

**BY PHONE**  
**5723 0101**  
**5721 9447**  
 FAX

**BY EMAIL**  
 classifieds@nedia.com.au

**EMPLOYMENT**
**Accounts and Payroll officer**

McPherson's Earthmoving Contractors Pty Ltd is an established business located in Myrtleford. We currently have a full time position available.

**Job Description:**

Accounts Receivable  
 Accounts Payable  
 Payroll  
 General Administration Tasks

**Key Selection Criteria:**

Excellent computer skills including Xero/Quickbooks, microsoft excel and word. Strong written and verbal communications skills.  
 Demonstrated ability to work independent.  
 Reliability, self-motivated and a team player. Remuneration will be award based.

Please forward resumes to:

mcphersonemc3737@gmail.com

or by mail marked

"Private & Confidential" to:

The Manager

McPherson's Earthmoving Contractors Pty  
 Ltd  
 PO Box 670  
 Myrtleford Vic 3737

**Applications close 5th October 2020.**

**EMPLOYMENT**

**Jobs at Alpine Health**
**Community Care Administration Officer**

**38 hours per week (1 EFT 22 Months Fixed Term)**

**Myrtleford Based Role**

Alpine Health has a dynamic and rapidly growing community care service. We are seeking an experienced administration officer to work as part of our team. This varied role is responsible for the establishment and maintenance of administrative systems and processes to support the operational activities of indigo@home. A focus on operational administration forms a critical component of the role.

For further detail about these roles please visit our website: [www.alpinehealth.org.au](http://www.alpinehealth.org.au) or contact Craig Cross, Community Care Service Manager on 03 5751 9373.

Applicants are expected to have a current police certificate within a 12 month currency, current drivers license and an immunisation status consistent with Alpine Health's Staff Immunisation Procedure.

**Written applications must include;**

- Alpine Health Application for Employment Form - [alpinehealth.org.au/careers/how-to-apply](http://alpinehealth.org.au/careers/how-to-apply)
- Resume
- Referees - names and telephone numbers of two professional referees

**Addressed to:**

Mr Craig Cross  
 Community Care Service Manager  
 Alpine Health  
 30 O'Donnell Ave  
 Myrtleford Vic 3737

[craig.cross@alpinehealth.org.au](mailto:craig.cross@alpinehealth.org.au)

Applications close on Wednesday 30 September 2020

**CHECK OUT OUR**
**NORTH EAST JOBS**

in today's Regional Extra for more employment opportunities.  
 Published every Wednesday in your Myrtleford Times, Alpine Observer, Wangaratta Chronicle and Ovens & Murray Advertiser.