

# LABOUR MARKET NEWS

Alberta  
CALGARY AND AREA



Cyndy Morrison started out in the cleaning business with a temporary job over Christmas. Today she works on her own terms as a self-employed cleaner.

## The dirt on cleaning Career choices in cleaning

**CYNDY MORRISON KNOCKS** off the snow from her boots, and opens the door to go to work.

She had planned to come in a few days ago, but a deep cold snap caked the streets with ice and she decided to stay home. “That’s one of the big pluses about being a self-employed cleaner. I don’t have to be here at 8 a.m. sharp Monday to Friday,” she explains. “I can go to work when I like. My clients expect the place to be cleaned once a week, but when that happens is up to me.”

Like many self-employed cleaners, Morrison started out working for someone else. “My first job was with a friend of mine who needed some help over Christmas,” says Morrison. But it wasn’t long before she built up a reputation. “I cleaned the house of a minister once, and ever since then my name’s spread, and it’s been pretty easy to find work.”

### A great choice

The cleaning industry offers more career choices than many people realize, plus it’s an easy industry to get into. Most entry-level positions in cleaning don’t require any special training, and there are plenty of jobs available. Cleaning companies, hotels, schools and Alberta’s health care system are all hiring cleaning staff. There’s also plenty of room to grow in the industry. With a little extra training, cleaners can move into specialty areas such as upholstery and carpet cleaning or even work for themselves like Morrison.

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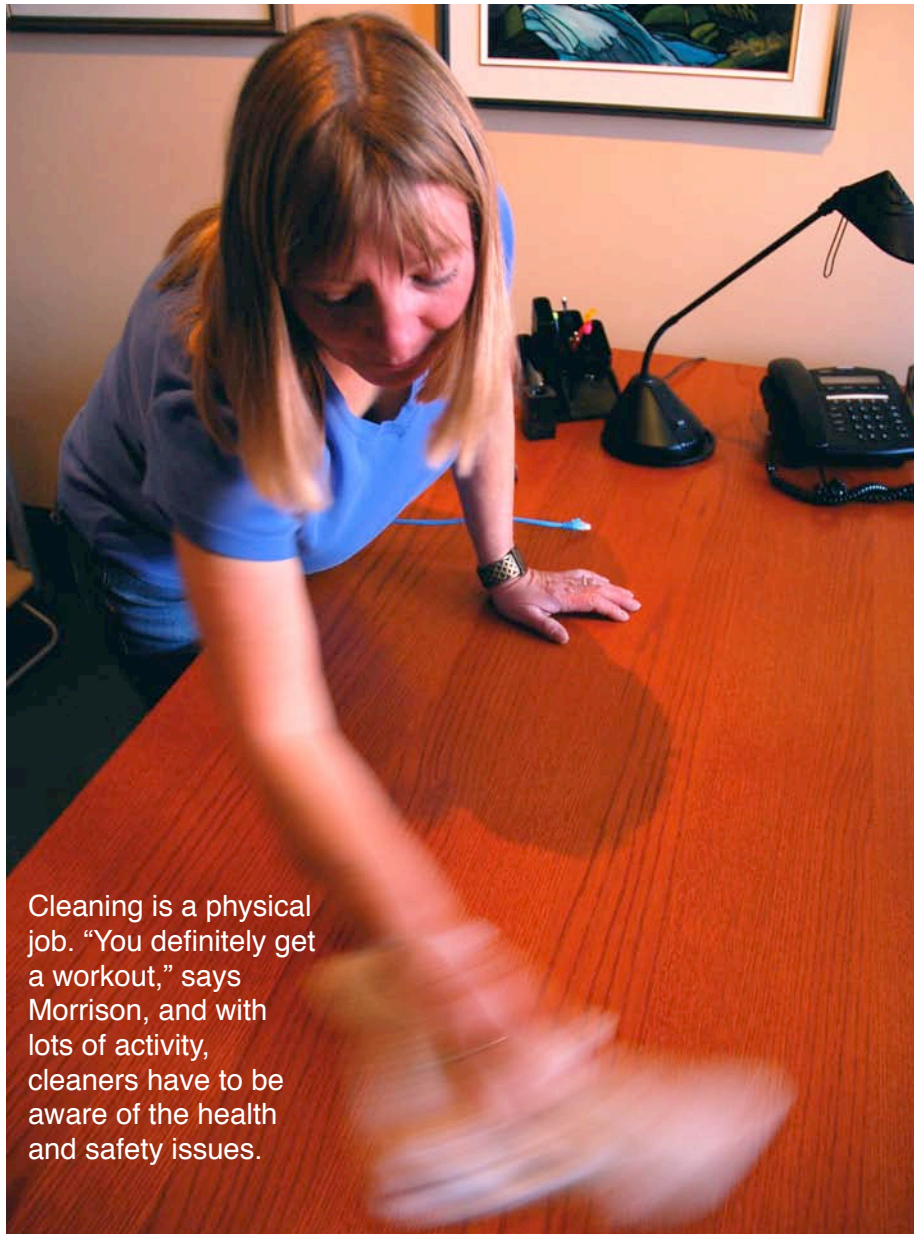
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Cleaning is a physical job. “You definitely get a workout,” says Morrison, and with lots of activity, cleaners have to be aware of the health and safety issues.

