

APPENDIX A

Jr. Landscape Construction Labourer

Provincial Contracting Ltd. is a pioneer in the green industry specializing in landscape construction for many large commercial and urban developers. We are seeking youth interested in summer employment leading to a potential career within the construction/landscaping trade. Our company provides competitive wages and benefits, and we are a great collaborative team.

The Jr. Landscape Construction Labourer will assist in a variety of tasks including learning and working in all aspects of commercial landscaping; retaining walls; tree and shrub planting; placing, spreading and grading soil, mulch or aggregate; receiving and unloading plant material; site clean-up; using hand tools and other small equipment; and other manual jobs as required. Maintaining safety is a number one priority in all daily activities.

We require the following:

- **Collaboration:** you contribute to and support others to achieve a common goal.
- **Adaptability:** you are responsive to needs of clients and co-workers & changing work/schedules.
- **Communication:** ability to receive, understand, consider, and share information and ideas clearly (both oral and written) through speaking, listening, and interacting with others.
- **Problem Solving:** you have the ability to identify, consider solutions and troubleshoot and/ or make decisions.
- **Reading/ Writing/ Digital:** you are able to find, understand, read and respond to emails, reports, and instructions; and complete required forms, reports and weekly timesheets.
- **Numeracy:** you can perform basic calculations and measurements.

Other requirements:

- You have an upbeat attitude and contribute positively to a team atmosphere.
- You take initiative in addressing tasks and projects.
- You have some experience using hand tools; operating small machines is an asset.
- You have an ability to work calmly in a fast-paced environment and to organize your time effectively.
- You have an ability to work safely and adhere to all safety procedures and requirements.
- You can carry up to 50lbs of various materials during potential long shifts of different projects.
- First Aid Certification is an asset.

Full-time or part time hours are available from late June to late August. With good performance there may be opportunities for continued part-time employment during the school year.

Please email your resume and cover letter, in one PDF file, by 4:00 pm on Wednesday, March 5, 2025 to:

Lynn Hogan Gillespie
Personnel Manager, Provincial Contracting Ltd.
P.O. Box 123
Halifax, Nova Scotia B1B 2C2
jobsearchnsptc@gmail.com

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Marketing Assistant

Provincial Contracting Ltd. is a pioneer in the green industry specializing in landscape construction for many large commercial and urban developers. With their commitment to the environment, Provincial Contracting Ltd. has recently launched a Marketing Division to promote their expanded range of services. They are now seeking an excited and innovative individual who is passionate about marketing, eager to learn, and excited to help our growing company. The successful candidate will support the marketing team in various tasks, helping to drive new initiatives and help brand their expansion.

The marketing assistant will help create and run marketing campaigns; manage our social media accounts and engage with our online community; prepare and edit marketing materials like presentations and brochures; support the creation and sending of email newsletters; work with the team to plan and run promotional events and monitor and report on how well our marketing efforts are performing.

We require the following:

- **Communication Skills:** you have strong speaking and speaking skills.
- **Problem Solving:** you have the ability to identify, consider solutions and troubleshoot and/ or make decisions.
- **Reading Skills:** you can find, understand and use information from various sources.
- **Writing Skills:** you can write emails, reports and social media posts clearly and effectively.
- **Digital Skills:** you are comfortable using technology to create and share content.
- **Creativity:** you have a creative mindset and pay attention to detail.
- **Collaboration:** you work well with others to get things done.

Other requirements:

- You have an upbeat attitude and contribute positively to a team atmosphere.
- You take initiative in addressing tasks and projects.
- You have proficiency in Microsoft Office or Google Workspace and are familiar with marketing tools like Canva.
- You can work both independently and in a team.
- Previous marketing experience is a plus, but not necessary.

We offer a competitive wage, with full-time or part-time hours available from late June to late August. If you perform well, there may be opportunities for part-time work during the school year.

Please email your resume and cover letter, in one PDF file, by 4:00 pm on Wednesday, March 5, 2025 to:

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