

EMPLOYMENT

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GROSS**
BARRISTERS / SOLICITORS

**BECAUSE
WE'RE LOCALS**

LEGAL RECEPTIONIST

We are seeking to employ an energetic and enthusiastic legal receptionist in our busy Myrtleford office. This is a full time position suitable for a highly motivated individual. Experience is desirable but not essential.

Telephone enquiries to Kerrie Young on (03) 57 521 255.

Applications and CV to:-
kyoung@nlg Solicitors.com.au

Applications close 31.5.19.

EMPLOYMENT

Rubys Takeaway
Myrtleford
**Casual/part time
Baker required.**
Hours and pay
negotiable.
Contact Kara
0448 744 076
or email
rubys84@outlook.com

**Full Time
CHEF**

Weekend
work.
Buffalo Hotel

Phone
Brendan
5751 1400.

**POSITION VACANT -
SCHOOL CLEANER**

**Porepunkah Primary School is seeking
an outstanding, highly motivated
and experienced School Cleaner for
approximately 17 hours per fortnight.**

We are seeking a skilled cleaner with the ability to work as part of a high performing team.

Please contact Eileen Thomson on
03 5756 2253 or email –

porepunkah.ps@edumail.vic.gov.au
for a position description.

Applications close Monday 3rd June at 4pm.

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Chronicle, Ovens
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Myrtleford Times
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Observer

Ovens Valley Motor Inn in Bright

is looking for a qualified Motel Manager for a permanent full-time position. The successful candidate will have relevant hospitality qualifications, excellent communication, organisational and time management skills. Previous experience in hospitality industry required.

Remuneration: \$55,000 to \$65,000 plus 9.5% superannuation, will dependent on skills and experience

Roles and responsibilities of the position include, but not limited, to the following:

- Providing local tourism information, and arrange tours and transportations when needed
- Supervising function and conferences activities, property maintenance, and security arrangement
- Directing reception, room services, restaurant and housekeeping activities
- Ensure high standards of services are maintained at all time
- Supervising in house training for other staff
- Find solutions to problems concerning services
- Coordinate and monitor event timelines and ensure deadlines are met
- Checking and maintain the cleanliness and sanitation of equipment and operation of premises to ensure compliance with occupational health and safety regulations in regards to food and beverage service

To apply: send your resume and cover letter to
info@ovensvalleymotorinn.com.au

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