One way to find out about jobs that are available is to search job advertisements, also called job postings. Job advertisements can be found in newspapers, at employment resource centres and on job listing websites. The job advertisement below is from the Government of Canada’s job listing website, called the Job Bank (www.jobbank.gc.ca).

Skim the advertisement below to complete the activities on the next page.

Job Number 509302930

Title: House Cleaner (Team Lead – Residential Home Cleaning) (NOC: 6661)
Terms of Employment: Permanent, Full-time, Days
Salary: $10.50 to $12.00 hourly for 35 hours per week
Anticipated Start Date: As soon as possible
Location: Any Ave. and Queen Street, Toronto, Ontario (1 vacancy)

Skill Requirements:
Education: Some high school
Credentials (certificates, licences, memberships, courses, etc.): Not required
Experience: Experience an asset
Languages: Speak English, Read English, Write English
Specific Skills: Sweep, mop and wash floors, dust furniture, vacuum carpeting, area rugs, draperies and upholstered furniture, make beds and change sheets, clean, disinfect and polish kitchen fixtures and appliances, clean and disinfect bathrooms and fixtures
Transportation/Travel Information: Vehicle supplied by employer
Security and Safety: Bondable
Work Location Information: Work in employer’s/client’s home, urban area
Work Conditions and Physical Capabilities: Fast-paced environment, work under pressure, tight deadlines, repetitive tasks, physically demanding, attention to detail, combination of sitting, standing, walking, standing for extended periods, bending, crouching, kneeling
Essential Skills: Reading text, Writing, Oral communication, Working with Others, Decision Making
Other Information: Team-oriented, Leadership skills, Monday-Friday, no nights/weekends, competitive salary, company car provided, paid driving time, paid training/holidays. Driver’s licence an asset.
How to Apply: Please fax or email your résumé. You must apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being properly considered for the position.
Contact Name: Chuck or Julia. Fax: Between 9:00 and 18:00. (555) 287-28974. Email: johnr@linkednet.ca. Business: Residential House Cleaning
Advertised until: 2010/05/28
2 The following words and phrases are from the job advertisement. Write their meaning in your own words.

1. anticipated start date
2. bondable
3. driver’s licence an asset
4. fast-paced environment
5. competitive salary
6. failure to do so
7. team-oriented

3 In which section would you find the following information? Write the name of the section beside each entry. The first one has been done as an example.

1. application process how to apply
2. work environment
3. educational requirements
4. how much the job pays
5. work hours
6. whether or not a car is required
7. whether or not heavy lifting is required
8. job duties

4 Find the answers to the following questions.

1. How does someone apply for this job?
2. How would you find out more about this occupation?
3. What is the last day to apply for this job?
4. Make a list of the soft skills this job requires, according to the posting.
The following posting comes from a popular commercial job-listing website. Read the posting and answer the following questions.

1. Under which heading are the specific job duties listed and what are the job duties?
2. What are the hard skills required for this position?
3. What are the soft skills required? Underline them in the job posting.
4. Under the heading Education, what do the terms preferred and an asset mean?
5. How and when can you apply for this position?

JOB POSTING

Position: Dispensary Technician

The Dispensary Technician collaborates and assists the pharmacist in enabling a patient to achieve his/her health care goals, protecting patient rights to care, dignity, privacy and confidentiality. The Dispensary Technician provides preliminary triage to clients, applies ethical principles to practice to ensure dispensary services achieve quality outcomes and meets the Ontario College of Pharmacist Standards of Practice.

KEY RESPONSIBILITIES:

Customer Service: Greets patients with a warm & welcoming manner, has excellent telephone manners, uses best judgement in dealing with any client's concern and takes responsible action to resolve problems.

Dispensing: Receives a new prescription or a request to renew a prescription from a patient, enters prescriptions into computer, checks for compliance, possible drug interactions and informs the pharmacist accordingly. Verifies accuracy, completeness & legitimacy of prescription, contacts doctor as required. Counts and fills prescription, assists in billing and reconciliation issues.

KNOWLEDGE & SKILLS REQUIRED:

Proven customer service skills. Strong organizational skills, attention to detail and initiative. Good computer skills and mathematical computations related to pharmacy. Ability to multi-task in a fast-paced environment.

EDUCATION:

Graduate of an accredited technician program from a community college preferred. Certification through OCP is an asset.

EXPERIENCE/QUALIFICATIONS:

1-3 years of pharmacy technician/drug store experience with demonstrated leadership in the work environment. Experience in specialty services such as non-sterile compounding and diabetic education an asset. Experience with Nexxsys pharmacy computer software and other Microsoft-based applications an asset.

If interested please send résumé and cover letter by email to Donna Guzak, HR Generalist, at dguzak@pharmastar.net or by fax to 555-111-2233.

Posting open until Friday, July 3, 2010 at 5:00 p.m.

Use the Internet to locate two job postings for an occupation that interests you. Take notes on the information from both postings and compare the information. Use the following headings to record your information: Job requirements (education, experience, hard skills, soft skills, experience); duties and responsibilities; employer information; how to apply.