

NorthEast JOBS

Circulating in Wangaratta, Myrtleford, Bright, Mt Beauty, Beechworth, Yackandandah, Rutherglen, Chiltern and districts

To place an ad, phone 5723 0101 or email classifieds@nemedia.com.au

www.northeastjobs.com.au

Qualified Hairdresser

Required at Tangledup Hairdressing in Wangaratta.
Full time or part time.
Must love the job, be friendly and fun.
Phone 03 5721 7902 for more information or drop in your resume at 43 Ovens Street.





LATEST ALPINE SHIRE COUNCIL CAREER OPPORTUNITIES

Seasonal Assistant Gardener (Bright) - October 2019 to April 2020
An opportunity exists to join our Open Spaces team as a Seasonal Assistant Gardener on a full time, temporary basis.
Visit our website to find out more. We'd love to hear from you!
www.alpineshire.vic.gov.au/employment


Home@Scope - now recruiting Disability Support Workers

Permanent and Casual Positions available, multiple locations - see seek website for details and to apply
seek.com.au/scope-aust-jobs
Phone Renee Couche on 0447 901 695 to enquire



ADMINISTRATION/ FINANCE OFFICER PART-TIME .6 FTE

Borinya Wangaratta Community Partnership is a flexible learning space that offers young people in years 7 - 12 an opportunity to re-engage with their education.
Applications are invited from suitably qualified persons for the ongoing position of Administration/ Finance Officer. The successful candidate will be appropriately qualified and/or experienced, demonstrate enthusiasm and the ability to manage a range of administrative tasks, and support the Business Manager and the Principal.
The successful applicant must hold a Working with Children Check and be willing to undertake a National Crime Check. Hours are 8.30 a.m. - 4.30 p.m, with the days of work to be negotiated.
A detailed position description and application form are available by phoning Carole Breust on 57212174 or email admin@borinya.catholic.edu.au
Applications close Friday 1st Nov, 2019
www.borinya.catholic.edu.au



Educational Support Staff x 3

Borinya, Wangaratta Community Partnership is a flexible learning space that offers young people in years 7-12, an opportunity to re-engage with their education.
We are seeking suitably qualified Education Support workers to commence 28th January 2020. The position can be varied, but the key responsibilities will be supporting students to participate in all learning and co-curricular activities.
Two positions are fulltime ongoing. The third position is a fulltime position for 12 months with the possibility of ongoing. The hours are Monday - Friday, 8.30am to 4.30pm.
It is desirable that you have a Cert III in Education Support and essential that you hold a current Working with Children's Check and have experience working with children/young people in educational settings. A more detailed position description is available on request at admin@borinya.catholic.edu.au
Applications close Friday, November 1st, 2019.
Please forward your application, consisting of a cover letter, resume and two professional referees to principal@borinya.catholic.edu.au
Our community promotes the safety, wellbeing and inclusion of all children.
www.borinya.catholic.edu.au



Early Childhood Educators

Do you want to work casual hours?
Are you a qualified Early Childhood Educator?
Then we are looking for you!
The Wangaratta Children's Services Centre is seeking casual staff to join our team to assist in providing an educational practice that enhances the learning and development of all children, ranging from 0 to 6.
Please visit our website www.wangaratta.vic.gov.au/about-council/careers or call 03 5721 2635 for further information.

northeastjobs.com.au

Benalla Lawyer + Legal Secretary/Receptionist

Flexible work hours available
marshalls+dent+wilmoth lawyers are currently recruiting for a lawyer and legal secretary to be part of our new Benalla office opening in January 2020.
Generalist Lawyer
We are looking for a lawyer who ideally has experience in Wills & Probate, family and property law to head up our new Benalla office. This is an exciting opportunity for someone motivated by providing quality legal services to the community and developing a new legal practice with the support of a well-established and respected Melbourne CBD practice.
Legal Secretary/Conveyancer
marshalls+dent+wilmoth lawyers are looking for a motivated professional with law firm experience to provide legal administrative and secretarial support including:

- Reception, mail and general office duties;
- Preparing legal correspondence and general documents;
- Organising and maintaining legal and general file records such as hard copy and email correspondence, discovery documents and briefs to barristers; and
- Planning and organising court diaries.


Experience with conveyancing would be highly valued.
We are seeking individuals who can work full or part time hours:

- Who are self-motivated;
- Have good attention to detail and can manage their time productively;
- Who adapt quickly to shifting priorities with an ability to deliver outcomes under pressure;
- Who present professionally and develop good rapport with others; and
- Enjoy a small team environment.

Please forward your application and CV to Jacinta Maude, jmaude@mdlaw.com.au or call her for confidential enquiries on (03) 9604 4006.





Search for more jobs online....
nejobs.com.au



Learner Engagement Officer - Finding Strengths Project

Full time Fixed Term Contract to 28/2/2021
As a Learner Engagement Officer within the Finding Strengths project team, you will provide case management and support to facilitate the engagement and learning journey of people who are on Parole or Community Corrections Orders who have learning disorders.
Support Officer Part Time Ongoing Position
As a Support Officer with The Centre, you will provide administrative support to our teams in Wangaratta and Seymour by organising class resources and maintenance of their materials.
If you have a passion for education, commitment to lifelong learning and want to be part of an amazing team environment, we would love to hear from you!
To apply for either of these roles or to find out more please visit www.thecentre.vic.edu.au/working-with-us
For further information please contact Andrea Matheson on (03) 5721 0211 or email andrea.matheson@thecentre.vic.edu.au



Classroom Teacher (.6 Fte - 2020)

Borinya Wangaratta Community Partnership is a flexible learning space that offers young people in years 7 - 12 an opportunity to re-engage with their education.
Applications are invited from suitably qualified persons for the part-time, fixed term position for the 2020 school year, commencing on 28th January, 2020 until 26th January, 2021. There is a possibility that this position may become ongoing.
The successful applicant will have a demonstrated commitment to Catholic education and to the safety and wellbeing of children and young people.
An application pack can be obtained by contacting the Principal, Genevieve O'Reilly on 57212174 or emailing admin@borinya.catholic.edu.au.
Applications close November 9th, 2019.
Borinya Wangaratta Community Partnership is a Child Safe organisation and is committed to Child Safety at all levels.
www.borinya.catholic.edu.au



Quercus Beechworth is seeking a new Manager

Quercus Beechworth Inc (formerly Beechworth Neighbourhood Centre) is looking for a dynamic new Manager to lead a small team in developing and managing our well established, growing organisation.
Classification: NHACE 2016 Sch 2B Level 7.
Hours: Permanent Part Time 22.8 hours per week.
This challenging and rewarding role provides an opportunity to develop and strengthen our small but vital community organisation based in beautiful Beechworth.
The Manager is responsible to the Board of Governance for the operation, management and future development of Quercus Beechworth and for ensuring that the organisation operates in accordance with the Board's strategic decisions, the service agreements with funding bodies and applicable legislation.
Experience in managing a community organisation and a command of community development principles and skills are central to the role.
Applications close Sunday 27th October.
For a position description and application details please contact Karen Nankervis: contact@mybeechworthsecretary.com.au



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5723 0101 **Chronicle**

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