

EMPLOYMENT

the Reporter
THE STRAIT AREA NEWS

The Reporter is currently searching for a dynamic, self-motivated, individual to join our team as a Administrative Assistant and Circulation Manager to work with our sales and editorial team.

The successful candidate will perform a wide variety of administrative support while providing excellent customer service for all people who visit the office, and will perform general administrative, production and classified advertising sales support. This position is the first point of contact and will collaborate with all team members supporting editorial, sales, proofreading, layout, and other production requirements.

Attributes and Responsibilities

- Basic math skills
- Excellent attention to detail
- Strong inter-personal skills and strong communication skills with the ability to answer inquiries from customers, co-workers, government, community leaders, agencies, etc.
- Ability to multi-task in a fast-paced environment and work with deadlines
- Ability to work independently and as part of a team

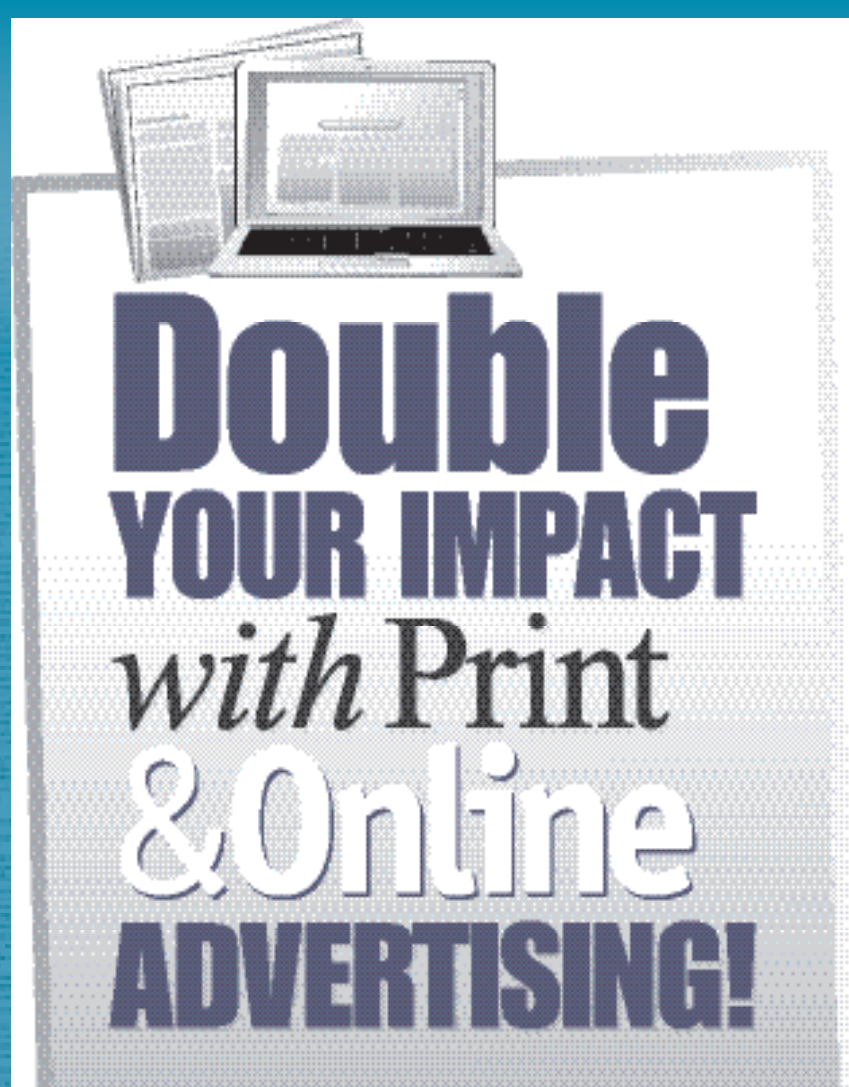
Requirements

- Minimum 1 year experience in a similar position
- Excellent customer service and organizational skills
- Experience working with MS Suite of office products and internet applications

Send your resume in confidence to:
nicolefawcett@porthawkesburyreporter.com

All applications will be gratefully accepted however, only those being considered will be contacted.

209861



For classified information contact
Nicole Fawcett

Tel **902-485-8014** • Cell **902-302-1447**

nicolefawcett@advocatemediainc.com

Contact us today for classified advertising

NOTICES



THE MUNICIPALITY
OF THE COUNTY OF
RICHMOND
LA MUNICIPALITÉ
DU COMTÉ DE

2023 HEAVY GARBAGE COLLECTION
May 1 – May 28, 2023

A Heavy Garbage Collection Program will be carried out in Richmond County from May 1 to May 28, 2023. **Please do not place waste curbside more than a week before the scheduled collection.**

**ITEMS ACCEPTED
FOR COLLECTION**
(includes but not limited to)

- Walk behind lawn mowers;
 - Barbecues (no propane tanks);
 - Snow blowers;
 - Bicycles;
 - Lawn Furniture;
 - Furniture;
 - Box springs and mattresses;
 - Appliances (refrigerators, stoves, washer, etc);
 - Hot water heaters;
 - Fixtures (sinks, toilets, bathtubs, etc);
 - Residential renovation / construction material;
 - Bagged waste must be in clear, transparent, bags;
- Please place similar items such as metals and loose wood in separate piles at the curbside. Please note that no scavenging of materials at the curbside by third parties is permitted.

