

JOB DESCRIPTIONS
DESCRIPTIONS D'EMPLOI

JOB SEARCH RECHERCHE D'EMPLOI

SECONDARY
NIVEAU SECONDAIRE

CONTINUOUS LEARNING



FORMATION CONTINUE

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COMPÉTENCES NUMÉRIQUES

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UTILISATION DE DOCUMENTS

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ORAL COMMUNICATION



COMMUNICATION ORALE

READING TEXT



LECTURE

WORKING WITH OTHERS



TRAVAIL D'ÉQUIPE

WRITING



RÉDACTION

THINKING



CAPACITÉ DE RAISONNEMENT

Spa / Salon Assistant

We are seeking youth with an interest in working in a full-service salon and spa as an assistant to our hairstylists and aestheticians during the summer.

The Spa / Salon Assistant will contribute to the customer-service experience and support the other staff by answering telephone and email inquiries, setting up and cleaning work stations, stocking and ordering supplies, and performing other general tasks while creating a relaxing and inviting environment. You will be working as part of a team, and expected to assist other staff where 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.
- **Other:** Ability to maintain high standards of cleanliness and hygiene in a busy environment and to maintain confidentiality of client information is required. Related practical experience is an asset, but not a requirement.

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

Please email your résumé and cover letter in one PDF file to:

Ms. Karina Lapalme
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1
JobSearchNTC@gmail.com

“Intro to Trades” Workshop Assistant

We are seeking youth with an interest in working with children aged 8-14 for summer employment as an assistant for the “Intro to Trades” workshops in the City’s summer program series. These “Intro to Trades” workshops give hands-on, age-appropriate instruction to children in various trade-specific workshops such as carpentry, plumbing, auto repair, masonry, baking, cooking, hairdressing, and more.

The “Intro to Trades” Workshop Assistant will help to create a fun and safe learning environment, demonstrate basic skills, promote safety, and educate participants about employment opportunities. You will be working as part of a team, focusing on one or more trades areas under the supervision of senior program leaders. 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 make an extraordinary experience for our participants.
- **Positive Attitude:** you have an upbeat attitude, and a sense of fun.
- **Communication:** you clearly express yourself verbally and in writing and are comfortable speaking to children and youth in small and medium-sized groups.
- **Self-motivated:** you can take initiative to work independently with limited direction.
- **Other:** Ability to create posters and handouts in MS Word is required. Experience caring for or working with children is desired, but not required.

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

Please email your résumé and cover letter in one PDF file to:

Ms. Karina Lapalme
City of Richmond
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Richmond, BC V6Y 2C1
JobSearchNTC@gmail.com