Whether self-employed or working for someone else, this is an industry that offers hours that match a person’s schedule and lifestyle.

Self-employed cleaners can create their own schedule, and major employers of cleaning staff like the health care system (see page 5) schools, and cleaning companies can offer steady employment in a variety of shifts.

Careers in cleaning offer a surprising mix of opportunities ranging from a temporary job to a long-term career in a fairly

technical job like carpet cleaning, and it can even lead to managerial positions such as executive housekeepers (see page 6).

### Starting out

Morrison happened to be very good at cleaning and learned quickly, but she says no one should jump into the business without experience. “The best way to get started is by working for someone else. A lot of people think this is really easy,” says Morrison. “But it takes a while before you get good at it—before you can organize yourself. I

remember a new guy mopping and there was a huge pool of water on the floor. You just shake your head. If they had some experience and training with a company, they’d know better.”

### Plenty of opportunity

In Calgary, dozens of cleaning companies are currently hiring. Some only clean homes during the day, some work with commercial and industrial properties at night, and many clean for a mix of clients. There are also plenty of opportunities for entry-level cleaning jobs in government (page 5), and with hotels and the accommodation sector (see page 7).

A great place to start a job search is the Yellow Pages. Under “Cleaning Services,” there’s a long list of cleaning companies ranging from building cleaners to window cleaners. Job seekers can choose a company they are interested in and do a little research.

Many of these companies are hiring and they often post job opportunities directly on their websites. Phoning the company directly is another great way to find out if they are hiring, and many of them advertise in the classified sections of newspapers and on Internet job boards like the Job Bank ([www.jobbank.gc.ca](http://www.jobbank.gc.ca)).

Getting that first job in cleaning doesn’t require much special training or education. Employers are very good at providing all the training employees need including how to deal with safety issues (see page 4). It also doesn’t require a lot of expensive equipment to get started in this field.

Employers will usually provide everything cleaners need and start up costs are low for those interested in starting their own business. “Most people have about 90 per cent of what they need under the sink,” says Morrison. “And I keep it pretty simple. I’m not into chemicals. I get my job done with vinegar and soap.”

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It may not take a lot of training or equipment to start in the cleaning business, but it does take trust, and lots of it. Employers in cleaning need to know they can trust their employees in someone's home or office.

Often companies will ask for references from previous employers and they will even ask for character references. Nearly all employers will ask if you are bondable (see below).

### A typical day

Morrison cleans offices, which means she often works during evenings and weekends when no one is around. But for housecleaners, the schedule is completely different.

Usually a housecleaner will drive to their first house and start in the morning, maybe at 8 a.m. They will clean for two to three hours and move on to the next home.

Once a cleaner gets to a worksite, they pull out the tools of the trade — mops, buckets, gloves and soap. Going from room to room, they will dust, mop and vacuum.

Cleaners working for companies like a maid service often work in teams, but Morrison works alone, with maybe some music to help the day go smoothly. It can be a little lonely but Morrison found a solution to that problem. "I have a part-time retail job as well. It helps balance things out. I think cleaning all the time would be too much."

Self-employed home and office cleaners can typically clean about



Jamie's Corbett's work cleaning upholstery and carpets is technical. He has to know which products to use on different fabrics and how to clean each.

two houses or offices a day, but it's up to them. Cleaners working for companies generally have the option of full-time or part-time schedules.

### Moving up

Many cleaners move their careers ahead by opening up their own businesses like Morrison. Another option is to specialize. Jamie Corbett chose both. Corbett is a carpet and upholstery cleaner with his own business. "I started out working in renovations, office interior ... that sort of thing," Corbett explains. "Then I decided to go into carpet and upholstery

cleaning. I bought a bunch of gear — about \$70,000 worth — and started my own business. That was six years ago and it's worked out great."

