



JA BizTown Journal

Serving JA BizTown since 2007

ALLSTATE INSURANCE

CEO

Need honest individual with organizational skills and a good business sense. Will approve business loans, process deposits, and represent the Insurance Agency through public speaking.

CFO

Dedicated and detail-oriented individual needed to process payroll and pay business expenses. Good computer skills required.

INSURANCE AGENT

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

MARKETING EXECUTIVE

Seeking outgoing individual to promote driving techniques and

safety. Must be friendly and influential.

SALES MANAGER

Computer skills required. Responsibilities include setting up driving simulation and selling products to customers.

BUILDING ARIZONA

CEO

Need honest individual with organizational skills and a good business sense. Will approve business loans, process deposits, and represent the company through public speaking.

CFO

Dedicated and detailed-oriented individual is need to process payroll and pay business expenses. Good computer skills required.

ELECTRICIAN

Looking for someone who enjoys working with lights and wires. Will be trained on safe practices.

GENERAL CONTRACTOR

We are seeking an all-rounder to take care of our business customers and their properties. Must have good customer service skills and be a hard worker.

SALES MANAGER

Need an organized go-getter! Responsibilities include product display set-up and operating sales computer.

CITY HALL

MAYOR

Need honest individual with organizational skills and a good business sense. Will approve business loans, process deposits, and represent City Hall through

public speaking. Leads town in various activities.

TOWN TREASURER

Dedicated and detailed-oriented individual is need to process payroll and pay business expenses. Good computer skills required.

DEPUTY MAYOR

Need an independent worker able to complete tasks quickly, handle multiple projects at once, and accept assignments on short notice. Speaking skills required.

ATTORNEY

Individual must be honest and detail-oriented, and must enjoy reading and reviewing legal documents, doing research, and investigating cases.

IRS AGENT

Advanced math skills required for this position. Agent will be responsible for calculating,



JA BizTown® 2 Jobs Classified Ads

billing, and collecting taxes from businesses.

LEASING AGENT

We are looking for an outgoing, organized individual who can interact with all local businesses. Responsible for billing and collecting rent payments.

SALES MANAGER

Need an organized go-getter! Responsibilities include product display set-up and operating sales computer.

STOCK MANAGER

Responsibilities include business order processing, maintaining inventory, and customer service. Must be detail oriented.

apply to be a nurse! Help people stay healthy.

PHARMACIST

We need a pharmacist who can consult with our clients on health prescriptions. Supervisory skills needed.

PHARMACY TECHNICIAN

Dedicated and detailed-oriented individual needed to fill prescriptions for clients. Must be accurate and watchful.

CUSTOMER SERVICE MANAGER

Responsibilities include setting up product display and operating sales computer. Applicant should be creative and playful, to assist customers with games in the grocery store.

SALES MANAGER

Need an organized go-getter! Responsibilities include product display set-up and operating sales computer.

DELIVERY CENTER

CEO

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

EXPRESS SCRIPTS

HEALTH CARE

CEO

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

GROCERY STORE

CEO

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

STOCK MANAGER

Responsibilities include business order processing, maintaining inventory, and customer service. Must be detail oriented.

JA BANK

CEO

Need honest individual with organizational skills and a good business sense. Will approve business loans, process deposits, and represent us through public speaking.

CFO

Dedicated and detailed-oriented individual is need to process payroll and pay business expenses. Good computer skills required.

CARRIER

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

NURSE

Do you enjoy working with people and taking care of them? Then



JA BizTown. 2 Jobs

Classified Ads

CFO

Dedicated and detailed-oriented individual is need to process payroll and pay business expenses. Good computer skills required.

CPA

Dedicated and detailed-oriented individual is need to process payroll and pay business expenses. Good computer skills required.

SENIOR TELLER

Detail-oriented leader required to lead a team of bank tellers, and ensure that customers get through lines quickly, and bank transactions are accurate.

TELLER

Seeking candidates with a working knowledge of computers and the ability to work well with customers. Accuracy is a must!

PROFESSIONAL OFFICES

AOT CEO /

SALES REPRESENTATIVE

Seeking individual with a dynamic personality to lead the Professional Offices and assist customers. Applicant should have strong interpersonal skills. Public speaking required.

AOT WEB DESIGNER

Use special software to create business web pages. Experience with computers is required.

THE LODESTAR FOUNDATION

EXECUTIVE DIRECTOR OF PHILANTHROPY

Need a kind-hearted, hard worker to promote charitable activity and donations. Must be able to work with others. Speaking skills required.

THE LODESTAR FOUNDATION

PHILANTHROPIC PROGRAMS MANAGER

Energetic and enthusiastic worker needed to assist customers in philanthropic donations. Must be able to work with others.

SRP UTILITY ENGINEER

Dynamic person needed to perform energy audits for

businesses. Good math skills are imperative for the successful candidate.

VALLEY METRO BICYCLE & PEDESTRIAN EDUCATION COORDINATOR

Need a outgoing and patient individual. Must have decision making background, and be safety minded.

VALLEY METRO SAFETY COORDINATOR

Do you like exploring and biking? Do you like teaching safety? Then this is the job for you! Apply today!

RADIO STATION

CEO

Need honest individual with organizational skills and a good business sense. Will approve business loans, process deposits, and represent the radio station through public speaking.

CFO

Dedicated and detailed-oriented individual is need to process payroll and pay business expenses. Good computer skills required.

ADVERTISING EXECUTIVE

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

DISC JOCKEY

Need an entertaining personality with a strong voice. Must be able to operate sound equipment. Will train.

REPORTER

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

SENIOR REPORTER

The radio station is looking for someone with good writing skills who is able to lead a team through good management practices.

