

# NorthEast JOBS

Circulating in Wangaratta, Myrtleford, Bright, Mt Beauty, Beechworth, Yackandandah, Rutherglen, Chiltern and districts

To place an ad, phone 5723 0101 or email [classifieds@nemedia.com.au](mailto:classifieds@nemedia.com.au)

[www.northeastjobs.com.au](http://www.northeastjobs.com.au)

## MOTEL HOUSEKEEPER

We require an energetic, reliable person as housekeeper.  
Must have experience and references. Plenty of hours for trustworthy, conscientious worker.  
We are looking for someone with a positive approach and a great attitude. Immediate start.  
**Please call 0428 215 655 for an interview.**

## Mansfield Motor Panel Repairs

**Office Manager** position available for this busy vehicle smash repair business.  
We are looking for a motivated person with excellent communication skills to manage day to day operations, which includes liaising with customers, assessing and quoting vehicle damage, parts ordering and overseeing staff.  
To be successful in this position previous experience in the motor industry would be an advantage yet not a prerequisite.  
Basic computer knowledge advisable.  
On the job training will be provided.  
Monday – Friday 8-5.30  
**Office Administrator** position available  
Day-to-day will include liaising with customers, accounts payable and receivable, payroll and general office duties.  
Computer knowledge an advantage, programs used – money works, auto-quote, including several accompanying software programs  
On the job training will be provided  
Monday, Wednesday & Thursday 9-12  
**Spray painting** apprenticeship full time position available for a motivated individual  
**Resumes to be forwarded to Tanya Monichino at [mansfieldmotorpanelrepairs@outlook.com](mailto:mansfieldmotorpanelrepairs@outlook.com)**

## Jobs at Indigo



### Working for Victoria Positions

Locals are being encouraged to apply for a number of new jobs at Indigo Shire Council created using funding under the Working for Victoria (W4V) Project Fund established by the Victorian State Government. The Fund is designed to help Victorian workers who have been affected by the COVID19 Pandemic to find new opportunities in critical roles supporting the community.

- Beechworth Location
- Victorian Residents only
- Full time, Fixed Term (6 Mths Nov 2020 – May 2021)
- Superannuation paid in addition to rates listed

- **Graphic Designer** \$66,678 pa
- **Information Technology Officer** \$66,678 pa
- **People & Culture Project Officer** \$66,678 pa
- **Business Support Program Officer** (x 2) \$66,678 pa
- **Technical Officer** \$62,415 pa
- **Works Supervisor** \$66,678 pa
- **Maintenance Worker - Team Leader** \$62,415 pa
- **Maintenance Worker** (x 4) \$58,170 pa

Applications close 4pm Friday, 6 November 2020.

### Visitor Information Centre Coordinator

- Rutherglen Location
- Full time, Permanent
- \$66,678 - \$76,313 per annum, plus super

Applications close 4pm Friday, 13 November 2020.

### Visitor Information Centre Officers

- Multiple Positions
- Rutherglen Location
- Casual
- \$29.44 - \$31.35 p.a. + casual loading

Applications close 4pm Friday, 20 November 2020.

Visit [www.indigoshire.vic.gov.au/jobs](http://www.indigoshire.vic.gov.au/jobs) to download the position's recruitment kit, and to view instructions on how to apply.

Phone 1300 365 003  
[www.indigoshire.vic.gov.au](http://www.indigoshire.vic.gov.au)



WANGARATTA HIGH SCHOOL

### WANGARATTA HIGH SCHOOL

We are seeking a suitably qualified applicant for the following vacancy:

### LIBRARY MANAGER

Part time ongoing position  
34.2hrs p/week  
Commences 08.02.2021

Contact Kylie Fountain for details on 5723 0500

Apply through Recruitment Online

Job #1203846

**Applications close 12.11.2020**

### A legal practice with offices in Wangaratta, Myrtleford and Wodonga is seeking an office manager on a part-time basis.

Payroll and accounts/book-keeping skills essential. Previous employment history with a legal or accounting firm will be viewed favorably.  
Duties include payroll, accounts payable and receivable, banking reconciliations, preparation of financial reports and budgeting.

The position is to commence 4 January 2021, with training to occur in November/December 2020.

The hours of the position have a degree of flexibility, subject to the needs of the business. The average hours per calendar month will be 75.

To request a position description, please call and speak to Jessica on 03 5722 4681.



