

## IN PERSON

37 Rowan Street,  
Wangaratta  
3677



## BY PHONE

**5723 0101**

5721 9447  
fax



## BY EMAIL

classifieds@  
nemedia.com.au



## WHEN TO BOOK

Chronicle Classifieds  
2.30pm business day prior to print  
North East Jobs  
3pm Friday

OPEN HOURS  
8.30AM TO  
5PM MON-FRI



## SELLING A CAR

2 WEEKS ADVERTISING  
WITH PICTURE  
from \$29



## BUY ONLINE

General Classifieds:  
wangarattachronicle.com.au  
Employment:  
northeastjobs.com.au  
Real Estate:  
northeastproperty.com.au



# Chronicle Classifieds

WANGARATTA'S MARKET PLACE WITH OVER 40,000 READERS EACH WEEK IN PRINT AND ONLINE

### EMPLOYMENT

**Employment opportunities**  
**Part time**  
**Customer Service Officer**  
**Lifeguard**  
**Swim teacher**



We are seeking motivated and enthusiastic individuals to join our team.

The successful applicants must possess strong inter-personal and communication skills and a commitment to providing excellent service. These positions include evening and weekend shifts.

Minimum qualifications (each role):

- CPR and Level 2 First Aid
- Working with Children Check

Additional qualifications for Lifeguard\*:

- Pool Lifeguard certificate

Additional qualifications for Swim Teacher\*:

- Pool Lifeguard certificate
- AUSTSWIM accreditation

\* New Lifeguard and Swim Teacher qualification costs may be reimbursed for successful applicants. All qualifications must be current. Relevant experience will be an advantage.

Full position descriptions detailing the roles and qualifications required are available at WISAC.

Written applications to Deb Brockwell, People & Culture Director at WISAC.

Email: deb.brockwell@ymca.org.au

Applications must be received by post or email by 5pm Friday 12 April 2019.

**Wangaratta Indoor Sports & Aquatic Centre**

H.P. Barr Reserve, Schilling Dve Wangaratta 3677

T (03) 5722 1723 F (03) 5722 2970

W [www.wangaratta.ymca.org.au](http://www.wangaratta.ymca.org.au)



Search for more  
jobs online.....  
[nejobs.com.au](http://nejobs.com.au)

### EMPLOYMENT



## Building Supervisor

**Full time position with immediate start**

Lekeal are award winning local builders in North East Victoria and have been building quality homes for the last 14 years. We are currently looking for a self-motivated, organised, energetic and experienced individual to join our construction team as a Building Supervisor in the Yarrowonga area.

The successful applicant will be responsible for the daily supervision of multiple building sites together with engaging, coordinating and managing trades, scheduling, client liaison, working with local authorities and inspectors to ensure compliance. Maintain good records on a computer-based work system. Reporting back to senior management any issues and OHS.

To be successful in the role you will require:

- Previous construction experience;
- Previous supervisor experience would be beneficial but not necessary;
- Excellent communication skills and customer service.
- Good references;
- Good understanding of the Building Code;
- Working knowledge of OHS;
- Computer literacy skills.

Please submit your cover letter and resume to [construction@lekeal.com.au](mailto:construction@lekeal.com.au)

**Applications close: 3rd April, 2019**

### EMPLOYMENT



Applications are invited from motivated health professionals.

#### COMMUNITY SERVICES

#### Community Health Nurse

This is a permanent position for a suitably qualified registered nurse. 0.4 EFT.

Applications Close April 9th 2019.

#### NURSE UNIT MANAGER

#### Residential Aged Care Services

Responsible for leading a client centred approach to our 30 bed Residential Aged Care Facility - Karana.

Permanent 1.0 EFT. Level NM3 .

Application process and details available at:

[www.yh.org.au](http://www.yh.org.au) or email: [hr@yh.org.au](mailto:hr@yh.org.au)

*Strengthening health in our community through excellence and innovation*



## Galen Catholic College

Galen Catholic College Wangaratta is a co-educational College with an enrolment of 1160 students from Years 7 – 12 and 140 full and part time staff.

We are seeking suitably qualified applicants for the following vacancies:

**Religious Education, Health Ed & Integrated Studies Teacher**

**Full Time Fixed Term Maternity Leave Position**  
15th July 2019- 26th June 2020

**Languages Italian Teacher (7-11)**

**Part Time Fixed Term Maternity Leave Position 0.8FTE**  
19th August 2019- 27th January 2021

The ability to teach Religious Education will be highly regarded. The successful applicants will require a current VIT registration.

