



**JA BizTown Journal**

**AIISTATE INSURANCE**

**CEO**

Need honest, detail-oriented individual who likes to read, and work with people.

**INSURANCE AGENT**

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

**CFO**

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

**KIDDER MATHEWS**

**Managing Director**

This leadership position offers the right candidate a rewarding opportunity to lead a busy JA BizTown real estate business.

**LEASING AGENT**

Looking for an outgoing, organized individual who can interact with local businesses. Billing and collection of rent are among the responsibilities of the Leasing Agent.

**PROPERTY APPRAISER**

Realty company seeks an organized person to complete business property surveys & related paperwork. Attention to detail and familiarity with computers is essential!

**CFO**

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

**THE GAS AND ELECTRIC COMPANY**

**CEO**

Top utility company offers an exciting career opportunity to a capable individual who has strong leadership and math skills. Apply today!

**CFO**

Growing utility company is in need of a friendly, organized manager to process company payroll and business finances and assist with customer service.

**METER READER**

Can you work well independently? We need you! Responsibilities include reading meters and billing accounts.

**UTILITY ENGINEER**

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

**THE MERCANTILE**

**STORE MANAGER**

Boutique retailer offers an excellent career opportunity to a capable individual who is a good leader.

**CFO**

We are in need of a confident, competent person to organize and balance business records for our growing company.

**SALES MANAGER**

Customer service super start wanted! Help customers, create displays, and process sales. Honesty is a must! Apply today!



# JA BizTown Jobs Classified Ads

## OREGON HUMANE SOCIETY

### ADOPTION ASSISTANT

We are hiring an energetic, hard-working individual to provide care for shelter animals and manage adoption of pets. No prior experience needed.

### FINANCE DIRECTOR

Someone needed to manage the books and prepare payroll checks. Computer experience a plus.

### EXECUTIVE DIRECTOR

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

## NORTHWEST SPORTS

### STORE MANAGER

Dynamic leader needed to oversee all operations and assure top quality customer service. Sports experience not required, but a plus!

### SALES MANAGER

Love sports? We want to hear from you! Your responsibilities will include order processing, inventory, and customer service.

### CFO

Candidates should be honest, organized, and detail-oriented. Must be responsible for tracking all business finances.

## CITY HALL

### IRS AGENT

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

### TOWN 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 reading, writing and public speaking skills are necessary. Mayor's responsibilities will include overseeing JA BizTown census and voting.

### ATTORNEY

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

### JA BizTown Fire Marshall

Growing Town looking to hire a new Fire Marshall. Responsible for keeping JA BizTown safe and informed on the latest fire and health safety rules.

## BZTV

### CEO

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

### AD EXECUTIVE

Advertising professional needed to sell on-air ads and collect ad payments. Successful candidate will be responsible for all ad scheduling and quality control.

### CAMERA OPERATOR

A hardworking individual is needed to help tape and record interviews and JA BizTown happenings. Video equipment will be provided.

### CFO

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



# JA BizTown Jobs Classified Ads

## ON-AIR ANCHOR/HOST

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

## ON-AIR METEOROLOGIST

On-air personality needed to deliver weather reports. Interest in weather preferred.

## Unitus Community Credit Union

### CFO

A sharp mathematician needed to handle numerous payroll and business transactions.

### 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.

### TELLER

We are seeking candidates with a working knowledge of computers and the ability to work independently.

### SAVINGS OFFICER

Are you interested in helping BizTown citizens keep track of their savings accounts? If so, this is the job for you. Apply today.

## PACIFIC OFFICE AUTOMATION

### CEO

Energetic individual with strong customer service skills needed to lead team. Must be tech savvy.

### SERVICE TECHNICIAN

Hardworking individual will conduct technology repairs and lead the community recycling efforts.

### CFO

Honest individual needed to process all business financial transactions and employee payroll.

### SALES MANAGER

A hard working individual that is interested in selling a quality product for JA BizTown businesses.

## CONSTRUCTION COMPANY

### OWNER

JA BizTown is in need of a construction company. Do you have good leadership skills, project management experience, and do you enjoy building things? Apply today!

## BOOKKEEPER

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

## FOREMAN

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

## PROJECT MANAGER

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

## SAFETY MANAGER

Responsible for preventing accidents and investigating causes of past injuries. Candidate must be detail oriented and a rule follower.

## COMCAST

### CEO

We need someone to keep things ringing in our office. Leadership experience is preferred.

### CFO

Looking for a person who loves numbers and can multi-task: payroll, business expenses, and billing are among the responsibilities.



## JA BizTown Jobs Classified Ads

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### SALES AND SERVICE CONSULTANT

Are you someone that enjoys engaging with others, and loves to show off cool gadgets and technology? Give us a call today.

### INSTALLATION SPECIALIST

Like to make the right connections and are tech-savvy? Then we need you to install our phones and Internet.

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### WALMART

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#### CFO

We are looking for a motivated self-starter who can handle our payroll, accounts payable, and finance records. Some customer service may be required.

#### SALES MANAGER

Use your creativity and marketing savvy to sell products to customers. This is a great job in a fun environment. Call or come in today to apply!

#### STORE MANAGER

In this leadership role, the successful candidate will manage business operations, including staff, sales, inventory, and business engagement.

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### CAFÉ

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#### CFO

Pleasant working conditions and good salary provided for the applicant who can work quickly and accurately. Will need to prepare payroll checks and manage business finances.

#### 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 MANAGER

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

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### FOOD SAFETY MANAGER

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Candidates need to implement food safety policies and train team members. May need to conduct safety audits.

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### COMMUNITY WELLNESS CENTER

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#### CEO

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

#### WELLNESS MANAGER

Individuals are needed to work directly with patients. Managers will provide assistance with check-ups and other health-related tasks.

#### CFO

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

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### INTERNATIONAL SIGN COMPANY

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#### DESIGNER

Use special software to create business and individual signs. Experience with computers is required.



# JA BizTown Jobs Classified Ads

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**CEO**

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

**SALES MANAGER**

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

**CFO**

Responsible for keeping the employee payroll and business finances organized.

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**CEO**

Strong communication and leadership skills needed. Interest in technology a plus. Great salary and benefits!

**SALES MANAGER**

Go-getter needed to sell tech to local businesses. Great salary and fun working conditions.

**MANUFACTURING MANAGER**

Use your creativity in a fun, fast-paced environment as you design and build quality tech products.

**CFO**

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

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**UPS**

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**CEO**

Hiring an energetic, friendly and hard-working individual to manage our full-service mail and delivery outlet.

**DELIVERY AGENT**

Looking for an organized individual to collect, process, and deliver packages to BizTown businesses and individuals and help with filling orders.

**STOCK MANAGER**

If you enjoy getting things done, this job is for you! Will provide customer service and work as a team to prepare shipments for next day deliveries.

**CFO**

Someone needed to manage the books and print payroll checks. Computer experience a plus. Some customer service required.

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**KEYBANK**

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**CFO**

Sharp mathematician needed to handle numerous payroll and business transactions. Will also support CEO as needed.

**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.

**TELLER**

We are seeking candidates with a working knowledge of computers and the ability to work independently. Strong customer service skills are a must!

**SAVINGS OFFICER**

Are you interested in helping BizTown citizens keep track of their savings accounts? If so, this is the job for you. Apply today.

**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.