

Computer Service Technician

We are seeking youth interested 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 applicants.

We require the following:

- **Team Contributor:** you work co-operatively 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 and work well without continual supervision.
- **Problem Solving:** you troubleshoot and repair minor computer issues and advise customers regarding new and changing features and specifications.
- **Organization & Management:** ability to juggle multiple tasks and priorities in a busy work environment

Applicants must present well and conduct themselves professionally. 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 email your résumé and cover letter in **one PDF file** by 4:00pm on Wednesday, May 15, 2019 to:

Ms. Lynn Hogan Gillespie
Manager, ABC Technical Systems
PO Box 123
Halifax, NS B1A 1A1
JobSearchNTC@gmail.com

Restaurant Service Worker

We are seeking youth interested in summer employment in our popular, family-oriented restaurant to work shifts as host/hostess, busser, and/or server. You must be energetic, enjoy working with a dynamic team, and have a commitment to excellence in customer service – helping us maintain our #1 rating on many tourism websites.

You may be required to take reservations, greet and seat guests, set and clear tables, take orders, deliver meals and beverages, accept payment by cash or debit/credit card, and perform other duties that may be assigned.

We require the following:

- **Team Contributor:** you are helpful to others in getting work done cooperatively.
- **Customer Focus:** you are dedicated to delivering a positive dining experience.
- **Positive Attitude:** you bring an upbeat attitude to our fast-paced environment.
- **Communication:** you listen well and clearly express yourself verbally and in writing.
- **Self Motivated:** you take initiative in addressing tasks that need doing.
- **Problem Solving:** you multitask and manage multiple customers and requests.
- **Organization & Management:** you work quickly and efficiently in a busy work environment

Related experience in the food service industry is an asset, but not required. Applicants must be able to successfully complete a food safety workshop before commencing work.

Full-time or part-time hours are available from late June to late August. With good performance, there will be opportunity for repeat employment in future years.

Please email your résumé and cover letter in **one PDF file** by 4:00pm on Wednesday, May 15, 2019 to:

Ms. Lynn Hogan Gillespie
Manager, Halifax Family Restaurant
PO Box 123
Halifax, NS B1A 1A1
JobSearchNTC@gmail.com