**Applications close Monday 15th April 2019 12 noon.**

Employment is in accordance with terms and conditions as outlined in the Victorian Catholic Education Multi Enterprise Agreement (VCEMEA 2018)

For further details please visit our website <http://www.galen.vic.edu.au/employment/>

To apply please send a completed employment form, letter of application and current CV with names of three current referees to [employment@galen.vic.edu.au](mailto:employment@galen.vic.edu.au)

Our school community promotes the safety, wellbeing and inclusion of all children

Successful applicants will demonstrate a commitment to the philosophy and ethos of Catholic education

*Proud to be Galen*

[www.galen.vic.edu.au](http://www.galen.vic.edu.au)

## EMPLOYMENT

## Career Opportunities

Gateway Health is a Not-For-Profit Company which focuses on the provision of primary health and welfare services to people at highest risk of poor health outcomes. Services are delivered across Wodonga, Wangaratta and Myrtleford in Victoria, and through outreach services in North East Victoria and Southern NSW.

We currently have the following opportunity available:

### Speech Pathologist, West Hume Regional Communication Service

In partnership with the Communication Access Network, we are seeking an experienced Speech Pathologist to lead the West Hume Regional Communication Service to build the capacity of communities in the region to include and support the participation of people with communication disabilities. In summary, the position available is:

- Speech Pathologist with experience or interest in capacity building
- Part time - 38 hours per fortnight
- Fixed term position till August 2019
- Based in Wangaratta

At Gateway Health we are proud to offer our offer employees collaborative work practices, modern workplaces, flexible work arrangements and attractive salary packaging.

Applications close 5pm Wednesday 10th April 2019

For full details and to apply visit [www.gatewayhealth.org.au](http://www.gatewayhealth.org.au)



Gateway Health is an Equal Opportunity Employer. Gateway Health does not discriminate on the basis of race, religion, colour, sex, sexual orientation, gender identity, intersex status, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. In addition, Gateway Health is currently working towards achieving Rainbow Tick accreditation. Gateway Health is a child safe organisation.

## D&R Henderson

Timber | Particleboard | Melamine

### SAFETY OFFICER

#### About the business

Our manufacturing site situated in Benalla, Rural Victoria Australia, D & R Henderson Pty Ltd is a well-respected Australian manufacturing company operating in the timber & decorative board industry for over 50 years, producing a quality and environmentally certified product for the Australian domestic and export markets. Progressive and innovative, we're a growing company, committed to providing a safe workplace and to the on-going development of our people.

#### About the role

This exciting new role works under the direction of and reports to the Chemical Production and Safety manager to ensure site wide compliance with safety legislation and codes of practice. Provide administration and communication of D&R Henderson's safety policies whilst working proactively with production managers, employees and contractors to establish and maintain culture of safe working practices. The Safety officer will develop, implement and monitor effective safety systems, policies, training and practices that address D&R Henderson's key organisational risks and safety compliance obligations.

#### Skills and experience

- Experience working as a safety officer with understanding of safety principles and the industry application of same.
- Exposure to development of safety management plans and frameworks.
- Knowledge of relevant Health and Safety legislation, Codes of Practice and Standards relevant to the role.
- High order written and verbal communication skills
- Demonstrated intermediate computer skills including MS Office and various databases
- Health and Safety incident investigation and audit skills.
- Effective relationship management skills.
- Ability to develop and produce timely and accurate WHS reports
- Experience in a learning and development environment.
- A positive demeanour and flexible 'can do' attitude
- The ability to maintain strict confidentiality at all times
- Outstanding customer service skills
- Operate under limited supervision and direction from Management.
- Strong problem-solving skills
- Demonstrated ability to be well organised.

Short-listed applicants should be prepared to undertake a full pre-employment medical check which includes drug and alcohol screening.

If you feel you can succeed at the above position, please submit your application including resume to:

Grace Exton, Human Resources Coordinator  
D&R Henderson  
PO Box 129, Benalla, VIC 3671.

Ph. 03 4700 6444 or email to [Human.Resources@DRHenderson.com.au](mailto:Human.Resources@DRHenderson.com.au)

Applications close: 10th April 2019

D & R Henderson is an equal opportunity employer.

