

C A R E E R P L A N N I N G G U I D E

Job Title	Job Description	Working Conditions	Education and Training	Employment Opportunities	Estimated Wages
Clerical					
<i>Bookkeepers</i>	Compute, classify and record data to maintain and verify records related to payments, receipts and other transactions by posting entries in ledgers, balance books and reports.	Office setting	College and/or business school	—	\$17,155
<i>Cashiers and Tellers</i>	Receive and dispense money in stores, banks, trust companies, credit unions, cash registers or adding machines.	Indoors, with long periods of standing	High school	—	\$10,093
<i>General Office Clerks</i>	Perform general office duties, such as copying, typing, computing, compiling, filing and recording information.	Office setting	High school	—	\$17,683
<i>Library and File Clerks</i>	Record, classify and file publications, correspondence and other materials in offices and libraries.	Indoors	High school	↑	\$14,059
<i>Receptionists</i>	Receive clients and customers, make appointments, provide information, answer inquiries and perform general office duties.	Office setting	High school and/or college	↑	\$14,126
<i>Secretaries and Stenographers</i>	Perform various office duties such as typing, shorthand, answering telephones, filing and scheduling appointments.	Office setting	College and/or university	—	\$16,003
<i>Shipping and Receiving Clerks</i>	Assemble, pack, load and ship goods to customers. Receive, unpack, verify, and record incoming goods.	Office setting and/or warehouse	High school	—	\$20,535
<i>Stock Clerks</i>	Receive, store, distribute and issue supplies. Take inventories, estimate future requirements, keep records and price stock.	Office setting and/or warehouse	High school	—	\$18,571
Sales and Services					
<i>Advertising Sales Occupations</i>	Solicit businesses for display or classified advertising in publications, on radio, on TV or outdoors.	Indoors, with some travel	High school	—	\$22,005
<i>Bartenders</i>	Mix and serve alcoholic and non-alcoholic beverages to patrons of licensed pubs, bars and restaurants.	Indoors, with long periods of standing	Training and/or experience	—	\$11,052
<i>Chefs and Cooks</i>	Plan menus, order supplies and prepare and cook food in restaurants, clubs, private households and other non-manufacturing establishments.	Indoors, with long periods of standing	Experience and/or college	↑	\$10,490
<i>Commercial Travellers</i>	Sell commodities on a wholesale basis in an allotted geographical area to wholesale, retail, industrial, professional and other establishments.	Indoors, with some travel	High school	—	\$33,132
<i>Food and Beverage Preparation and Related Service Occupations - Supervisors</i>	Supervise and co-ordinate workers in preparing and serving food and beverages. Oversee housekeeping, costs and sales.	Indoors, with long periods of standing	Experience and/or college	—	\$17,112
<i>Food and Beverage Serving Occupations</i>	Greet and seat customers, serve food and beverages in hotels, clubs, restaurants, lounges and cafeterias.	Indoors and outdoors, long periods of standing	Experience and/or college	—	\$7,301
<i>Janitors</i>	Clean building interiors, furnishings and equipment. Make minor repairs, remove snow and ice, mow lawns and trim shrubs.	Indoors and outdoors Physical activity	On-the-job training	—	\$14,486
<i>Lodging and Other Accommodation, Supervisors</i>	Oversee cleaning and other services in hotels, motels, trailers parks, apartment buildings and office buildings.	Indoors	High school, and experience	↑	\$14,328
<i>Lodging Cleaners</i>	Perform routine housekeeping tasks such as making beds, replenishing linens and cleaning rooms in hotels, motels, tourist homes and other lodging facilities.	Indoors	Grade 10 plus on-the-job training	—	\$8,842
<i>Police Officers and Detectives, Government</i>	Protect society, maintain public peace, detect and prevent crime, direct and control traffic and apprehend law-breakers. Patrol assigned areas, investigate accident and crime scenes and give evidence in court.	Outdoors, in often dangerous situations	Police academy training	↓	\$31,728
<i>Salespersons</i>	Sell wholesale or retail goods directly to customers, keep records of items sold, write out cash receipts and tally sales.	In stores, with long periods of standing	High school	↓	\$16,516
<i>Technical Salesperson and Related Advisors</i>	Sell scientific and technical products and services, provide specialized information and financial estimates and re-design equipment to customer specifications.	Indoors, with some travel	College and/or university	—	\$35,712
Construction Trades					
<i>Carpenters</i>	Construct, renovate, maintain wooden structures and install fixtures, using small machinery and tools.	Indoors and outdoors, requiring stamina	College and/or apprenticeship	—	\$13,666
<i>Construction Electricians</i>	Install and maintain wiring systems and related equipment in residential, commercial and industrial establishments and other structures.	Indoors or outdoors, with exposure to hazards	College and/or apprenticeship	—	\$27,070
<i>Construction Trades, Laborers</i>	Construct, maintain or demolish buildings, bridges, dams, highways and other projects. Load and unload building material, shovel and grade earth, mix, pour and spread concrete, erect and dismantle scaffolding.	Variable, requiring physical strength and stamina	Experience and/or on-the-job training	—	\$9,527
<i>Excavating and Grading</i>	Remove earth materials from excavations, grade earth surfaces and dredge irrigation ditches, canals and marine channels with equipment such as backhoes, bulldozers, draglines, graders and scrapers.	Outdoors or in the cab of a machine	On-the-job training and/or college	—	\$20,541
<i>Painting and Decorating Occupations except Construction</i>	Prepare surfaces for staining and painting. Apply paint and other decorative and protective materials to wood, metal or other surfaces of various structures.	Indoors or outdoors	Experience plus on-the-job training	—	\$14,815
<i>Paving and Surfacing</i>	Lay concrete to form sub-surface structures and operate machines that apply asphalt, gravel or concrete to streets, highways and parking lots.	Outdoors Requires stamina	On-the-job training	↑	\$12,526
<i>Pipefitting</i>	Install and repair pipelines, plumbing, fire protection equipment and other related equipment for distributing water, gas, steam, sewage or other materials.	Requires physical strength	College and/or apprenticeship	—	\$24,312
<i>Plasterers</i>	Apply plasterboard to structural surfaces, fasten laths to walls and ceilings, erect and finish dry wall and apply plaster to finished surfaces.	Indoors	Apprenticeship	↓	\$15,186
<i>Wire Communications</i>	Erect, install, repair and maintain overhead and underground wire communication equipment, such as telephone and telegraph lines, cable TV and burglar alarms.	Indoors or outdoors, with exposure to hazards	College	—	\$36,279