

# Global Marketplace



JA BizTown®

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"><li>1. Obtains bank loan.</li><li>2. Signs Rental Agreement for business space.</li><li>3. Supervises employees and oversees business operations.</li><li>4. Signs all business payroll and expense checks.</li><li>5. Prepares and gives speech at Town Meeting.</li><li>6. Works with employees to determine pricing of products.</li><li>7. Assists with all business duties when employees are on break.</li></ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"><li>1. Inputs and submits business loan to the bank.</li><li>2. Inputs employee payroll information.</li><li>3. Prints and distributes employee payroll checks.</li><li>4. Signs payroll checks if CEO is not available.</li><li>5. Pays online bills sent to business.</li><li>6. Keeps all records of business expenses and payment.</li><li>7. Makes business deposits to Bank.</li></ol>
<p style="text-align: center;"><b>PRODUCTION ENGINEER</b></p> <ol style="list-style-type: none"><li>1. Reads and reviews descriptions of products to be produced.</li><li>2. Personalizes products for customers as ordered, if applicable.</li><li>3. Greets customers &amp; assists them with sales as needed.</li><li>4. Paces work to meet production goals.</li><li>5. Produces quality products.</li></ol>	<p style="text-align: center;"><b>SALES MANAGER</b></p> <ol style="list-style-type: none"><li>1. Works with CEO to set prices of products.</li><li>2. Sets up the Point of Sale System (POS).</li><li>3. Delivers ordered items to customers, if necessary.</li><li>4. Accepts payment for purchased items.</li><li>5. Assists with producing retail items as needed.</li><li>6. Forwards payments to CFO.</li></ol>