



### CRASH COURSE IN MICROSOFT WORD

Jan 20  
9:30 am

Learn the features of Microsoft word and PowerPoint—computer programs used in many workplaces. Presented by **IT Phenom**.



### CRASH COURSE IN EXCEL

Jan 27  
1 pm

Learn the functions, formulas, and features of Excel. Participants must bring their own laptop. Presented by **IT Phenom**.



### INFO SESSION: EMPLOYMENT SERVICE

Details on back

This information session describes who we are and what we do, and how the Employment Service program can help you find and keep a job!

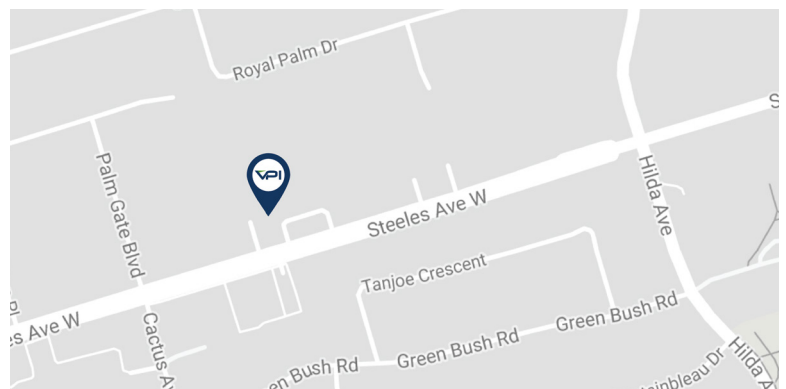
## CONTACT US TO REGISTER

(905) 764 - 7538 | [info@vpi-inc.com](mailto:info@vpi-inc.com)

**398 Steeles Avenue West, Unit 5&6  
Vaughan, ON L4J 6X3**

Unless otherwise specified, all events are FREE and hosted at our **Vaughan branch**.

If this is your first event with us, please bring photo identification.



## ASK US ABOUT



### Employment Service

Improve your job skills and receive support to find meaningful and sustainable employment.

## Vaughan | Event Calendar

● Hiring event / job fair   ● Guest speaker / info session / training   ● Workshop

| Monday  | Tuesday   | Wednesday  | Thursday  | Friday                                     |
|---|---|--|---|--|
|   |   | 1<br><b>HOLIDAY</b><br>Branch closed   | 2   | 3  |
| 6<br><b>SECOND CAREER ORIENTATION</b><br>10 a.m. - 12 p.m.            | 7<br><b>RESUME BUILDING</b><br>9 a.m. - 11 a.m.<br><b>COVER LETTERS</b><br>11 a.m. - 12 p.m.<br><b>INFO SESSION: EMPLOYMENT SERVICE</b><br>(Yorkgate Employment and Social Services)<br>1:30 p.m. - 4 p.m.  | 8<br><b>INFO SESSION: EMPLOYMENT SERVICE</b><br>(North York Public Library)<br>1:30 p.m. - 4 p.m.  | 9<br><b>JOB INTERVIEWS</b><br>2 p.m. - 4 p.m.   | 10<br><b>LINKEDIN</b><br>10 a.m. - 12 p.m. |
| 13<br><b>OCCUPATIONAL RESEARCH</b><br>10 a.m. - 12 p.m.               | 14<br><b>RESUME BUILDING</b><br>9 a.m. - 11 a.m.<br><b>COVER LETTERS</b><br>11 a.m. - 12 p.m.   | 15   | 16<br><b>INFO SESSION: EMPLOYMENT SERVICE</b><br>(Richmond Hill Employment and Social Services)<br>1:30 p.m. - 4 p.m. | 17   |
| 20<br><b>CRASH COURSE IN MICROSOFT WORD</b><br>9:30 a.m. - 11:30 a.m. | 21<br><b>RESUME BUILDING</b><br>9 a.m. - 11 a.m.<br><b>COVER LETTERS</b><br>11 a.m. - 12 p.m.   | 22<br><b>INFO SESSION: EMPLOYMENT SERVICE</b><br>(North York Public Library)<br>1:30 p.m. - 4 p.m. | 23<br><b>CUSTOMER SERVICE EXCELLENCE</b><br>9:30 a.m. - 4 p.m.  | 24   |
| 27<br><b>CRASH COURSE IN EXCEL</b><br>1 p.m. - 3 p.m.                 | 28<br><b>RESUME BUILDING</b><br>9 a.m. - 11 a.m.<br><b>COVER LETTERS</b><br>11 a.m. - 12 p.m.<br><b>INFO SESSION: EMPLOYMENT SERVICE</b><br>(Yorkgate Employment and Social Services)<br>1:30 p.m. - 4 p.m. | 29<br><b>INFO SESSION: EMPLOYMENT SERVICE</b><br>(Bathurst Clark Library)<br>1:30 p.m. - 4 p.m.    | 30<br><b>JOB INTERVIEWS</b><br>2 p.m. - 4 p.m.  | 31   |

