



Exchange City[®] Employment News

Classified Ads



Equal Employment Opportunity without discrimination
because of age, race, creed, or national origin.

NEWSPAPER

Join a thriving metropolitan newspaper. Daily circulation averages 100 readers and free delivery is provided to all subscribers. Applications are now being accepted for all positions. Please note the required skills.

Managing Editor

Responsible for overseeing all aspects of the daily newspaper production, including writing and typing the front and editorial pages of the newspaper. Need for an organized, detail oriented person able to work under pressure of a deadline. Must be able to speak in a public forum.

Co-Editor

Responsible for writing, preparing, and/or reviewing articles to be used in the newspaper. Duties include confirming artwork, verifying facts, and takes final draft to Managing Editor for final approval. Good typing skills are a plus.

Senior Reporter

Responsible for supervising all reporters, reporting the news of the city and proofreading all articles. Must be able to gather and write news articles, type articles into computer, read, proof and edit all stories for all reporters. Good typing skills are a plus.

Reporter

Do you have a nose for news? The reporter must seek out interesting news reports and stories, type them into the computer and submit them to the senior reporter. Looking for an investigative person to uncover news of the city. Must be a good typist. Will assist sales executive as needed.

Sales Executive

Need an outgoing person to collect and compile ads for newspaper, lay out ads with graphics in the computer and sell newspapers as necessary. Must be able to work independently, complete assignments on time and be organized.

Photo Journalist

Creates and prepares photographs for the newspaper. Photographs must relate to each story. Duties include going out with reporters to take photographs and

downloading photographs into the newspaper publication. Must be able to take great pictures.

Accountant

Would you like to work on your own computer? The accountant is responsible for writing all shop checks on a specially designed computer program, posting shop income and making the direct loan payments to the credit union. Must be proficient in math, organized, detail-oriented and self-motivated.

CITY HALL

City Hall is the heart of the Exchange City government and social services. City Hall administers the laws, collects the taxes and monitors and provides for the health and welfare of Exchange City citizens. Whether hired or elected, you can make a difference for your city. Applications and Intent to Run forms are now being accepted. Please note the required skills.

Mayor

This is an elected position. This person must conduct a successful campaign. The mayor is responsible for leading and representing all citizens in government decisions. Must have strong leadership skills, be honest, fair and willing and able to speak to and for all citizens.

Judge

This is an elected position. This person must conduct a successful campaign. The judge, along with the mayor, is responsible for setting fines for each law. The judge hears court cases and judges citizens fairly. Must have strong management skills, be honest and fair, keep accurate court records and be willing and able to speak to and for all citizens.

City Finance Manager

Responsible for financial management of the city, including city tax accounting and recording court fine transactions. Must be an organized person with good math skills, able to collect taxes, write shop checks, keep accurate government ledgers on the computer and make direct loan payment to credit union.

City Attorney

Responsible for handling the legal matters of the city and its citizens. Must be an honest, detail-oriented person, a good negotiator and problem-solver and be able to handle legal matters.

Police Officer

Are you willing to protect and serve the citizens of our community? The police officer is responsible for understanding and upholding the laws of the city and writing tickets for all violations. Must be an honest, serious, respectful and responsible individual to enforce the law. Previous experience a plus, but not necessary.

Environmental Control Agent

Need a director of city maintenance and improvements to keep our city safe and clean. Responsible for safety audit, regulation checks and shop sign placements. Must be a good record keeper, with communication and public relations skills. Must work closely with police officers.

BROADCAST CENTER

Join the Broadcast Center team. Provide information & entertainment over the airwaves to our citizens. Exchange City Broadcast Center is currently seeking applicants for management, sales, entertainment and news positions.

Station Owner

Responsible for supervising all broadcast center employees and tasks such as on-air play schedules and editing and approving ads. Must have good communication, editing and management skills and be able to oversee station operations.

Disc Jockey

Need a broadcast specialist in charge of on-air music and entertainment. Responsible for on-the-air play list and announcements. Must have a pleasant and clear speaking voice, be confident and have a sense of humor. Must design and follow a schedule and follow the rules of broadcasting. Knowledge of current popular music is a plus.



