

Welcome to Hot Jobs!

This is the third of ten bulletins that discuss entry level positions within the promising sectors of Windsor-Essex. An **entry level job** is a

position that does not require post-secondary education. A **promising sector** is a sector that will be growing in the next 3-5 years and therefore likely to create new jobs.

Use these bulletins as a tool to explore your future career options. An entry level position will give you experience and help you determine whether or not you'd like to pursue future training and education in that sector.

Professional Services

Agriculture

Renewable Energy

Construction

Manufacturing

Education

Entrepreneurship

Creative Industries

Tourism and Hospitality

Health Sciences

What are **professional services**?

The professional service sector in Windsor-Essex is extensive and includes many different industries such as finance, insurance, real estate, social, legal and funeral services. The skills that are gained in this area can easily be transferred to other industries and sectors.



It is important that you look at these entry level positions as stepping stones. In most companies there is room to move up and even room to move to different departments.

Do you want to know how to succeed in the world of professional services?

On page three you will find stories of people like Kit (pictured left) who have succeeded in this sector!

What the Employers Say:

Entry Level Positions:

- Client Service Representative
- Event Usher
- Event Staff Security

The following jobs may require occupation specific training, testing or certification:

- Tax Preparers Level 1
- Ticket Agent
- Resort Operations Cashier
- Casino Cashier
- Transportation Attendant

13,900 people work in the Professional Services Sector in the Windsor Census Metropolitan Area (Windsor, Tecumseh, Lasalle, Amherstburg, Lakeshore).

Source: Statistics Canada. *Table 282-0112 - Labour force survey estimates (LFS), 2012.*

What are Employers Looking For?

Someone who...

- Has computer knowledge
- Has experience in client services
- Is able to work with people of all ages
- Can follow direction
- Has public speaking skills

How Do I Get There?:

- Volunteer at organizations where you are working with a variety of people
- Take a co-op placement

As of 2012 there were **6,108** businesses in the Professional Services Sector in Windsor-Essex.

Source: Statistics Canada, Canadian Business Patterns, June 2012.

Take it from us...

Sarah works at the Windsor Public Library. We met with her to discover the career path she took and what she has learned along the way:

What process did you take to get the position you currently have?

I had just started volunteering at Windsor Women Working with Immigrant Women teaching citizenship classes. At the same time I signed on as a job seeker. They sat down with me and helped me go through my resume. I found this to be very helpful. I got this job because of that networking. This position is part of a Job Creation Partnership through Employment Ontario. I am an interactive media researcher and writer who is responsible for capturing the history of local cultural organizations.



What do you love about your job?

I love working with people who are interested in the cultural life of the community and are passionate about sharing information. There are people who really care about where they live and they desire to make it better.

What skills are important for your job?

It is very important that I am organized in what I do. I also have to have good communication skills as I am always working with community members. For this job in particular I need to have project management skills so that I can meet deadlines and fulfill the job criteria effectively.

What steps can people take to be prepare for a job in this sector?

It is important that people start working on their writing skills and communication skills. This can be done through volunteering with community organizations. For my position I need to understand software such as Photoshop and Web design. Depending on their skill level, people could take courses in these areas or learn on their own. It's important to be caught up with current technology and programming.

Do you have a motto that you work by?

“Communicate well.”

What do you appreciate most about working in Windsor-Essex?

It is easier to make connections in Windsor-Essex because we are a smaller community. We have so many volunteer opportunities in this area and I appreciate being able to take part in them.

Kit is currently a staff accountant. Read her story to discover the career path she took to get her to where she is today:

How did you get your current job?

I moved here from Hong Kong 17 years ago. I took courses at St. Clair College to get my diploma in business administration accounting. I then went to the University of Windsor to get a bachelor of business studies in the general accounting track. I am currently in my second year of a two year Strategic Leadership Program at Certified Management Accountants of Ontario (CMA). Through the Management Training Program (MTP) offer by Women's Enterprise Skills Training of Windsor Inc. (WEST), I will receive a computer software certificate, gain valuable volunteering experience and pursue my professional career. Going through this process will open the door for me to get my accounting license. This program has accelerated the process for me.

What are some of the daily routines you follow at work?

I follow up with clients, answer tax questions, and do bookkeeping and filing.

What skills do you think are important for this sector?

You really need to have the ability to communicate well with others. Clients come from different backgrounds and they all have a different understanding of taxes.

What made you choose this career path?

