



**MANSFIELD
DISTRICT HOSPITAL**

HUMAN RESOURCES MANAGER

Permanent, part-time (re-advertised)

Mansfield District Hospital is seeking to recruit a Human Resource Manager to join the leadership team. You will play an integral role in the provision of high quality human resource, industrial and employee relations support services to the Executive team, managers, staff and other stakeholders that will meet the ongoing workforce needs of the organization.

You will have generalist human resources management experience, a sound knowledge of applicable legislation and industrial relations principles and an understanding and ability to interpret Enterprise Agreements. Your strong interpersonal and communications skills and an ability to negotiate and counsel will be supported by strengths in building workplace relationships. Full details are in the Position Description.

Further information and employment application documents are available online at <http://mdh.org.au/position-vacancies/> or from Hospital Reception. Applications close 5.00pm on the 14 December 2018.

Mansfield District Hospital is fully accredited across all services, committed to Equal Employment Opportunity and the principles of diversity in recruitment. Employment is underpinned by merit-based selection and successful applicants are expected to model the MDH Values and Expected Behaviours and abide by the Code of Conduct. Commencement is subject to a successful MDH Police Check and provision of an employee Working with Children Check.

EMPLOYMENT



French Teacher .2

We are looking to employ an enthusiastic teacher for 2019.

The position is a part time position and will commence during term 1, 2019.

Please contact St Mary's School on 5775 2670 or principal@smmansfield.catholic.edu.au

Applications close on the
17th December 2018.

Yenckens Hardware Mansfield Pty Ltd is looking to employ a person to fill a vacancy in the Timber yard.

We are looking for someone who has exceptional people skills and is happy to be of service to the public, physically fit and of tidy appearance.

This is a full-time position Monday – Friday with some weekend work when needed.

Applications

To be in writing addressed to the General Manager, Yenckens Hardware Pty Ltd 27 Kitchen Street Mansfield, 3722 or by email jennylytherland@yenckens.com.au

Applications close 4pm Friday 21/12/2018.
Applications should include references.

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

Mansfield Courier



10c164715/50-18

PHONE YOUR ADVERT

(03) 57752115

EMPLOYMENT

Mansfield & District

Community Enterprises Ltd



BOARD SUPPORT ROLE

Mansfield & District Community Enterprises Ltd is responsible for Mansfield & District Community Bank® Branch. The Board is seeking the services of an experienced Board Support Officer.

The role includes providing general support to the board in its administration and governance requirements on an ongoing basis. You will come to the role with experience in administration and preferably a knowledge of meeting procedures, minute-taking and board operations.

If you have a strong interest in your community and want to contribute to what our Community Bank does in our community, we would love to hear from you. The role is approx. 12 hrs per week and has previously been undertaken as a contract position. The role will require some level of flexibility to attend various meetings of the Board and various committees. Please contact Company Secretary, Haley Tudor-Harrop on secretary@mansfieldbank.com.au to register your interest, to request a position description, or to obtain further information on the role and the organization by COB 22nd December 2018.

EMPLOYMENT



Environmental Services Officer – Contract Position

Work in a beautiful alpine environment
Administer and implement environmental programs
Assist with Mt Stirling operations
Support a small team

Mt Buller Mt Stirling Resort Management Environmental Services Team is seeking an enthusiastic person to join our small team on a part-time basis for a 12 month term. Our team is responsible for sustainably managing the natural values of Mt Buller and Mt Stirling Resorts including their tracks and trails, flora and fauna, waste, and the administration of licensing and dog permits amongst other things.

To be successful in the role, you will need:

Competent computer and data analysis skills
To be capable and willing to work within alpine conditions during summer and winter

Strong organisational and prioritisation skills
Environmental academic or equivalent industry experience.

Please email louise.perrin@mtbuller.com.au for full details. Applications close 28 December 2018, and must include references. The position is available late January 2019.

EMPLOYMENT



Disability, Learning and Support Teacher

Benalla & Mansfield

We are seeking an engaging, qualified and experienced teacher, trainer and assessor to deliver 22301VIC Certificate I in Transition Education and 22302VIC Certificate I in Work Education in Mansfield and Benalla. You will be teaching adults with a range of abilities and your contribution will give them the skills, confidence, knowledge and experience to help them achieve their goals. To be successful you must hold teaching qualifications, relevant vocational experience and Certificate IV in Training and Assessment.

For details or to apply visit www.thecentre.vic.edu.au/careers. Applications must be submitted by 5pm on Friday, 20 December 2018.

**The Centre is a Child Safe Organisation,
an Equal Opportunity employer
and pays Above Award wages**

www.thecentre.vic.edu.au

CROWN CABS DRIVERS WANTED

Mansfield Area

Please contact

Tuna Guclu

1300 121 314

0419 484 666

North East Living

Showcasing the best of North East Victoria

m a g a z i n e

Advertising Account Manager (Part-Time)

North East Media is looking for a driven and committed individual to join the advertising team working in our Wangaratta or Mansfield office (Hours flexible for the right candidate).

If you can always see an opportunity and enjoy the idea of helping businesses grow, then we want to talk to you.

To be successful in this role you will be able to demonstrate -

- Excellent work ethic and organisational skills with a drive to achieve results.
- An ability to communicate with a wide range of people across various industries.
- A no fuss, can do attitude.

You will be selling advertising into various print and online publications and products to existing clients while looking to drive new business opportunities. This role will be split between telephone sales, email marketing and in-field selling. Knowledge of digital advertising would be highly regarded.

If you are looking for a new challenge in a fast paced media environment then we want to hear from you.

North East Media is an independent media group publishing award winning publications in print and online across North East Victoria and beyond.

Please forward your application and covering letter to **Terry Harding, Regional Manager at North East Media, tharding@nemedias.com.au**

(Previous Applicants Need Not Apply)