

Courier Classifieds

Mansfield's Marketplace

EMPLOYMENT



COURTHOUSE HOTEL JAMIESON

- Casual Bar staff required for Friday and Saturday nights
 - Training provided
 - Accommodation provided if needed
 - Casual kitchen hands required for Friday and Saturday nights
 - Training provided
 - Accommodation provided if needed
- Please contact courthousejamo@bigpond.com



DELATITE EST. 1968 ACCOUNTS MANAGER AT DELATITE WINERY

We are looking to employ a Book-keeper/Accounts Manager to work in our expanding team at Delatite Wines. It is an onsite position, though some tasks may be done offsite. Start date is immediate.

The position requires a high level of competency with MYOB and generally good computer skills (familiarity with CRMs/Mailchimp etc). Additionally, as you may be required to work in our cellar door sales area at times, good interpersonal skills will be an advantage.

Currently the position requires 3-4 days per week (21-28 hrs) and we envisage this to grow to 5 days per week in the 2019/20 financial year. Hours per day and exact days worked are very flexible.

Remuneration to be negotiated depending on skills and experience.

Please send your CV (including references) to David Ritchie david@delatitewinery.com.au including your mobile phone number.

4SITE Mt Buller 2019 Seasonal Staff

4SITE Australia will be providing waste services at Mount Buller Alpine Resort for the Management Board under contract for over 13 years. 4SITE is looking for experienced and enthusiastic staff to work in Mount Buller for the coming snow season and for future snow seasons.

People with experience within the Resort, with appropriate skills and willing to work in a range of positions, are encouraged to apply. Training will be provided to all successful applicants.

Positions Available (full time, part time, casual and contract)

- Waste collection staff

Forward applications and or to request a job description email rmcdonald@4siteaustralia.com

The closing date for all applications is 4.00pm 8/4/2019



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.

EMPLOYMENT



Driver Wanted for 2019 Winter Season!

Do you have snow driving experience? We are seeking experienced Drivers for the 2019 Winter Season.

Please call us for more information on 03 5777 6377, or send your resume through to operations@breathtaker.com.au.



Hotel Reception & Food Beverage

We are seeking a motivated Front Office Representative / Coordinator with basic Food Beverage knowledge for an immediate start, to join our busy team in Mansfield. Note: This is NOT seasonal work, we are looking for someone who can commit for longer term.

About the role:

Hotel Reception and Food Beverage outlet duties – Casual Role

- Work closely with the Executives to support in all Administrative and F&B areas such as admin reception, events, and catering
- Be proactive with distributing accommodation requests from travel agents, group bookings and direct clients.
- Accurately recording event inquiries and process all online booking
- Coordinating invoices and payments
- Assisting with events & catering occasionally on weekends (Must have basic Food & Beverage experience)
- Maintaining communication with our existing customers
- Must be available to work early mornings/evenings and weekends, when required
- Must have RSA

About you:

- Front Office/Reservation experience
- All Rouser - Multitasker, Hospitality or Travel background
- Have basic Food & Beverage knowledge
- Excellent communication skills

Benefits:

- Training provided
- Staff discounts
- Career progression
- Great team environment

Please apply with a cover letter giving more insight to why we should consider your application.

If you have specific questions about the role please contact our General Manager for any further query – ramesh@alzburg.com.au or Call 03 5775 7400



HENRY PARTNERS

Chartered Accountants

FULL TIME/PART TIME ADMINISTRATION POSITION

Our firm has a position available for an enthusiastic and highly motivated person to join our busy practice.

This role will require you to develop skills in all aspects of the administration duties within the practice including:

- General reception duties
- Data input
- Liaising with the ATO & ASIC
- Processing incoming/outgoing correspondence
- Banking, cheque account reconciliation and trust account processing
- Accounts receivable
- Accounts payable
- Corporate secretarial
- Monitoring work flow and documents within the office
- Maintaining filing and archiving systems

Competent computer skills and professional etiquette are essential.

For enquiries please call us on 5775 3170 or email us on admin@henrypartners.com.au

Please forward your application by 5pm Thursday 18 April by email to admin@henrypartners.com.au or by post to Henry Partners, PO Box 509, Mansfield VIC 3724

EMPLOYMENT

CLEANER POSITIONS AVAILABLE

Domestic cleaners wanted for small cleaning business in Mansfield servicing private houses, holiday accommodation, offices and rental cleans.

Part-time hours, up to 20+ hours per week - more over the winter months.

Must have police check and car licence, ABN preferred.

All equipment provided, including a vehicle. Contact 0428 290 787.



EXPERIENCED REGISTERED NURSE

OPERATING THEATRE – Casual Vacancy

Mansfield District Hospital is currently seeking an experienced Registered Nurse to be part of the skilled operating theatre team providing innovative and dedicated care in this specialty area.

Taking a lead role in providing comprehensive and high quality nursing care to surgical patients, you will have current registration with AHPRA, experience in operating theatre nursing and demonstrated excellent interpersonal skills and proven ability to prioritise tasks.

CSSD TECHNICIAN

Permanent, part-time - 8hrs per fortnight

An exciting opportunity currently exists for a Registered Nurse or Enrolled Nurse with a Certificate 3 in Sterilisation Services to join the Operating Theatre team as an CSSD Technician.

The successful applicant will be responsible for preparation and sterilisation of reusable medical and surgical equipment and the preparation and sterilisation of textile packs for use across the organisation.

Nurses with a demonstrated aptitude and the necessary qualifications to work in this area of care are encouraged to apply.

The successful applicants will demonstrate excellent time management, communication and clinical skills as well as be committed to achieving quality outcomes for patients and clients of MDH.

For further discussion/enquires surrounding these opportunities please contact Jenny Pollard, Nurse Unit Manager Operating Theatre 5775 8800

Applications are to be forwarded to Margaretanne Hood, Director of Clinical Services by COB Friday 12th April, 2019.

Further information and employment application documents are available online at <http://mdh.org.au/position-vacancies/> or from Hospital Reception.

Office Assistant

Rewarding role for a motivated Office assistant with 3-4 years experience.

5 days a week, 30 hrs (may increase to full-time for the right person). Accounts Receivable & Accounts Payable experience required.

Intermediate to advanced skills in Excel.

Ability to work to deadlines.

Must be a team player, customer-focused with a bubbly personality, and have a can-do attitude.

If you think this position is perfect for you, please apply via email to ange@martinsgarage.com.au.

Closing date for all applications is Tuesday 9th, April.



EMPLOYMENT



DRIVERS REQUIRED

Car to HR, or above.

2019 Snow Season (and beyond). Must have WWC & Drivers Accreditation. HAA is desirable, however we do have slots booked to obtain this.

Various positions available at Mt Buller for the forthcoming Snow Season. Driving from 13 passenger seat Hiaces, Toyota Coasters, Low Floor Buses through to Coaches.

Please email your resume to recruitment@bendigocoachlines.com.au or call (03) 5446 7018 and ask for David.