[www.drhenderson.com.au](http://www.drhenderson.com.au)

## EMPLOYMENT

## Registered Nurses

## Full Time / Part Time

Respect Aged Care embraces the values of respect, care, teamwork, courage, integrity, innovation and excellence. We provide a supportive and respectful working environment and pride ourselves on delivering outstanding customer service and individualised care to our residents and their families.

We are currently seeking dedicated and motivated Registered Nurses to join our team at our St John's facility on either a full time or part time basis.

The successful candidate/s will join our dynamic and supportive clinical team and will contribute to our strong focus on providing safe, competent and contemporary clinical care to residents. The successful candidate/s will provide strong leadership and support to lower classified employees, provide competent clinical care and complete comprehensive clinical documentation.

To be successful in the role, applicants will need to demonstrate a tertiary qualification in nursing or hospital equivalent certificate; current registration with AHPRA; a genuine interest for working in aged care; an ability to communicate with a diverse range of people and to lead teams to achieve great outcomes for residents; a capacity to manage a diverse and demanding workload; flexibility for shiftwork; and a current National Police Certificate.

For further information or to be provided with an application pack, please email [hr@respect.com.au](mailto:hr@respect.com.au).

To apply, please email a completed application for employment form and copy of your resume to [applications@respect.com.au](mailto:applications@respect.com.au).

Applications close on Friday, 12 April 2019.



[www.respect.com.au](http://www.respect.com.au)



### WASTE MANAGEMENT OFFICER

- Full Time, Ongoing
- Annualised Salary Agreement Band 7 \$81,359 - \$90,700 plus superannuation, income protection and a fully maintained vehicle

We are seeking a driven and organised team member to coordinate and deliver waste management services throughout the Shire. This will include arranging and monitoring kerbside collection contracts, managing landfill rehabilitation projects and supervision of transfer station operations.

If you are looking for a role focused on waste management at both a service delivery and strategic level, we'd like to hear from you.

#### Employee Benefits:

Working in Strathbogie Shire, employees enjoy a range of staff benefits including flexible working arrangements, free on-site parking, Study Assistance and Professional Development Program, Employee Assistance Program, Social Club, and Health Insurance schemes.

#### How to Apply:

Applications must include a cover letter, current resume and a statement addressing the key selection as outlined in the position description.

Applications must be submitted by 5:00pm Friday, 12 April 2019 and addressed to:

Chris Dube  
Executive HR Business Partner  
Strathbogie Shire Council  
PO Box 177  
EUROA VIC 3666

Alternatively, you may submit your application via [info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au)

A copy of the Position Description can be found on the Council website.

For further information about this position, please contact Jeff Saker, Group Manager Community Assets on 5795 0000.

Strathbogie Shire is committed to the Equal Opportunity and Child Safety Principles.

## EMPLOYMENT



### Materials Tech/Vet Building & Construction

Borinya, Wangaratta Community Partnership is a flexible learning space that offers young people in years 7 - 12 an opportunity to re-engage with their education.

We are seeking a suitably qualified person to deliver Materials and Technology and VET Building and Construction units. The position would ideally commence in the week beginning 29th April 2019. This position is for 1 day/week during the term weeks, until the end of the school year. Remuneration will be in accordance with experience and qualifications.

It is essential that you hold a current Working with Children Check, a National Police Check, Cert IV Training and Assessment and VIT registration. Experience working with young people in an educational setting is desirable.

Applications close on Friday, 5th April 2019.

Please forward your application, consisting of a cover letter, resume and two professional referees to [principal@borinya.catholic.edu.au](mailto:principal@borinya.catholic.edu.au)

*Our community promotes the safety, wellbeing and inclusion of all children.*



### Senior Carpenters x Two

#### Leadership skills Organisational ability

Yarrowonga Manufactured Housing is a successful family owned and operated company offering high quality, affordable solutions in the design, manufacture, supply and installation of modular and transportable buildings. YMH, based near the shores of Lake Mulwala, and now operating from its greenfield site development, which provides a fresh and purpose built work environment.

We are seeking Senior Carpenters to join our team and assist in the construction of modular and transportable buildings in a company changing to meet its growing demand.

The position is part of the construction leadership team and as a Senior Carpenter you will be responsible for the construction trade team, coordination of job requirements, and delivery of work activities to meet with production schedules and operational requirements with due consideration to safety, risk and quality results.

There will be regular travel to sites, in Victoria and New South Wales, and accordingly you will be able to use a company vehicle, and will be provided with a mobile phone.

