# NorthEast JOBS

**To place an ad, phone 5723 0101 or email classifieds@nemedia.com.au**

Join our team

## Part time – Administration

Are you bubbly, outgoing, have initiative and motivation? Have an interest in Home furnishings? Enjoy working in a beautiful environment?

Must have experience in MYOB, it, eftpos and POS, have a driver's licence, be well presented, work well with others and unsupervised.

**If this sounds like you, please email your applications to shelley@elcb.com.au**

ESSENTIAL LIVING
Curtains and Blinds

Search for more jobs online..... nejobs.com.au

ALPINE SHIRE COUNCIL

## EXCITING OPPORTUNITIES WITH ALPINE SHIRE COUNCIL

- Civil Works Coordinator – Lead a team that is passionate and committed to maintaining Council's civil infrastructure, i.e., roads, bridges, footpaths, shared paths, drainage, and kerb and channel – Full time permanent
- Finance Officer (Bright) – Use your demonstrated diverse finance experience to provide effective and efficient finance administrative support with this temporary 3 month role, based in Bright
- Project Officer (Bright) –Join our team to successfully manage infrastructure projects from concept to completion. Full time 2 year contract, based in Bright

Visit www.alpineshire.vic.gov.au/council/careers to find out more

**Finding the right job for you matters to us**

**northeast jobs .com.au**

**www.northeastjobs.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.

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**

WANGARATTA Chronicle

NEM NORTH EAST MEDIA
LOCAL NEWS AND MEDIA

# 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 www.northeastjobs.com.au

ULTRA PROJECT SERVICES

## CONSTRUCTION / SITE MANAGER

Ultra Project Services is seeking a construction/ site manager to join our commercial construction management team.

Ideally the applicant will have carpentry/ building experience and be passionate about a career in managing construction projects.

The successful applicant will receive a generous and negotiable salary package as well as company vehicle, phone, laptop and uniform.

**Please e-mail resumes to: office@ultraprojectservices.com.au**

QUERCUS BEECHWORTH

## Co-ordinator-Finance and Admin Quercus Beechworth

Part Time (12 hours per week with an ability to work flexibly)

We are looking for a dynamic person to coordinate the finance functions of Quercus Beechworth.

**About us**

Quercus Beechworth has been an integral part of the Beechworth community and surrounds for over 35 years and continues to create and deliver services that positively impact on the community; it is a place where people come together to learn, share and connect.

**About the role:**

The Coordinator of Finance and Admin in partnership with the Manager, is responsible for;

- The book keeping, banking and payroll functions of Quercus Beechworth
- In consultation with the Board Treasurer, Manager and external accountant, assist with the preparation of an annual budget and monthly financial Board reports
- The preparation of the BAS statements in readiness for lodgement and payment.
- Providing efficient and timely financial advice to all staff and to the future development of the Social Enterprises.
- General administration duties that assist in the delivery of all Quercus activity.

**This position requires;**

- Extensive experience in finance and administration duties preferable in a community organisation.
- A strong ability to communicate effectively and maintain positive relationships within the organisation and with external stakeholders.
- Attention to detail with a focussed approach to work

**To apply**

For further information or to receive a full position description, please email: manager@quercusbeechworth.com.au.
Applications close August 6, 2021

## JOBS AT INDIGO

INDIGO SHIRE COUNCIL

### Executive Assistant – Planning & Corporate Services

- Yackandandah Location
- Full time, Permanent
- $66,678 – $76,313 per annum, plus super

### School Crossing Supervisor

- Beechworth Location
- Part time (10 Hours), during school terms
- $27.22 – $28.29 per hour, plus super

Applications close 4pm Friday, 6 August 2021

### Maternal Child Health Nurse

- Tangambalanga & Yackandandah Locations
- Part Time (3 days) /ongoing
- $47.96 – 49.20 per hour, plus super

Applications close 4pm Friday, 30 July 2021

Visit www.indigoshire.vic.gov.au/jobs to download the position recruitment kits and to view instructions on how to apply.

www.indigoshire.vic.gov.au
Phone: 1300 365 003

CopRice

COPRICE WANGARATTA

## Employment Workshop

*Are you looking for a career in Manufacturing?*

*Do you want to enjoy a highly varied Production role?*

*Would you like to find out more about opportunities at our CopRice Wangaratta site?*

CopRice is the animal foods division of SunRice and is a leading supplier of nutrition products to the companion animal and livestock sectors. CopRice has been supplying quality feeds for animals for over 30 years through plants in NSW and Victoria, including our local plant at Wangaratta.

With our upcoming expansion of operations, multiple vacancies currently exist at our site in Wangaratta for self-motivated individuals who have an uncompromised commitment to safety and a professional work ethic.

To find out more, we would love to meet you at our Employment Workshop where you will have the opportunity to talk to members of the team, hear about our business and participate in some group activities which may support your future application for employment.

**Date:** Thursday, July 29, 2021

**Time:** 5.30pm – 7.30pm
(Light refreshments will be served)

**Location:** Quality Gateway Hotel, 29-37 Ryley Street, Wangaratta

**RSVP by Tuesday, July 27, 2021**
by emailing btonkiss@coprice.com.au or calling 03 8567 1140

Numbers are limited.

