

MANICOUAGAN



GUIDE 2

# FINDING A JOB IN MANICOUAGAN

Manicouagan is one of those spaces that stands naturally apart from the rest. Those unspoiled lands where opportunities abound. Those Côte-Nord regions where the warmth of the people, as much as the beauty of the landscape, takes your breath away.

Here, the feeling of immensity is intertwined with a true culture of proximity. In Manicouagan, dynamism and enthusiasm go hand in hand with the philosophy of living in the present and making the most of every moment.

Choosing to live in Manicouagan means contributing to the bright future of the territory, all while achieving self-accomplishment.

As a newcomer, this guide is for you. It was created to help you settle and integrate into Manicouagan. In it, you will find plenty of practical information on the resources and services available.

**WELCOME HOME!**

#### **FIRST EDITION, JANUARY 2025**

Please do not hesitate to write to us at [info@mrcmanicouagan.qc.ca](mailto:info@mrcmanicouagan.qc.ca) to let us know about any changes that may have occurred since the writing of this guide.

#### **LAND ACKNOWLEDGMENT**

The Manicouagan municipalities are located on Nitassinan, the traditional unceded territory of the Innu people. In a spirit of friendship and solidarity, the municipalities acknowledge and honour the First Nations for the important contributions they made and continue to make to this territory.

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## FINDING A JOB

Manicouagan has numerous job opportunities. You can work in various industries: manufacturing plants, all kinds of SMEs, processing plants, education, health, tourism, public service, community organizations, among others.

The local Services Québec offices and certain specialized organizations offer a range of services to help you become familiar with the local job market, learn to write a proper curriculum vitae (CV), and practise your interview skills. Do not hesitate to use these resources to help you in your job search.

# GOVERNMENT RESOURCES WITH OFFICES IN BAIE-COMEAU

## Services Québec Offices of Baie-Comeau

625, Lafèche Blvd., Suite 1.108  
418-589-3719 or 1 800 463-8542 (toll free)

Interested in learning more about a trade or profession?  
Are you looking for a job or to advance in your career?  
Services Québec can help you with your integration or your continued employment.

These are the main services offered:

- Self-service computers to search for employment.
- General information on government programs and services.
- Support for administrative procedures when dealing with departments and organizations.
- Social solidarity services.
- Employment assistance services.
- Business services.



For more information on the public services of employment:  
[www.quebec.ca/en/employment/learn-trade-occupation/choosing-career/guidance-choosing-trade-profession](http://www.quebec.ca/en/employment/learn-trade-occupation/choosing-career/guidance-choosing-trade-profession)

# SOCIAL AND COMMUNITY RESOURCES

## FREE AND PERSONALIZED SERVICES

### Carrefour jeunesse Manicouagan

For young people aged 15 to 35

Carrefour jeunesse is a youth employment centre that offers personalized support focused on helping youth with social integration, the adoption of healthy lifestyle habits, skills development and employability, and making concrete plans for the future.

418-589-8589

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

### Place aux jeunes Manicouagan

Place aux jeunes helps young people settle in the area through job and internship opportunities, contact with employers, exploratory visits, information on settlement packages, and more.

418-589-8589 ext. 224

[www.placeauxjeunes.qc.ca/regions/cote-nord/manicouagan](http://www.placeauxjeunes.qc.ca/regions/cote-nord/manicouagan)

### Émersion services-conseil en emploi

For people aged 16 and older

You can explore the Manicouagan job market and access programs to help you think about your skills and even access support programs from your employer. Curriculum vitae writing and updating services are also available.

Manicouagan Interculturelle, Émersion's regionalisation of immigration program, can direct immigrants from the Emploi en région network to employers in Manicouagan based on their specific profiles. Exploratory visits can also be organized for job interviews and to see if candidates are in fact interested in relocating to the area. Depending on your immigration status, you may be eligible for certain wage subsidies.

418-296-6388

[www.emersion.qc.ca/](http://www.emersion.qc.ca/)



## WHERE TO FIND JOB ADS

Many jobs are posted on the internet and on social media. Here are a few websites where you can consult job ads:

The Émersion organization offers immigrants the opportunity to subscribe to its **Cyberimpact** newsletter, where available jobs are organized by activity sector and sent by email every two weeks.

