



JA BizTown® Journal
Junior Achievement of Oklahoma, Inc. serving students since 1966

**PROFESSIONAL
OFFICES**

ATTORNEY

Needed: 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.

FINANCIAL ADVISOR

If you are interested in the stock market and helping people choose the right investments, this is the job for you. Must have good "people" skills!

CFO

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

PROPERTY MANAGER

We are looking for an outgoing, organized individual who can interact with all local businesses. Will survey all business properties and complete related paperwork. Billing and collection of rent are among the responsibilities of the Property Manager.

**BANK
(Bank of Oklahoma)**

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 numerous payroll and business transactions.

SAVINGS OFFICER

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

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!

ACCOUNT MANAGER

Must organize deposit tickets and business documents or all accounts. This leadership position requires handling money and working well with others.

**DELIVERY/SUPPLY
(RICOH)**

CEO

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

CFO

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

SUPPLY MANAGER

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



CARRIER

Looking for an organized individual to collect, process, and deliver mail to JA BizTown® businesses and individuals. Dependability is a must!

ARBY'S

CFO

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

FOOD MANAGERS

We are looking for dependable, 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 MANAGERS

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

BEVERAGE MANAGERS

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

**CAREER &
WEB DESIGN
(TULSA TECH)**

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

CFO

Responsible for keeping the employee payroll and business finances organized.

CAREER ADVISOR

Need individual with good people skills. Assist clients in exploring career interests & operating the Photo ID equipment.

**RETAIL
(REASOR'S)**

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.

PRODUCT MANAGER

Conscientious worker is needed for production team. Creativity and design experience are helpful.

SALES MANAGER

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



CITY HALL

CITY TREASURER

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

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.

**ENVIRONMENTAL
AGENT**

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

CITY AUDITOR

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

UTILITY AGENT

Dynamic person needed to perform energy audits. Customer service skills are imperative. If you can work independently and follow directions, we need you! Responsibilities include reading meters and billing accounts.

**CHEROKEE
PHONEIX NEWS**

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.

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.

REPORTER

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

**TV/Radio
(COX)**

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.

AD EXECUTIVE

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

REPORTER

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

(continue next page)



CFO

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

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.

CAMERAMAN

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

NEWS ANCHOR

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

WELLNESS
(Cancer Treatment Centers of America)

LPN

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

CEO

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

PHYSICAL THERAPIST

Our therapists work with customers to teach effective exercise and fitness habits. Familiarity with appropriate exercise program is a plus.

CFO

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

NON-PROFIT CENTER
(Schusterman Center)

NON-PROFIT DIRECTOR

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

CFO

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

PROGRAM

COORDINATOR

Will work hand-in-hand with the Non-Profit Director in fund raising activities. Energy and confidence are important for this position.

UTILITY SERVICES
(ONEOK)

CEO

Candidate should be outgoing with the ability to learn about natural gas distribution systems and pipeline construction.

CFO

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

ESH COORDINATOR

(Environmental, Safety & Health)
Seeking an individual with good communication skills. Ability to conduct surveys & gather ESH data will be required.

SERVICE TECHNICIAN

This employee is in charge of gas meters, calculating gas usage and collecting payments. Must have good customer service skills.

(Continued next page)



PIPELINE ENGINEER

Responsibilities include measuring pipelines and connecting pipes by reading blue prints.

**LINDE
(Science/Discovery)**

CEO

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

**PROCESS
ENGINEER**

Searching for person with analytical abilities. Must be detailed oriented with creative skills.

CFO

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

SALES MANAGER

Need individual with good sales techniques and talent. Must be customer-service oriented.

**HollyFrontier
(Energy/Retail)**

CEO

Successful applicant must be able to multi-task. Supervise employees in making quality products & oil related business operations.

CFO

Candidate must be organized and detail-oriented. Responsible for employee payroll and business finances.

CRAFTSMAN

Looking for skilled person who can read and follow blue-print instructions for constructing building sets & pipe fittings.

OPERATOR

This individual must be detail oriented. Quality workmanship is a must! Cheerful personality is a plus!