**Bookings essential.**

ADEPT RECRUITMENT PTY LTD
A.C.N. 092 411 167
Staff Recruitment Solutions

## GRAPEVINE PRUNERS

**Required for 6 to 8 weeks work.**
**Must have excellent work ethic.**
**Vineyard is a 20 minute drive from Wangaratta**
**Contact Tony on 0417 034 421 or via email at tonyadamo@bigpond.com**

GVHealth

VICS Hume Regional Integrated Cancer Service

Together for better cancer care

### Cancer Service Improvement Coordinator - Albury Wodonga Regional Cancer Centre

- **Full Time or Part Time hours – up to 76 hours per fortnight**
- **A great opportunity to help improve patient outcomes and deliver quality patient experience across our region**

Seeking a highly driven and innovative individual to join our team working towards better care and outcomes for people affected by cancer in the Hume region.

Work with partner health services in the Ovens Murray area of the Hume to identify and execute improvements in the integration and coordination of cancer care and assist in the implementation of the Victorian Cancer Plan 2020-2024 providing support to relevant advisory committees and reference groups.

To apply please visit **https://gvhealth.mercury.com.au/** and enter 10941 or to learn more please call Sian Wright on (03) 5831 0193.

B B

BULLY'S BARBERSHOP

## BARBER, HAIRDRESSER OR APPRENTICES

- No late nights
- Flexible work hours
- Social friendly team
- On job training from experienced barbers
- Above award wages
- Great customers

If this sounds like a team you want to join, we would love to hear from you.

**Phone Rachael on 5722 4713 or call into 75 Ovens St., Wangaratta.**

Rangeview PRIVATE NURSING HOME

Rangeview Private Nursing Home currently has vacancies for

## REGISTERED NURSES DIV. 1 AND PERSONAL CARE WORKERS

A variety of shifts available.
**Send resumes to julie@meracare.com.au**

Senator the Hon. Bridget McKenzie
**Minister for Emergency Management and National Recovery and Resilience**
Minister for Regionalisation, Regional Communications and Regional Education
**Leader of The Nationals in the Senate**
Senator for Victoria

### Finance and Constituent Officer

An exciting full-time opportunity exists to be part of a motivated and dynamic team in Wodonga, Victoria. This position of Finance and Constituent Officer requires the following skills and experience:

- Excellent written and verbal communication skills
- Outstanding interpersonal communications skills
- Strong organisational skills
- Well-developed Microsoft IT skills and database experience
- Proficient finance skills
- Outstanding attention to detail
- Ability to handle a wide variety of tasks
- Ability to work independently and cohesively as part of a small team
- Ability to work calmly particularly under high pressure situations
- Be self-motivated, accountable with a willingness to work beyond standard hours when required
- A passion for regional Australia
- An understanding of the Australian system of government and parliamentary processes, and previous electorate office experience, is desirable but not essential

The position is offered under the Members of Parliament (Staff) Act 1984 and conditions are outlined in the Commonwealth Members of Parliament Staff Enterprise Agreement 2016-2019. A commencing salary will be paid depending on experience, plus an electorate staff allowance (ESA) in recognition of, and as compensation for reasonable additional hours of work and official travel undertaken outside of business hours.

A probationary period of 3 months will apply. Employment is conditional on the granting of a security clearance at the required level.

Applications should include a covering letter addressing the skills required and the names of two referees emailed to senator.mckenzie@aph.gov.au. **Applications close on 6th August 2021.**

For further information please contact the Electorate Office on 02 6024 2560.

Nutrien Harcourts

## Property Management Position

A great opportunity is available for a Property Management to join our dynamic team at Nutrien Harcourts. Our Property Management department continues to grow at an exciting rate due to our high standard of service, strong processes and cutting edge technology.

This opportunity is suitable for someone who is eager to build the foundations of their Real Estate Career.

We're looking for a person that possesses the following:

- Strong admin skills
- Great attention to detail
- Computer savvy
- Excellent presentation
- Strong communication skills
- Ability to work under minimal supervision
- Proactive go getter
- Current Drivers Licence.

Previous property management experience is preferred but not essential.

Our Values - Putting People First - Doing the Right Thing - Being Courageous - Fun & Laughter

**Please forward your application to our Business Development Manager, Anthony D'Agostino admin.wang@nh.com.au**

Applications close 30th July 2021

northeastjobs.com.au
north east regionalextra

Wangaratta Chronicle
NEM NORTH EAST MEDIA LOCAL NEWS AND MEDIA

## Advertising Account Manager (Full-Time)

North East Media is looking for a driven and committed individual to join the advertising team at our office in Wangaratta.

If you can always see an opportunity and enjoy the idea of helping businesses grow, then we want to talk to you. To be successful in this role you will be able to demonstrate

- Excellent work ethic and organisational skills with a drive to achieve results.
- An ability to communicate with a wide range of people across various industries.
- Create innovative business proposals, develop collaborative partnerships and provide excellent customer service both internally and externally.

Taking over an established client list, you will be selling advertising into various print and online publications and products to existing clients while looking to drive new business opportunities.

A thorough understanding of developing and maintaining business relationships will be your key to success in this role.

An attractive remuneration package is offered including a base salary, commission and employer superannuation contributions.

If you are looking for a new challenge in a fast paced media environment then we want to hear from you.

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

Please forward your application and covering letter to **Ian Pople Sales Manager at the Wangaratta Chronicle, ipople@nemedia.com.au**