



Strathbogie shire

ADMINISTRATION SUPPORT OFFICER – BUILDING HEALTH AND COMPLIANCE SERVICES

- Part Time, Ongoing – 0.6 EFT
- Salary Classification Band 5 - \$30.81 per hour

We are seeking an organised and responsive self-starter to provide administration support to our Building, Health and Compliance Services team.

The successful applicant must have excellent communication, interpersonal and customer service skills, demonstrated experience using Microsoft programs, and proven ability to work effectively within a team. Experience providing administration to Local Laws, Governance, Building or Environmental Health Services would be highly regarded.

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 Income Protection 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 **9:00am Monday, 30 September 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 Description can be found on the Council website.

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



OLD COLONISTS'
ASSOCIATION OF VICTORIA
Living Communities

Currie Park Estate, 58 Weir St Euroa CASUAL HOUSEKEEPER/ SUPPORT WORKER

Currie Park is situated at the foothills of the Strathbogie Ranges, in the township of Euroa and adjacent to Euroa health.

The estate comprises 20 self-contained independent living units and 8 fully serviced apartments.

A casual position has become available and hours to be discussed at interview.

Applicants will be required to provide a Police check, have a background in cleaning and cooking, have a food handling Certificate or be willing to obtain one and be willing to be trained in First Aid or hold a current certificate.

Applicants can contact the Residents' Coordinator Karen Ernest on (03) 9433 1100 or our Housekeeper Haley Stokes on 57951822 for further details and Position Description.