enjoys puzzles and loves a good mystery. Good communicator desired.

### INVESTMENT OFFICER (\$8.00)

Seeking a goal oriented individual to establish relationships with our numerous clients. Must possess a positive attitude and love working with people.

### LEADERSHIP COACH (\$8.00)

Top company seeks a person with natural leadership skills. Must be confident and have a desire to help others become better leaders.

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## HEALTHCARE

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The Healthcare Center offers citizens Wellness Exams to educate patients about their health. The clinic also promotes personal healthy lifestyle through fitness activity, assessments, and Public Service Announcements.

### 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.

### 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 and business invoicing.

### PERSONAL TRAINER (\$8.00)

Looking for a friendly, outgoing person to conduct Health Assessment Surveys to several JA BizTown citizens. Encourages citizens to participate a fitness activity on a Nintendo Wii Console.

### REGISTERED NURSE (\$8.00)

People skills and attention to detail is a must. Conducts citizen Wellness Exams. Responsible for writing Public Service Announcements.

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## RETAIL

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**Retail store dedicated to selling and producing quality designed products. Our products are colorful and exciting!**

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

In this leadership role, the successful candidate will manage employees and help to direct the daily operations of our creative company.

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

Exciting company wants a professional person who is good with computers and a self-starter. We will need you to handle our payroll and business finance records.

### **DESIGNER (\$8.00)**

Do you have a creative eye for color, design, and fashion? You might enjoy a rewarding career as a designer for our company! Ability to work with computers is a must!

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

This position calls for a person who wants to be responsible for the promotional needs of our company. You must be outgoing and have good communication skills. If you have fresh and creative ideas to make us successful, please apply!

### **SALES ASSOCIATE (\$8.00)**

Need individual with good sales techniques and talent. Responsibilities include product marketing and operating the sales computer.

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

The perfect fit for our team would be a friendly person willing to give a great experience to our customers. He or she will be responsible for ensuring our store is kept in great condition. Let us know if you are interested.

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## EDUCATION

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**Education is our business. Working to offer businesses and individuals the opportunity to gain knowledge.**

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

We are hiring an energetic, hardworking 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.

### **ENROLLMENT SPECIALIST (\$8.00)**

Looking for a people-friendly person to work with applicants seeking enrollment. Must be a good listener and communicator. Only team players should apply!

### **FACULTY (\$8.00)**

Would you like to join our dedicated faculty team? We are currently seeking an individual who is passionate about improving the lives of students and our community. Must be outgoing and willing to communicate with a variety of personalities.

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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.



**Junior  
Achievement®**  
of Northern Indiana