

Chronicle Classifieds Wangaratta's market place

EMPLOYMENT



Receptionist / Administration Assistant

Mason Park Funerals, based in Wangaratta, is looking to find a hardworking, motivated person to join our dedicated team. We require somebody with a proactive, confident attitude and a professional and friendly manner.

Your responsibilities include:

- Answering phone calls
- Meeting and greeting of clients
- Liaising with clients regarding funeral enquiries
- Preparing all relevant paperwork for the funeral service
- Preparing all funeral stationary and photo slideshows for the funeral service
- Maintain cleanliness of the office area
- Other general administration support as required

Skills required for this role:

- Excellent phone manner and communication skills
- Previous experience in customer service
- A customer focused, common sense approach
- Excellent time management skills
- Must be able to operate calmly and confidently under pressure
- Above average computer skills (photoshop/ graphic design would be an advantage)

This will be an ongoing full-time position
Resume with cover letter must be emailed to office@masonpark.com.au by Monday 18th February 2019.

EMPLOYMENT



Foundation Programs Coordinator (full-time)

The Centre delivers life changing programs to learners with significant barriers to accessing education and employment in North East Victoria and down the Hume corridor to Wallan.

Our courses are achieving outstanding success in helping people to gain self-awareness, rebuild their lives and achieve employment.

Your role will be to coordinate the day-to-day running of these foundation programs, operational and professional support of delivery staff, liaison with the program stakeholders and growing the foundation program delivery.

For further information visit our website thecentre.vic.edu.au/careers or contact Sharee Castagna on 03 5721 0240 or email sharee.castagna@thecentre.vic.edu.au.

In your application please address the selection criteria and provide details of at least two referees.

Applications by 5.00pm on Friday, 22nd February 2019, to sharee.castagna@thecentre.vic.edu.au.

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

www.thecentre.vic.edu.au

EMPLOYMENT



Branch Manager

Enzed is the leading provider for the installation and supply of hydraulic components in the North Eastern Victorian region, where we service both the rural and commercial sectors, on-site and from our retail store. Operating out of Wangaratta, we are seeking an experienced Manager to lead our team.

This pivotal role is responsible for the day to day operations of the business and reports directly to the business owner.

This is a hands on role, ideally suited to someone with a hydraulic background and with a strong mechanical aptitude, that is customer focused and results driven. A competitive remuneration package will be negotiated with the successful applicant

Further details and position description are available by calling 0428 573 038.

Applications to simon@enzedwang.com.au

EMPLOYMENT

Jobs at Indigo



Manager Municipal Operations

- Beechworth location
- Permanent, full-time
- Circa \$125,000 pa (negotiable based on experience)

Manager Capital Projects

- Beechworth location
- Permanent, full-time
- Circa \$125,000 pa (negotiable based on experience)

Applications close 4pm, Wednesday 13th February 2019.

Visit www.indigoshire.vic.gov.au/jobs to download the position's recruitment kit, and to view instructions on how to apply.

Phone 1300 365 003
www.indigoshire.vic.gov.au

CAREERS

- Midwife Grade 2**
Multiple Full Time & Part Time Positions Available
 Ref No: 19179
- Medication Safety/Antimicrobial Stewardship Pharmacist - Grade 2**
Full Time Permanent Position Available
 80 Hours Per Fortnight
 Ref No: 19119/2
- Clinical Midwife Consultant**
Part Time Position Available
 Ref No: 19160/2
- Dentist**
Part Time Permanent Position Available
 Ref No: 19173

FOR MORE INFORMATION AND TO APPLY GO TO:
northeasthealth.org.au/careers

- Physiotherapist Grade 2 Acute & Rehabilitation**
Part Time Fixed Term Position Available
 Up to 72 hours per Fortnight
 Ref No: 19171
- People & Culture Support Officer**
Part Time Permanent Position Available
 Ref No: 19166/2
- Employee Services Coordinator**
Full Time Permanent Position Available
 Ref No: 19177
- Registered Nurse - Critical Care Unit**
Full Time & Part Time Positions Available
 Ref No: 19174

DENTAL OFFICER – FULL TIME POSITION



Albury Wodonga Health is currently seeking a qualified Dental Officer to join their Dental Service. If you are an experienced Dental Officer, we would love to hear from you.

Albury/ Wodonga is located on the picturesque Murray River (3 hours from Melbourne). This stunning region offers affordable housing, cultural attractions, local-world standard wineries, gourmet eating, cycling, fishing, sporting activities and snow fields all at your doorstep.