By helping people with their taxes I am making a difference in their life. I can ease the confusion and frustration that people feel in tax season. It makes me feel like I'm contributing to the community.

What motto do you work by?

I believe it is important to build a relationship based on trust with the people around you. Your clients will appreciate having an accountant they can trust.



Our final success story looks at Sylvana Sleiman's career journey when she moved to Canada.

How did you get your current job?

I was originally working as a sales representative and I was seeking to challenge myself more and utilize my skills. I went to the New Canadians' Centre of Excellence for assistance with my resume and guidance with my job search. A position for a settlement worker job at the South Essex Community Council caught my eye. NCCE assisted me with mock interviews that helped prepare me for my interview.

How does your background assist you in your work?

My first language is Arabic. I have learned that being bilingual is very useful. In Lebanon I was a teacher and I have seen how my teaching background taught me patience and how to work with people that have different learning styles.

What do you enjoy most about your position?

I am in a field where I can excel and provide assistance to newcomers. I can relate to them since I was once in their shoes.

What do you appreciate most about working in Windsor-Essex?

I really enjoy being able to contribute to our community by assisting newcomers.

Turn the page to learn about Employment Ontario Service providers who can assist you in your job search.



Employment Ontario Employment Service Network

Employment Ontario helps Ontarians find work. The service network includes the following locations that provide resources – such as information about who's hiring in your community – as well as personalized advice and services to help people assess their skills and experience, find work and start on the path to skills training.

Employers can contact the Employment Ontario Service Network to find people with skills ready to work.

EMPLOYMENT ONTARIO

Your job is out there. We'll help you find it.

Check out these locations near you!

Windsor **Belle River**
Kingsville **Amherstburg**
Leamington **Essex**

City of Windsor Employment and Training Services

www.etsforsuccess.ca

400 City Hall Square
East, 1st floor
Windsor, ON, N9A 7K6
519-977-6444

New Canadians' Centre of Excellence Inc.

www.nceinc.org

660 Ouellette Ave., 2nd floor
Windsor, ON, N9A 1C1
519-258-4076

24 Oak St. E., Unit 7
Leamington, ON, N8H 2C2
519-326-6224

South Essex Community Council

www.secc.on.ca

215 Talbot Street East
Leamington, ON, N8H 3X5
519-326-1873

30 Main St. East
Kingsville, ON N9Y 1A2
519-733-5784

Essex Community Services
35 Victoria Avenue, Unit 7
Essex, ON, N8M 1M4
Contact Leamington or
Kingsville for appointment

Collège Boréal Employment Options Emploi

www.employmentoptionsemploi.ca

7515 Forest Glade Dr.
Windsor, ON, N8T 3P5
519-988-1766

75 Wyandotte St. West, Unit 6
Windsor, ON, N9A 5W6
519-252-1562

St. Clair College Employment Centre

www.stclairemploymentcentre.com

Roundhouse Centre, Unit 2– 3015
Howard Ave.
Windsor, ON, N8X 3Y9
519-253-4461

Self Employment Assistance Office
(Located at the
Roundhouse Centre)
519-972-7705
seaoffice@stclaircollege.ca

400 Sandwich Street South,
Unit 1500
Amherstburg, ON, N9V 3L4
519-736-2827

Unemployed Help Centre

www.uhc.ca

6955 Cantelon Drive
Windsor, ON N8T 3J9
519-944-4900

612 Notre Dame Street, Box 720
Belle River, ON, N0R 1A0
519-944-4900

Greater Essex County District School Board Employment Assessment Centre

www.theassessmentcentre.org

47 Pearl St. E.
Kingsville, ON, N9Y 1K3
519-733-6396

1410 Ouellette Ave.
Windsor, ON, N8X 5B2
519-971-9698

215 Talbot Street East
Leamington, ON, N8H 3X5
519-326-0513

20 Talbot Street South
Essex, ON, N8M 1A7
519-776-8711

Self Employment Service

www.selfemploymentservice.com

215 Talbot Street East
Leamington, Ontario
N8H 3X5
519-326-0237

Windsor Women Working With Immigrant Women Employment Service Centre

www.wwwwiw.org

500 Ouellette Ave., 3rd Floor
Windsor, ON, N9A 1B3
519-973-5588

Women's Enterprise Skills Training of Windsor Inc.

www.westofwindsor.com

201- 647 Ouellette Avenue
Windsor, ON, N9A 4J4
519-256-6621