

Courier Classifieds

Mansfield's Marketplace

EMPLOYMENT

CLEANERS WANTED

Mt Buller, Merrijig and Mansfield area.

Over the winter period.

Training will commence as soon as possible.

Email resumes to

belinda@cnacleaning.com.au

FALLONS BUS SERVICE

Requires a

Casual School Bus Driver for Mansfield School Bus runs.

The successful applicant must have a minimum MR Licence and would preferably have his/her Drivers Certificate and Working with Children Card or be prepared to obtain these.

Please forward your resume to fallons@virtual.net.au or phone Malcolm on 5772 1768.



Receptionist

We are seeking an experienced, reliable and diligent receptionist for an immediate start. This will be a casual position with working hours approximately 9.30am to 3.30pm. Submit your application with CV to enquiries@malryanglen.com.au



Looking for a new chapter?

Here is an opportunity to get in on the ground floor of building a new team.

We are looking for Fabricators who can demonstrate an ability to build things and work with a team.

Materials we will be primarily working in will be Stainless and mild steel, aluminium, and FRP. A salary package will be developed upon discussion. Interested?

Send Resume to info@crawfab.com.au.



EXECUTIVE ASSISTANT

Full Time

Mansfield District Hospital is seeking to employ an Executive Assistant.

This position provides administration assistance to the Director of Clinical Services, Director of Operations and Director of Quality and Safety. Reporting to the Director of Clinical Services the position supports the day-to-day operation of the Executive team to ensure efficient business practices and to support the delivery of safe, effective, personal and connected care at MDH.

The position also provides leave replacement to the Executive Assistant to the CEO. You will have high level communication and interpersonal skills, demonstrate initiative and an ability to self-manage. General technology proficiency, including Outlook, Excel, Word and Power Point is essential.

Relevant experience providing senior level administrative support is preferred.

Full details are outlined in the Position Descriptions. Further information and employment application documents are available online at <http://mdh.org.au/position-vacancies/> or from Hospital Reception.

Applications close 5.00pm on the 14 June 2019.

Mansfield District Hospital is fully accredited across all services, committed to Equal Employment Opportunity and the principles of diversity in recruitment. Employment is underpinned by merit-based selection and successful applicants are expected to model the MDH Values and Expected Behaviours and abide by the Code of Conduct. Commencement is subject to a successful MDH Police Check and provision of an employee Working with Children Check.

EMPLOYMENT



FOOD SERVICES ASSISTANTS

Permanent part-time

Mansfield District Hospital is currently seeking Food Services Assistants to join our Catering Services Unit, responsible for the provision of meals to Mansfield District Hospital's patients and Aged Care residents.

You will be highly motivated to help others, have the capability to work well within our supportive team as well as independently and a good eye for the presentation of nutritious and delicious meals. A Health & Community sector, Food Safety Practices Certificate is essential. Past experience in a similar role is preferable, however full on the job training is provided. Flexibility is a must, as our kitchen operates 365 days of the year.

Full details are outlined in the Position Description. Further information and employment application documents are available online at <http://mdh.org.au/position-vacancies/> or from Hospital Reception. Applications close at 5pm on the 21st June 2019.

Mansfield District Hospital is fully accredited across all services, committed to Equal Employment Opportunity and the principles of diversity in recruitment. Employment is underpinned by merit-based selection and successful applicants are expected to model the MDH Values and Expected Behaviours and abide by the Code of Conduct. Commencement is subject to a successful MDH Police Check and provision of an employee Working with Children Check.



Residential Carer – casual role

Are you an experienced carer or looking to move into the disability industry and not sure where to start?

MASS are looking for staff to work with adult clients who have Autism. Primarily to fill shifts 4pm – 8pm weekdays, and some Saturdays.

The role requires you to provide some 1:1 support and some 1:2 support depending on the needs of the clients. You will be working with an experienced colleague, who knows the clients well and will be able to provide support.

Employment subject to police check and other disability industry checks.

Please apply in writing to: recruitment@autismmansfield.org.au
For further enquiries please phone 5775 2876

EMPLOYMENT



MANAGER FINANCE

- Full Time, Ongoing
- Senior Executive Officer Package – \$125,000 including superannuation, income protection, and a fully maintained vehicle

We are seeking a dynamic and practical leader to manage the provision of accurate and timely financial services for Council including preparation of reports and budgets, participate in development of strategic and business plans, and manage internal and external audits.

To be successful in this role CA/CPA qualifications are essential, as well as strong knowledge of legislation and accounting standards and demonstrated experience in the operation of electronic financial systems. Excellent communication skills are also required to maintain positive working relationships and negotiate with others to resolve issues.

For further information about this position, please contact David Roff, Group Manager Corporate and Community on 5795 0000.

ENVIRONMENTAL HEALTH 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 an enthusiastic and motivated team player to ensure health compliance is met throughout the Shire. This will include undertaking inspections of public health premises, assessing the installation and use of onsite wastewater management systems, responding to public health complaints, and offering advice.

To be successful in this role tertiary Environmental Health qualifications are essential, as well as at least 4 years' experience in a similar role. Knowledge of relevant legislation and excellent communication and problem solving skills are also required.

For further information about this position, please contact Cameron Fraser, Team Leader Building, Health and Compliance Services on 5795 0000.

Employee Benefits:

Working at Strathbogie Shire, employees enjoy a range of staff benefits including flexible working arrangements, free on-site parking, Study Assistance and Professional Development Programs, 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 criteria as outlined in the position description.

Applications must be submitted by 5:00pm Friday, 14 June 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

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