To get into the business Corbett not only needed equipment, he needed training. "You have to know your fabrics in this business," he says. "You apply the wrong chemical to something, and the client is going to be seriously mad."

Corbett learned a lot of what he needed to know in his previous job, but he advises the best way to learn is to work for a carpet or upholstery cleaner. "If you're thinking about this, come on out and get your hands-on experience first," he says. "There are lots of cleaning and upholstery companies looking for helpers. And a lot of people stay with a full-time job rather than going on to become an owner-operator."

There are even some big advantages working for other people explains Corbett. "It's a whole lot simpler. You get a work order, you do the job and the day's over."

## DID YOU KNOW?

### What does it mean to be bondable?

Technically, it means an insurance company will guarantee that you won't steal from a worksite or from an employer. Most employers don't actually require the insurance, but they do need to know you can get an insurance policy if you applied for it. To be bondable you must have a clean criminal record, and many companies will do a criminal record check.

On top of some practical experience with an employer, there are courses carpet and upholstery cleaners should take. These courses aren't mandatory, but training courses from the Institute of Inspection, Cleaning and Restoration Certification (IIRC at [www.iirc.org](http://www.iirc.org)) help cleaners identify fabrics and clean them the right way. "One guy cleaned a wool carpet, but didn't identify it as wool," says Corbett. "Two days later the carpet shrank and ripped parts of the wall off."

Most courses with the IIRC only take two days to complete, but they can pay back quickly with better service and fewer costly mistakes.

More advanced courses are also available. "There are several courses you can take to be a master cleaner," Corbett says. "By the time you hit that level you've spent thousands of dollars on schooling and the final exam is something like 18 hours. I'm not anywhere near that level."

### Job satisfaction

For both Morrison and Corbett, one of the big rewards of their job is a sense of accomplishment.

"It's a great job for practical people," says Corbett.

"But you have to like what you do. I have the greatest feeling when a customer says, 'I can't believe you brought my carpet back to life.' You feel proud of the work you did. You can look at what you did and see it looks great. You can't do better than that."



## Safety in the cleaning industry

Whether you are working for yourself or for a company, safety is a top priority for cleaners, and there are three major issues that stand out.



### Physical injuries and stress

Cleaning is a physical job. "It's great for the figure, because it's a workout," explains Morrison. But some parts of the job can lead to problems. Morrison, for example, found waxing the floors was hurting her wrist and decided that part of the job wasn't worth it. "I just don't do that anymore. If the client wants waxing they have to call someone else to do that."

Simply saying 'no' to part of the job that's causing a problem is one option, but it's the last option. Common physical injuries caused by falls or back strain can often be prevented. To find out how see 'Solutions for workplace safety' below.



### Chemicals

Chemicals are very common in the cleaning business, and they have to be used carefully. Before starting to work with any of them employers need to train you on how to use them properly and safely. Commonly, employers will provide staff with a WHMIS course that teaches new workers how to use the specific chemicals used by that company. If you don't get the training you think you need, ask your employer why not, and encourage them to provide it. And don't worry about hurting your chances with the company. It's an employer's responsibility to provide a safe workplace, and more importantly, no job is worth risking your health. To find out more about what questions you can and should ask your employer visit [bloodylucky.ca](http://bloodylucky.ca).



### Working alone

Cleaning staff often start their shift and finish their shift on their own. They may very well be given the keys to an office or home, and asked to ensure a site is secure. It's a lot of responsibility and cleaners need to be aware that there are risks. "Nothing has ever happened to me in 15 years," says Morrison. "But it's something you have to think about." Simple measures to ensure a safe workplace include locking the door behind you, keeping a cell phone nearby and checking in with a co-worker or with your employer. For more tips on how to work safely on your own check out the Alberta government's guide at: [employment.alberta.ca/documents/WHS/WHS-PUB\\_workingalone.pdf](http://employment.alberta.ca/documents/WHS/WHS-PUB_workingalone.pdf).

### Solutions for workplace safety—a few clicks away

What can you do to improve safety at work? To find out how to recognize workplace dangers that lead to a fall, back problems or other injuries, visit the Alberta Employment and Immigration website at [employment.alberta.ca](http://employment.alberta.ca), then link to [Safe & Fair Workplace](#), and then go to 'Publications.' Under 'Publications by Topic,' the [Workplace Health and Safety](#) site has dozens of booklets on workplace safety issues.