RESTAURANT

CEO

Need team leader with organizational skills and a good business sense. Some public speaking required.



JA BizTown® 2 Jobs Classified Ads

CFO

Dedicated and detailed-oriented individual is need to process payroll and pay business expenses. Good computer skills required.

BEVERAGE MANAGER

Individuals needed to supply drinks to all customers. Customer service skills are important.

FOOD MANAGER

We are looking for dependable, health-conscious individuals to manager our restaurant's food inventory.

SALES MANAGER

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

SHOPPING PLAZA

PHOENIX COYOTES CEO

Need honest individual with organizational skills and a good business sense. Will approve business loans, process deposits, and represent the Shopping Plaza through public speaking.

PHOENIX COYOTES CFO

Dedicated and detailed-oriented individual is needed to process payroll and pay business expenses. Good computer skills required.

DEVRY UNIVERSITY CAMPUS PRESIDENT

Looking for a leader that is dedicated to education to help students make extra income by earning their degree at DeVry University.

DEVRY UNIVERSITY PROFESSOR

Need an intelligent academic to lead students through lessons and help them earn a degree.

GREEN EARTH SALES MANAGER

Courteous, dependable person needed to fill orders and handle purchase transactions. Looking for a people-person.

GREEN EARTH ENVIRONMENTAL SPECIALIST

Hardworking individual needed to conduct safety audits and

encourage recycling throughout the community.

PHOENIX COYOTES SALES MANAGER

We are looking for great sales managers who enjoy selling pre-made products that will be keepsakes of JA BizTown.

SPORTS SHOP SALES MANAGER

This position requires customer services skills. We want someone who is a sports fan!!!

TELEVISION & NEWSPAPER

CEO

Strong interpersonal and communication skills needed to lead the station staff. Speaking skills required. Must have an outgoing personality!

CFO

Dedicated and detailed-oriented individual is need to process payroll and pay business expenses. Good computer skills required.

ADVERTISING EXECUTIVE

Confident executive needed to sell on-air ads and collect ad payments. Individual will be responsible for scheduling on-air interviews.

CAMERA OPERATOR

Responsible individuals to videotape interviews and JA BizTown news. Video recording experience a plus.

EDITOR

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

FIELD REPORTER

Energetic individual needed to interview citizens on camera. Excellent speaking skills needed.

NEWS ANCHOR

On-air personality needed to deliver news reports and facilitate interviews. Outgoing, camera-friendly personality required. Public Speaking experience helpful.



NEWS WRITER

Looking for hard workers to create stories throughout the day. Excellent writing skills needed.

to supervise staff. Good speaking skills required.

PHOTOGRAPHER

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

CFO

Dedicated and detailed-oriented individual is need to process payroll and pay business expenses. Good computer skills required.

CEO

Our travel business is looking for someone to manage the center. Must be business-minded, ready to take charge and comfortable with public speaking.

REPORTER

Need motivated individual with great writing skills to interview citizens and write articles for the JA BizTown paper.

CUSTOMER SERVICE REPRESENTATIVE

Conscientious worker is needed for production team. Creativity and design experience are helpful. Computer skills a must.

CFO

Dedicated and detailed-oriented individual is need to process payroll and pay business expenses. Good computer skills required.

SENIOR REPORTER

The newspaper is looking for someone with good interviewing and writing skills that can lead a team. Must enjoy interacting with various members of the community.

DEALER CREDIT MANAGER

Needs to be a people person and a team-player. Helps customers design their new car.

BUSINESS DEVELOPMENT MANAGER

Seeking an outgoing individual to assist in new account sales growth and external customer relationship building.

TOYOTA FINANCIAL SERVICES

CEO

We are looking for a hard-working person with good time-management skills. Must be able

DEALER LENDING MANAGER

Need individual with good sales techniques. Responsibilities include product display set-up and operating sales computer.

SALES MANAGER

Use your creativity and marketing skills to sell products and services to our customers. This is a great job in a fun environment.

TRAVEL AGENT

Needed: Dynamic individual who believes in taking care of people

and helping them with all travel needs.

NOTICE

Advertisements in these 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.



JA BizTown® 2 Jobs Personality Traits

Staffing JA BizTown

We have prepared the following list of personality traits to aide the process of placing students in jobs. We hope that you find this to be a useful tool when preparing for your visit!

Position

Traits

**JA BizTown Mayor
or Business CEO**

analytical, strong leader, public speaking skills

**JA BizTown Town Treasurer,
Business CFO or CPA**

focused, organized, detail-oriented, poised, multi-tasking

AOT Web Designer

strong computer skills, independent, self-motivated

City Hall Attorney

high reading comprehension, analytical, detail-oriented,
works well independently

City Hall IRS Agent

sharp math skills, consistent and reliable, independent

**The Lodestar Foundation
Executive Director of Philanthropy**

motivator, persuasive, philanthropic in nature

Newspaper Reporter

enjoys writing & typing, strong vocabulary
and editing skills, good grasp of "what's news"

Radio Station Disc Jockey

outgoing, multi-tasking, entertaining, articulate

Radio Station Reporter

strong writer, go-getter, creative, quick-thinking

SRP Utility Engineer

self-starter, independent, active, strong math skills

Television News Anchor

quick-witted, expressive, well spoken, articulate, polite

Positions Requiring Public Speaking	Great Positions for Active Students
ALL Business CEOs	Building Arizona General Contractor
City Hall Attorney	Delivery Center Carrier
City Hall Deputy Mayor	Grocery Store Customer Service Representative
The Lodestar Foundation Executive Director of Philanthropy	TV & Newspaper Photographer