

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@nemedi.com.au

www.northeastjobs.com.au



The Ox and Hound Bistro in Beechworth is recruiting for the following positions:

APPRENTICE CHEF – 1st or 2nd year

Full Time with Sunday / Monday off

CASUAL WAITER

3-4 nights per week with possibility of more
Restaurant experience preferred

Send your resume to:

info@oxandhound.com.au

or call 0401 377 072 for more information

northeastjobs.com.au

Showroom Sales Assistant

North East Tiles in Wangaratta have a position available for someone with natural flair, interest and knowledge in the building and design industry. Previous retail or sales experience is preferred.

The applicant will be required to:

- Give expert advice and service to retail customers as well as local builders, tilers and renovators in our showroom.
- Maintain showroom presentation and displays
- Have strong administrative skills and technologically savvy
- Work independently and able to work with a team

The position is award pay for 30 hours including some Saturdays, in our showroom. The roster can be flexible.

Please email your interest with a resume to netiles@outlook.com.au by 9/04/2021

Education Support Position

An Education Support Range 1 Level 1 position exists at Edi Upper Primary School to begin in Term 2. The position is ongoing 2 days per week, the successful applicant must be qualified or working towards Cert 3. The position is preferably for Thursday and Friday.

Please use this link

<http://www.ediupperps.vic.edu.au/Job.pdf>
to access the position description
and send to the Principal

Claire.Bradbury@education.vic.gov.au

Closing date: Thursday 15th April.



MAINTENANCE WORKER

Full time position

Send resumes to Julie@meracare.com.au

north east
regionalextra



Find the widest range of jobs
in the North East at

northeastjobs.com.au



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Rangeview PRIVATE NURSING HOME


As of April 1 Rangeview Private Nursing Home will be changing ownership to Meracare Aged Care.

Rangeview Private Nursing Home currently has vacancies for

REGISTERED NURSES AND PERSONAL CARE WORKERS

A variety of shifts available.

Send resumes to Julie@meracare.com.au



Practice Manager

Mansfield Medical Clinic

Mansfield Medical Clinic (MMC) is a rural medical practice that provides high quality medical care to the people of Mansfield and the surrounding area. MMC provides a broad range of primary care services incorporating a range of on-site allied health practitioners. They are now seeking an experienced Practice Manager to join this busy and progressive medical practice.

The Practice Manager is a key role within the clinic, working with the Principals to develop and implement strategies for the achievement of the clinic's vision and goals. You will have responsibility for the operations of the clinic including human resources, financial records, risk management, complaints management and quality improvement in order to ensure the smooth and efficient functioning of the clinic and to provide an exceptional standard of care to patients.

To be considered for this exciting career and lifestyle opportunity formal qualifications (a Diploma of Practice Management or equivalent) is desirable but you will be required to demonstrate experience and/or qualifications within a management role. Importantly you will demonstrate a proven ability to manage a medical practice (minimum of two years' experience in this role) and an ability to maintain and promote a positive workplace culture.

An attractive remuneration package will be negotiated with the successful applicant:

Full position details can be obtained from our website at:

www.hrsa.com.au

or contact John Cross on: 0417 332 598. To make an application you will be required to submit: a Cover Letter incorporating a response to the Key Selection Criteria, your full CV and a completed HRS Application Form available on the HRS web site. Applications can be made online or sent by email to: hrsa@hrsa.com.au

Applications close 23 April 2021

Finding the right job for you matters to us



northeast jobs .com.au

Morgan Couzens Legal seeks a permanent part time employee


Morgan Couzens Legal seeks a permanent part time employee to work in its Wangaratta office on Monday, Tuesday and Wednesday each week. Hours of work are from 8:30am to 5:00pm with a 30 minute lunch break (total 24 hours per week).

Duties will include:

- Reception including front desk and answering telephone
- Handling post, filing, simple bank transactions
- Recording petty cash spends
- Preparing simple documents within standard format including letters, lists and index
- Preparing other documents from dictation

An understanding of Microsoft Word and Excel programs is advantageous, as are touch typing skills. Evidence of an existing desire to work in office administration will be highly regarded. The successful applicant will be required to sign a deed that they will keep and maintain client confidentiality at all times.

For a copy of the position description, or to apply please email christine@morgancouzenslegal.com.au



Myrtleford Concrete Truck Driver

Casual Employment

Mawsons Concrete & Quarries is a family-run business that produces quality construction materials throughout Northern Victoria and Southern N.S.W. We seek an enthusiastic and responsible person for casual employment driving an agitator truck at our Myrtleford concrete plant.

Duties include agitator truck driving, completing delivery paperwork and carrying out general yard duties. A heavy rigid truck licence is essential, as is general truck driving experience. The successful applicant will benefit from thorough on the job training from the professional and friendly Myrtleford team. Substantial casual hours can be expected in the current market conditions. Excellent customer service skills and effective team work are key aspects of this role. Applicants need to be totally committed to work safety and quality and display a professional and positive work attitude.