Items placed for heavy collection shall not exceed 75 kg (165 lbs) in weight for any one item or 150 kg. (330 lbs) for all items for any one dwelling unit and no individual item shall measure more than 2.1 meters (7 ft.) in any dimension.

Waste that qualifies for curbside collection (municipal solid waste and recyclables) should NOT be placed for Heavy Collection – it should be placed for weekly collection.

**UNACCEPTABLE ITEMS
NOT FOR COLLECTION**
(includes but not limited to)

- Waste placed in non-transparent bags;
- Waste generated outside the Municipality;
- All tires with or without rims;
**** These items should be returned to retailers or brought directly to the Richmond Solid Waste Management Facility;**
- Household Hazardous Waste (propane tanks, wet cell batteries (car/RV/boat), insecticides, pesticides, household chemicals
**** These items may be brought directly to the Richmond Solid Waste Management Facility;**
- Vehicle bodies / large vehicle parts;
- Electronics and computer related equipment
**** These items may be brought directly to the Richmond Solid Waste Management Facility;**
- Paint
**** May be dropped off at EPRA drop off location, St. Peter's Bottle Exchange 9395 Hwy 4, St. Peter's;**
- Trees and leaf and yard waste
**** May be dropped off at the Richmond Solid Waste Management Facility;**
- Hazardous, reactive, septic or pathological waste;
- Dead animals;
- Loose broken glass (should be placed in a box or container and labelled "broken glass");
- Asbestos containing material (contact Guysborough Waste Management Facility at 902-232-2316);
- Waste oil (return to retailer or contact the Guysborough Waste Management Facility at 902-232-2316);

Please direct any inquiries regarding the Municipality's heavy collection to the Richmond Solid Waste Management Facility at 902-226-2396 or the Public Works Department at 902-226-2400. For more information visit www.richmondcounty.ca.

209856

PORT HAWKESBURY
Opportunities Await

NOTICE TO RESIDENTS
2023 SPRING HYDRANT AND
MAIN FLUSHING PROGRAM

The Port Hawkesbury Water Utility advises customers that flushing of water mains and fire hydrants will begin Sunday, April 30th and continue to Friday, May 5th. This work will occur in all areas of the Town of Port Hawkesbury served by the Port Hawkesbury Water Utility. Flushing will take place between 9 pm and 5 am, Sunday to Friday, until completion. Flushing activities are carried out during overnight hours to minimize any inconvenience for residents.

Hydrant flushing removes sediment and maintains water clarity and quality. Customers may experience pressure fluctuations and water may temporarily become discolored after hydrant flushing. Should this occur, run your cold water tap for a few minutes until the water clears. If the water does not clear the first time, wait a few minutes and run the water again. Residents are advised to visually check the water before use and to avoid washing clothes until the water clears.

The Town of Port Hawkesbury thanks its customers for their cooperation and apologizes for any inconvenience.

For additional information please contact the Public Works Department at 902-625-1975.

209971



THE MUNICIPALITY
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DU COMTÉ DE

Tender #MOCR20306
Swimming Pool Use
REQUEST FOR QUOTATION

The Municipality of the County of Richmond is seeking residents/businesses who may be interested in hosting municipally run swimming lessons within Richmond County for the Summer of 2023.

The detailed Request for Proposal is available on the municipal website at <https://www.richmondcounty.ca> or may be requested electronically by contacting the undersigned. Not necessarily the lowest or any bid will be accepted.

Proposals may be submitted in a sealed envelope marked **"Tender MOCR20306 – Swimming Pool Use"** or via email to smury@richmondcounty.ca to the undersigned no later than **2:00 pm on Friday May 19, 2023**

Should you have any questions on this matter, please contact Shannon Mury, Recreation Manager at (902)226.3981.

Municipality of the County of Richmond
P.O. Box 120
2357 Highway 206
Arischat, NS B0E 1A0
Attention: Shannon Mury, Recreation Manager

209969

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**What happens
when you don't advertise?
Very little.**



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Tender
Sound System / Person

The Municipality of the County of Richmond is seeking bids for interested parties who wish to supply a Sound System with Sound Person for our outdoor concert series to be held from 6:00 to 7:30 PM at the following venues:

St. Peter's Marina: July 12, July 26 & August 9 (Wednesday)
Arischat Waterfront Stage: July 6, 20 & August 3 (Thursday)
Louisdale Lions Waterfront Property, Highway 320: July 19, August 2 & 16 (Wednesday)

Please note there may be some additional concerts added which are not listed above.

For more information please contact Ronalda Boudreau at 902 226-0663 or email rboudreau@richmondcounty.ca

Deadline to submit bids is 4:00 pm on June 2, 2023

* Lowest tender not necessarily accepted

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