

Supply Center

Business Overview



The sole distributor of business materials to all *JA BizTown* businesses. It's the only wholesale business.



<p>CEO</p> <ol style="list-style-type: none"> 1. Submits loan application. 2. Signs all business payroll checks. 3. Oversees business operations and makes business decisions. 4. Opens Utility Account. 5. Signs Insurance Policy and Rental Agreement. 6. Prepares and sends initial Supply invoices. 7. Completes the Business Improvement Plan. 8. Prepares and gives speech at the Opening Town Meeting, if time permits. 	<p>CFO</p> <ol style="list-style-type: none"> 1. Submits online request for business loan. 2. Inputs employee payroll information. 3. Processes business payroll. 4. Prepares direct deposit enrollment paperwork. 5. Completes Loan Promissory Note. 6. Makes business expense payments. 7. Makes business loan payments and tracks loan payoff progress.
<p>CONTINUOUS IMPROVEMENT MANAGER</p> <ol style="list-style-type: none"> 1. Performs quality audits of filled orders to verify part numbers, quantities, and product condition. 2. Inventories each JA BizTown business for necessary supplies. 3. Replenishes each business with needed office supply items. 4. Follows written procedure for unsharpened pencils. 5. Maintains an organized work environment. 6. Assists team, as needed. 	<p>CUSTODIAN</p> <ol style="list-style-type: none"> 1. Responsible for the overall cleanliness of JA BizTown. 2. Visits each business to collect any trash or recycling throughout the day.
<p>CUSTOMER SUCCESS ASSOCIATE</p> <ol style="list-style-type: none"> 1. Double-checks all supply orders being prepared for tomorrow. 2. Works with other businesses to help with facilitate supply reorders. 3. Sends supply reorder invoices. 4. Provides excellent customer service. 5. Completes a customer satisfaction survey. 6. Assists team, as needed. 	<p>DELIVERY & LOGISTICS ASSOCIATE</p> <ol style="list-style-type: none"> 1. Delivers initial supply orders and reorders to each <i>JA BizTown</i> business. 2. Processes and delivers friendly letters. 3. Provides excellent service. 4. Maintains an organized work environment. 5. Assists team, as needed.
<p>ORDER SELECTOR</p> <ol style="list-style-type: none"> 1. Receives and processes customer orders and requests for products. 2. Works closely with Delivery & Logistics Associate to ensure orders are delivered in a timely fashion. 3. Maintains an organized work environment. 4. Ensures supplies are purchased by businesses only. 5. Assists Delivery & Logistics Associate when he/she is on break. 6. Stocks business supply bins for next day's business operations. 7. Follows procedures for filling supply reorders. 	