

MYRTLEFORD THE ALPINE
Times Observer
Classifieds

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ALPINE Classified Information

Ads can also be lodged at Myrtleford Newsagency, Bright Newsagency, and Mt Beauty Newsagency

BOOKING DEADLINE

By 3pm Monday prior to printing.

CREDIT CARD FACILITIES WE ACCEPT



EMPLOYMENT



Falls Creek Resort Management is now recruiting the following full time, year round position:

- **Resort Services Officer**

Please go to www.fallscreek.com.au/employment for more information



Accounts Payable Officer

– Permanent Part-Time role (25 hrs pw)

Carter Holt Harvey Plywood Australia is a wood manufacturing, distribution and sales business, with a commitment to the health and safety of our employees. We are currently seeking a dedicated and experienced Accounts Payable Officer to be based at our Plymill in Myrtleford. This role will report directly to the Site Controller and will have the following responsibilities:

- Maintaining vendors on the AP system
- Entering invoices and expenses onto the AP system
- Preparing approved invoices for payment and obtaining payment authorisation
- Checking statements received from suppliers and reconciling vendor accounts
- Dealing with internal and external AP queries
- Other ad-hoc duties as required

About you...

To be suitable for this position you must have:

- a minimum of 2 years' experience in a similar role
- proficiency in Microsoft Excel and Word
- excellent attention to detail
- basic book-keeping knowledge
- time management skills and the ability to prioritise key tasks
- strong numerical and problem solving skills
- knowledge of SAP would be advantageous

Applicants must hold valid Australian Working Rights and prior to employment the successful applicant may be required to pass a medical including drug testing, a functional assessment and other pre-employment checks such as a criminal record and / or credit check.

To apply for this position please submit your resume and cover letter before 5:00pm Thursday 31st October 2019 by email to:

Attn: Site Controller
 Jason.Korb@chhwoodproducts.com.au
Carter Holt Harvey Plywood Pty Ltd

