

## Community Support Workers

- Multiple permanent part-time positions
- Immediate start
- Wallan, Kilmore, Broadford, Seymour, Kinglake Shepparton, Yea, Euroa and surrounds
- Minimum Cert III in Aged Care, Disability or Individual Support

Nexus Primary Health are currently recruiting for Community Support Workers who can support and empower members of the local community to remain living safely in the comfort of their own homes.

**Enquiries can be made to Wendy Reardon on 1300 77 33 52.**



To apply for this job go to:  
[nph.recruitmenthub.com.au](http://nph.recruitmenthub.com.au)



## 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](mailto:dwhite@4upskilling.com.au) or call Daniella on 0418 511 878 for further information. Applications close on Friday 27<sup>th</sup> 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.*