

EMPLOYMENT

NOEL G. O'MEARA & ASSOCIATES

Are seeking applicants for a Trainee
Officer Administrator.

Located at the Euroa Office, the position
is full time (Mon-Fri, 9am-5pm) and
includes a traineeship in office
administration (Certificate III).

The training involves general office
duties, such as reception, data entry,
coding, maintaining files and other
duties as required.

The ideal applicant has a strong work ethic,
is able to maintain a calm demeanour and
engages well with staff and clients.

To apply, email your CV and a one page
cover letter to euroanoel@bigpond.com
For more information call (03) 5795 2783.

**Applications close at 5pm,
Monday, July 15, 2019.**