

# Mansfield Courier

## Classifieds

The best way to reach Mansfield & The High Country

**BY PHONE**  
5775 2115

**BY EMAIL**  
classi.mcourier@nedia.com.au

98 High Street,  
Mansfield 3722.



### Classified Information

#### office hours

OPEN HOURS  
9.00AM TO 5PM  
MON-FRI

Ads can be lodged at 98 High Street, Mansfield

www.mansfieldcourier.com.au

### BOOKING DEADLINE

By 12 noon Monday prior to printing.

### CREDIT CARD FACILITIES WE ACCEPT



### REGIONAL PUBLICATIONS

#### The Chronicle

Phone: (03) 5723 0100

Fax: (03) 5721 9447

email: classifieds@nedia.com.au

Booking deadline:

2.30pm day prior to print.

#### Myrtleford Times / Alpine Observer

Phone: (03) 5752 1058

email: classi.timesobserver@nedia.com.au

Booking deadline:

3pm Monday

#### The Euroa Gazette

Phone: (03) 5795 3041

email: gazetteclassifieds@nedia.com.au

Booking deadline:

12 noon Monday prior to print.

#### North East Tourist News

Phone: (03) 5733 1102

email: lscott@nedia.com.au

Phone for quarterly booking deadline

#### North East Farmer

Phone: (03) 5723 0100

email: nefarmer@nedia.com.au

Booking deadline: Second Friday of month

### CLASSIFIED GUIDELINES

- > **CAR ADVERTISERS**  
Private vendors of motor cars advertised for sale must include in their advertisement
  - Cash price of motor car
  - If car is registered, registration number
  - If unregistered, the engine number
- > **PHOTOGRAPHS**  
All photographs appearing in this issue that are taken by our photographers are available as reprints.
- > **FOUND ADVERTISEMENTS**  
All found advertisements are published free.  
Simply provide the details of your find for publication.
- > **PERSONAL ADVERTISERS**
  - All personal photos submitted for printing in this issue must be collected within the next 4 weeks.
  - All engagement and marriage notices must carry the signatures of BOTH parties, if under 18 the parents' signatures as well.
  - Birth notices require signatures
- > **ADDITIONS**
  - Bold heading
  - A various selection of logos are available.
- > **INTERNET**  
In lodging an advertisement with us you agree that we may publish the advertisement on our website. The general terms and condition that apply to publication apply also to publication of material on our website.

### EMPLOYMENT

Finding the right job for you matters to us



northeast jobs .com.au



### EMPLOYMENT



**MANSFIELD DISTRICT HOSPITAL**

#### ADMINISTRATION ASSISTANT Mansfield District Hospital – Mt Buller COVID-19 Testing Clinic

Part-time position – 4 days per week  
fixed term 12 week contract for winter season  
2020 – commencing early July and ending  
beginning of October (dates TBA)

An opportunity exists for an enthusiastic, well-organised self-starter to join our Administration team for a fixed term period to support the Mansfield District Hospital Mt Buller COVID-19 Testing clinic for winter/ snow season 2020, commencing immediately and ending with the closure of Mt Buller Snow season (TBA). The successful candidate will contribute to the vital provision of screening services to the Mt Buller community to assist with the prevention, identification and control of COVID-19. This position is the first point of contact at the clinic, presenting a professional impression on behalf of the organisation. This position is responsible for receptionist and administrative duties and support for Clinical staff within the facility.

This position is a temporary fixed term part-time position that is intended to be rostered 4 days per week in the clinic only, with weekend work required as part of this role. This position is governed by current operating status of Mt Buller Snow season and should there be any change to the state of restrictions or closure and consequently the Covid-19 Testing clinic, we would renegotiate the terms of this employment, with the possibility of casual work in our Hospital.

You will have excellent interpersonal, customer focused skills and demonstrated computer/IT knowledge. A proven ability to prioritise tasks, self-manage and work within a team environment is also required.

Full details are outlined in the Position Description. Further information and employment application documents are available online at <http://mdh.org.au/position-vacancies/> or from Hospital Reception. Applications close by 5.00pm on Sunday 5th July 2020.

*Mansfield District Hospital is fully accredited across all services, committed to Equal Employment Opportunity and the principles of diversity in recruitment. Employment is underpinned by merit-based selection and successful applicants are expected to model the MDH Values and Expected Behaviours and abide by the Code of Conduct. Commencement is subject to a successful MDH Police Check and provision of an employee Working with Children Check.*

**Email your advert**  
classi.mcourier@nedia.com.au

### EMPLOYMENT



#### LEARNING SPECIALIST (NUMERACY)

Full Time, Ongoing  
Commencing Term 1, 2021

Mansfield Secondary College is set amongst the dramatic landscapes of the Victorian High Country. We are seeking suitably qualified and experienced Learning Specialist – Numeracy to join our team.

