

Law Practice Office Manager

Tehan George & Co Lawyers of Euroa and Seymour are seeking an Office Manager. The position includes administration of office and trust accounts, financial accounts and reports, HR and payroll administration. MYOB, Excel, Leap, Infinity, Pexa applications will be reported. Experience in all or some of these areas will be highly regarded.

The successful applicant will have excellent communication skills with high level of attention to detail and will value contributing to a team environment. Additional training will be available and an attractive salary package negotiated in recognition of your skill and experience.

Expressions of interest should be submitted as soon as possible but no later than April 25, 2022 to richardjohnson@tehangorge.com.au to commence the application process in confidence.



Royal Freemasons Benalla - Aged Care Home

- **Enrolled Nurses/Registered Nurses**
- **Personal Care Assistants (PCA)**
- **Traineeship Opportunities (PCA)**
- **Hospitality Staff (casual and part time)**
- **Laundry/Cleaning staff (casual)**
- **Lifestyle Coordinator (full time)**

Royal Freemasons Benalla is seeking dedicated staff that have passion and drive to support older Australians to continue enjoying the life they choose. We have **full time, casual** and **permanent part time** vacancies across 14-day rosters.

- ✓ State-of-the-art home, built to unite families and friends
- ✓ Leading not-for-profit organisation where you are truly valued
- ✓ Generous salary packaging options to increase income

To apply for these roles please go to our Careers Page on our website

www.royalfreemasons.org.au or drop off a resume 107 Thomas Street, Benalla, we look forward to hearing from you soon.