

EMPLOYMENT



www.alpineschool.vic.edu.au

Alpine School
Dinner Plain Campus

Office Manager

Part time
to start 27 Jan 2020

DET

Recruitment Online website
www.education.vic.gov.au/schooljobs

job number 1172420
or phone 03 5150 8100

Closing date for applications
20 Nov 2019

EMPLOYMENT



**ADMINISTRATIVE ASSISTANT/
BOOKKEEPER**

Parmesan Accountants & Advisors is an established and modern Accounting Firm that services a diverse portfolio of clients both locally and nationally. The Firm is based in both Myrtleford and Bright and has a strong belief in providing quality service along with caring for our clients.

Job Description:

We require a Full-Time Administration Assistant/Bookkeeper in our Myrtleford Office. The role will be diverse and cover a broad range of interesting and challenging work that relates to Taxation, GST and Administration Services. You will assist and drive a dedicated Accounting Team with all their administration requirements including managing the Firm's client data-base and ATO portal.

Key Selection Criteria:

- Proficient computer skills across multiple platforms including Xero/MYOB & Microsoft Office 365
- Highly developed written and verbal communication skills, including the ability to positively liaise with clients
- Sound knowledge and experience in Bookkeeping
- Demonstrated ability to work independently to organise and prioritise demands, handle multiple complex tasks simultaneously, set and meet deadlines
- Reliability, self-motivation, highly organised and a team player
- Previous Accounting Firm experience would be an advantage

Remuneration will be award based depending on qualifications and experience.

Please forward resumes to:
manager@parmesans.com.au
or by mail marked "Private & Confidential" to:
The Manager
Parmesan Accountants & Advisors
PO Box 445
Myrtleford Vic 3737

Applications close 15th November 2019.

All applications will be treated with the utmost confidentiality.



CASUAL MC TRUCK DRIVERS WANTED

Black Mount Spring Water is a family owned and operated spring water transport company located at Gordon (20 kms East of Ballarat), with depots in Albury, Sydney, Queensland and Western Australia. Due to ongoing expansion we are currently seeking experienced professional MC Drivers to work on a casual basis from our Albury depot servicing the local area. Drivers will have an excellent, safe driving record and reside within 1 hour from the Albury depot. Immediate start is available.

****BENEFITS INCLUDE****

- Flexible casual hours
- Modern, well maintained fleet
- NHVAS accredited company
- Drug safe working environment
- Uniforms provided

To be considered for employment, candidates must have:

- Multi-Combination licence (MC) (Essential)
- Current driving history report with excellent driving record
- Road ranger (crash box) experience
- Neat and tidy appearance
- Excellent customer skills
- Mature, professional attitude
- Positive work ethic
- Excellent work history

Successful applicants will be required to:

- Work as directed and be flexible in start and finish times
- Complete all relevant paperwork accurately
- Attend "fit for duty" medical assessment inc. drug and alcohol testing
- Adhere to all company policies and procedures (with a focus on Fatigue Management and WHS Compliance)
- Comply with all legal requirements in the safe and efficient operation of Heavy Vehicles (ie. speed, axle weights etc).
- Attend and complete a company induction
- Keep vehicles clean and presentable

For enquiries contact Lois Alford on 0417 500 096