WANGARATTA HIGH SCHOOL

### WANGARATTA HIGH SCHOOL

We are seeking a suitably qualified applicant for the following vacancy:

### LEARNING SPECIALIST - ENGLISH

Commences 27.01.2021

Contact Bradley Moyle for details on 5723 0500

Apply through Recruitment Online

Job #1204861

**Applications close 11.11.2020**

### PAULIE'S CORNER

Paulie's Corner Café is located in Northeast Victoria currently working with COVID-19 guidelines open 7 days a week including public holidays.

We are on the lookout for a Café Operations Manager to run the café working closely with ownership.

**The successful applicant must have the following experience and skillset:**

- Strong café barista training
- Minimum 2 years experience in hospitality management
- Knowledge of the sequence of service, rostering
- Stock rotation and ordering
- Social media and advertising

40 hours a week, salaried \$65,000 + Superannuation, food and beverages included in the salary package.

**If you are interested in this position, please email your resume to [info@pauliescorner.com.au](mailto:info@pauliescorner.com.au)**



**Vacuum Truck Supplies**  
QUALITY-INTEGRITY-COMMITMENT

### Customer Service Support

Vacuum Truck Supplies is looking for a person with the following skills to take up a full time and varied office based position in our specialist manufacturing business based in Mansfield, North East Victoria.

The position will support both our Workshop and our Sales and Customer Service teams and will require ideally all of the following attributes, however all applications will be reviewed on their own experience;

- Sound Mechanical knowledge
- General Office skills an advantage
- Great work ethic and attitude
- Looking for long term employment
- Excellent communication skills and a high level of attention to detail
- A positive attitude and enjoy working in front line customer service, providing a true customer experience
- Have a genuine interest in putting people first

Vacuum Truck Supplies place a strong emphasis on our employee's safety and our harmonious workplace environment.

Apply only by emailing your resume with referees to [annie@vacuumtrucks.com.au](mailto:annie@vacuumtrucks.com.au)

[northeastjobs.com.au](http://northeastjobs.com.au)



## WANGARATTA MOTOR GROUP BENALLA

### CAR SALES CONSULTANTS

Our Wangaratta dealership is seeking motivated individuals that have a passion for sales and excellent customer service focus.

We are looking for individuals with Vehicle Retail Experience or strong retail experience to be trained to sell vehicles.

**WE OFFER:**

- Employee benefits
- Personal and career growth
- Internal and franchise training
- Growth within the Jacob Group of Companies

**DUTIES INCLUDE:**

- Providing top customer service and follow up
- Develop new business opportunities
- Business development from existing customers
- Achieving sales targets

To apply e-mail resume to [careers@jacobgroup.org](mailto:careers@jacobgroup.org)

## Journalist Career Opportunity Full time

North East Media, an award-winning publisher of community newspapers, has a full time position for a graded journalist based in our Myrtleford office in North East Victoria.

We are seeking a journalist with previous country newspaper experience to produce our weekly Myrtleford Times and Alpine Observer, servicing the picturesque Alpine Shire communities of Myrtleford, Bright and Mt Beauty.

The position requires a journalist with a strong work ethic and well-rounded skill set, who has a passion for community newspapers and a real desire to work with volunteer contributors.

Excellent writing, editing, photographic, communication, time management and organisational skills, and the ability to generate ideas into relevant news coverage

that matters most to a local readership, will be among your strongest attributes.

The ability to use social media and deliver high quality work under deadline pressure are also a must.

North East Media is an independent media group publishing award winning publications in print and online across North East Victoria and beyond.

Applications, including covering letter and resume, should be forwarded to:  
**Jeff Zeuschner**  
Group Editor  
North East Media  
[jzeuschner@nemedia.com.au](mailto:jzeuschner@nemedia.com.au)

## Cadet Journalist Career Opportunity Full time 38 hours per week

North East Media, publisher of the award winning Wangaratta Chronicle is currently seeking expressions of interest from enthusiastic and motivated candidates to join the team in Wangaratta as a cadet journalist.

The cadetship is for three years, including course study by correspondence from Deakin University, and is subject to the Country Press Australia national award. This role would be suited to a soon-to-be Year 12 graduate (or recent years).

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

We are searching for a budding writer who has the skills, passion and determination to be a journalist of the future.

Candidates must have excellent verbal and written English, sound computer skills, solid general knowledge, a genuine interest in the local community, 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 covering letter and resume, should be forwarded to:  
**Jeff Zeuschner**  
Group Editor  
North East Media  
[jzeuschner@nemedia.com.au](mailto:jzeuschner@nemedia.com.au)