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TENDER

THE MUNICIPALITY OF THE COUNTY OF RICHMOND
LA MUNICIPALITÉ DU COMTÉ DE RICHMOND
Municipality of the County of Richmond

Tender # MOCR201813
Engineering Services
Industrial Park Road Extension

Request for Proposals

The Municipality of the County of Richmond is issuing this Request for Proposals (RFP) seeking the services of a qualified firm for the design of a 550 meter road complete with water and sewer infrastructure and three phase power.

The detailed Request for Proposals is available from the Nova Scotia Tenders website at www.novascotia.ca/tenders. Not necessarily the lowest or any bid will be accepted.

Proposals must be submitted in a sealed envelope marked "Tender MOCR201813 - Industrial Park Road Extension" to the undersigned no later than 2:00 pm on Thursday, August 30, 2018.

Municipality of the County of Richmond
P.O. Box 120
2357, Highway 206
Arichat, Nova Scotia
B0E 1A0
Attention: Chris Boudreau, P.Eng.
cboudreau@richmondcounty.ca

For further information please call 226-3988.

**Online
Classifieds**

For classified information contact Nicole Fawcett

IN PERSON at 2 MacLean Court, Port Hawkesbury
BY PHONE: 902.625.3300
BY FAX: 902.625.1701
EMAIL: nicolefawcett@porthawkesburyreporter.com

Contact us today for classified advertising rates and for more information

EMPLOYMENT

ADMINISTRATIVE ASSISTANT 2 (OA 11)

NSCC Strait Area Campus - Port Hawkesbury, Nova Scotia
Continuing Full-time Position
Commencing approximately August 27, 2018
Salary Range: \$37,818.14 to \$42,313.39 annually
Application deadline: August 21, 2018 at midnight
Competition No. 2018-239

RESPONSIBILITIES:

- Ⓒ Responsible for all aspects of the campus bookstore operation including: Ordering textbooks, supplies and College merchandise and sale of goods
- Ⓒ Primary cashier for the campus
- Ⓒ Administrative support to Campus Administration

MINIMUM QUALIFICATIONS:

- Ⓒ The minimum educational qualification for this position is a post-secondary certificate or diploma in Business or Office Administration combined with a minimum of two years' recent and related experience in a fast-paced office environment or you have the recognized equivalency of a high school diploma with significant (10+) years of administrative experience.
- Ⓒ You are familiar with and comfortable using computer applications such as the Microsoft Office Suite, E-mail.
- Ⓒ You have knowledge of accounting and point of sales systems.
- Ⓒ Experience in PeopleSoft and Bookware would be an asset.
- Ⓒ Retail experience would be an asset.

You are a collaborative, team player who takes personal accountability to deliver on what is expected in your role and you strive for excellence every day. You are committed to life-long learning, occupational currency and a belief in NSCC's mission. You bring a learning-centered perspective to everything you do. You think broadly, celebrate diversity of thought, and respect the uniqueness of individuals. You flourish in a dynamic, changing and sometimes ambiguous environment by keeping informed and connected within your role and the College. Is this you?

Help develop Nova Scotia's next generation of skilled professionals. NSCC offers competitive compensation and comprehensive benefits package. We are committed to employment diversity and encourage applicants of self-identity.

Apply at nsc.ca/jobs



155411

EMPLOYMENT



Martin Marietta Materials is currently accepting applications for the following position at our quarry in Aulds Cove, Nova Scotia:

Mobile Mechanic

Under the immediate direction of the Mobile Maintenance Foreman, the Mobile Mechanic must have an in-depth knowledge of repairs and maintenance of diesel engines, hydraulics, electrical, power transmissions, brakes, drivelines and other automotive systems. The incumbent is responsible for performing top level repairs on mobile equipment, including but not limited to; haul trucks, loaders, excavators as well as working on both mobile and fixed plant equipment.

Responsibilities include but are not limited to:

- Maintains a safe work environment and adheres to all safety rules and regulations
- Troubleshoots equipment
- Performs installations, examinations, replacements or repairs to components and equipment as needed
- Performs data entry on services performed
- Delivers technical advice to mobile equipment operators
- Demonstrates good knowledge of lock out/tag out procedures
- Assists with training co-workers as needed
- Performs general clean-up of work areas
- Follows safety policies and procedures as written
- Performs other duties as required

Education and Experience

- Completion of Provincial Heavy Equipment License preferred
- Trade School or related mechanical / technical certification
- Proven diagnostic/maintenance experience in mining and/or construction equipment
- Self-starter can work with limited supervision.

Physical Requirements

- Work requires the ability to lift a maximum 50 lbs
- Work requires the ability to climb stairs, climb ladders, reach, squat, tolerate prolonged standing/walking, balance, bend from trunk, operate mobile equipment, crawl, kneel, push and pull objects
- Work requires the ability to operate hand controls with both hands and foot pedals with both feet
- Work requires the ability to perform sustained overhead reaching
- Work requires the ability to use vibration tools

Please mail resumes to: Janet.Phinney@martinmarietta.com

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