Albury Wodonga Health offers full orientation and training, salary sacrifice and the opportunity to be part of a supportive, friendly team within a growing organisation.

Enjoy a better lifestyle all while earning a competitive salary within a healthcare service that offers support and career development.

For more information, contact Nicolle Davies on (02) 6051 7942 or to apply, visit our website www.awh.org.au

JOB search

Search for more jobs online.....

nejobs.com.au



Current vacancies

Centre Against Violence is a community-based organisation that provides sexual assault services, therapeutic treatment services for children/young people with problem/abusive sexual behaviours, family violence crisis, accommodation and support services and restorative justice services for people living in Ovens Murray district. We engage in our work utilising feminist philosophy, trauma models, strengths based approaches and a client focused position.

- Position:** Family Violence Services Manager
EFT & Location: 0.8 eft, Wangaratta or Wodonga
Qualifications: Bachelor of Social Work or equivalent
Registrations: Professionals are registered with their peak body e.g. AASW
Child Safe: Working with Childrens Check and National Police Check required

Salary and conditions will be in accordance with the **Social, Community, Home Care and Disability Services Industry Award 2010**. Pay point will be negotiated according to qualifications and experience. Some above award conditions are applied.

Applications close Monday 4th March 2019 at 9:00 am.

Please collect information kits to inform applications:
 Rochelle Younger, Centre Against Violence
 PO Box 438, Wangaratta Vic 3676
ryounger@cav.org.au, Ph: 0357 222 203



Concrete Batcher/Agitator Driver Wangaratta

Are you looking for the next step in your career? Would you like to learn more about the concrete industry? An opportunity exists at Hanson for a full-time batcher/agitator driver.

Excellent working conditions. Benefits include:

- Competitive wages
- Training provided & opportunities to expand your knowledge
- Excellent team environment

To be successful you will need:

- Absolute commitment to safety
- Strong mechanical aptitude & strong computer skills
- HR Licence with good driving history
- Positive attitude & customer focus
- Good communication & customer service skills
- Ability to work as part of a team
- Current FEL licence would be beneficial

You will work approximately 38 hours per week with some overtime required, including Saturdays.

To apply for this role email your application to Glenn.Finlayson@Hanson.com.au.

Closing date: 14th February 2019 - 5pm

Hanson is an Equal Opportunity Employer & maintains a smoke-free working environment

we'll make it happen



Chief Executive Officer

- Award-Winning Benalla Aged Care Facility
- Community-Based Organisation
- Amazing and Rare Leadership opportunity

This happy and highly regarded Aged Care operation has been an important part of the Benalla community for over 50 years. With a modern fully-accredited and fully-occupied facility covering 4.5 hectares, this multi-mix service is proudly owned by the Benalla Community.

As a result of retirement, an amazing opportunity is now available for an experienced Aged Care CEO to lead this business which won the 2018 LASA Organisation Award VIC/TAS for outstanding contribution to care and services development, leadership, innovation and excellence. In 2018, Cooinda also won Benalla Business of the Year.

To now lead this great organisation forward, we are seeking applications from highly capable Aged Care Leaders looking to continue the legacy of excellence in Person Centred Care. You will be well-versed in the changes and challenges in the Residential Aged Care sector.

An Information Pack is available, including the PD and Selection Criteria.

Please contact Dan Sawyer on dan@mptrainingandrecruitment.com.au or (02) 6041 6286

Applications Close 20 February 2019



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EMPLOYMENT



**Position Vacant
WELDER**

Welder required for structural and general engineering. This position is temporary for the period of 4 to 6 month. Working on site in Benalla. Position will include some overtime. Must be reliable and able to work in a team environment. Forklift license would be an advantage but not a necessity. Wage negotiable on experience.

**Crane Driver/Telehandler
Driver required.**

Must have appropriate licenses and will include some general labouring. This position is for the period of 4 to 6 months 38 hours per week with the possibility of fulltime employment. Position will include some overtime.

Wage negotiable on experience.

**Address resumes to The Manager
Email:** admin@delatitesteel.com.au or **deliver:** 74 Sydney Road Benalla 3672.

Uniting

Program Manager

Uniting Aged and Carer Services

Permanent full-time, based in Wangaratta and covering the Goulburn North East region

About Uniting

We are proud to have been part of local communities for over 100 years delivering services across Victoria and Tasmania. With a team of 7,000 skilled and committed individuals we provide over 770 programs and services to people of all ages to learn, thrive and enjoy a healthy, happy life. We're there for children, families, people with disability, older people and those experiencing homelessness, mental illness or drug and alcohol addiction.

