

## Office Administration - Part Time

The Mansfield Courier is offering an exciting opportunity to join our team, with the successful application being primarily responsible for administration and classifieds.

The person we seek will take on several important roles, combining customer service, reception, classified sales, credit control, accounts and general administration.

The ideal candidate will be expected to possess strong written and verbal communications skills, a high level of attention to detail, exceptional organisation and time management skills and knowledge of Microsoft applications.

We seek a person with creative flair, strong administration skills and high attention to detail. They will also need to be self motivated and have proven time management skills.

You must be able to work well in a team environment and enjoy having contact with the many and varied customers who walk through our front door every day.

Please forward applications including two referees to:

**Karen Mayhew**

**Administration Manager**

**Mansfield Courier/North East Media**

**[kmayhew@nemediamedia.com.au](mailto:kmayhew@nemediamedia.com.au)**

# Mansfield Courier

**NEM** NORTH EAST  
**MEDIA**  
LOCAL NEWS AND MEDIA

## CROWN CABS DRIVERS WANTED

Mansfield Area

Please contact

**Tuna Guclu**

**1300 121 314**

**0419 484 666**

**OLD FIRESTATION**

5779 1600



bar bistro grill

## WAIT STAFF

8-12 hours.

A position is available for a motivated, reliable and well presented person who is available to work some weekends, Friday & Saturday evenings. Experience an advantage.

Please contact **Rudy**  
on **5779 1600** or  
**0429 638 913**