SKILLS CANADA - ONTARIO

JOB INTERVIEW

SPA/SALON ASSISTANT

We are seeking youth with an interest in working as an assistant to our hairstylists and Aestheticians during the summer.

The Spa/Salon Assistant will contribute to the customer-service experience by answering telephone and e-mail inquiries, setting-up and cleaning-up work stations, stocking and ordering supplies as well as creating a relaxing and inviting environment. You will be working as part of our team and expected to pitch in to help wherever needed. Initial training and safety orientation will be provided to all successful applicants.

We require the following:

- Team Contributor: you work well with others to achieve the desired outcomes.
- Customer Focus: you aim to provide an extraordinary experience to our clients.
- Positive Attitude: you have an upbeat attitude and a cheerful demeanour.
- Communication: you listen well and express yourself clearly.
- Self-motivated: you take initiative to work independently with limited direction.
- Ability to maintain standards of cleanliness and hygiene in a busy environment.
- Ability to maintain confidentiality of information shared by clients and services received.

Applicant must be well-groomed and professional in appearance. Related work or volunteer experience is an asset, but not a requirement.

Full time or part time hours are available from late June to late August. With good performance, there will be opportunity for continued part time employment during the school year or repeat employment in future summers.

Please e-mail your résumé and cover letter in PDF format no later than April 23, 2012 to:

Ms. J. Penner
Family Counselling Centre,
18 Walnut Street,
Cambridge, ON N1H 2E7
janicep@fcccnd.com

SKILLS WORK!®

This document is to be used only in preparation for the Ontario Technological Skills Competition.
Ce document ne doit être utilisé que dans le cadre de la préparation aux Olympiades ontariennes des compétences technologiques.

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JOB INTERVIEW

Computer Service Technician

We are seeking youth with an interest in Computer Service and Support to join our on-site team at a major electronics retailer.

The Computer Service Technician will help install, upgrade, troubleshoot and repair software and hardware in Mac or PC systems. In addition, you will advise customers on computer and peripheral purchases, provide telephone and online support, and perform other tasks as required. Initial training and safety orientation will be provided to all successful applications.

We require the following:

- Team Contributor: you work cooperatively with others to complete tasks.
- Customer Focus: you strive to exceed customer expectations.
- Positive Attitude: you have an upbeat attitude, even when faced with challenging situations.
- Communication: you listen well and express yourself clearly.
- Self-motivated: you take initiative to work without continual supervision.
- Ability to troubleshoot and repair minor computer issues and advise customers regarding new and changing features and specifications.
- Ability to juggle multiple tasks and priorities in a busy work environment.

Applicant must be well-groomed and professional in appearance. Related work or volunteer experience is an asset, but not a requirement.

Full time or part time hours are available from late June to late August. With good performance, there will be opportunity for continued part time employment during the school year or repeat employment in future summers.

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JOB INTERVIEW

Junior Construction Labourer

We are seeking youth with an interest in the construction trades for summer employment in our busy residential renovation company.

The Junior Construction Labourer will assist with a variety of tasks including demolition, framing, dry-walling, and interior or exterior finishing. You will contribute to maintaining a clean worksite and perform other assigned tasks. You are energetic, take pride in your work, and enjoy working both indoors and outdoors. Initial training and safety orientation will be provided to all successful applicants.
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We require the following:

- Team Contributor: you are helpful to other in getting work done cooperatively.
- Customer Focus: you are responsive to the needs of others.
- Positive Attitude: you bring an upbeat attitude to our busy worksites.
- Communication: you listen well and express yourself clearly.
- Self-motivated: you take initiative in addressing tasks that need doing.
- Ability to carry heavy materials and exert yourself physically during long shifts.
- Ability to work safely and adhere to all safety procedures and requirements .

A driver's license and related work or volunteer experience is an asset, but not a requirement.

Full time or part time hours are available from late June to late August. With good performance, there will be opportunity for continued part time employment during the school year or repeat employment in future summers.

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