Senior News Reporter

Responsible for writing and delivering on-air news reports. Excellent writing and public speaking skills are necessary. Must have a pleasant and clear speaking voice, have good on-air reading skills, be confident and work well with disc jockey.

Broadcast News Reporter

Responsible for actively seeking the news and features of the city and current events. Responsible for submitting news articles to the station owner for editing. Must have good person-to-person interviewing and writing skills.

Sales Executive

Responsible for collecting the on-air ads from each shop in the city and the payment for the ads. Must time ads, make sure ads conform to 15-second airing standards and confirm the ad placement in the schedule with the station owner.

Accountant

Responsible for all financial transactions of the Broadcast Center, including income from ad sales, requests and dedications, paying all center expenses and making direct loan payments to the credit union. Must be able to work on computer, enjoy working with people and numbers and be detail-oriented.

SNACK SHOP

Hospitality industry is seeking a few individuals to join a new food service franchise in Exchange City. This popular location enjoys more business than any other shop in town. The Snack Shop is looking for interesting people to fill many exciting positions.

Co-Owner

This owner team is responsible for money management, safety and health regulation compliance, inventory and employee supervision. Must be customer-service oriented, flexible, willing to take on any job as needed and able to follow directions for safety and health procedures. Must be willing to go out into the community to promote their business, therefore a clear speaking voice is necessary.

Popcorn Machine Operator

Responsible for managing popcorn production on an industrial machine. Must be responsible, dependable and safety conscious. Experience helpful, but not necessary.

Shop Associate

Responsible for following directions

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to prepare and serve quality food products from a limited menu. Must be customer-focused, reliable and willing to perform multiple tasks, including accurate measuring. Company willing to train highly motivated persons.

Accountant

Responsible for writing all shop checks on a specially designed computer program, posting shop income and making direct loan payments to the credit union. Must work closely with co-owner team. Must be proficient in math, organized, detail-oriented and self-motivated.

CREDIT UNION

In the fast-paced, ever-changing world of finance, we are proud to be a leading financial institution. In order to maintain our commitment to excellence, we are currently looking for dedicated individuals to fill many positions.

President

Responsible for preparing all loan contracts. All loans from city shops must be processed and documented by the president. Must have strong computer and math skills. The preferred applicant will be able to remain focused on tasks in a busy environment and have excellent organizational and management skills. Strong public speaking and problem-solving skills also necessary.

Vice President

Responsible for managing company expenses and ensuring the smooth operations and quality control of credit union operations, including supervision of member services representative and tellers. Responsible for confirming with the credit union president which shops are awarded loan certificates for paid loans. Must have a team spirit and be willing to focus on many tasks. The potential candidate will have good communication and problem-solving skills, be flexible on the job and be able to work under pressure.

Member Services Representative

Responsible for managing customer accounts and supervising tellers. Must oversee staff schedules and position assignments. The qualified individual will have excellent human relations and interpersonal skills in order to maintain the high standards of customer service our city has grown to expect. A working knowledge of computers and the ability to work independently in a fast-paced environment are a plus.

Teller

Responsible for customer service. Will count cash, make customer ID cards, manage customer checking accounts and enter customer account information into the computer. Must be patient, pleasant and have good communication skills. Must be a problem-solver and work accurately in a fast-paced environment. A working knowledge of computers is a plus.

DISTRIBUTION CENTER

The Distribution Center owns all city shop property. They are also the sole suppliers of wholesale products to the city's retail shops. Without the Distribution Center team, the retail shops will have no products. Join the team that supplies the city.

Owner

Responsible for overseeing distribution center operations and ensuring customer satisfaction. Supervises the inventory and distribution of products. Responsible for the preparation and mailing of rent statements. Must be organized and keep accurate records. Must be customer-focused and have good communication skills. Comfort with public speaking is recommended.

Product Manager

Responsible for learning all of the products in the Distribution Center, processing retail shop orders, conducting an inventory survey of retail shops and assisting the owner in maintaining the Distribution Center's inventory. Must be organized and accurate. Good interpersonal communication skills and self-motivation a must.

