

NorthEast JOBS

Circulating in Wangaratta, Myrtleford, Bright, Mt Beauty, Beechworth, Yackandandah, Rutherglen, Chiltern and districts

To place an ad, phone 5723 0101 or email classifieds@nemedi.com.au

www.northeastjobs.com.au

Catering Officer

Permanent position

Beechworth Community Child Care Centre.
We are looking for a very special person to be our catering officer. This person would be part of our team however will work solo in the kitchen.

This position of 4.5 hours per day 5 days a week, involves shopping for and preparing a varied, balanced nutritious menu for our 55 place centre.

The hours are from 9.00am to 1.30pm.

Mandatory: Food Handling Certificate, experience in record keeping for a Food Safety Program, First Aid Workplace Level 2, current Working with Children's Check, Police check and experience in cooking to successfully fulfil this position.

Willingness to gain Supervisor Food Safety Certificate

Applications close on
Wednesday 20th January 2019

Position description can be obtained emailing Cathy or Mandy at contact@beechworthchildcare.com.au or by phoning on (03) 57282378.

Medical: Assistant Practice Manager/ Medical Receptionist

- Full time position
- 38 hours per week

We are an expanding specialist medical practice looking to employ an assistant practice manager/medical receptionist. Good customer service and communication skills are a must. We are a fully computerized practice so excellent computer and typing skills are also desirable. Previous managerial and receptionist experience, especially with medical practice software, would be ideal. Working hours are flexible.

If you are interested in this job, please email your resume to admin@negyn.com.au or call (03) 5722 1055 for further information.

Applications close on Friday 18th January 2019.

MDYC Moyhu Gymnastics Club

are looking for enthusiastic individuals to join our team in 2019. A variety of coaching opportunities are currently available.

WWCC is essential.

For more information and position descriptions please contact moyhuyouthclub@gmail.com



Fully Qualified Refrigeration Mechanic

Drivers licence required.

Resume to be dropped off to 17 Muntz Street, Wangaratta.



McDonald O'Brien Plumbing, Full time Apprentice Refrigeration Mechanic.

Drivers licence required.

Resume to be dropped off to 17 Muntz Street, Wangaratta.

RIVERDECK

Head Chef

Open 7 days a week the Riverdeck is one of Bright's most vibrant destinations for breakfast, lunch and dinner (seasonally). A location perfect for al fresco dining, the deck calls for relaxed gatherings with great food, wine and friends.

We are looking for a passionate and innovative Head Chef to lead the kitchen team as our current head chef retires. This is a permanent position with full time hours, working a regular 5 of 7 day roster, including weekend, public holiday and some evening shifts.

The successful candidate would be responsible for transitioning the team, development and implementation of our seasonal menu, stock control, supervising our apprentice chef through his final qualifications, managing kitchen staff rostering and as part of the management team, working to ensure optimum customer experience and achievement of the business potential.

Great communication skills, a positive attitude and the ability to lead our enthusiastic team in a busy environment are essential.

A generous remuneration package commensurate with experience will be negotiated.

If you would like to be part of our great crew please contact us or forward your resume to info@theriverdeck.com.au or call Robyn on 0417 752 097 for more information.

RECEPTION/OFFICE ADMINISTRATOR

Do you possess excellent customer relations skills and a desire to work independently and collaboratively in a busy office environment? Quickgas is seeking a full-time reception/office administrator.

Duties include:

- Customer service – office/phones/emails;
- Job scheduling; and
- General office duties.

Computer proficiency is desirable.

Forward your confidential job application and CV to:

accounts@quickgaswangeratta.com.au
or PO Box 1062, Wangaratta 3676.

LANDMARK

Harcourts

OFFICE ADMINISTRATOR - ACCOUNTS

A great opportunity available for an Office Administrator proficient in Accounts to join our dynamic team at Landmark Harcourts. Our real estate business includes sales and property management and continues to grow at an exciting rate. This role includes:

- Trust accounting including reconciliations, receipts and disbursements
- Day-to-day business accounts including reconciliations, debtors, creditors, taxation and liaison with accountants
- Payroll, superannuation and human resources administrative tasks
- Tracking sales income and monthly reporting
- Shared support and leadership with the reception team

The successful applicant will need experience in general accounts (Xero a benefit), strong administration skills, attention to detail, an ability to work under limited supervision and interact with a diverse team, be proactive, punctual and reliable, and provide a current police check and driver's license.