## Cleaning careers in the health sector



**NEED A MESS** cleaned up in a hospital? Look for blue.

The cleaning staff at Calgary hospitals all wear blue. Officially, they are called housekeepers ('custodian,' and 'janitor' are also common titles for this job).

Being clean in a hospital is not simply a question of making the floor shine, it's a health issue. A clean hospital keeps the risk of infection low. In other words it helps make people better.

"It's a critical job," says Connie Shea, a recruitment operations manager with Alberta Health Services. "Housekeepers are an essential part of the team. It wouldn't work without them." For an entry-level position, it's also a job that pays fairly well.

### Pay

Entry-level housekeepers in the health care system are paid \$13.89 per hour to start and there is also a benefits package plus a retirement plan.

To start, Alberta Health Services is looking for people with a Grade 10 education, the ability to speak and write clearly in English and who are capable of doing some fairly physical work.

Finding work as a custodian or housekeeper usually isn't much of a problem. Cleaning staff are constantly in demand. "There's usually a lot of turnover in this position," explains Shea. To get an idea of how much demand there is visit [www.healthjobs.ab.ca](http://www.healthjobs.ab.ca). In mid-December there were dozens of positions posted on this provincial job board for housekeepers in health care. "We always need housekeepers," says Shea. "It's one of those jobs that simply has to be done." But this relatively easy job to get has one problem that may limit its appeal.

In health care, housekeepers clean up blood, and much more. "This is health care," says Shea. "That's part of what we do." If you don't like blood this may not be the right cleaning job for you, but there are other options. School systems and building operators also need housekeepers and custodians.

Most cleaning jobs require training and in health care it starts with an orientation, and continues with on-the-job training. "We work on a buddy system," says Shea. "One worker will teach another until they're ready. And supervisors will ensure the work is being done."

### Advancing

In large organizations like the health care system there are plenty of opportunities for cleaning staff to move on to more demanding jobs with more responsibility and better pay. If you're good at your job and show some leadership skills, you can move into a supervisory role. These positions will demand less hands-on cleaning, and more management duties like spot checks, and training other workers.

In the health care system, many housekeepers move on to different jobs entirely. "We have students and professionals from other countries who use this position to get into a hospital and then jump off from there," says Shea.

Another big advantage of working for a large organization like the health care system is flexible hours. Housekeepers can often choose the shifts that fit their schedule. It's also a job with a high level of satisfaction.

"We realize how important our housekeepers are," says Shea. They really are part of the team, and they are recognized for their work."

## New challenges in cleaning

If you are looking for another challenge in cleaning where do you go? Here are a few ideas.

- ✓ How about window cleaning (NOC 6662)? This seasonal job is outdoors, has a great view and the work moves from site to site.
- ✓ Building operators (NOC 6663) are responsible for the maintenance and upkeep of an entire building, and it requires a good deal of mechanical abilities (see the April edition of Labour Market News for more).
- ✓ If you like cars, auto detailing, might be an interesting choice. Auto detailers (NOC 6662) clean cars from bumper to bumper in a job that picks up in summer.
- ✓ Duct and furnace cleaning technicians (NOC 6662) clean ducts, vents and filters of furnaces in residences and commercial buildings using hand tools and industrial vacuum cleaners. Like carpet cleaning, this job is technical. Many duct cleaners learn what they need to know on the job and take courses from the National Air Duct Cleaners Association ([www.nadca.com](http://www.nadca.com)) to improve their skills.

### What is a NOC?

National Occupation Classification (NOC) codes describe the occupations of Canadians. To find out more about NOC codes, see the January 2008 Labour Market News. To search the NOC codes mentioned in this bulletin, visit [Human Resources and Social Development Canada](http://www.humanresourcesanddevelopment.ca) or the [Alberta Learning Information Service](http://www.albertalearninginformation.ca) site.



# Reaching for the top in cleaning

## Executive housekeeper

**KARINE JOHNSTON HAS** had to put in some long hours as an executive housekeeper with Fox Hotel and Suites in Banff, but she doesn't mind.

"In hotels, some days are busy and some are shorter," she says. As the person responsible for 116 rooms, she has to be ready to solve problems when they come up.

Executive housekeepers like Johnston ensure all the rooms in a hotel or motel are kept clean. They can also be in charge of laundry departments. To do her job, Johnston moves from room to room checking for quality. She makes sure all staff are trained and hires new staff, all within a budget she has to respect. Her job involves a lot of paperwork, but sometimes she has to roll up her sleeves and make a few beds. "You have to be prepared to help when it's needed."