To be successful in this role you will require the following:

- Leadership capacity - building teams and being a role model.
- Must be trade certified in Carpentry with 5 years post qualification experience.
- Hold a construction industry basic induction training card.
- Hold a current drivers licence.
- Willing to travel and work at different site locations for short periods.
- Willing to complete overtime when and if required.
- Have experience in good customer service skills.
- Experience in site management
- Experience to look after a number of carpenters on potentially multiple sites

YMH rewards success, values its employees and is committed to continuous quality and improvement.

If you are interested in this exciting opportunity, please apply by forwarding your resume to [info@yarrahousing.com.au](mailto:info@yarrahousing.com.au) by COB, Friday 29th March 2019.

For further information on these roles, please contact the Construction Manager, on 03-5744-2388.

# Chronicle Classifieds Wangaratta's market place

## EMPLOYMENT



### CASUAL POSITIONS AVAILABLE

We are seeking team members for all aspects of our businesses.

Are you;

Available to work weekends, nights, school and public holidays?

Able to work both as a team and individually? Well presented, polite, reliable and punctual?

Able to multi-task and work under pressure?

Do you;

Have cash handling skills, good communication skills and basic computer knowledge?

Have a keen eye for detail?

If you answered yes to all of the above please register your interest to attend the group interview session being held at 5.15pm on

Wednesday 3<sup>rd</sup> April at Wangaratta Cinema Centre by emailing

[Supabowl@wangsupabowl.com.au](mailto:Supabowl@wangsupabowl.com.au)



**DINNING'S**  
FOOD & DAIRY DIST.

### COOL ROOM OPERATOR IMMEDIATE START

Dinning's Food & Dairy Distributors are seeking an experienced order picker for their wholesale cold freight company based in Wangaratta, delivering throughout the North East and into southern NSW.

Award rates apply.

Applicants must meet the following requirements:

- Heavy Rigid Licence or above
- Previous order picking experience within a similar environment
- Exceptional customer service
- Reliable, punctual and possess a positive attitude
- Ability to work in hot and cold environments
- Flexibility to work 6.00am or 10.00am start shifts
- Physically fit to conduct heavy repetitive manual duties
- Ability to always work safely and in accordance with WHS requirements
- Available Monday to Saturday
- Temporary to permanent role potential for successful candidate

Applications to be sent via email showcasing in their resume the above requirements and contactable referees to [kendall@dinnings.com.au](mailto:kendall@dinnings.com.au).

## EMPLOYMENT



### Associate Nurse Unit Manager

Permanent Part Time Contract- 0.90 EFT

### Enrolled Nurse – Level 2

Permanent Part Time – 0.50 EFT

### Registered Nurses Grade 2

### & Enrolled Nurses – Level 2

Casual Positions available

For further information regarding the roles please contact

Lisa Allen, Director Clinical Services  
(03) 5728 0316

### Applications Close:

Wednesday 3<sup>rd</sup> April 2019.

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

[www.beechworthhealthservice.com.au](http://www.beechworthhealthservice.com.au)

### Electorate / Communications Officer

An exciting opportunity exists for an experienced Electorate/Communications Officer to join the Office of Tim McCurdy, Member for Ovens Valley, based in Wangaratta.

This position will be responsible for communications on behalf of the Member with varied duties including:

- Responding to media enquiries
- Drafting media releases
- Liaising with media outlets and arranging media attendance at events
- Producing newsletters and other material for distribution
- Responsibility for online communications
- Other electorate office duties as required

Applicants should possess the following skills and experience:

- previous work experience in communications;
- excellent written, interpersonal and communication skills;
- proven ability to work unsupervised; and
- excellent IT skills.

In addition, political awareness and knowledge of parliamentary process is important. Confidentiality, maturity and analytical ability are considered key attributes.

The position is from 0.5 – 0.8 fte, with a salary of \$64,864 - \$73,382 (pro-rata).

A probationary period of three months will apply.

For further information contact Jacinta Hearne on (03) 5721 6155.

Applications can be forwarded to [tim.mccurdy@parliament.vic.gov.au](mailto:tim.mccurdy@parliament.vic.gov.au)

Applications close: April 15, 2019 at 4pm.

## EMPLOYMENT

### THE OPERATOR OF THE WANGARATTA CLUB BISTRO

is currently seeking a qualified Chef or Third Year Apprentice.

Available to work various shifts including day/night and weekends.  
Good communication and organisational skills.  
Keen and reliable with a passion for the hospitality industry.