About the opportunity

The role is responsible for delivery and performance of services with an emphasis on quality, consistency and continuity of care. As part of the leadership team you will be responsible for the management of multiple aged and carer programs, relationships with funding bodies and meet all reporting requirements.

About you

You will have experience and a well-developed knowledge of the changing aged and carer sector and enjoy working with and developing employees. You will have a bachelor level qualification in the relevant field and experience in a supervisory role. Working at both an operational and strategic level, you have demonstrated experience in managing teams and a good understanding of the needs of carers, volunteers and clients.

Applications close

Friday 22nd February 2019.

How to apply

Visit the "join our team" page at <https://www.vt.uniting.org/get-involved/join-our-team/> for further information about the position, the position description, and information on how to apply.

EMPLOYMENT



Assistant Director of Nursing

Permanent Part Time – 0.60 EFT

For further information regarding the role please contact

Lisa Allen, Director Clinical Services (03) 5728 0316.

Applications Close:

Wednesday 20th February 2019.

To apply and for full details on the position, please log on to:

www.beechworthhealthservice.com.au



Enrolment and Administration Officer

The first step our learners will take in their learning journey will be with you.

You will be working in a small dedicated team to take initial enquiries, inform learners of all the information they require, conduct enrolment interviews, data entry of enrolments and process results.

If you can see yourself in this vital role, have passion to help students achieve their goals and thrive in a fast paced environment, then we want to hear from you.

For details please see thecentre.vic.edu.au/careers. Applications must be submitted by 5.00pm on Thursday, February 14 to sharee.castagna@thecentre.vic.edu.au

In your application please address the key selection criteria and provide details of at least two referees.

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**Wangaratta RSL
HEAD CHEF**

Located in Wangaratta, with an exciting newly renovated location to move into in April, Wangaratta RSL is seeking a passionate and innovative Head Chef to lead its food operation. This is your chance to make your mark on Wangaratta in a brand new venue situated overlooking the Ovens River.

We are seeking a hands-on leader with the experience in contemporary Australian cuisine to service an à la carte bistro, new function space and bar trade with also 3 outdoor areas attached.

Key Attributes:

- Full qualifications as a chef with minimum 2 years' experience in a similar role
- offer exceptional customer service
- produce and maintain exceptional quality food
- design, cost and implement menus
- work to achieve clearly defined financial targets
- Effectively roster staff and manage labour costs
- maintain regulatory requirements around food safety and hygiene practices
- Stock take, order and manage quality produce

Previous proven experience as a leader in a similar environment is essential and a commensurate remuneration package will be offered to the successful candidate.

This is an autonomous role, reporting to the General Manager of the Club.

This is a permanent position with full time hours, working a regular 5 of 7 day roster, including weekend, public holiday and evening shifts.

Please deliver your resume to the General Manager at 76A Reid Street, Wangaratta or email to manager@wangarattarsl.org.au

Applications close 22nd February 2019.

EMPLOYMENT



Suicide Prevention Project Worker - Wangaratta

3 days per week (negotiable on days), fixed term until 30 June 2019.

The position will facilitate community consultation with the Aboriginal community to assist in identifying barriers and the development of community based interventions that strengthen and build resilience to support suicide prevention.

For further enquiries please contact Matthew Stewart, Program Manager 02 6040 1200.

Applications close 5pm Wednesday 20th February, 2019.



Senior Safety Advisor (RRV)

- **Dedicated role supporting our Regional Roads Victoria (RRV) business**
- **Drive transformational change in health and safety that focuses on high risk construction activities**
- **Location of this role is flexible, with Ballarat or Regional Victoria major centre preferred or Melbourne Metro**

We currently have an exciting job opportunity based regionally within the Safety and Wellbeing team. Are you ready to take the next step in your career? Are you passionate about Safety? We'd love to hear from you!

To apply and for more information please visit our website <https://vicroads.taleo.net/careersection/external/jobsearch.ftl> and search for the job number: 0080E.

Applications close on the 14 February 2019.



for people going places

EMPLOYMENT



WANGARATTA HIGH SCHOOL

ITALIAN TEACHER

Time fraction 0.8 30.4 hours per week. Fixed term 25/02/2019-20/01/2020

Applications to be made on Recruitment Online against #1148232.