While an executive housekeeper spends some time cleaning, Johnston says the main role is leadership. "Unless you're encouraging people and making them feel appreciated, you won't get the job done."

Of all the problems faced by Johnston in her job it was hiring that caused her the most stress. "I didn't think I was going to stay in this job for very long," says Johnston. "At first it was really hard to build a strong team. But now it's great. They're just amazing people."

To help bring together a good team, Johnston, and the accommodation industry in general, use every tool they can. "We offer complimentary ski passes, and discounts in our restaurants," says Johnston. "Basically, you can go skiing for free up to 20 times a year. It's a big perk." The hotel also helps staff make a down payment on housing. "We know it's expensive to live in Banff, and if we want to keep mature people we have to help them," she says.

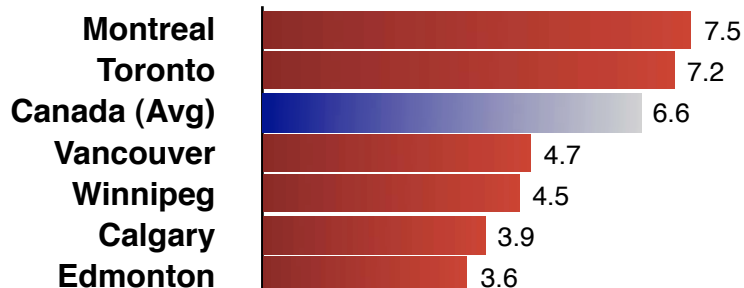
Johnston worked her way up from the front desk to become an executive housekeeper, and says it's a good way to start in the business. "To do executive housekeeping you need to have worked in a department of a hotel so that you understand how that type of business run." And because this is a managerial position strong leadership skills are important. There are also courses that can help advance your career. For example, Alberta Hotel and Lodging Association ([www.ahla.ca](http://www.ahla.ca)) offers the eMerit Housekeeping Room Attendant Certification, and SAIT offers a two-year diploma program in Hospitality Management. The University of Calgary offers a four year Bachelor of Hotel and Resort Management (BHRM) and Bachelor of Commerce (B.Comm.) degree programs in Tourism and Hospitality Management.

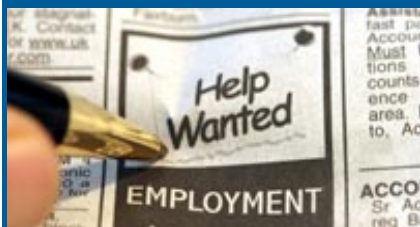
### Labour Force Survey—December 2008

Canada's seasonally adjusted unemployment rate rose from 6.3 per cent in November to 6.6 in December. Alberta continues to have the lowest unemployment rate in Canada even after moving from 3.4 per cent in November to 4.1 per cent in December.

Among major Canadian cities, Calgary's rate of 3.9 per cent was ranked fourth, behind Victoria (3.6 per cent) Edmonton (3.6 per cent) and Regina (3.6 per cent).

### Unemployment Rates Major cities and Canada—December 2008





# Working in... Accommodation Services



**THERE ARE PLENTY** of job opportunities in Calgary’s accommodation services industry, which employs people at hotels, motels, and other accommodation properties. This industry is large in itself, but it is just a part of an even bigger industry — accommodation and food services.

In 2007, the accommodation and food service industry employed more than 48,100 people in Calgary, according to an [Employment Forecast Report](#) by Calgary Economic Development (CED).

Between 2007 and 2017, CED estimates that 16,000 new jobs will be created in the accommodation and food services industry — in fact, one out of every fifteen new jobs created within that 10-year period will be in this industry.

### The industry:

**Total current employment in Calgary:** 48,100

**Total new jobs created, 2007-2017:** 16,000

### Top five occupations by number of new jobs, 2007-2017:

1. Light Duty Cleaners (541)
2. Hotel Front Desk Clerks (219)
3. Accommodation Service Managers (201)
4. Maîtres d’Hôtel and Hosts (137)
5. Other attendants in accommodation and travel (107)

*\* Please note, the occupations listed relate specifically to the accommodation services industry. For a complete list of the top occupations by number of new jobs in the accommodation and food services industry, download*