Please forward resume to:

PO Box 102, Wangaratta 3677 VIC

or email to: [admin@wangarattaclub.com](mailto:admin@wangarattaclub.com)

Applications close April 13, 2019.



**Hume Psychology & Counselling Services**

### Psychologists Beechworth

We are seeking experienced Psychologists to join our well established & successful, growing practice.

Supportive team environment with full amenities & administration provided.

Full time & part time available.

Immediate start with a full caseload possible.

Ability to work with couples, children and adolescents an advantage, but not a prerequisite.

### Essential Criteria:

- Registered with AHPRA
- Medicare Provider Number
- ABN, professional indemnity and public liability insurance

Please send resume & expression of interest to: [ht@humepsychology.com.au](mailto:ht@humepsychology.com.au)

For further information please call our practice manager Harry on 5728 1660.

## Service Manager

- Full time, 38 hours per week
- NFP Salary Packaging
- Northeast and Border Regions VIC/NSW Location

### About the role

The Early Intervention Psychosocial Support Response Service (EIPRS) is an outreach service that provides a person centred approach to recovery which is tailored to meet individual needs. The focus is on supporting people to achieve their better life goals delivered through outreach.

The Service Manager provides leadership and manages all operational aspects of the service to ensure high quality recovery oriented services are provided to clients, their families and carers.

Reporting to the Service Operations Manager, your duties will include;

- Leading and managing services to clients, carers and families
- Leading and managing the service team to deliver high quality client service
- Working proactively to build a team culture which is positive, solutions based
- Ensuring that the approved service budget is adhered to and met

### Skills & experience

- Tertiary qualifications and appropriate registration within Clinical Psychology, Mental Health Nursing, Occupational therapy, Social Work or other related fields as designated by Mind. Professional registration is required
- Demonstrate knowledge and skills in a practice area of mental health and disability
- Experience in successful relationship development, management and strategic partnerships
- Experience in financial management, budget control and reporting
- A demonstrated history of staff leadership and management (leadership of a mobile workforce highly regarded)
- An understanding of service development and design
- Sound systemic knowledge of NDIS or similar

If you are seeking a rewarding job and want to make a difference, then we'd love to hear from you.



Help, hope and purpose

To obtain a position description and apply online [www.mindaustralia.org.au/work-us/jobs-mind](http://www.mindaustralia.org.au/work-us/jobs-mind) - reference number 11887.

Online applications must be submitted by

Monday 15 April 2019.

[mindaustralia.org.au](http://mindaustralia.org.au)

## EMPLOYMENT

### Boilermaker / Welder

Warnock Welding are currently seeking a qualified boilermaker/welder for a full-time position based in Benalla.

- Must be competent in Mig and Stick Welding (Tig preferential)
- Ability to work unsupervised, to a high standard
- Drivers licence required
- Wages negotiable

Please phone Dennis on 0427 164 446



### MATHS/SCIENCE TEACHER

Full Time, Fixed Term Contract  
Commencing 29 April 2019

Mansfield Secondary College is set amongst the dramatic landscapes of the Victorian High Country. Rugged mountains, rolling snow plains, rushing rivers, gentle lakes and sweeping grasslands make for an ever changing, ever lovely backdrop. Four distinct seasons and varied terrain means that life is lived to the fullest outdoors.

We are seeking a suitably qualified and experienced Maths Science teacher (Years 7-12) to join our team.

Interested teachers should apply via: <https://schooljobs.education.vic.gov.au>

For further details please contact: Timothy Hall, Principal on 03 5775 2022.

## Jobs at Indigo



### Tourism Development Officer Marketing and Digital

- Full-time, ongoing
- Beechworth location
- \$62k to \$72k p.a. + super

### Supporter Playgroup Officer

- Part-time (16hrs per week)
- Beechworth location
- \$62k to \$72k p.a. pro rata + super

Applications close 4pm, Wednesday 10 April 2019.

Visit [www.indigoshire.vic.gov.au/jobs](http://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](http://www.indigoshire.vic.gov.au)

## Catholic Education Office Diocese of Sandhurst

Applications are sought for this key position providing effective Speech Pathology services within a number of Catholic schools.