Accountant

Responsible for writing all shop checks on a specially designed computer program, posting shop income and making direct loan payments to credit union. Must work closely with owner. Must be proficient in math, organized, detail-oriented and self-motivated.

POST OFFICE

Ours is a full-service post office and retail outlet providing mail service throughout the city, with stationery and stamp sales. The Exchange City Post Office is Exchange City's official representative of the United States Post Office with all of the authority and uniforms that comes with the job. Come serve your friends and neighbors with us.



Postmaster

Responsible for operation of all postal services, including the smooth and uninterrupted delivery of mail. Must have thorough knowledge of the city layout. Must be detail-oriented, able to supervise others and able to speak in a public forum.

Postal Service Agent

Responsible for the frequent collection and accurate distribution of the mail. Will manage sales and promotion of products, with good customer service. Must be organized, fast, accurate and dependable.

Accountant

Responsible for all financial transactions of the post office and paying all post office expenses. Must be able to work on a computer, enjoy working with people and numbers and be detail-oriented.

MULTI-SERVICE CENTER

Are you interested in taking on challenging and diverse projects? The Multi-Service Center provides human resource services to all city businesses. We provide payroll services and credit union data processing as well as representing the local utility company. If there is a financial service to be done, it can be outsourced here.

Owner

Responsible for the smooth operation of all tasks in the Multi-Service Center. Work closely with the utilities service agent to read, calculate and graph utility usage in the city and provide leadership to data managers. Will learn to calculate utility use, then describe and explain it at a town meeting. Observation, computation and mathematical analysis, leadership and good communication skills are important.

Data Manager

Do you enjoy working with computers and getting satisfaction from a job well done? Data manager is responsible for the daily paycheck input, printing and delivery, as well as sorting and filing credit union checks and deposit tickets. Must be able to work on computer, be detail-oriented and able to handle multiple tasks.

Utilities Service Agent

Responsible for reading all utility meters in the city and recording usage on official forms. Bill preparation and delivery, including collection of payment, conducted daily. Works closely with owner on preparation and presentation of utility graph. Must enjoy

people and be an accurate reader with good mathematical computation skills.

Accountant

Would you like to work on your own computer? Accountant responsible for writing all shop checks, posting shop income and making direct loan payments to the credit union. Must be proficient in math, organized, detail-oriented and self-motivated.

SIGN SHOP

Image is everything! We take shop sign designs and turn them into artistic public displays. Our sales professionals work closely with our customers to produce the finest signs, personal photos, picture frames and balloon art.

Owner

Responsible for managing a very busy shop environment. Oversees all shop operations including staff assignments and supervision. Must be comfortable with electronic equipment and have good communication and leadership skills.

Production Designer

Use imagination, creativity and artistic abilities to make interesting products. Production of high quality merchandise is essential. Must have an eye for detail, be accurate, neat and careful with tools.

Sales Associate

Responsible for marketing and selling city signs and merchandise and creating an attractive display case. Must be a dynamic sales person with a customer-service orientation, a knowledge of all products and able to assist with production as needed.

Accountant

Responsible for writing all shop checks on a specially designed computer program, posting shop income and making loan payments. Must work closely with the shop owner, be proficient in math, organized, detail-oriented and self-motivated.

SPORTS SHOP

Do you have a talent and a drive to win? This is your opportunity to join the headquarters for sports games and memorabilia.

Owner

Responsible for the operations of an exciting sports and games retail shop. Will oversee all shop operations including staff assignments and

supervision. Must be safety conscious and have good communication and leadership skills.

Production Designer

Use imagination, creativity and artistic abilities to make interesting products. Production of high quality merchandise is essential. Must have an eye for detail, be accurate, neat and careful with tools. Must know and practice safety regulations with the equipment.

Sales Associate

Responsible for marketing and selling sports memorabilia and games and creating an attractive display case. Must be a dynamic sales person with a customer-service orientation, knowledge of all products and be able to assist with production as needed.

Accountant

Responsible for writing all shop checks on a specially designed computer program and posting shop income. Must work closely with shop owner. Must be proficient in math, organized, detail-oriented and self-motivated.

NATURE SHOP

Get close to nature! Put your arts and crafts talents to work with us. The Nature Shop designs and sells a wide-variety of fun products.