*CED’s Accommodation and Food Service industry report.*

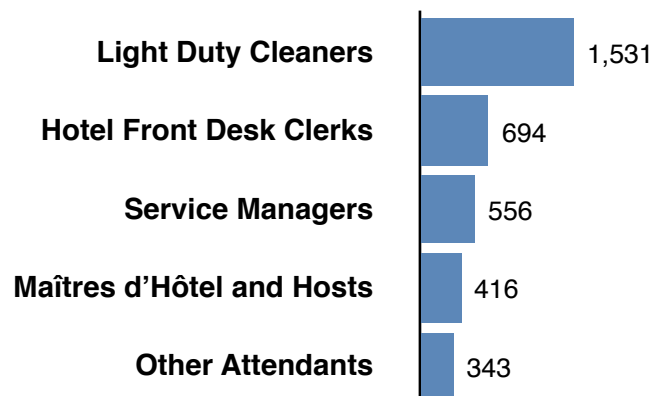
Source: Calgary Economic Development

## DID YOU KNOW?

**Five million people visit Calgary every year contributing about \$1 billion to the local economy.**

To help them enjoy the Calgary region the accommodation sector provides over 11,000 rooms ranging from budget hotels to luxury suites.

### Employment by occupation in accommodation and food services in Calgary, 2007



## Resources for job hunters

Organization	Services	Contact
Hcareers	An online job board for the hospitality industry. Also provides a resource centre for help with preparing resumé and handling interviews.	<a href="http://www.hcareers.ca">www.hcareers.ca</a>
Calgary Hotel Association	Click on the member directory for a listing of hotels and motels in the Calgary area.	<a href="http://calgaryhotelassociation.com">http://calgaryhotelassociation.com</a>
Alberta Hotel and Lodging Association	Offers information about the industry and has a classified section for job hunters.	<a href="http://www.ahla.ca">www.ahla.ca</a>
Calgary Herald Working	Calgary Herald’s online job site.	<a href="http://www.working.canada.com/calgary/">www.working.canada.com/calgary/</a>
The Job Resource Centre	Offers information on working and living in the Banff/Canmore corridor.	<a href="http://www.jobresourcecentre.com">www.jobresourcecentre.com</a>

## Working in... Accommodation Services

Room/housekeeping attendants (NOC 6661) play an important role in the accommodation services industry. They work in hotels, motels, and other accommodation establishments, cleaning the rooms for guests and keeping supplies well-stocked.

This includes replacing towels and toiletries, vacuuming, emptying the garbage, cleaning out bathrooms, changing bedding and making beds, among other duties.

### Training

Housekeeping is a great entry-level job for those looking to get into the accommodation services industry, as training is generally done on the job.

However, if someone hoping to get into the field wanted to get some training to increase their chances of getting hired, the [Alberta Hotel and Lodging Association \(AHLA\)](#) offers Housekeeping Room Attendant Certification that can be done online.

### Flexible shifts, and career growth

Employers are usually willing to work shifts around their housekeeping staff's schedules, says Dave Kaiser, president and CEO of AHLA. "These establishments are a seven-day-a-week operation, so there are shifts to cover every day of the week," Kaiser says. "Some hotels run staggered shifts to accommodate different checkout times, so housekeepers don't always work the same shifts."

There is also room to move up the ranks if a person has the right skills. "People who have stayed in the industry and tried to improve their skills can certainly get promoted," says Kaiser. For higher level positions, a high school diploma may be needed.

### Opportunities

Room/housekeeping attendants fall into the Light Duty Cleaners occupational group, which earned from \$16,400 to \$32,600 a year on a part-time or full-time basis, according to the 2007 Alberta Wage and Salary Survey. The average salary, according to the survey, was \$24,400.

The Light Duty Cleaners occupational group also employs the most people in accommodation services (not counting those who work in food services), according to [Calgary Economic Development \(CED\)](#). CED found that there were 1,531 people working in this group in 2007, with another 517 new jobs to be created by 2017.

## JOB SOURCE OF THE MONTH

The Calgary Herald classified section is a great source for jobs in the accommodation sector. Not only do the pages of the classified section contain ads for housekeepers, the accommodation sector also posts ads for kitchen staff, bartenders and food servers.

Not all sources are the same! Here's a quick guide to the best sources for newspaper and online ads for the job you want.

	Calgary Herald Working	Calgary Herald	Classifieds	Calgary Sun Classifieds	Workopolis	Monster	Job Bank
<b>Best sources of job ads by Industry</b>							
Accommodation & Food Services		✓	✓			✓	
Administration & Support			✓	✓		✓	
Arts and Recreation		✓				✓	✓
Construction		✓	✓			✓	
Education	✓	✓		✓		✓	✓
Finance and Insurance	✓	✓		✓			
Health Care	✓	✓	✓	✓			
Information (IT) and Culture			✓	✓	✓		
Manufacturing		✓	✓	✓	✓	✓	
Mining, Oil and Gas	✓			✓	✓		✓
Other Services		✓	✓			✓	✓
Professional Services	✓			✓	✓		✓
Real Estate	✓	✓					
Retail Trade		✓	✓		✓	✓	
Transportation & Warehousing		✓	✓		✓	✓	
Wholesale Trade			✓			✓	

Other common jobs in accommodation include cooks, bartenders, food and beverage servers, kitchen helpers, front desk helpers clerks, service managers, and hosts.

