



Quality Administration Officer (2 - 3 days per week)

4 Up Skilling Pty Ltd (RTO no. 32141) invites applications to join our growing team. A Quality Administration Officer is required for an immediate start. The position will be based in Euroa and will report to the Quality Manager, being responsible for administration, quality and compliance related tasks.

The successful applicant will have:

- excellent communication skills and attention to detail
- strong organisational skills and an ability to prioritise work in a fast paced setting
- proficient computer skills (Microsoft Office and Excel, Adobe Acrobat)
- an ability to work independently with self-initiative, while providing support to a dynamic team.

Desirable attributes:

- a minimum of three years' experience in a professional setting
- A willingness to undertake training in a relevant Certificate III or Certificate IV level traineeship.

Please email your resume to dwhite@4upskilling.com.au or call Daniella on 0418 511 878 for further information. Applications close on Friday 27th November 2020.

4 Up Skilling Pty Ltd is a leading private training provider in various Australian Agricultural Sectors. Our services are based on the quality provision of highly contextualised training & assessment driven by informed industry consultation.



We are looking for a positive, enthusiastic person to join the team for the preparation of a large draft of quality thoroughbred yearlings for the Inglis Melbourne Premier Sale and the Magic Millions Adelaide Sale.

The position is from approximately the beginning of December to the end of the first week in March. The hours are 8am – 5pm Monday to Friday negotiable with weekend hours also negotiable.

Duties will include grooming yearlings, mucking out stables, feeding, rugging, possibly helping with veterinary care and the opportunity to learn all aspects of the preparation of yearlings.

Experience with yearlings is not essential but a willingness to listen and learn is. Confidence around young horses is paramount.

We are located in Avenel, VIC.

**Please email your application to
office@malukathoroughbreds.com.au**