### Québec emploi

Online job bank

[www.quebec.ca/emploi/trouver-emploi-stage/consulter-offres-emplois](http://www.quebec.ca/emploi/trouver-emploi-stage/consulter-offres-emplois)

### Government of Canada Job Bank

[www.guichetemplois.gc.ca/jobsearch/](http://www.guichetemplois.gc.ca/jobsearch/)

### Journal Le Manic

[www.lemanic.ca/emplois/](http://www.lemanic.ca/emplois/)

### Others

[Indeed](#), [Jobs.ca](#), [Jobillico](#), etc.



To subscribe

[manicouagan.interculturelle@emersion.qc.ca](mailto:manicouagan.interculturelle@emersion.qc.ca)

## HOW TO CONTACT A POTENTIAL EMPLOYER

### ARE YOU INTERESTED IN A SPECIFIC COMPANY?

Visit the company's website, LinkedIn page or even its Instagram or Facebook. Companies are becoming increasingly accustomed to posting job ads on different platforms. Most job ads are posted on the internet. Word of mouth is also a good way to hear about job openings. If you are looking for a job, talk about it with people you know. Your entourage may be able to help.

### SPONTANEOUS APPLICATION

You can send your curriculum vitae (CV) to a company even if it did not post a job ad. This is called a "spontaneous application."

Sending a spontaneous job application to an employer does not only show a keen interest for the company but also shows a sense of initiative, which can give the employer a good impression of you.

You can also include a cover letter with your CV, explaining your interest in working for the company.

Contact the social and community services to get help writing your CV and cover letter.

### PUTTING YOUR APPLICATION TOGETHER

In Québec, a CV is generally rather short and concise, usually no more than two pages. You should typically tailor your CV to the position you are applying to and highlight relevant skills.

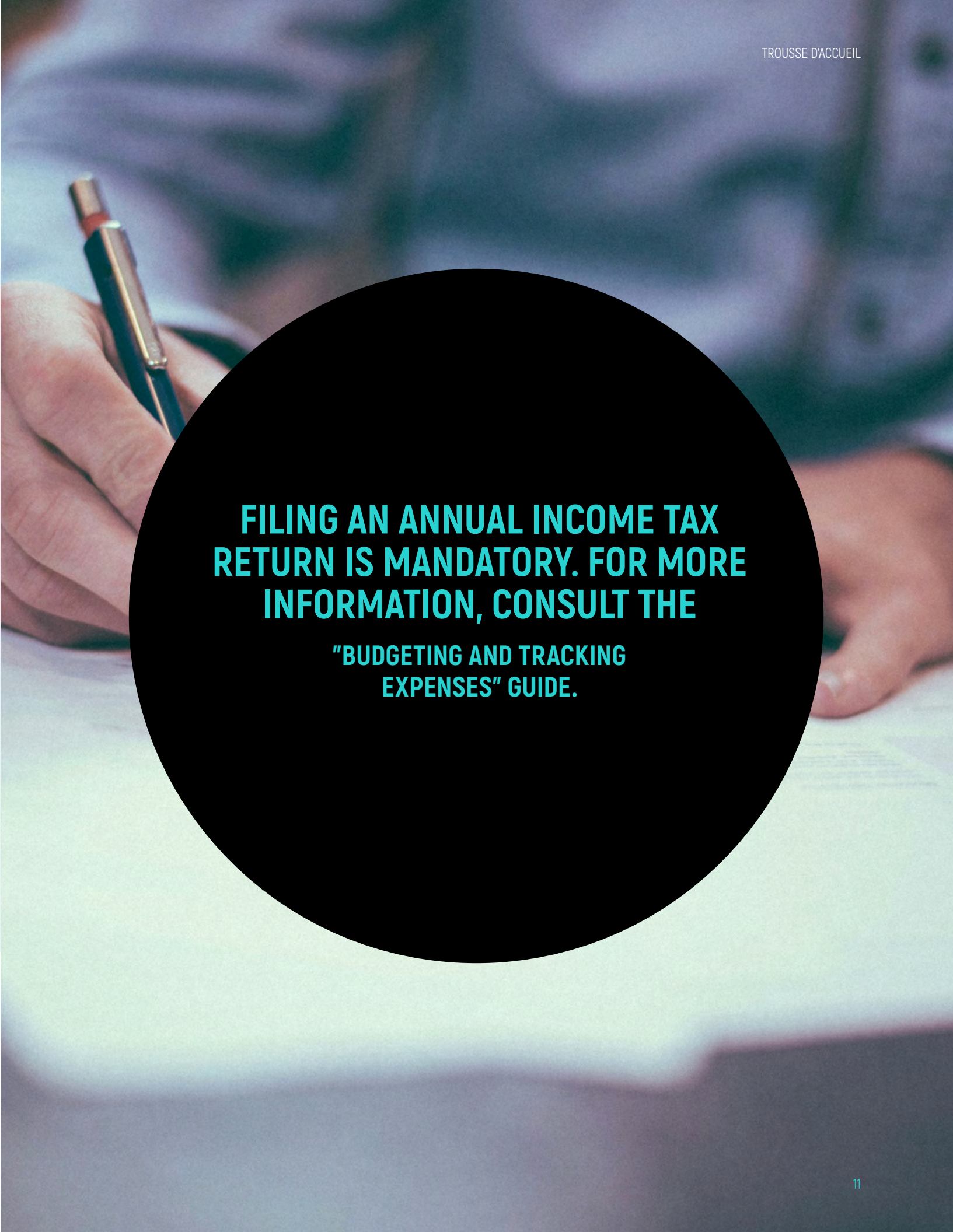
To adapt your application to the Québec job market, practise for your first interview in Québec, or better understand the labour market and its cultural codes, contact the social and community resources mentioned above:

**Carrefour jeunesse, Services Québec, or Émersion.**

# LEGAL STANDARDS

## GENERALLY SPEAKING

- In the workplace, like everywhere else, men and women must be treated equally. In the event of discrimination, several resources can assist you. Consult the [Common Values and Integration](#) guide for more details.
- Hierarchy is usually flexible and semi-formal.
- Punctuality is valued in Québec. Arriving a few minutes before an appointment is recommended. Being late can be considered a lack of respect. If you think you will be late, it is important to inform the person concerned.
- Generally, offering or accepting a gift (money, gift card, favour) for special treatment in a business relationship or in a relationship of authority (professor, supplier, employer) is not tolerated. This is known as a "bribe." It is viewed as corruption and can have legal consequences.
- Many companies have a social club where employees and managers can have fun outside of work hours. This is a great opportunity to bond with colleagues.
- In any case, refer to your workplace policies and regulations to learn more about your company's values and guiding principles.



**FILING AN ANNUAL INCOME TAX RETURN IS MANDATORY. FOR MORE INFORMATION, CONSULT THE "BUDGETING AND TRACKING EXPENSES" GUIDE.**

## ACT RESPECTING LABOUR STANDARDS

This law protects workers by imposing minimum working conditions: wages, length of the work week, vacations, dismissal procedures, and so on. Employers can offer better working conditions but they can never impose conditions worse than those stipulated in the labour standards, otherwise they risk being fined and can face legal prosecution.

### INFORMATION AND COMPLAINTS

La Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST)  
1-844 838-0808

[www.cnesst.gouv.qc.ca/en](http://www.cnesst.gouv.qc.ca/en)

Éducaloi  
<https://educaloi.qc.ca/en/>

### UNIONS

In Québec, there are many unions dedicated to the study, defence, and development of their members' economic, social, and moral interests. Union members work together to negotiate and enforce contracts with management.

### MINIMUM WAGE

Québec employers are legally obliged to pay their employees for all work performed. Whether you are in training, paid on a performance basis, work full-time or part-time, or only work a few hours, you are entitled to the minimum wage stipulated in the Act respecting labour standards. A worker cannot receive a wage lower than the current rate.



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### PRACTICAL INFORMATION

#### Gross salary

Total compensation, before deductions.

#### Net salary

What is left after deductions: federal and provincial income tax, employment insurance (EI), Québec Pension Plan (QPP), voluntary retirement savings plan (VRSP), Québec Parental Insurance Plan (QPIP), group insurance plan, social funds, etc.