For more information, and to apply go to:  
<https://schooljobs.education.vic.gov.au>

For further details please contact:  
Timothy Hall on 0400 079 302.



**MANSFIELD SHIRE**

**Council is advertising to fill the following permanent positions:**

- Emergency Management Officer, part time
- Domestic Wastewater Management Officer, part time
- Customer Service and Administration Support, full time

**And, the following 6 month positions which are available under the State Government funded Working for Victoria initiative:**

- Administration assistants
- Outdoor staff
- Cleaners
- Community development staff
- Graphic designer
- Further positions available soon

Please refer to the Mansfield Matters section of this paper or Council's website for further details.

**JOB search** Search for more jobs online.....  
[nejobs.com.au](http://nejobs.com.au)

### EMPLOYMENT

#### MERCHANDISE SALES & INVENTORY COORDINATOR FULLTIME - MANSFIELD

We are seeking a Fulltime Merchandise Sales and Inventory Coordinator for our Mansfield Store.

Our preferred applicant will have rural merchandise experience and be willing to grow the existing merchandise business. Proven experience in a similar environment is highly regarded but not compulsory.

#### Key Requirements & Responsibilities:

- Strong affinity with the rural industry
- Strict inventory control practices
- Support other merchandise and administration staff with day to day running of the business
- Vibrant can-do attitude with a commitment to make a positive contribution to the existing team
- Sound written and verbal communication skills
- A knowledge of MYOB Retail Manager would be an advantage
- Hold a current driver's licence

An attractive remuneration package will be negotiated with the successful applicant dependent on their experience and qualifications.

Interested applicants should email their application including current CV

by close of business Monday 6th July 2020 to:

Branch Manager  
[daniel@corcoranparker.com.au](mailto:daniel@corcoranparker.com.au)

**CP corcoran parker**

### CASUAL MERCHANDISE SALES - MANSFIELD

We are seeking a Casual Merchandise Sales Person for our Mansfield Store. Our preferred applicant will have rural merchandise and proven experience in a similar environment is highly regarded but not compulsory.

#### Key Requirements & Responsibilities:

- Strong affinity with the rural industry
- Strict inventory control practices
- Support other merchandise and administration staff with day to day running of the business
- Vibrant can-do attitude with a commitment to make a positive contribution to the existing team
- Sound written and verbal communication skills
- A knowledge of MYOB Retail Manager would be an advantage
- Hold a current driver's licence

Interested applicants should email their application including current CV

by close of business Monday 6th July 2020 to:

Branch Manager  
[daniel@corcoranparker.com.au](mailto:daniel@corcoranparker.com.au)

**CP corcoran parker**

**Find job** Search for more jobs online.....  
[nejobs.com.au](http://nejobs.com.au)

**EMPLOYMENT**

**GOUGH'S BAY**  
 BOAT SPORT & RECREATION CLUB

**Bar Manager – Casual**

Goughs Bay Boat Club is looking for an experienced Casual – Bar Manager.

The bar is open Wednesday, Friday (excluding Winter months), Saturday evenings and for special events, the successful candidate will be available to work at these times.

If you are experienced in managing a bar including staffing, stock management and placing of orders then this role may be for you.

Please apply by emailing your resume and cover letter through to [goughsbayboatclub@gmail.com](mailto:goughsbayboatclub@gmail.com), see website for further details of role responsibilities  
[www.goughsbayboatclub.com.au](http://www.goughsbayboatclub.com.au)

**BOOKKEEPER**

Our practice is looking for a Bookkeeper to join our team.

This position is an excellent opportunity for someone wanting to work 10-20 hours per week, with a view for more hours in the future.

Our business is based in Mansfield Victoria, located at the foothills of beautiful Mt Buller and surrounding areas.

Suitable applicants require the following:

- Minimum Cert III in Accounting, anything above a plus.
- Minimum 1-2 years experience working in same or similar role
- Experience in Microsoft Office, Excel, Quickbooks, Xero, Cashflow Manager and MYOB, preferred but not essential.
- Strong organizational and time management skills
- An Eye for Detail
- Willingness to learn

Your responsibilities will include assisting in management of:

- Multiple software data entry and Bank Reconciliations
- Payroll/Superannuation/PAYG Withholding/Payroll Tax
- General Administration as and if required
- BAS/IAS Preparation
- Monthly Management Reporting and reconciliations
- Accounts Payable and Receivable
- Liaising with external businesses and government departments
- Other tasks as required by Accountants

Suitable candidates should be able to work closely alongside the Accountants but also autonomously and be driven to provide excellent service and value to our clients. Remuneration is based on qualifications and experience.

Please email cover letter and resume to [christi@allyouraccountingsolutions.com.au](mailto:christi@allyouraccountingsolutions.com.au)  
**Applications close July 31, 2020.**