

EMPLOYMENT



Alpine Institute Trainer / Educator Fixed Term contract

The Alpine Institute is Alpine Health's Registered Training Organisation providing nationally recognised training in health qualifications including Certificate III Individual Support, Certificate III Health Services Assistance and Certificate IV Health Administration.

Alpine Health is seeking to recruit a Trainer / Educator to teach into the Certificate IV Health Administration program in 2019. The Trainer / Educator will demonstrate a strong administrative background preferably in the health sector and maintain a current Certificate IV in Training and Assessment qualification. The Trainer / Educator will understand the vocational education sector and share Alpine Health's endeavour to build the health workforce through local education opportunities for local people.

To discuss your interest in the role please contact Filipa Withers, Training and Education Manager on extension 0357519321, or Filipa.withers@alpinehealth.org.au or visit www.alpinehealth.org.au for further information.

Applications can be addressed to filipa.withers@alpinehealth.org.au

Applications close Monday 18 March 2019.

Applicants are expected to have a current police certificate within a 12 month currency.

EMPLOYMENT

FORESIGHT ENGINEERING SERVICES

- Position Available -
PRACTICE MANAGER
Foresight Engineering Services

A unique opportunity to make your mark from the very beginning in a brand-new role in a well-established local business.

This role will be critical in driving future organisational success and you will be working with a dynamic, vibrant team as a critical member of the management team.

The position requires the appointed person to be highly organised consistent with a great track record of getting things done. The role of Practice Manager will be the custodian of the Business Plan and budget outcomes. They will nurture and support our people, thrive in working in a high-performance culture and the discipline to support the execution of business fundamentals.

This person will be the integrator, insuring all our business processes are integrated into our daily operating rhythm to drive business momentum and performance.

Based in Bright, we are a regional market leader in a broad range of Engineering and Project Management Services undergoing rapid growth.

Skills to succeed:

- To be considered for this role we would like you to have at least 5 years' experience in Administration;
- You will have excellent communication skills ranging from delivering operational reports to senior management through to supporting and nurturing staff at all levels.
- You will be a hands-on manager who enjoys supporting the Principals of the business and all employees whilst creating a great experience for our clients;
- You will bring the values of the organisation to life and ensure they are lived day to day;
- You will have had experience in working with, designing and reporting on financial metrics;
- You will be heavily involved in driving the Business Plan outcomes ensuring the business fundamentals, reporting and administrative functions are achieved;
- You will be highly organised and disciplined to achieve the business objectives;
- You will focus team unity and direction;
- You will have superior communication skills.

If you are a person with a track record of execution, ability to prioritise workloads and want to leave your mark, then this could be a role for you.

Contact: info@foresightengineering.com.au

Ph: **0425 701 471**

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EMPLOYMENT



RESERVATIONS CONSULTANT

We are seeking a Reservations Consultant to work with our team at the Australian Alpine Reservations Centre based in Myrtleford which trades as Falls Creek Reservations Centre and Hotham Holidays. Our Reservations Consultants are responsible for managing all aspects of the booking process for our guests planning holidays to Falls Creek or Hotham in a positive, courteous and professional manner. This role is based in our Myrtleford office and does not come with staff accommodation. Full-time hours are available for the winter period starting early April.

To be successful in this role you will have a solid knowledge of Mount Hotham and/or Falls Creek and the associated products. You will have excellent computer skills and be able to work autonomously with a high attention to detail and hold a high standard of customer service.

Employee Benefits Include:

- Complimentary season lift pass (applicable for those available full time 38 hours a week)
- Free ski or board group lessons
- Great staff discounts at our retail and rental outlets
- Employee reward and recognition plans.

Mount Hotham Skiing Company and Merlin Entertainments are Equal Opportunity Employers and provide a smoke free workplace.

To apply for this position please go to:
bit.ly/2019SnowJobs

and click to apply for Hotham – Reservations Consultant. Complete the online application process and upload your cover letter and resume.

Applications close Friday, March 15, 2019.