

# ADMINISTRATION RECEPTIONIST WANGARATTA 4 DAY WEEK (MON-THURS) OR FULL TIME NEGOTIABLE

- Work with a passionate, values based and professional team
- Generous conditions including salary packaging, above award benefits and professional development

The Centre Against Violence values inclusivity and diversity and are a team that is passionate about supporting victim survivors in both family violence and sexual assault.

The successful applicant will provide exceptional coordination and time management of all administrative, reception and operational matters for the Centre Against Violence's Wangaratta office.

This role also provides support for various projects as requested by management.

- The successful candidate will possess:
- Administration experience
- O365 essential
- First Aid & HSR/OHS preferred or willing to attain
- · Desirable qualities such as reliability, punctuality,

Communications

BENALLA

# **Coordinator – Full time**

- Do you have senior communication skills and creative flair?
- Do you hold qualifications in Marketing/Public Relations/ Journalism or similar?
- Are you passionate about regional issues and local government?

We are seeking applications from experienced communication professionals to join our energetic and dynamic Communications Team.

This position will lead a small, enthusiastic Communications Team and ideally, you will have senior skills in delivering strategic communications campaigns, knowledge of local government and community engagement. You will have strong media skills, with the ability to write sharp, fast and clear copy, with a solid understanding of writing for and managing social media content.

The role of Communications Coordinator requires the ability to work in a high-pressure, politically sensitive environment, where effective stakeholder relationships are integral to successfully protecting and promoting Council's brand.

To be successful in this role you will need to have experience in the communications, marketing and/public relations fields, knowledge of local government, can work with people across a diverse organisation and meet deadlines.

flexibility, initiative and autonomy

Working with Children's Check and National Police Check will be required upon commencement.

**Applications close** Monday 24th January 2022 at 5pm

Visit our website on: www.centreagainstviolence.org.au

SEND COVER LETTER & RESUME TO: **ROCHELLE YOUNGER OPERATIONS MANAGER** PH: 0437 817 704 EMAIL: RYOUNGER@CAV.ORG.AU



Download an Employment Information Pack at www.benalla.vic.gov.au or obtain a pack from Human Resources Coordinator Rhonda McDonald, telephone (03) 5760 2662.

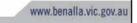
Applications addressing key selection should reach us by 5pm Wednesday 9 February 2022.

For a confidential discussion on the position, telephone Manager Economic Development and Sustainability, Adam Saddler on (03) 5760 2674.

In exchange for your commitment and experience, we offer a family friendly and flexible working environment.

Please note that it is a requirement of this position for the successful applicant to be double vaccinated prior to commencing duties at Council.

Benalla Rural City Council is an equal opportunity employer.



## Chronicle Classifieds Wangaratta's market place



This position requires strong experience operating

within the Human Resources field.

Working with Children's Check and National Police Check will be required upon commencement.

Applications close Monday 7th February at 5pm.

For a full position description & key selection criteria visit our website on: <u>www.centreagainstviolence.org.au</u>



SEND COVER LETTER & RESUME TO: JAIME CHUBB CEO M: 0427 583 813 EMAIL: JCHUBB@CAV.ORG.AU If you are looking for a new challenge in an energetic and stimulating environment with a long standing publisher, we would encourage you to forward your covering letter and CV (including two referees) to:

week, but some flexibility will be required.

Danny Fogarty, Print Manager, North East Media 37 Rowan Street, Wangaratta VIC 3677 <u>dfogarty@nemedia.com.au</u>

All applications are regarded as private and confidential. Award wages apply.



Chronicle

support to individuals, as well as running groups and community education with referral to health and community service providers as required.

for affected families.

Based in Wodonga, the position will be full time and work mostly between 9am and 5pm. Email hr@mungabareena.org.au or phone 0401 254 681 for a position description and to lodge your application. Provide a cover letter and resume by Friday, February 4, 2022.



For further Information please Contact our HR Manager on 0401 254 681 or email hr@mungabareena.org.au

Come join the MAC Family "Working for community with Community" EMPLOYMENT

**CLINICAL DENTAL ASSISTANT** 

Goodison Dental is looking for a well organised

person to join their team.

We are seeking a highly motivated, trustworthy

employee, who has strong communication skills.

with a friendly, caring nature.

Experience is not essential as training

will be provided.

This will be a full time position.

Please deliver your resume and handwritten

application to the practice in person.

Goodison Dental Services.

44 Reid St, Wangaratta.

**\$HPA** 

**MAINTENANCE FITTERS** 

**Hop Products Australia - Eurobin** 

HPA are expanding production and we need

two full time Maintenance Fitter's. You will be

responsible for the maintenance of plant and

• Trade qualified in mechanical or engineering

with hands on experience preferably in an

Good problem solving skills and initiative

• A team player with excellent communication

• A flexible attitude and on occasions willing

Highly organised with attention to detail and

• Adherence to quality and safety procedures

You may be required to work night shift during

the harvest period if required. A Medium Rigid

Email your resume to

allan.monshing@hops.com.au or

Licence and Forklift Licence are essential.

