

Mansfield Courier

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98 High Street,
Mansfield 3722.



EMPLOYMENT



ALZBURG RESORT
MANSFIELD

HOUSEKEEPING SUPERVISOR
Alzburg Resort Mansfield.

We are currently seeking a motivated individual with a strong attention to detail with leadership skill to oversee the resort housekeeping and laundry department. This is a part time position; you must be able to work midweek and weekends and when required. Immediate start. **All inquiries and resume can be forwarded to: ramesh@alzburg.com.au or call (03) 5775 7400.**



BAR MANAGER

Career opportunity to take on a position with responsibility, business input and managerial training. This is a full time salary position. Whilst you will need to work most weekends, there will be opportunities for weekends off (and plenty of time to ski, board, golf etc) Because we are staying busy and our Uni students are heading back to Melbourne, we are also looking for:

- Floor staff**
- 1 x Mon – Fri 10am – 3pm
 - 1 x F/time – 7 day spread
 - 1 x casual 3 – 4 days / week
- Bar staff**
- 1 x 5 days / nights
 - 1 x 3 nights

With more renovations and upgrades planned, plus loads of staff training, now is the time to join us at The Delatite Hotel.

Please call 5775 2004 or email dean@thedelatitehotel.com.au

EMPLOYMENT

HIGH COUNTRY PARTS & 4X4

Currently has a position available for a **Auto Spare Parts Sales Consultant**. Initially a part time position with the potential to become full time in the future. Some knowledge of the automotive industry would be beneficial. **If you are reliable, self-motivated and are willing to work in a team environment, email your resume to: accounts@hcp4x4.com.au**



HENRY PARTNERS
Chartered Accountants

Office Administrator/Receptionist
Full Time – Mansfield Office

We are looking for a cheerful, highly motivated and resourceful person to become an important team member in a busy chartered accountancy practice.

The position involves general reception/secretarial tasks including telephone duties, together with maintaining a variety of office systems including debtors, filing, archiving, data input, mail/banking and control of the flow of records and documents within the office. **Competent computer skills are essential.**

Your application must address the requirements of the position. Should you require more information please contact Kate Raidal on 03 5775 3170 or via email on **admin@henrypartners.com.au**

Henry Partners
105-111 High Street (PO Box 509),
Mansfield Vic 3722



Sales and Administration

K&M Automotive 4x4 is a family-owned local automotive workshop based in Mansfield. We have been in operation for over 25 years and continue to grow and expand the company as we have built a good reputation and friendly working environment.

We are looking to add a full time automotive parts interpreter to our team to help us continue to grow whilst upholding our high customer service standard.

- Key responsibilities for this position include:**
- Liaising with clients, scheduling appointments and requests
 - Preparation of invoices
 - Sales of parts & accessories
 - Provide clients with updates on job repairs, warranty claims and assist with inventory management and in particular stocktaking
 - Data Entry & Cash Management
- To be successful in this position you must meet the following criteria:**
- Be able to work efficiently as a team in a fast paced environment
 - A current driver's license or sufficient means to get to and from work on time
 - Strong verbal and communication skills.

If you would like to apply or require further information about the position, please contact **The Manager**
57751605
Sales@kmonsite.com.au
144 High St, Mansfield, Vic 3722

EMPLOYMENT



CLEANERS

Permanent part-time/ casual

This opportunity to join and contribute to the vital provision of health services to the community is not to be missed. Mansfield District Hospital is currently seeking cleaning staff to join our Domestic Services team.

The position calls for excellent interpersonal skills and the ability to work within a team or independently in a busy hospital and aged care environment. If you are highly organised, self-motivated and dedicated, we offer a rewarding working environment and great prospects. Experience is preferable, but not essential, as on the job training will be provided..

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 5pm on Sunday the 24th January 2021.

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.

EMPLOYMENT



Spare Parts Interpreter

K&M Automotive 4x4 is a family-owned local automotive workshop based in Mansfield. We have been in operation for over 25 years and continue to grow and expand the company as we have built a good reputation and friendly working environment.

We are looking to add a full time automotive parts interpreter to our team to help us continue to grow whilst upholding our high customer service standard.

- Key responsibilities for this position include:**
- Identifying automotive parts from a range of software databases
 - Strong sales and customer service skills
 - Preparation of invoices
 - Stock taking and inventory control

- To be successful in this position you must meet the following criteria:**
- Strong verbal and communication skills
 - A passion to continue learning in the automotive industry
 - Be able to work efficiently as a team in a fast paced environment
 - A current driver's license or sufficient means to get to and from work on time.

If you would like to apply or require further information about the position, please contact:

The Manager
57751605
Sales@kmonsite.com.au
144 High St, Mansfield, Vic 3722

Spare Parts Interpreter / Goods Reveal

Mansfield Power Ag has recently gone through a growth phase and has just completed a NEW purpose built facility to support the agricultural industry and outdoor power products to Mansfield and surrounding districts.

We are the local distributors for all the leading brands such as Stihl, John Deere, Cub Cadet, Honda, Deutz-Fahr and Kioti Tractors to name a few. We offer Sales, Service and Spare Parts and time has now come to employ a dedicated Spare Parts Interpreter to our growing team.

- Qualifications and experience**
- Previous experience in Spare parts would be an advantage
 - Knowledge in the agricultural industry and/ or small engines would be an advantage
 - A can do attitude
- Tasks and responsibilities**
- Face to face and phone retail parts sales
 - Follow up on customer quotes and back orders
 - Stock control and stock taking duties
 - Mechanical knowledge in agricultural machinery and small engines
 - Excellent organizational skills with the ability to handle multiple tasks
 - Day to day running of the Spare Parts department
 - Liaise with the workshop to ensure parts are available for upcoming services
 - Goods receipt and stock location practices
 - Excellent computer skills and the ability to look at parts diagrams

- Benefits**
- Work in a purpose built new facility
 - Family run business

Please email a resume and cover letter to **mark@mansfieldpowerag.com.au**



classi.mcourier@nedia.com.au