### Finding work

To find a job in accommodation, see the "resources for job hunters" sidebar on page 7, or check the [Yellow Pages](#) to find a listing of hotels and motels in Calgary where you can apply. If you are looking for work near Banff or Canmore visit the websites of local newspapers like the Banff Crag & Canyon ([www.banffcragandcanyon.com](http://www.banffcragandcanyon.com)), the Canmore Leader ([www.canmoreleader.com](http://www.canmoreleader.com)) and the Rocky Mountain Outlook ([www.albertalocalnews.com/rockymountainoutlook](http://www.albertalocalnews.com/rockymountainoutlook)).

## Securing your job future

**ALL THE RECENT** talk about Canada's economic turmoil is sure to cause some people to tighten their purse strings and keep a close watch on their spending. But what about the job situation—is there a chance that the recession means we'll soon be out of work?

In truth, the job situation isn't that bad just yet. The unemployment rate in Canada is at 6.6 per cent, while Alberta has the lowest unemployment rate in the country at only 4.1 per cent, according to Statistics Canada's December 2008 Labour Force Survey.

Even still, it can't hurt to do what you can to safeguard against the possibility of unemployment. Just as you would put money away in a "rainy day" fund for those unexpected expenses, you can take steps to improve your job future. Think of it as a savings account for your job—a little extra security, should you ever need it.

Here are a few ideas to get you started in securing your job's future:

### Brush up on your training

Keeping your skills and knowledge current can go a long way. Many people get their initial training, then don't bother to upgrade once they get a job. But keeping your training and certificates current can give you that extra edge that your coworkers may not have.

Informal training is also key, according to Alykhan Bandali, director of communications for the Human Resources Association of Calgary. "Formalized training often gets the largest space in the bucket, but simple knowledge of the business world is important, too," he says.

Bandali suggests staying up-to-date with business news and trends, and relating it to whatever your industry may be. Combined with formal training, your informal knowledge will help you stay ahead in the career game.

### Show 'em what you're worth

You may work hard at your job (and if not, now's the time to start!), but that doesn't mean your employer takes note of your every minor accomplishment. Show your employer that you value your job by making extra effort when possible, and asking for some one-on-one time to evaluate your job performance.

"Show some of the competencies you have," says Bandali. "Whether it's a succession plan—where you'd like to be in a year or five years—or that you're



Securing your job future can help lock in the gains you've made at work.

expanding your skill set, you need to work to market yourself."

Along with showing your employer what you're already doing, ask what you can improve on. Let them know—without being too pushy, of course—that you're willing to work to improve your job performance if necessary.

### Network

Get to know others in your field by taking part in industry associations and attending events whenever possible. Not only will you show that you care about your career by taking an active part in it, you'll meet new people who could lead to future employment should your current situation fall through.

"I'm a big believer in, 'it's not what you know, it's who you know,'" says Bandali. A great way to do it, he suggests, is asking people about the field or organization they're in. That way, you get some exposure to higher-ups and it gives them a chance to get to know you better.

### Think ahead

Even if you're doing everything you can to secure your job future, it's always good to keep your resumé current and explore your job options. Knowing what's out there and what's needed to succeed won't leave you scrambling should the unthinkable happen. Stay positive, but aware—you have more control over your job future than you may think.

## Need more info? Visit a Calgary LMIC!

Labour Market Information Centres (LMICs) can provide you with information to help you make career, learning and work decisions. LMICs have books, magazines, newspapers, software and videos about all kinds of employment related topics.



