

MYRTLEFORD THE ALPINE Times Observer Classifieds

The best way to reach Myrtleford, Bright & Mt Beauty

BY PHONE
5723 0101
5721 9447
FAX

BY EMAIL
classifieds@nemediamedia.com.au



ALPINE Classified Information

Ads can also be lodged at Myrtleford Newsagency, Bright Newsagency and Mt Beauty Newsagency

BOOKING DEADLINE

By 3pm Monday prior to printing.

CREDIT CARD FACILITIES WE ACCEPT



REGIONAL PUBLICATIONS

Mansfield Courier

Phone: (03) 5775 2115
email: classi.mcourier@nemediamedia.com.au
Booking deadline:
12 noon Monday

The Chronicle

Phone: (03) 5723 0101
Fax: (03) 5721 9447
email: classifieds@nemediamedia.com.au
Booking deadline:
2.30pm business day prior to print.

The Euroa Gazette

Phone: (03) 5795 3041
email: gazetteclassifieds@nemediamedia.com.au
Booking deadline:
3pm Monday prior to print.

North East Tourist News

Phone: (03) 5723 0100
Fax: (03) 5721 9447
email: sales@nemediamedia.com.au
Phone for quarterly booking deadline

North East Farmer

Phone: (03) 5723 0100
Fax: (03) 5721 9447
email: nefarmer@nemediamedia.com.au
Booking deadline: Second Friday of month

CLASSIFIED GUIDELINES

- > **CAR ADVERTISERS**
Private vendors of motor cars advertised for sale must include in their advertisement
 - Cash price of motor car
 - If car is registered, registration number
 - If unregistered, the engine number
- > **PHOTOGRAPHS**
All photographs appearing in this issue that are taken by our photographers are available as reprints.
- > **FOUND ADVERTISEMENTS**
All found advertisements are published free.
Simply provide the details of your find for publication.
- > **PERSONAL ADVERTISERS**
 - All personal photos submitted for printing in this issue must be collected within the next 4 weeks.
 - All engagement and marriage notices must carry the signatures of BOTH parties, if under 18 the parents' signatures as well.
 - Birth notices require signatures
- > **ADDITIONS**
 - Bold heading
 - A various selection of logos are available.
- > **INTERNET**
In lodging an advertisement with us you agree that we may publish the advertisement on our website. The general terms and condition that apply to publication apply also to publication of material on our website.

EMPLOYMENT



www.alpineschool.vic.edu.au

Alpine School
Dinner Plain Campus
Overnight Supervisor Female

to cover Family Leave from
6/2/2022 – 5/2/2029

DET

Recruitment Online website
www.education.vic.gov.au/schooljobs

job number 1248568

or phone 03 5150 8100

Closing date for applications
16th November 2021

EMPLOYMENT

CHECK OUT OUR NORTH EAST JOBS

in today's Regional
Extra for more
employment
opportunities.
Published every
Wednesday in
your Wangaratta
Chronicle, Ovens
and Murray
Advertiser,
Myrtleford Times
and Alpine
Observer

EMPLOYMENT



Executive Assistant

Full time- Myrtleford

About Alpine Health:

Alpine Health is a progressive multi-purpose health service in the beautiful Alpine Region of North East Victoria. With sites in Myrtleford, Bright and Mt Beauty, we have a reputation for providing acute health, residential aged care, early intervention, community health services and education and training in an innovative, flexible and responsive way to our rural communities.

Alpine Health acknowledges gender equality, inclusiveness and diversity in employment opportunity.

The Role:

The Executive Assistant is responsible for providing high level administrative support to the Chief Executive Officer and to the functions of the Board of Directors.

Responsibilities:

- Management of administrative functions relating to the role of the Chief Executive Officer, and administrative functions associated with Alpine Health's executive staff, as delegated by the CEO.
- Contribution to effective governance through the management of administrative and secretarial functions relating to Board of Directors and the Board's subcommittee structure.
- Establish and maintain systems to ensure the currency of Board and Executive related policy.
- Support the maintenance of relationships and partnerships through direct communication, on behalf of the Chief Executive Officer.

What we offer:

- Flexible working arrangements.
- Salary Packaging.
- Staff health and wellbeing program.
- Employee assistance program.
- Outstanding career progression and ongoing professional development.

Contract: Permanent, Full time (negotiable).

Closing Date: 19 November 2021

Contact: David Worrall, People and Culture Manager 03 5751 9342
david.worrall@alpinehealth.org.au

Role Description & How to apply:
www.alpinehealth.org.au/careers/jobs