

# Quad-City Times



**ARCONIC**

**CEO**

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

**CMO/ASSEMBLY WORKER**

You enjoy being creative. Working with your hands is a necessity for this position.

**CFO**

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

**PRODUCTION MANAGER/SAFETY SPECIALIST**

Responsible for working with your CEO and your Assembly Workers to ensure safety and quality of projects being produced.

**ASSEMBLY WORKER**

A careful and hard-working person needed for production team. Creativity and design experience are helpful.

**BAYER**

**CEO**

We are looking for a hard-working leader that likes to help others succeed. Must be able to supervise staff while getting their own job done.

**CFO**

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

**CMO**

Being creative is a strong suit of yours. Experience using Canva is highly recommended, but not necessary. Strong communication skills required.

**SALES MANAGER**

Conscientious person with good typing skills needed to prepare product displays, assist customers, and handle sales. Apply today!

**AGRICULTURAL SPECIALIST**

Want someone who likes working with people and cares about the environment and clean farming. Promoting and educating citizens on the importance of clean farming in our community is important! Sound interesting? Apply!

**CITY HALL/CITY OF MOLINE**

**MAYOR**

Successful candidate will possess a professional attitude and a desire to work with the public. Effective writing and speaking skills are necessary. The Mayor must be a professional, dedicated and fair individual.

**CITY TREASURER (CFO)**

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

**ELECTION SUPERVISOR (CMO)**

Uses Canva to advertise voting. Interacts well with people. Aids in the voting process. Comfortable speaking in front of others.

**PUBLIC WORKS DIRECTOR**

This individual cares deeply about the safety and cleanliness of the community. Responsibilities include doing safety audits of businesses and cleaning of the city spaces.

## **PARKS & RECREATION DIRECTOR**

Does beautifying our city with flowers and trees sound of interest to you? Would you like to take citizens through a physical activity to promote being active? Join us!

## **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 and will solve a *JA BizTown* case.

## **ENVIRONMENTAL SPECIALIST**

Recycling is an essential part of taking care of Mother Earth. If you have a personal interest in helping keep our Earth and community clean, then this is the job for you! You will lead the *JA BizTown* recycling efforts.

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## **EDWARDS CREATIVE**

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### **CEO**

In this role, you will lead an artistic and creative business. At times you will need to step in and make creative decisions. You need strong communication skills, along with being a good team-player.

### **CFO**

An organized and detail-oriented person would do well in this position. If you enjoy working with numbers, this would be a great fit for you.

### **CMO**

This position will have you moving around taking business team photos then using your creative juices to create business advertisements. Sound fun? Be sure to apply!

### **PROJECT MANAGER**

Do you enjoy meeting with people? Are you a good listener? If so, this might be a good fit for you! You will be responsible for noting the needs of your customers so your designer can create a design board for each business.

### **DESIGNER**

You will work closely with your Project Manager in this job. You are the creator of the Design Boards. You get to pick out design elements that best suit each business. You need to be creative and detail oriented for this role.

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## **BLACK HAWK COLLEGE**

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### **CEO**

We are looking for someone who has good organizational skills, doesn't mind speaking in front of others and is easy to work with.

### **CFO**

Focused person responsible for tracking bills, making loan payments and keeping track of bills being paid.

### **CMO**

Good job for someone that likes a little variety in their day. You will create an online advertisement then shift over to assist with sales.

### **SALES MANAGER**

Customer-oriented sales person needed. You must be good at communicating with others, and greeting customers with a friendly smile. Computer skills a great asset.

### **CAREER COUNSELOR**

We are looking for a Career Counselor to help students find their career path. Must be willing to promote Black Hawk College and its programs.

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**JERSEY MIKES**

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**CEO**

Are you looking for an opportunity to lead Jersey Mike’s 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 throughout the day.

**CMO**

Seeking an individual focused on advertising to help bring customers to our business. Must also enjoy working with others, and be a good team player.

**SALES MANAGER**

Must be comfortable in a fast-paced setting. Courteous, dependable people needed immediately to fill orders and sales transactions.

**CUSTOMER SERVICE SPECIALIST**

We are looking for dependable, service-oriented individuals to set up and operate the restaurant. Cleaning and maintaining the eating area is also included in your job. Customer service skills are necessary as you will work with customers throughout the day.

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**JOHN DEERE**

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**CEO**

Looking for someone with leadership skills that enjoys working with other team members. Effective communication is essential as you lead your team in a positive manner.

**CFO**

Being independent and following written instructions is key for success in this job role. Paying bills on time and tracking incoming bills will be your main focus throughout the day.

**CMO**

Creative-minded individual needed to create advertisements to entice customers to your business for your retail sales and Career Inventory questionnaire. Do you have what it takes to help your business succeed? If so, quickly apply!

**SALES MANAGER**

Friendly and courteous people needed to welcome customers and ensure they have a positive shopping experience. Computer skills are a necessity!

**CHIEF PEOPLE OFFICER**

Do you enjoying talking with others? This is a fun job interacting with and helping citizens find a John Deere job role that would be a good fit down the road.

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**KENT CORPORATION**

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**CEO**

Looking for a leader that can handle themselves in any situation. This person can help team members overcome challenges as they arise. Must be confident and a team player.

**CFO**

Reliable person needed to create and process payroll checks, and keep track of bills in a very busy sales environment.

**CMO**

Do you want to be a part of a fast-paced sales environment, and be the one responsible for creating the advertisements for your business? Do you want to help greet and sell items in your business? If so, this might be a good match for you!

**SALES MANAGER**

Greeting customers and helping them find the retail items they are looking for will help make a positive shopping experience for your customers. Accurate and speedy computer skills will help get your customers checked out smoothly. If this sounds like a good fit for you, be sure to apply today.

