



Administration Officer - part time

Our bus business is getting busier and we need an energetic and proactive person to join our team in an administrative capacity.

We are looking for someone with the following skills:

- Strong computer literacy
- Great customer service skills
- Eye for detail
- Effective time management

The hours will be 1pm to 5.30pm
Monday - Friday.

**To express your interest in this role
please submit a resume to**

sarah@seymourcoaches.com.au,

applications close on 5pm Friday 20 March.

 The background image shows several newspapers and a tablet displaying news content. The word "NEWS" is prominent on the newspaper and tablet screens.

Journalist/Writer Part-time

North East Media, publisher of the award winning The Euroa Gazette, is currently seeking a part-time journalist/writer to join the team in our Euroa branch.

The position is ideally suited for a journalist or writer who lives in the Euroa district, has a genuine interest in the community and local affairs, and the confidence and abilities to help document local news, issues and events.

The successful candidate will be expected to write clear, concise and interesting news, sport and feature stories for our weekly newspapers and associated digital and social media platforms.

They must have excellent verbal and written English, sound computer skills, solid general knowledge, and an ability to build

rapport and networks quickly.

You will need to be well organised, able to work to deadlines, and have strong attention to detail.

Candidates must hold a valid driver's licence, be available to work flexible hours, and photography and social media skills are desirable.

North East Media is a leading independent family-owned media group with a commitment to community journalism.

Applications, including a cover letter and resume, close at 5pm on Friday, March 20 and should be forwarded to:

**Jeff Zeuschner
Group Editor
North East Media
jzeuschner@nemediamedia.com.au**

The Euroa Gazette