Owner

Responsible for managing a very colorful shop environment. Will oversee all shop operations including staff assignments and supervision. Must be comfortable with a wide-variety of production materials, tools and have good communication and leadership skills.

Production Designer

Use your imagination, creativity and artistic abilities to make interesting products. Production of high-quality merchandise is essential. Must have an eye for detail, be accurate, neat, careful with tools and maintain a clean business.

Sales Associate

Responsible for marketing and selling hand-made gifts and crafts and creating an attractive display area. Must be a dynamic sales person with a customer-service orientation, knowledgeable of all products, able to assist with production as needed and maintain a clean business.

Accountant

Responsible for writing all shop checks on a specially designed computer program, posting shop income and making direct loan payments. Must work closely with shop owner, be proficient in



math, organized, detail-oriented and self-motivated.

INTERNATIONAL SHOP

A team-oriented shop that specializes in products from around the world is seeking professionals to fill many positions in their newest store.

Owner

Responsible for managing a shop with products that represents the best of our world. Will oversee all shop operations including staff assignments and supervision. Must be comfortable with a wide-variety of production materials, tools and have good communication and leadership skills.

Production Designer

Use imagination, creativity and artistic abilities to make interesting products from around the world. Production of high-quality merchandise is essential. Must have an eye for detail, be accurate, neat, careful with tools and maintain a clean business.

Sales Associate

Responsible for marketing and selling hand-made gifts and crafts from around the world and creating an attractive display area. Must be a dynamic sales person with a customer-service orientation, knowledgeable of all products, able to assist with production as needed and maintain a clean business.

Accountant

Responsible for writing all shop checks on a specially designed computer program, posting shop income and making loan payments to the credit union. Must work closely with shop owner. Must be proficient in math, organized, detail-oriented and self-motivated.

TECHNOLOGY SHOP

Be a part of the technology-print shop team! The technology-print shop provides Exchange City with interesting products and services generated through computer technology.

Owner

Responsible for managing a technical facility and designing graphics for Website and greeting cards. Will oversee all shop operations, including staff assignments and supervision. Must have good communication, problem-solving and leadership skills.

Videographer

Responsible for documenting the day at Exchange City through the careful handling and use of the video camera. Videographer works closely with the script director to produce a video following the script provided.

Script Director

Responsible for following the script and directing the videographer to produce the video of the day. Script director must study and be familiar with the script and provide specific and courteous directions to the videographer. Must be a good reader, have good communication and time management skills and a good team member.

Co-Anchor

Responsible for assisting Script Director and videographer to produce the video of the day. Co-Anchor must study and be familiar with the script and camera equipment. Must have good time management skills and be a good team member.

Graphic Designer

Use imagination, creativity and artistic abilities to make interesting greeting cards using technology. Production of high quality merchandise is essential. Must have an eye for detail, be accurate, neat and careful with equipment.

Web Page Designer

Use specially created software to plan, construct and post a high quality Web page for public viewing. Must be comfortable and confident using technology. Must be artistic and a good team member.

Accountant

Responsible for writing all shop checks on a specially designed computer program and posting shop income. Must work closely with shop owner. Must be proficient in math, organized, detail-oriented and self-motivated.

WELLNESS CENTER

A shop that provides information on a healthy lifestyle while promoting community priorities. Come serve your friends and neighbors with us.

Nurse Manager

Responsible for managing a wellness center, educating the public on a healthy lifestyle and community priorities. Will oversee all shop operations, including staff assignments and supervision. Must have good communication, problem-solving and leadership skills.

Nurse Educator

Responsible for conducting a health survey and informing citizens about health careers. Must be responsible, flexible, knowledgeable on subject matter, organized and detail oriented.

Community Relations Coord.

Responsible for community priorities including health insurance, customer surveys and citizen announcements. Must be comfortable with speaking in front of others, customer service oriented, friendly and willing to go into the community to promote the business. A clear speaking voice is a must.

Accountant

Responsible for writing all shop checks on a specially designed computer program and posting shop income. Must work closely with the nurse manager. Must be proficient in math, organized, detail-oriented and self-motivated.