Above award wage on offer commensurate

to perform some farm hand tasks

• Able to follow instructions and work

equipment, in our Rostrevor Hop Gardens &

Buffalo River facilities.

skills

Does this sound like you?

agricultural environment

excellent admin skills

procedures

with experience.

GOODISON

DENTAL

SERVICES

03 5722 1377

## Chronicle Classifieds Wangaratta's market place

#### **EMPLOYMENT**

TRUCK DRIVERS WANTED

For the 2022 Grape Season.

MUST BE OR HAVE:

COVID-19 COMPLIANT, CURRENT HC LICENCE,

OVER 25 YEARS OLD, FORKLIFT LICENCE,

EXPERIENCED WITH GENERAL FREIGHT.

APPROXIMATELY 8-10 WEEKS WORK,

STARTING APPROX MID FEB.

Above Award Wages

for the right applicants.

PHONE GREG 0429 306 679

or email jenveytransport@gmail.com

**North East Care Connect** 

are seeking

**House Cleaner** 

Casual position

Must be double vaccinated.

Must have own transport.

Must be reliable and have experience. Support Worker Casual position

Must be double vaccinated.

Must have own transport.

Must be reliable and have experience.

Availability to work weekends an advantage.

To apply please call 0467 455 005

or email nikki@northeastcareconnect.com.au

THE HUB AUTOMOTIVE

Diesel Mechanic

If you are a Passionate Diesel Mechanic who

wants to work at an amazing company then

The Hub Automotive is seeking a Qualified

A Trade qualification as a Diesel

Ability to Diagnose and repair

• Must be an Australia Citizen or

friendly and hardworking team

Don't ignore this opportunity, you may be

happy where you are but shouldn't you be

happier? Apply now and check us out!

Send your Resume and cover letter to

• Work alongside a down-to-earth, family

Above award wages based on experience

• Current HR drivers Licence

• Long term and secure role

Prerequisites/What's on offer

Mechanic (essential)

Permanent Resident

• Work vehicle

Phone supplied

Uniform supplied

admin@thehubauto.com.au

mechanical faults

keep reading!

Diesel Mechanic.

FARM HAND POSITIONS Casual, Permanent Part Time and Full Time available.

EMPLOYMENT

Multiple shifts required to be filled including weekdays and weekends. Various roles including outside paddock work - egg collection, bird welfare and inside shed work including egg washing, sorting, packing and loading.

For further information, or to apply for consideration please contact **BEN HONEYCHURCH** bjh5@live.com 0413028070

#### Morgan Couzens Legal

Seeks a permanent part time employee, to work in its Wangaratta office for 32 hours per week.

Worked to be performed within Monday to Friday, 8:30am to 5:00pm with some flexibility as to rostered hours within those parameters.

Position is a maternity leave replacement with a possibility of further work being offered at the conclusion. Employment to commence from 28 February 2022.

The applicable Award is the Legal Services Award. The classification level will be determined according to the skills and qualifications of the successful applicant.

#### **Duties will include:**

- reception including front desk and telephone answering
- · handling incoming and outgoing post and correspondence
- banking
- · preparation of various documents and letters of varying degrees of complexity
- preparing other documents from dictation · compiling of briefs
- Previous experience in the following will be highly
- regarded but is not essential: LEAP software system
- Trust accounting
- An understanding of Microsoft Word and Excel programs

For a copy of the position description or to apply, please email christine@morgancouzenslegal.com.au fosters a culture of innovation, learning and continuous improvement, then this opportunity is for you: **SENIOR MECHANIC** A more detailed advertisement and position description can be obtained from Council's website www.federationcouncil.nsw.gov.au, emailing jobs@federationcouncil.nsw.gov.au or by phone on (02) 6033 8903.

**EMPLOYMENT** 

**Positions Vacant** 

Federation Council is committed to being a quality

Council with a strong focus on the delivery of services

that continually meet community expectations.

If you are committed to excellent customer service,

being a competent team player and have a focus on

results orientation that drives strategic thinking and

CREATING OPPORTUNITY



person to join our team

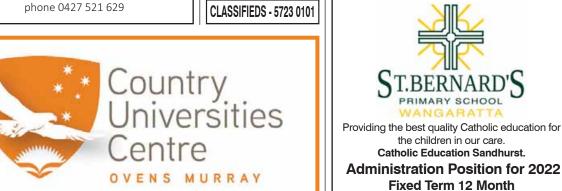
experiences in the Pump or Outdoor power equipment industry. If

job for you, and of course some training will

- Service and maintenance of pumps
- · Servicing mowers and outdoor power equipment
- Install pumps, in line with manufacturer's specifications
- Diagnosing problems
- To be successful in this role, you will need to:
- · Have a current open Driver's license
- Have a mechanical aptitude · Be self-motivated and able to think on your
- feet
- · Be able to work unsupervised
- Good Computer Skills

This an immediate start full time position,

Wangaratta Pump Shop, 71 Greta Rd Wangaratta Phone 57221955. Ask for Brendan



We are hiring a **Learning Skills Advisor!** Casual (up to 20 hrs/wk per semester)

• Be able to work in a team **CLASSIFIEDS** 



# **Finance Officer**

- Part Time 30 hours per week
- 12 month contract

5723 0101

- Band 6 \$77,342 annually + 10% super

# • Enjoy working outdoors

- Have a Strong Customer Service focus

if you think this is for you, Phone or drop a resume into

**Employment opportunity** We are currently looking for an enthusiastic

While we are looking for a person with

you have tinkered in these fields we have the be provided.