## Calgary Locations

**Downtown** 5th Floor, Century Park Place, 855 - 8 Avenue SW  
Phone: 403-297-6344

**South** 100 Fisher Park II, 6712 Fisher Street SE  
Phone: 403-297-4024

**East** 1520 Marlborough Mall, 515 Marlborough Way NE  
Phone: 403-297-7570

**North** One Executive Place, 1816 Crowchild Tr NW  
Phone: 403-297-3951

**South/Central** 3rd Floor, 10th & 10th, 1021-10 Ave SW  
Phone: 403-297-2094

For further contact information and office hours:  
[employment.alberta.ca/calgary](http://employment.alberta.ca/calgary)

## Finding work in Calgary

### Job search and career websites

[www.alis.gov.ab.ca](http://www.alis.gov.ab.ca) (Alberta Learning Information Service)

[www.jobbank.gc.ca/Search\\_en.asp](http://www.jobbank.gc.ca/Search_en.asp) (Job listings)

[www.workopolis.ca](http://www.workopolis.ca) (Job listings)

[www.monster.ca](http://www.monster.ca) (Job listings)

[www.nextsteps.org](http://www.nextsteps.org) (Job resources for youth)

[www.albertajobs.com](http://www.albertajobs.com) (Job listings)

[www.hgcareers.com](http://www.hgcareers.com) (Job listings)

[www.healthjobs.ab.ca](http://www.healthjobs.ab.ca) (Health care job listings)

[www.wowjobs.ca](http://www.wowjobs.ca) (Job listings)

### Job search and career information by phone

Alberta Career Information Hotline: 1-800-661-3753

Fax: 780-422-0372 TDD: 780-422-5283

### Sources of Labour Market Information

These websites offer a wealth of labour market information on Alberta and specific communities

<http://employment.alberta.ca/lmi>

<http://employment.alberta.ca/calgary>

(Alberta Employment and Immigration)

[www.alis.gov.ab.ca](http://www.alis.gov.ab.ca) (Alberta Learning Information Service)

[www.albertacanada.com](http://www.albertacanada.com) (Business and economic information)

[www.calgaryeconomicdevelopment.com](http://www.calgaryeconomicdevelopment.com)

(Calgary Economic Development)

Alberta Employment and Industry's Calgary Region site offers labour market information, employer connections, career and employment workshops, a training and career services directory and more.

## Where to find us

This publication and other labour market information products can be found at  
[employment.alberta.ca/calgary](http://employment.alberta.ca/calgary)

We welcome your feedback! Send comments or suggestions to [eii.webmaster@gov.ab.ca](mailto:eii.webmaster@gov.ab.ca).

## New to Calgary?

A new website, [www.calgarypedia.com](http://www.calgarypedia.com), is driven by people who work and live in Calgary. Here, you will find information on housing, living, working and playing in Calgary.

Calgary Economic Development (CED) is a great source of potential **employment**, with a comprehensive list of employers organized by industry. For more information, call CED at 403-221-7831 or click on the Calgary Business Directory at [www.calgaryeconomicdevelopment.com](http://www.calgaryeconomicdevelopment.com)

The City of Calgary's website provides a wealth of **information**, such as the history of the city, traffic reports and cameras, bylaw issues, parks and recreation and events going on year round. For more information call 403-268-CITY or visit [www.calgary.ca](http://www.calgary.ca). For **transit** route information call 403-262-1000 or visit [www.calgarytransit.com](http://www.calgarytransit.com)

There are more than 25 hospitals, medical clinics, home care, outpatient clinics and long term care centres in the **Calgary Health Region**. Visit [www.calgaryhealthregion.ca](http://www.calgaryhealthregion.ca). or call 403-943-1111 or You can also contact Health Link at 403-943-LINK or online at [www.calgaryhealthregion.ca/yourhealth](http://www.calgaryhealthregion.ca/yourhealth).

Calgary has a thriving **cultural** scene. Visit [www.calgaryplus.com](http://www.calgaryplus.com), [www.fwdweekly.com](http://www.fwdweekly.com) or [www.discovercalgary.com](http://www.discovercalgary.com).

The **Calgary Real Estate Board** and the **Canada Mortgage and Housing Corporation** are excellent sources for **housing market** information in Calgary including valuable information on information for homebuyers, homeowners, renovators and renters. Calgary's apartment vacancy rate was 2.1 in October 2008, an increase of 0.6 per cent from October 2007. In October 2008, the average monthly rental price for a two-bedroom apartment was \$1,148. For rentals in Calgary, visit [www.albertarent.com](http://www.albertarent.com), [www.kijiji.ca](http://www.kijiji.ca), [www.craigslist.ca](http://www.craigslist.ca), [www.places4rent.ca](http://www.places4rent.ca), [www.lowcostrent.org](http://www.lowcostrent.org) or the **Calgary Housing Company**.

The 2007 Alberta Wage and Salary Survey covers more than 400 occupations and provides information on **wages and salaries** for full-time and part-time employees in Alberta by occupation, geographic area and industry group. To find out more information about your career, visit <http://alis.alberta.ca>