

Courier Classifieds

Mansfield's Marketplace

EMPLOYMENT



Administration Assistant

Full Time (Mon-Fri)
or Part Time (Mon-Wed)

Mansfield Autism Statewide Services are currently looking for an experienced Administration Assistant to join the team in either a full time or part time capacity. As an Admin Assistant you will be required to work collaboratively with the broader administration team in providing reception, administration and financial support.

Applicants for this role will demonstrate a high level of administrative ability with experience in a similar role along with a sound working knowledge of the full Microsoft Office Suite. You will also have a strong customer service focus and a flexible and adaptable demur and are always willing to jump in and assist.

Please apply in writing to:

recruitment@autismmansfield.org.au

Applications close at 4pm on Friday 1st February 2019
For further enquiries please phone 5775 2876

EMPLOYMENT

Vacuum Truck Supplies is looking for a person with the following skills to take up a full time and varied position in our small harmonious team based working environment.

The position will be based in our stores/receiving/despatch/assembly areas and will require ideally all of the following skills, however, all applications will be reviewed on their own experiences:

- Great work ethic and attitude
- Mechanical skills
- Computer skills
- Stores skills inwards and outwards
- Highly organised with high level of attention to detail
- Looking for long term employment
- Fork and articulated truck drivers licence
- Customer liaison will be required occasionally.

Vacuum Truck Supplies place a strong emphasis on our employee's safety and our harmonious workplace environment.

Previous applicants need not apply.

Apply only by emailing your resume with referees to info@vacuumtrucks.com.au

EMPLOYMENT

CLEANER NEEDED IN MANSFIELD STARTS IMMEDIATELY

Prefer a Couple
Evening Cleaning
Award wages with full entitlements
Contact DANNY
0433 022 358



MANSFIELD DISTRICT HOSPITAL

FOOD SERVICES ASSISTANT
Permanent, part-time

Mansfield District Hospital is currently seeking a Food Services Assistant to join our Catering Services Unit and be responsible for the provision of meals to our patients and Aged Care residents.

You will be highly motivated to help others, have the capability to work well within our supportive team as well as independently and a good eye for the presentation of nutritious and delicious meals. A Health & Community sector, Food Safety Practices Certificate is essential. Past experience in a similar role is preferable, however full on the job training is provided.

CLEANERS
Permanent, part-time

This opportunity to join and contribute to the vital provision of health services to the community is not to be missed.

The position calls for excellent interpersonal skills and the ability to work within a team or independently in a busy hospital and aged care environment. If you are highly organised, self-motivated and dedicated, we offer a rewarding working environment and great prospects. Experience is preferable, but not essential, as on the job training will be provided.

Full details are outlined in the Position Descriptions. Further information and employment application documents are available online at <http://mdh.org.au/position-vacancies/> or from Hospital Reception. **Both applications close by 5.00pm on the 25 January 2019.**

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.

photoorders

Did you know you can order photos taken by Mansfield Courier staff?

COST: 6x4 | 5x7 | 8x12
\$6⁰⁰ | \$12⁰⁰ | \$15⁰⁰

Order today at **Mansfield Courier**
98 High Street, MANSFIELD
Ph (03) 5775 2115

Our digital editions have just got better



North East Media's digital editions have been updated to provide an improved reader experience at a special discounted price.



This service enables you to access full-content editions in a format that suits your smartphone, tablet or desktop device.

Once downloaded, the publications can then be read anywhere, anytime, even if you are offline.

Sign up today at nemediainpressreader.com

