

# NorthEast JOBS

Phone 5723 0101; classifieds@nenews.com.au  
www.northeastjobs.com.au



**Dealership Office Manager/Accountant**  
Ovens Ford requires an experienced Automotive Office Manager to join their dealership in Wangaratta.  
This role includes the day to day running of the administration department and reporting of dealership financials.  
**Duties will include, but are not limited to:**  
• Cash Flow Management  
• Reconciliation of General and Sub Ledger Accounts  
• Preparation of FBT and tax related issues and provisions  
• All Accruals and Monthly Journals  
• Preparation of End of Month Procedures  
The successful applicant will be responsible for 2-3 staff and report directly to the Financial Controller and Dealer Principal.  
Previous Automotive Dealership experience is preferred, but not essential.  
Experience using the Dealership Management System "Units by Auto IT" will be highly regarded.  
**The successful applicant will also have:**  
• Excellent Time Management Skills  
• Strong Computer Knowledge  
• Excellent Communication Skills - both written and verbal  
If you have the required skills and are looking for a long term and stable career, please send your resume to [amclroy@ovensford.com.au](mailto:amclroy@ovensford.com.au) or call Ashley McIlroy on 03 57214428 for a confidential discussion.  
**Applications close 5pm Friday August 4th 2017.**



**Property Manager**  
We are seeking a full-time Property Manager to join our dynamic, rapidly growing Property Management Team.  
**TO BE CONSIDERED FOR THIS POSITION:**  
- Have a minimum 1 year property management experience  
- Hold current real estate licence or agents representative certificate  
- Current drivers licence  
- Proactive approach  
- Professional presentation  
- High level of organisational and time management skills  
- Excellent verbal and written communication skills  
- Advanced knowledge of computer programs and software  
**All applications will remain strictly confidential.**  
Please forward your application letter and resume to Angelo Pomponio [angelo@insiterealestate.com.au](mailto:angelo@insiterealestate.com.au) or hand deliver to Insite Real Estate, 72 Murphy Street, Wangaratta by 5pm on Friday 4th August 2017.

**Merri Health**  
Healthcare that moves with you  
**Vacancy: Victims Support Worker**  
An exciting opportunity exists for a full time Victims Support Worker of whom will provide support that includes intake, support work and counselling.  
The VAP office is based in Wangaratta with direct service provided to clients and organisations at other locations across the Hume region.  
Working as part of a dynamic, growing team, you will enjoy excellent benefits including attractive remuneration, salary packaging and opportunities for training and professional development.  
For more information please visit us at [www.merrihealth.org.au](http://www.merrihealth.org.au)

**St. John's VILLAGE**  
Care • Compassion • Respect  
St. John's Village is a Residential Aged Care Facility who aim to provide excellence in person centred care, through the values of care, compassion and respect. We currently have a vacancy in the following position:  
**Employment Opportunities**  
**Clinical Care Coordinator - Full Time**  
**Contact:** Neale Morris on 5723 2418  
**Closing Date:** Monday 31st July at 5pm  
Relocation expenses will be considered for suitable applicants.  
**FIND OUT HOW TO APPLY AT:**  
[www.stjohnsvillage.com.au/about/employment](http://www.stjohnsvillage.com.au/about/employment)

north east  
**regionalextra**  
To book your ad, call  
**5723 0101**

**GAZMAN**  
**GAZMAN WANGARATTA**  
GAZMAN is best recognised for outstanding quality, exceptional customer service and great value across the entire menswear range.  
With now 69 stores nationwide, we are always on the search for passionate and energetic individuals who will be great brand ambassadors for our company and will join us on our journey as we grow and evolve this iconic Australian brand!  
We are now looking for an enthusiastic and motivated Store Manager to lead our team in our new store opening in **Wangaratta!**  
To be successful in this role you will have prior management experience working in a high volume retail environment. You will have a passion for menswear and love to work within a team to deliver great results whilst providing exceptional customer service.  
If this sounds like you, then express your passion and interest and apply through the careers section at [HR@gazman.com.au](mailto:HR@gazman.com.au)

**CAMPBELLS**  
OF RUTHERGLEN  
**LABORATORY ASSISTANT**  
Campbells Wines is a progressive family owned company with a long and proud tradition of premium wine production in Rutherglen since 1870.  
Due to an internal promotion, we are seeking a laboratory assistant for our small winemaking team. Duties include analysis, quality testing of our wines, preparation of blends and some data entry. At times there will also be general cellar work.  
The successful applicant will be required to have an understanding of basic chemistry, an attention to detail and accuracy, be well organized and be able to multi task. An interest in wine would be beneficial.  
The role is a casual position typically for 2 to 3 days per week with hours negotiable depending on production requirements. Additional hours during vintage would be required.  
Remuneration is in accordance with the Wine Industry Award.  
For any queries please call 02 6033 6000.  
To apply, please send your letter of application together with your resume to:  
HR Coordinator, Campbells Wines  
PO Box 44, Rutherglen, Vic 3685  
or by email to [apply@campbellswines.com.au](mailto:apply@campbellswines.com.au) by Monday 31 July 2017