## Northern & Eastern GTA | Hot Jobs

- ▶ Administrative Assistant - Pickering (Job ID: 101709)
- ▶ Administrative Assistant - Thornhill (Job ID: 101610)
- ▶ AM Food Production - Toronto (Job ID: 101529)
- ▶ Cafeteria Attendant - Port Perry (Job ID: 101780)
- ▶ Cashier - Pickering (Job ID: 101682)
- ▶ Cashier - Whitby (Job ID: 101567)
- ▶ Cashier - Vaughan (Job ID: 101802)
- ▶ Cleaner - Whitby (Job ID: 101593)
- ▶ Crew Member - Markham (Job ID: 101604)
- ▶ Customer Contact Sales Representative - Whitby (Job ID: 101602)
- ▶ Customer Service - Pickering (Job ID: 101428)
- ▶ Customer Service Coordinator - Richmond Hill (Job ID: 101765)
- ▶ Customer Service Rep - Richmond Hill (Job ID: 101550)
- ▶ Customer Service Rep (Document Management) - North York (Job ID: 101424)
- ▶ Customer Service Representative - North York (Job ID: 101613)
- ▶ Customer Service Representative - Thornhill (Job ID: 101795)
- ▶ Customer Success Specialist - Richmond Hill (Job ID: 101658)
- ▶ Dishwasher - Whitby (Job ID: 101800)
- ▶ Driver Helper - Vaughn (Job ID: 101769)
- ▶ Factory General Help - Markham (Job ID: 101721)
- ▶ Full - Vaughan (Job ID: 101470)
- ▶ General Labour - Ajax (Job ID: 101641)
- ▶ General Labour - Pickering (Job ID: 101786)
- ▶ Handyman - Ajax (Job ID: 101587)
- ▶ Heavy Duty Truck Parts Advisor - Vaughan (Job ID: 101676)
- ▶ IT Support Technician, Web developer, Marketing - Markham (Job ID: 101656)
- ▶ Line Cook - Whitby (Job ID: 101799)
- ▶ Meat Cutter - Pickering (Job ID: 101679)
- ▶ Meat Cutter / Packaging - Oshawa (Job ID: 101820)
- ▶ Merchandiser - Pickering (Job ID: 101681)
- ▶ Merchandising Associate - Woodbridge (Job ID: 101614)
- ▶ Office Admin Support - North York (Job ID: 101720)
- ▶ Office Administrator / Receptionist - Markham (Job ID: 101722)
- ▶ Over Night Drive Through Team Member - Ajax (Job ID: 101703)
- ▶ Pack Team Member - Toronto (Job ID: 101530)
- ▶ Personal Support Worker (PSW) - Whitby (Job ID: 101624)
- ▶ Pharmacy Assistant - Pickering (Job ID: 101683)
- ▶ Prep Cook Team Member - Toronto (Job ID: 101528)
- ▶ Project Coordinator - North York (Job ID: 101797)
- ▶ RN/RPN - Whitby (Job ID: 101625)
- ▶ Sales Associate - Richmond Hill (Job ID: 101586)
- ▶ Sales Associate - Toronto (Job ID: 101686)
- ▶ Sales Professional - Markham (Job ID: 101655)
- ▶ Salon Stylist - Concord (Job ID: 101611)
- ▶ Security Guard and Concdo Concierge - Vaughan (Job ID: 101796)
- ▶ Shipper and Receiver - Concord (Job ID: 101798)
- ▶ Shipper Receiver - Toronto (Job ID: 101777)
- ▶ Soccer Administrator - Ajax (Job ID: 101821)
- ▶ Steward - Port Perry (Job ID: 101781)
- ▶ Superstar Delivery Driver - Toronto (Job ID: 101527)
- ▶ Sushi Maker - Ajax (Job ID: 101477)
- ▶ Sushi Maker - Ajax (Job ID: 101478)
- ▶ Technical Assistance Centre Agent - Oshawa (Job ID: 101753)
- ▶ Third Cook - Port Perry (Job ID: 101782)

Last updated:12/11/19

### TO APPLY, CALL YOUR NEAREST BRANCH

|                      |                         |
|----------------------|-------------------------|
| <b>Ajax</b>          | <b>(905) 683 - 3529</b> |
| <b>Oshawa</b>        | <b>(905) 571 - 3301</b> |
| <b>Richmond Hill</b> | <b>(905) 882 - 9561</b> |
| <b>Scarborough</b>   | <b>(416) 293 - 7489</b> |
| <b>Vaughan</b>       | <b>(905) 764 - 7538</b> |

**NEW JOBS  
POSTED EVERY DAY!**  
Visit [www.vpi-inc.com/jobs](http://www.vpi-inc.com/jobs)