**MERCHANDISER**

Asking customers for their feedback about their shopping experience is what this job is all about! If you enjoy interacting with people and tracking shopping trends, this will be a perfect fit for you!

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**METROLINK**

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**CEO**

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

**CFO**

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

**CMO**

The right person for this role enjoys creating things and is imaginative, but also likes working and talking to others.

**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 oversee products, prepare product displays, assist customers, and handle sales. Apply today!

**FULFILLMENT MANAGER**

This person must be very detail oriented, and good at tracking and counting out items used around *JA BizTown*. Being a highly focused person would be great asset!

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**MIDAMERICAN ENERGY**

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**CEO**

Need someone with understanding of what it takes to be a strong leader, and the ability to supervise others. Needs to be comfortable speaking in front of others.

**CFO**

This growing utility company needs an organized manager to handle company payroll and business finances.

**CMO**

This Chief Marketing Officer will be responsible in creating ads and social media posts. Do you have original ideas and like to design? Perfect! You will enjoy this job!

**SALES MANAGER**

Strong customer service skills wanted, along with being organized and thorough for retail setup and customer check-out.

**METER READER**

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

**RENEWABLE ENERGY SPECIALIST**

Dynamic person needed to present energy options to all *JA BizTown* CEOs. Strong presentation skills will be helpful in this role.

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**MODERN WOODMEN**

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**CEO**

We are looking for someone who is a dedicated leader, has good organizational skills and is willing to step up to help when a co-worker needs help. Being comfortable talking in front of a crowd is a bonus.

### **CFO**

Focused worker that enjoys staying on top of tasks to ensure that all bills are paid on time. Additional duties include processing payroll and being a good team member.

### **CMO**

Creating a digital advertisement for your business will help draw in customers to your business. You will also play a role in helping facilitate sales with customers.

### **SALES MANAGER**

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

### **INSURANCE AGENT**

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

### **NON-PROFIT DIRECTOR**

Overall responsibilities include leading fundraising efforts to raise money for trees being planted in the city park. Energy and confidence are important traits in the qualified candidate.

### **PROPERTY APPRAISER**

Seeking knowledgeable and organized person to survey all business properties and complete related paperwork. Attention to detail is essential!

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## **QUAD CITY TIMES**

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### **CEO**

We are seeking a hard-working and fast learner to manage the Quad City Times. This business offers many job roles so you may have to step into other jobs as needed. Flexibility is key in this role!

### **CFO**

Dedicated and detail-oriented individual needed to process payroll checks, and keep up with business bills.

### **CMO**

Become a part of this media team! If you enjoy working in a creative and busy business, you will be a member of the Quad City Times. Get your imagination hat on in this position!

### **AD EXECUTIVE**

Hardworking person sought to collect and edit ads written by other businesses. Also processes billing for radio ads. Strong editing and writing skills are important.

### **SALES MANAGER**

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

### **DISC JOCKEY (DJ)**

Need an imaginative, quick thinker with a strong voice. Must be able to operate a computer music program and make broadcast decisions. Will train.

### **BIZCHAT REPORTER**

Capturing the local news and reporting it the main responsibility for this individual. Do you have a good eye for what's happening around town? If so, please apply.

### **CUSTOMER SERVICE SPECIALIST**

Taking care of the customers' needs is what makes this job satisfying. You will help the customer pick out a song or write down their Shout Out and pass to the Sales Manager for a speedy checkout.

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## **RUSSELL**

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### **CEO**

Have a passion for buildings and architecture? Then this might be the business for you! We need a confident and understanding CEO to help and supervise employees while overseeing a building project.

### **CFO**

Construction company looking for a dedicated and detail-oriented individual needed to create payroll and pay all business expenses.

## CMO

Seeking energetic, creative employee to oversee marketing strategies for Russell. You will also oversee tours, marketing your newly built building.

## PROJECT MANAGER

Conscientious worker needed to oversee the building project. This worker will be interacting with all members of his/her business team, along with citizens touring the building. Must get along well with others.

## FIELD SUPERVISOR

Needed: an individual that will oversee the safety of its employees during construction phase. Will also need to make sure building is progressing on the allotted time schedule.

## CREW MEMBER

Hardworking candidate that enjoys building and working with his/her hands. Sound of interest? Please apply.

## COMMUNITY OUTREACH DIRECTOR

Looking for an individual whose heart is all about giving back to our community. This individual must be comfortable out talking to others in the community.

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## VIBRANT CREDIT UNION

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### CEO

We need a strong leader to oversee all banking needs. What is needed? A reliable worker with organizational skills and a good business sense. Responsible for approving business loans, processing deposits. Is the main leader of Vibrant.

### CFO

A sharp mathematician needed to handle numerous payroll and business transactions. Accuracy is a must for this job. Need to fill this position so apply soon.

### CMO

Persistent and creative employee needed to help promote the credit union. If you like to work hard, and believe that banking with us is a good choice, then come work for us!

### SAVINGS OFFICER

Are you interested in helping JA BizTown citizens open their savings accounts? Do you value the importance of saving your money? If so, this is the job for you.

## TELLER

We are seeking candidates with a working knowledge of computers and the ability to work independently. Pleasant attitude and accuracy when typing is important in this role.

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## JOB SKILLS

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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 communicator
- Ability to work with others
- Thinker
- Self-starter
- Flexible
- Dependable

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## INTERVIEW TIPS

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- Dress for success
- Have a firm handshake
- Speak up
- Make eye contact
- Know your strengths
- Be enthusiastic
- Smile
- Sit up straight
- Sell yourself
- Know why you want the job

