

## **Job Postings – Floyd's Construction Ltd.**

**Job Title:** Cook

**Location:** Lark Harbour, NL

**Job Start Date:** As soon as possible

**Job End Date:** November 2025

**Employment Type:** Seasonal Full-Time

**Salary information:** \$18/hour

**Work Schedule:**

- Rotation: 10 days on, 4 days off
- Hours: 8 hours per day

**Duties and Responsibilities:**

- Prepare and cook meals (lunch and supper) for a crew of 5 to 7 people.
- Plan menus and make grocery lists.
- Purchase groceries and supplies as needed.
- Maintain a clean and organized kitchen area.
- Perform weekly deep cleaning of the kitchen and dining area.
- Follow all food safety and handling guidelines.
- Manage cooking time and prioritize tasks efficiently.
- Be flexible with meal planning and preparation to accommodate changing crew schedules or unexpected delays.

**Screening Criteria:** Experience cooking for large groups or in a camp setting is an asset.

**Assessment Criteria:** Knowledge of traditional Newfoundland cuisine and ability to prepare home-cooked meals.

**Conditions of Offer:** When requested by the Employer, a recent and satisfactory Certificate of Conduct must be provided.

**Applicant Information:**

- This position is located in Lark Harbour, NL.
- Applications must be submitted online through [info@floydsconstruction.ca](mailto:info@floydsconstruction.ca)
- This competition will remain open until filled. Applications will be reviewed continuously.

## **Job Postings – Floyd's Construction Ltd.**

**Job Title:** Office Administrative Assistant

**Location:** Rocky Harbour, NL

**Job Start Date:** As soon as possible

**Job End Date:** 3 months from start date (with possibility of extension or full-time employment)

**Employment Type:** Contract/Temporary Position (with potential for full-time employment)

**Salary information:** To be determined based on the candidate's education and experience.

### **Work Schedule:**

- Days: Monday to Friday
- Hours: 8 a.m. to 5 p.m.
- Hours per week: 40 hours

### **Duties and Responsibilities:**

- Process payroll transactions and maintain accurate records.
- Maintain accurate and up-to-date accounts payable records.
- Maintain and update safety documentation, including records and reports.
- Ensure compliance with regulatory requirements and company policies.
- Handle reception area duties.
- Provide general administrative support to the team.
- Maintain confidentiality and handle sensitive information with discretion.

### **Screening Criteria:**

- Post-secondary education in business administration or related field.
- At least 1 year of related experience.

### **Assessment Criteria:**

- Proficiency in Microsoft Office.
- Familiarity with payroll systems.
- Ability to multitask and prioritize tasks effectively.
- Ability to maintain a positive and personable attitude.

**Conditions of Offer:** When requested by the Employer, a recent and satisfactory Certificate of Conduct must be provided.

**Applicant Information:**

- This position is located in Rocky Harbour, NL.
- Applications must be submitted online through [info@floydsconstruction.ca](mailto:info@floydsconstruction.ca)
- This competition will remain open until filled. Applications will be reviewed continuously.