### GET MORE DETAILS AT

[www.cnesst.gouv.qc.ca/en/working-conditions/wage-and-pay/wages](http://www.cnesst.gouv.qc.ca/en/working-conditions/wage-and-pay/wages)

[www.educaloi.qc.ca/en/categories/salary-pay](http://www.educaloi.qc.ca/en/categories/salary-pay)

# LEGAL DOCUMENTS

## KEEP YOUR DOCUMENTS

It is important to keep all the documents you receive from your employer, such as pay slips, employment contracts, T4 slips, RL-1 slips, and others in a safe place. We recommend that you keep these documents for six years.

## EMPLOYMENT CONTRACT

It is your duty to read and understand your employment contract before signing it.



### PRACTICAL INFORMATION

You may not have to sign an employment contract. Not all employers produce employment contracts. Rather, they rely on verbal agreements. It depends on the work and industry.

## STATEMENT OF EARNINGS OR PAY SLIP

Each time you receive a paycheck, your employer must provide you with a statement of earnings, commonly referred to as a “pay slip” in Québec. Your pay slip can be either in print or electronic format. Get into the habit of checking each pay slip carefully, to make sure there are no errors or omissions.



For more information

[www.cnesst.gouv.qc.ca/en/working-conditions/wage-and-pay/pay/pay-slip](http://www.cnesst.gouv.qc.ca/en/working-conditions/wage-and-pay/pay/pay-slip)

## COLLECTIVE AGREEMENT

A collective agreement is a written labour agreement on the working conditions that apply to the employees of one or more employers. It includes various clauses on union rights, dispute resolution, labour movements, and seniority for example. Not all companies have collective agreements.





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# ENTREPRENEURSHIP

## VOCATIONAL TRAINING

The CFP de l'Estuaire offers a very interesting training for individuals who want to start their own business. Upon completion, participants receive an Attestation of Vocational Specialization. The program teaches entrepreneurs how to develop a business plan, negotiate funding for their project, and apply business management principles.

 Get more details at: [www.cfpestuaire.ca/programmes/lancement-une-entreprise](http://www.cfpestuaire.ca/programmes/lancement-une-entreprise)

## GUIDANCE AND FINANCIAL SUPPORT

**Innovation et Développement Manicouagan**  
418-295-2593  
[www.idmanic.ca/accueil](http://www.idmanic.ca/accueil)

**Société du Plan Nord**  
418-643-1874  
[www.quebec.ca/en/government/departments-and-agencies/societe-plan-nord](http://www.quebec.ca/en/government/departments-and-agencies/societe-plan-nord)

**Société d'aide au développement des collectivités (SADC) Manicouagan**  
418-295-7232  
[www.sadcmanic.ca](http://www.sadcmanic.ca)

**Chambre de commerce et d'industrie de Manicouagan**  
418-296-2010  
[www.ccmanic.qc.ca](http://www.ccmanic.qc.ca)

**Service de développement économique de Baie-Comeau**  
418-296-4931  
[www.debaiecomeau.com](http://www.debaiecomeau.com)

**Commerce international Côte-Nord**  
418-589-5028  
[www.cicotenord.ca/?lang=en](http://www.cicotenord.ca/?lang=en)

## SCHOLARSHIP FOR ENTREPRENEURS

The Défi OSEntreprendre fosters the development of entrepreneurship in Québec by rewarding the best entrepreneurial initiatives from the school and business world, at three levels: local, regional, and national.