### SPEECH PATHOLOGIST

(Part Time Leave Replacement, based in Wangaratta)

Closing Date for Applications: 4.00 pm Friday 5 April 2019

Sandhurst schools are committed to promoting the safety, wellbeing and inclusion of all children

Application package is available from [www.ceosand.catholic.edu.au](http://www.ceosand.catholic.edu.au) under 'Sandhurst Employment'

For further information please contact Kevin Lawlor  
P: (03) 5443 2377 E: [applications@ceosand.catholic.edu.au](mailto:applications@ceosand.catholic.edu.au)

Catholic Education Sandhurst is situated in Central and North Eastern Victoria, delivering professional support for our 56 school communities.

We are committed to working in partnership with schools, students and families, providing innovation and excellence in education inspired by the Catholic story.

## EMPLOYMENT


**BULLY'S BARBERSHOP**  
**2 Fully qualified**  
**Barber/**  
**Hairdresser**

As we expand into our second store we are looking for our next team members. We have 2 full time positions available. These are offered in Wangaratta and Benalla.

If you have to passion for cutting hair and thrive in a team environment then we want to hear from you.

Drop your resume to Rachael at 75 Ovens Street, Wangaratta or 88 Nunn Street, Benalla.

Applications close April 20, 2019.


**BULLY'S BARBERSHOP**  
**APPRENTICE**  
**BARBER**

If you have ever dreamed of becoming a barber then this is your opportunity.

We are looking for 2 apprentices (1 in each of our stores).

This is a 3 year, full time commitment and the chance to learn from 8 amazing barbers.

If you have the passion to learn a lifelong skill and are keen to work then please drop your resume to **88 Nunn Street, Benalla** or **75 Ovens Street, Wangaratta.**

Search for more jobs online.....  
[nejobs.com.au](http://nejobs.com.au)

## EMPLOYMENT


**Northeast Health**  
**Wangaratta**
**Age Care Navigation Project Officer**  
 Part Time Fixed Term until June 2020

**Clinical Pharmacist Gr 1 or Gr 2**

Visit our website for further employment opportunities  
[northeasthealth.org.au/careers](http://northeasthealth.org.au/careers)

**QUALITY HOTEL GATEWAY**  
**WANGARATTA**
**BREAKFAST COOK**

Position available for five mornings per week Monday to Friday. We are seeking a highly motivated individual to join our team, we are looking for someone who is reliable, punctual and with previous cooking experience.

To apply email: [info@wangerattagateway.com.au](mailto:info@wangerattagateway.com.au) or **Application forms available at reception.**

**Careers at Benalla**  
**HEALTH**
**• Porter**

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


**DINNING'S**  
 FOOD & DAIRY DIST.

**FULL TIME TRUCK/DELIVERY DRIVER**
**IMMEDIATE START**

Dinning's Food & Dairy Distributor's are seeking an experienced truck driver for their wholesale cold freight company based in Wangaratta, delivering throughout the North East and into southern NSW. 40 hours work week, award rates apply.

Applicants must meet the following requirements:

- Heavy Rigid Licence or above
- Experience in a similar role
- Exceptional customer service
- Reliable, punctual and possess a positive attitude
- Physically fit to conduct heavy repetitive manual duties
- Ability to always work safely and in accordance with WHS requirements
- Available Monday to Saturday

Applications to be sent via email showcasing in their resume the above requirements and contactable referees to [kendall@dinnings.com.au](mailto:kendall@dinnings.com.au).

## EMPLOYMENT


**Administration Assistant**

We have a full time position for an Administration Assistant based at our office in Killawarra (approximately 10 minutes from Wangaratta). The successful applicant will have sound clerical and computer skills, excellent interpersonal and telephone skills and the ability to work as part of a team and independently in a busy office.

Duties will include:

Telephone and customer service. Coordinating appointments for clients. Word processing and using various software packages including MYOB, Microsoft Word, Excel, Office, Access Data Base management and industry specific software.

**Applications close 5pm Friday 29th March 2019 and should be emailed to: [admin@economicpest.com.au](mailto:admin@economicpest.com.au)**



Bringing quality to life

**CASUAL MANUFACTURING,**  
**MACHINE & PROCESS OPERATORS**

Working as part of a team, staff will be responsible for the operation of production lines within the Timber division.

**About You:**

- An ability to operate manufacturing machinery
- An ability to follow manufacturing practices
- Available for Rotating Shifts
- Reliable, with a positive team attitude
- Committed to working within a safety culture
- Available ASAP

For further information:

<http://www.merriwa.org.au/about/employment>

Applications can be emailed to: [hr@merriwa.org.au](mailto:hr@merriwa.org.au)

**Applications close Friday 12 April 2019 at 5pm.**