**Key Responsibilities:** 

Want to support local students in higher education? As part of our team you'll engage students through a holistic approach to academic support - providing one-on-one academic mentoring to students and facilitating group workshops to meet students' learning and wellbeing needs.

This casual role based in Wangaratta involves flexible hours as required, across the university semester calendar.

Email Mark van Bergen at mark.vanbergen@cucovensmurray.edu.au or call 0490 022 028 to request a copy of the Position Description.

Applications close Friday, February 11, 2022 at 5pm.

• have a demonstrated commitment to Catholic education and to the safety and wellbeing of children.

possess the skills and abilities necessary to assist with the day-to-day administration functions of the school.

Applications are invited from suitably qualified

persons for to join our Administration team.

The successful applicants will:

- work within a team.
- work from 8am to 4pm Mon, Tues, Thurs, Fri.

Remuneration is in accordance with the Victorian Catholic Education Multi Enterprise Agreement 2018.

#### How to apply:

Detailed position descriptions and application requirements are available by emailing principal@sbwangaratta.catholic.edu.au

Applications close: Monday, February 7, 2022.

This school community promotes the safety, wellbeing and inclusion of all children.

An opportunity exists for a capable individual to join our Finance Team to ensure compliance with our accounting practices and statutory reports.

Our ideal candidate will have relevant experience in financial management, excellent computer skills and the ability to communicate with a range of internal and external stakeholders. Relevant tertiary qualifications and experience using Magiq software would also be highly regarded.

For further information about this position, please contact Sagara Gunasekara, Senior Finance Officer, on 5795 0000.

#### How to Apply:

Please submit a cover letter, current resume and a response to the key selection criteria found in the relevant position description to careers@strathbogie.vic.gov.au

The position description is available on Council's website.

### Applications close 9am, Monday 31 January 2022

Strathbogie Shire Council is an equal opportunity employer and a Child Safe organisation. We value diversity in our workplace and will consider flexible working arrangements.

*⊯* Emailyouradvert\_ \_classifieds@nemedia.com.au

## Chronicle Classifieds Wangaratta's market place

#### **EMPLOYMENT**

#### New Position - Early Years Services Manager - Mould the Future

The Early Years Services Manager is a newly created senior management position reporting directly to the Chief Executive Officer. Under limited directio the position will manage and provide strategic and operational oversight to a small team delivering early years learning, maternity and development services to Koori children and families The role will work with MAC's Koori First Steps Preschool to strengthen Koori content and programs, and drive growth in community involvement and attendance at MAC's Preschool and more broadly in respect of preschools and kindergartens in the Ovens Murray Region.

This position will manage and grow access to a cohort of programs and early years services to Koori families. and link them to the broader suite of health, justice and families' services provided by MAC and like services throughout the region.

The position will collaborate with other members of the senior management team to promote and achieve organisational cohesion and joined up services for the benefit of the community

Based in Wodonga, the position will be full time and work mostly between 9am and 5pm. Email hr@mungabareena.org. au or phone 0401 254 681 for a position description and to lodge your application Provide a cover letter and resume by Friday, February 4, 2022.

MUNGABAREENA

ABORIGINAL

CORPORATION

For further Information please Contact our HR Manager on 0401 254 681 or email hr@mungabareena.org.au

**Come join the MAC Family** "Working for community with Community"

## DRIVER/MEAT LUMPER

Wangaratta Abattoirs requires a reliable driver Monday – Friday. Some heavy lifting involved. HR Licence essential. Training will be provided to successful applicant.

Please apply in person to 53 Greta Rd, Wangaratta or phone (03) 5721 2349

## WANGARATTA ABATTOIRS

Requires General labourers

Apply in person to 53 Greta Rd, Wangaratta

#### Shelley's Country Bakehouse

is looking for a hard-working and enthusiastic individual to join our team.

The position is either Apprentice Baker Pastrycook or Fully Qualified Pastry-cook / Baker.

> Position is Monday - Friday with great wage package.

Please email resume to info@tobake.com.au or drop into Shelley's at 67A Reid Street, Wangaratta.

INDIGO

## **JOBS AT INDIGO**

#### **Youth Officer**

- Beechworth Location
- Full time or Part time (4 days)
  \$34.37 \$39.29 per hour, plus super

#### **COVID Business Concierge**

- Beechworth LocationFull time Fixed term (June 2022)
- \$67,926 \$77,649 per annum, plus super

Applications close 4pm Friday, 4 February 2022

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