Our values - Putting People First, Doing the Right Thing, Being Courageous, Fun & Laughter. If you meet the above criteria, please forward your resume and application to: Joe McKenzie, Principal/Director, Landmark Harcourts, 44 Ryley Street, Wangaratta 3677 or email: joe.mckenzie@landmarkharcourts.com.au

Applications close 5pm Monday 28th January 2019



Child, Youth and Family Service Coordinator Wangaratta

At Merriwa, our Dream, Purpose and Values guide the way we work together with our clients, customers and each other. By caring about our business and each other we can help more people in our community.

The Child, Youth and Family Service Coordinator is responsible for the day to day management and decision making of our residential houses for young people.

Relevant knowledge, experience and understanding in working with young people with complex needs combined with a passion to lead a team of staff committed to enhancing people lives are amongst the essential requirements for this position.

How to apply:

For further information visit our website www.merriwa.org.au

Contact: Annemarie Noonan
(03) 5722 7600 or 0438 980 027

Applications can be emailed to: hr@merriwa.org.au

Applications close:
Friday 25 January 2019 at 5:00pm



CURRENT CAREER OPPORTUNITIES

Maternal Child Health Nurse Coordinator

Are you an experienced and passionate MCH Nurse ready to deliver the best possible outcomes to our families and community?

Assets and Development Engineer

We're seeking an Assets and Development Engineer to join our team and provide expertise and support Council's Asset Maintenance and Planning department.

Open Spaces Coordinator

Lead a team that is passionate and committed to maintaining our community's incredible open spaces.

Tree Crew Team Leader

Join us and lead a high-performing team to safely and effectively maintain Councils tree population.

Arboriculture Trainee

We are looking for an Arboriculture trainee to join our team to assist in safely and effectively maintaining Councils tree population.

Customer Service Officer

We are seeking a highly motivated and enthusiastic professional to join our Customer Service team.

Assistant Gardener (Mount Beauty)

Full time casual position available from mid-January until April 2019

Don't miss an opportunity to work with a high-performing organisation in a truly spectacular part of Victoria.

Apply now at www.alpineshire.vic.gov.au/employment

GAPSTED WINES

Gapsted Wines is a well-established leading producer of premium wines based near Myrtleford, in North East Victoria.

Wine Club and Digital Assistant

Another strong year of growth has created an opportunity for a motivated and enthusiastic person to join our Wine Club and Digital team.

Reporting to the Wine Club, Digital and Events Manager, you'll play an integral role in maintaining and growing our Wine Club membership – from order processing and fulfilment through to handling customer enquiries - and ensuring our website and digital communications are accurate and engaging.

For a full outline of this rare opportunity, please head to www.gapstedwines.com.au/pages/employment-opportunities

Please forward a cover letter and resume by

January 18 to:

Simon Parker

simon@gapstedwines.com.au



Disability Support Workers - Experienced and Entry Level Positions

- Entry Level and Experienced Positions available
- Relevant Training and Support is Provided
- 15- 38 hours a week.
- Attractive Salary Packaging

We are a highly regarded and expanding local disability support provider that supplies high levels of customer service in NSW and Victoria. We employ over 400 employees and provide a fun and proactive team environment with great job satisfaction.

Disability Support Workers

We require employees that want to be part of a fun work environment, who can build their own hobbies and interests into the support work they perform for our customers. Our team provide support to our customers either as part of day activities that you are able to have a say in, as well as in their homes assisting our customers to lead the lifestyle's they choose. Shifts are available 24 hours a day, 7 days a week to help you meet your work/life balance needs.

We also require a number of experienced DSW's to provide support to high needs customers with medical and behavioural requirements.

Applicants

You do not need to have experience for our entry level roles but experience will be expected for the high-needs roles. If you have a nurturing personality and a willingness to help others, possess excellent communication and interpersonal skills and enjoy working within a friendly and supportive workplace environment, then we would love to hear from you. Successful applicants will possess a vibrant and enthusiastic personality and be able to develop a strong rapport with customers and colleagues alike. You will be required to assist our customers with various levels of support dependant on their needs. A wage will be negotiated with the successful applicant dependent on qualifications and experience.

If you are interested at pursuing more than just a job please submit an online application via www.kirinari.com.au for these roles. As part of the online application you are required to provide a cover letter of application detailing your relevant experience and/or transferrable skills and a copy of your current resume by **5pm on Friday 1 February 2019. For more information please contact People and Culture (02) 6056 2111**

north east
regionalextra

With a broader readership, placing your employment ad in NorthEast Jobs makes sense.

To book your ad, call
5723 0101