Applications close 19/02/2019.

Please contact the School Principal on 5723 0500 for further details.



Program Leader - Community Programs (full-time)

Are you passionate about supporting communities to grow and build capacity?

We are seeking an enthusiastic, energetic person who is passionate about supporting local communities to grow their capacity and resilience, and community health and well-being. Leading a dedicated and professional team, this position would suit someone with leadership, community and business development, and project management experience; and a passion for working with people to achieve community outcomes.

For details please see thecentre.vic.edu.au/careers. Applications must be submitted by 5.00pm on Friday, February 22nd to kerry.strauch@thecentre.vic.edu.au

In your application please address the key selection criteria and provide details of at least two referees.

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

www.thecentre.vic.edu.au



**Wangaratta Concrete
2IC**

Mawsons is a family-run business that produces quality construction materials throughout Northern Victoria and Southern N.S.W. We seek a confident person with great people skills, who is highly organised and has the ability to motivate and help lead a team.

Duties of this full time role include sales, reporting/scheduling, concrete batching, staff management, front end loader operations, administration and general logistics. Aiding the site manager in developing and maintaining successful business relationships with customers will be critical. You will need to demonstrate professional maturity and show initiative and attention to detail with your work. Industry knowledge and experience would be advantageous.

The successful candidate will be totally committed to safety and quality and have solid computer and reporting skills. Product delivery will be a part of this role from time to time. A heavy vehicle licence is desirable but not essential, as is general truck driving experience. On the job training will be provided.

To apply

Email resume and cover letter to: recruitment@mawsons.com.au (Please state job reference: **WC003** on your application).

Applications close: **Friday 22nd February, 2019**

EMPLOYMENT

Careers at **Benalla**
HEALTH

• **Independence & Well-Being Services Manager**

Log-on to: <http://www.benallahealth.org.au>



Customer Service Officer (part-time)

Are you enthusiastic and passionate about providing exemplary customer service to clients, the public and internal staff?

If you are people-focused, enjoy variety in your work, and have strong communication, organisation and time management skills, we encourage you to consider joining our dedicated Reception team.

For further information phone Ian Prentice on 5721 0222. For a position description and information on how to apply, see thecentre.vic.edu.au/careers

In your application please address the selection criteria and provide details of at least two referees.

Applications by 5.00pm on Friday, 22nd February 2019, to ian.prentice@thecentre.vic.edu.au

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Marketing and Promotions Officer

Are you passionate about working for a not-for-profit organisation and making a real difference in people's lives through education and community programs?

If you can see yourself driving our marketing and promotions from Wodonga to Wallan and have fresh ideas with solid plans to back it up, then we want to hear from you.

For details please see thecentre.vic.edu.au/careers. Applications must be submitted by 5.00pm on Friday, February 22nd to felicity.williams@thecentre.vic.edu.au

In your application please address the key selection criteria and provide details of at least two referees.

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EMPLOYMENT

Qualified Maintenance Fitter

Wangaratta Abattoir P/L requires a reliable person on a permanent basis Monday - Friday. General engineering and TIG and MIG welding experience required.

Apply in person at
53 Greta Road, Wangaratta
or phone (03) 5721 2349

Outside School Hours Care Coordinator

A position exists at Greta Valley Primary School as their Outside School Hours Care Coordinator. The successful applicant must be qualified (or working towards) the minimum Diploma standard.

The position is for Monday to Friday 3pm to 6pm.

Applications can be sent to greta.valley.ps@edumail.vic.gov.au
For further information contact Principal Howard Gibson 5766 6344.
Closing date February 15, 2019.

Practice Nurse (Div 1) Full Time

For immediate start at Wangaratta GP clinic.

The role will involve:

- Wound management
- Immunisations
- Assisting GP's in medical procedures
- Maintaining cold chain
- Infection control
- Ordering vaccines and consumables
- Sterilisation, medical instruments/ equipment

Email resume attention Practice Manager:
ely@netspace.net.au



Community Care Worker
General Domestic / Personal Care
Casual Position
\$35.06 per hour

Do you want to work casual hours?
Do you have a Certificate III in Individual Support?

We are currently looking for casual Community Care Workers to join our team. Please visit our website for further details about the position and how to apply or call 03 5722 0805 for further information.

www.wangaratta.vic.gov.au/about-council/careers

Applications close at
4pm on Tuesday, 19 February, 2019.