To apply (previous applicants need not apply)
Email applications to: recruitment@mawsons.com.au
(Please state job reference: MYC004 on your application).
Applications close: **Friday 2nd April, 2021**




MHA Care

Employment Opportunities:

- **Roster Co-ordinator (Service Co-ordinator)**
Full time based in Yarrawonga.
Salary range and benefits: SACS 4 + Non for profit salary packaging options
Must have brilliant administrative/rostering skills and a passion for helping our clients obtain services in their homes.
- **Community Care Workers**
Part Time + Casual Positions in Cobram, Numurkah, Nathalia + Yarrawonga
Must hold a Certificate III in Individual Support / Cert IV in Ageing or Cert IV in Disability

We are looking for people who are passionate about providing excellent customer service and are committed to assisting people who are aged or have a disability to maintain their independence at home and in the community.

For more information please go to: www.mhacare.org.au/work-with-us/career-opportunities. A copy of the position descriptions can be found on this website. Applications must address key selection criteria and close on Sunday 11th April 2021.



RELIABILITY TECHNICIAN (MAINTENANCE FITTER)

12 Month Fixed-Term Contract

About us: Brown Family Wine Group, an innovative family-owned multi brand wine business, is one of Australia's most loved and trusted wine companies. We have evolved from a single brand to a family of brands that now includes Brown Brothers, Devil's Corner, Pirie, Tamar Ridge and Innocent Bystander. We are a proud and passionate business who are strong on values and culture. We have been certified as "A Great Place to Work" and are committed to honouring this recognition throughout all aspects of the business.

About the role: Reporting to the Reliability Coordinator you will be tasked with providing a range of preventative and re-active maintenance as and when required across a broad range of production and operational plant and equipment.

About you: Ideally, the successful candidate will be highly motivated and have a background in engineering, maintenance, and mechanical technologies. You will have qualifications/substantial experience in relation to mechanical/engineering/an infrastructure environment, the ability to maintain a safe, efficient, and tidy working environment as well as being to research, develop and implement continuous improvements and technical and efficiency advancements. You will also have:

- Strong attention to detail.
- Administrative and organisational skills including computer literacy across all platforms with a good experience of computer-based solutions and administration.
- Demonstrated ability to work as part of a team, use initiative and work without direct supervision and to communicate professionally and effectively at all levels.
- Ability to build strong cross-functional relationships across the business.
- Driver's Licence.

What's on Offer:

- Work within one of Australia's leading wine companies
- Career development
- Be part of a passionate and dedicated team
- Generous employee benefits including discounts on all products.

Interested? Please send your application to: careers@brownfwg.com.au or apply via SEEK.
We'd love to hear from you.

Finding the right job for you matters to us
To book your ad, call **5723 0101**



Helen Haines MP, Independent Federal Member for Indi Media and Communications Adviser


Based in Wodonga or Wangaratta, the successful applicant will be a senior member of a passionate and diverse team and will manage all aspects of the MP's media and communications.

Main responsibilities include:

- Developing and implementing a media and communications strategy
- Executing media campaigns and organising media events
- Managing social media accounts
- Extensive written communications including media statements, speeches and newsletters
- Managing print and digital advertising
- Organising media events and ensuring the MP is prepared
- Strategic messaging advice.

This is a dynamic position which will suit a person with a background in media or journalism looking for their next challenge doing diverse and meaningful work.

Further information on this role:
For a position description and information on how to apply, please email helen.haines.mp@aph.gov.au.
Applications close: Wednesday 7 April 2021 at 5pm.



Journalist Career Opportunity Full time Wangaratta Chronicle

North East Media, a leading and award-winning publisher of regional newspapers and websites, has a full time position for a journalist at our tri-weekly Wangaratta Chronicle.

Based at the Wangaratta office, the position offers the successful candidate an opportunity to write on all subjects, with primary responsibilities being court, police and emergency service rounds, as well as a strong focus on online content for websites and social media.

Recent university journalism graduates as well as grade one journalists with a well-rounded skills sets and practical experience in the above mentioned primary rounds are encouraged to apply.

The successful candidate will need to be a self-starter, community-focused, with a strong ability to establish and maintain contacts within the local area, build rapport with people from all walks of life, and be able to deliver high quality work under daily deadline pressure.

Excellent writing, communication and organisational skills, and the ability to generate ideas into relevant news coverage that matters most to local readership, will be among your strongest assets.

A valid driver's licence is a must and photography skills are a distinct advantage.

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 by Friday, April 2 to:

Jeff Zeuschner
Group Editor
North East Media
jeuschner@nemedia.com.au

