

Quad-City Times



JA BizTown®

AGRICULTURE CENTER

CEO

Need someone with knowledge of division of labor and the ability to supervise our staff.

CFO

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

SALES MANAGER

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

AG SPECIALIST

Need someone who likes working with people. Promoting and encouraging *JA BizTown* citizens to participate in hands-on activities highlighting agriculture and it's importance in our economy are important traits in the qualified candidate.

BANK

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.

FILE CLERK

Must organize deposit tickets and checks for all personal accounts. This position requires working well with others.

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!

SAVINGS OFFICER

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

CAFE

CEO

Are you looking for an opportunity to work in a cozy café while supervising an energetic crew? This position provides great potential for a career-minded individual.

CFO

Dedicated and detail-oriented individual needed to process payroll and pay business expenses. Computer experience a plus.

CUSTOMER SERVICE STAFF

We are looking for dependable, service oriented individuals to set up and operate the food and beverage equipment. Cleaning and maintaining the dining room also included in this job. Customer service skills are necessary.

SALES MANAGERS

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

CITY HALL

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.



The Quad-City Times through it's Newspapers In Education non-profit initiative is the proud sponsor of Quad-City Times JA Biztown Special Edition newspaper.

To learn more about NIE, visit nie.qctimes.com

For fun money management tools at home visit www.jaheartland.org

CFO

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

CITY ATTORNEY

Needed: an honest, detail-oriented individual who likes to read, and review legal documents. This individual will provide business licenses for the town's businesses.

IRS AGENT

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

CITY CLERK

Interacts well with people. Assists with the smooth operation of City Hall while providing assistance to all positions at City Hall and to the voting process.

COMMUNICATIONS CENTER

CEO

Outgoing candidate needed to lead employees of this high-tech service business.

CFO

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

AD EXECUTIVE

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

COMMUNICATIONS SPECIALIST

Individual able to use social media to promote *JA BizTown* highlights needed. This person also needs good sales skills. They will be responsible for selling personal web pages and operating the sales computer.

WEB DESIGNER

Someone needed to use special software to create business and individual web page designs. Experience with computers is required.

DELIVERY CENTER

CEO

We are hiring an energetic, hard-working individual to manage our full-service mail and delivery outlet.

CFO

Dedicated and detail-oriented individual needed to process payroll and pay business expenses. Computer experience a plus.

CARRIER

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

SALES MANAGER

Conscientious person needed to process supply ordering, prepare product displays, assist customers, and handle sales. Apply today!

FACTORY

CEO

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

CFO

Organized person needed to write payroll checks and keep business records at a busy manufacturing location.

PRODUCTION MANAGER

Responsible for working with *JA BizTown* staff to process work orders. Must be an organized go-getter!

DESIGNER

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

HEALTH & WELLNESS CENTER

CEO

Need someone with knowledge of division of labor and the ability to supervise our staff.

CFO

Dedicated and detail-oriented individual needed to process payroll and pay business expenses. Computer experience a plus.

SALES MANAGER

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

HEALTH CARE SPECIALIST

Someone who likes working with people. Sharing good health habits and encouraging citizens to take a healthy lifestyle evaluation is among the responsibilities.

MUNICIPALITIES

CEO

Need someone with knowledge of division of labor and the ability to supervise our staff.

CFO

This growing utility company is in need of an organized manager to handle company payroll and business finances.

METER READER

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

ENVIRONMENTAL SPECIALIST

Hardworking individual will conduct recycling surveys with *JA BizTown* citizens and lead the community recycling efforts.

ENERGY ADVISOR

Dynamic person needed to perform energy audits for *JA BizTown* businesses. Customer

service skills are imperative for the successful candidate.

SAFETY SPECIALIST

Detail minded person needed to perform safety audits for *JA BizTown* businesses. Customer service skills are a must for a successful candidate.

SHELTER MANAGER

Need individual with good selling technique and a love for animals. Responsibilities include setting up product displays and operating the sales computer.

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 needed to supervise production of newspaper. Good writing skills are a critical qualification.

REPORTER

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

AD EXECUTIVE

Hard-working individual needed to sell ads, and type copy for all business advertisements.

PHOTOGRAPHER

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

PROFESSIONAL OFFICE

CEO

We are looking for someone who has good organizational skills and knowledge of division of labor with the ability to supervise our staff.

CFO

Dedicated and detail-oriented individual needed to process payroll and pay business expenses. Computer experience a plus.

INSURANCE AGENT

We are seeking an organized and hard-working person to process business insurance policies and claims. Apply today.

CERTIFIED PUBLIC ACCOUNTANT

If you are detail-oriented and computer-savvy, and you like working on an independent basis, this is the job for you. You'll prepare financial statements for local businesses.

NON-PROFIT DIRECTOR

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

INVESTMENT ADVISOR

Seeking individual with a dynamic personality to assist customers with stock portfolio options. Good interpersonal skills are necessary for this position.

REALTOR

We are looking for an outgoing, organized individual who can interact with all local businesses. Billing and collection of rent are among the responsibilities of the Realtor.

PROPERTY APPRAISER

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

RADIO

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 needed to process

payroll and pay business expenses. Computer experience a plus.

AD EXECUTIVE

Hardworking person sought to collect and edit ads. Also processes billing for radio ads.

SALES MANAGER

Responsible for working with the public, accepting song requests and on-air dedications. Computer skill a plus for this position.

PRODUCTION MANAGER

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 computer music program and make broadcast decisions. Will train.

SPORTS SHOP

CEO

Need someone with knowledge of division of labor and the ability to supervise our staff.

CFO

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

SALES MANAGER

Need individual with good selling techniques and talent. Responsibilities include setting

up product displays and operating the sales computer.

DESIGNER

Conscientious worker needed for production team. Ability to follow written instructions a must!

VARIETY STORE

CEO

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

CFO

Dedicated and detail-oriented individual needed to process payroll and pay business expenses. Computer experience a plus.

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 purchase transactions.

NOTICE

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.

JOB SKILLS

As an employer is searching for the right person for the job, these skills and attributes are often important:

- Honesty
- Hard worker
- Drug free
- Cleanliness
- Good at math
- Good communicator
- Ability to work with others
- Thinker
- Self-starter
- Flexible
- Dependable
- Punctual
- Organized
- Reading and writing skills

INTERVIEW TIPS

- Dress for success
- Have a firm handshake
- Speak up
- Have eye contact
- Know your strengths
- Be enthusiastic
- Smile
- Sit up straight
- Sell yourself
- Know why you want the job
- Thank the interviewer for his/her time