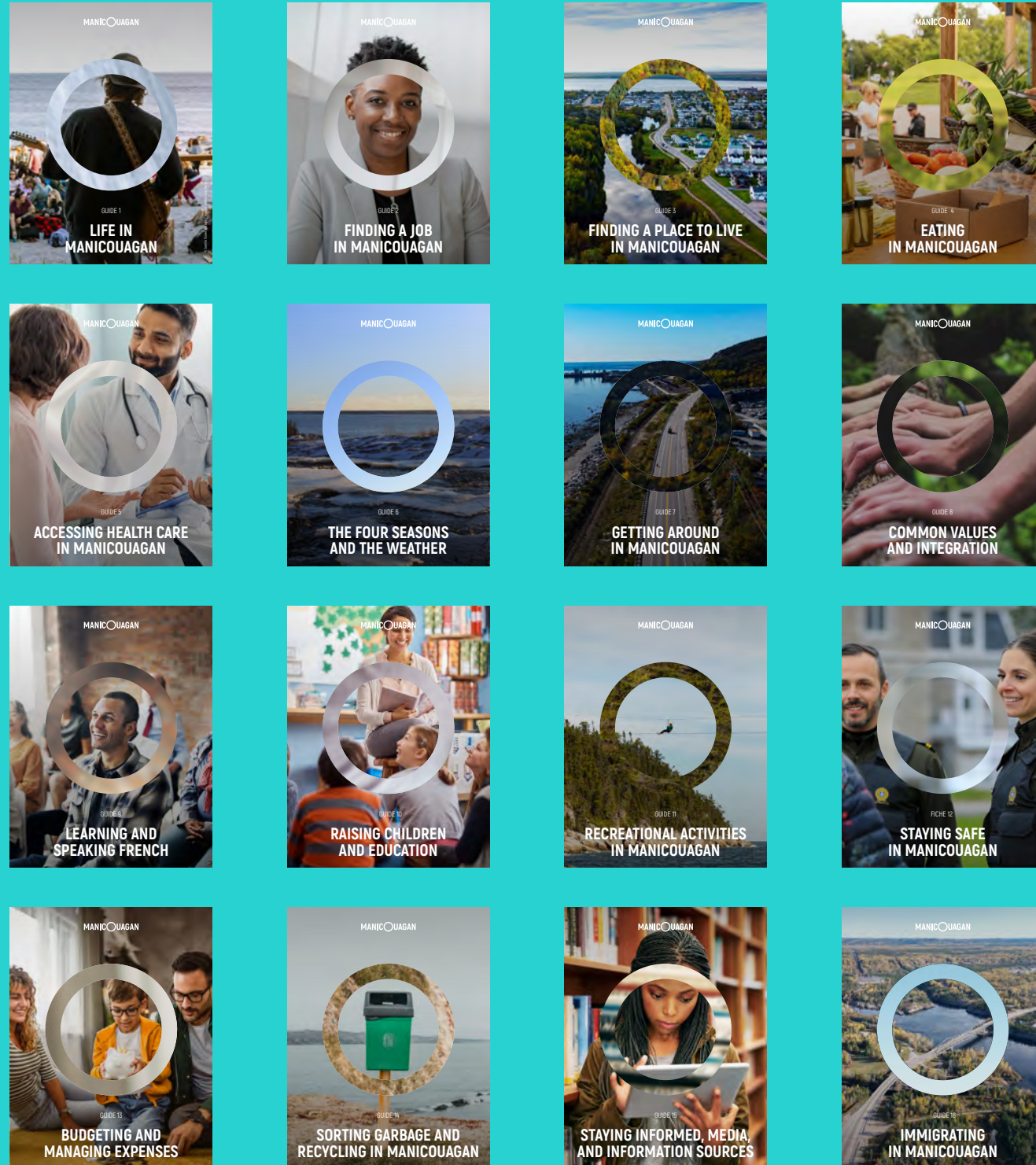
[www.osentreprendre.quebecqc.ca](http://www.osentreprendre.quebecqc.ca)

## ENTREPRENDRE ICI

The Entreprendre Ici organization also awards grants to support ethno-culturally diverse entrepreneurs working on innovative projects.

[www.entreprendreici.org](http://www.entreprendreici.org)

# CONSULT THE OTHER GUIDES



# THANK YOU TO OUR PARTNERS

The success of this project is a testament of the strength of our collaborative partnership. The Manicouagan RCM would like to thank all its partners and collaborators for their trust and their vital contributions to the project.

## WORKING COMMITTEE

An initiative of



With the collaboration of



## FINANCIAL PARTNERS



This project is carried out as part of the sectoral agreement that aims to attract new residents and encourage long-term settlement in the Côte-Nord and with the financial support of the following partners: Caniapiscou RCM, Golfe-du-Saint-Laurent RCM, Haute-Côte-Nord RCM, Manicouagan RCM, Minganie RCM, Sept-Rivières RCM, le ministère des Affaires municipales et de l'Habitation, and the Société du Plan Nord.

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