

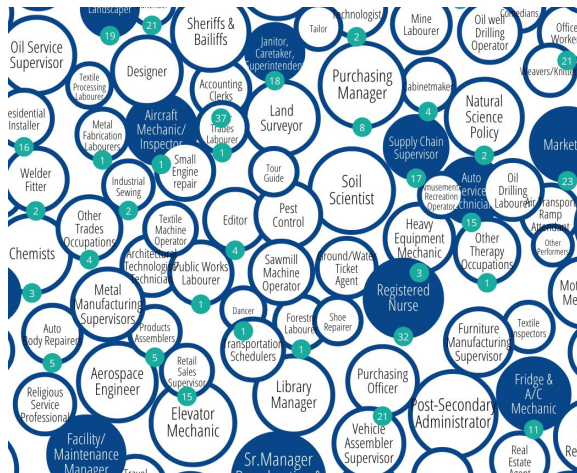


Work in York – Career Explorer Quick Reference Guide



Find the words “Career Explorer Options” tab located on the top left hand corner of the webpage. The following options will appear:

- Keyword Search** - allows you to search by job title, which provides a targeted search for jobs that contain the identified key words.
- Filter by Sector** - allows you filter your search by 11 different sectors of work
- Bubble Size Options** - allows you to view career options by the size of median salary or size of job openings. Each bubble will have a small circle at the bottom of it which represents the current number of job postings available.
- Language** - provides you with the option to switch between English and French.
- Actions** - give you the option to ‘Clear All Selections’ and searches



Some of the bubbles are white in the centre, and others are dark blue in the centre. The darker blue bubbles means that these are “jobs in demand”. The numbers attached to the bubbles represent the current number of job postings available.

Purchasing managers 0113 ✕

Job Description ▾

Purchasing managers plan, organize, direct, control and evaluate the activities of a purchasing department and develop and implement the purchasing policies of a business or institution. They are employed throughout the public and private sectors.

Wage / Salary ▾

\$91,933 is the median annual salary found in local job-postings.
\$44.2/hour is the median wage reported locally.

Skills ▾

Oral, and, Written, Communication, Microsoft, Office, Marketing, Management, Leadership, Team, Player, Creativity, Problem, Solving, Organization, Integrity, Detail, Oriented, Interpersonal, Skills, Work, Independently, Analysis, Time, Management, Self-Motivated, Continuous, Learning, Negotiation

8 Active Job Postings >

When clicking the bubble of interest, a panel will appear on the right side of the screen with information about this career. This will show the Job Description, Wage/Salary, Skills and Active Job Postings.

Find the words “All Tools” on the right hand side of the web page to find additional job finding tools, career development tools and workforce development tools.