**Merriwa**  
Bringing quality to life  
**DIVISIONAL MANAGER - PACKAGING**  
An exciting opportunity exists to join the Merriwa team in a Senior Management role managing our Packaging Division.  
Merriwa Industries is recognised as one of Australia's leading Supported Employment Enterprises, providing integrated employment opportunities and community support services for people with disabilities, families experiencing hardship and vulnerable children.  
Our ideal candidate has a 'go to attitude' with a passion for driving continuous improvement and business productivity and growth.  
This will be a challenging role requiring a person with strong management skills and previous experience in a production environment, ideally with knowledge of packaging. This role is suited to someone who has strong relationship building skills and is comfortable being hands on.  
**Key Selection Criteria**  
• Extensive production experience in a medium to large enterprise  
• Balanced commercial skills and acumen  
• Proven skills in implementing and embedding LEAN  
• Proven skills in developing and maintaining client relationships  
• Developed leadership skills and the ability to mentor  
• Sound level of negotiating and consultation skills  
• Proven project management skills  
• Planning and conceptual skills  
• High level skills in conflict resolution and problem solving  
Applications addressing the Key Selection Criteria, with a CV and cover letter can be emailed to [mark.currie@merriwa.org.au](mailto:mark.currie@merriwa.org.au) or posted to Merriwa - Attention Mark Currie, PO BOX 392, Wangaratta 3676.  
For further information or for a copy of the Position Description, contact Mark Currie - General Manager of Operations on 0409 722 721.  
**Applications close 5pm, Wednesday 2 August 2017.**

**VALUEautogroup**  
Value cars. Valued customers.  
OVENS | DELATITE | JAYELL  
**Sales Trainee**  
We are looking for a young dynamic and energetic go getter for our Ovens Ford Dealership located in Wangaratta, part of the Value Auto Group.  
If you are a leader, have strong communication skills and have a thirst for climbing the corporate ladder then you are the person for us.  
As a Sales Trainee you will be responsible for cultivating and promoting the Ford brand in Wangaratta. Under the expert leadership of our sales managers you will have the opportunity to make this a lifetime career.  
**We are looking for a well presented person that can:**  
- Follow up and complete a sale  
- Follow direction from sales management  
- Explain product warranties to customers  
- Keep up to date with latest offers from manufacturers  
- Present a range of aftermarket products to customers  
- Ensure all documentation is maintained  
To be suitable for this position you will need to have:  
- A keen interest in valuation of cars is essential.  
- Be highly motivated, energetic and able to work autonomously.  
- Display excellent communication skills.  
- Sound computer skills.  
- Exceptional customer service skills.  
- Possess unquestionable honesty and integrity  
A base salary and commissions are part of the salary structure and will be offered to the right candidate.  
Please email your resume in complete confidence to Ashley McIlroy [amclroy@ovensford.com.au](mailto:amclroy@ovensford.com.au).  
**Applications close Friday, August 4, 2017.**

**the Ox and Hound**  
Bistro  
**Wanted SENIOR WAITER**  
We need a committed professional with experience in a high volume a-la-carte restaurant. 25+ hours.  
You will bring 1-2 years experience, a love of wine & exceptional customer service. Above award, great tips.  
September start.  
[info@oxandhound.com.au](mailto:info@oxandhound.com.au)

**NE JOBS WORK**  
Phone  
**5723 0101**

**Galen Catholic College**  
Galen Catholic College Wangaratta is a co-educational College with an enrolment of 1100 students from Years 7 – 12 and 120 full and part time staff.  
We are seeking suitably qualified persons for the following vacancies:  
**IT Teacher**  
**Ongoing Full or Part Time (negotiable)**  
**Maths Teacher**  
**Part Time (negotiable)**  
Fixed-term for Term 3 & 4 2017.  
Possibly ongoing in 2018  
**Applications for all positions close on Wednesday 2nd August 2017**  
A start date during Term 3 will be negotiated with successful applicants  
Please email letter of application and your current CV (including three current referees) to: [employment@galen.vic.edu.au](mailto:employment@galen.vic.edu.au)  
**Applications should be addressed to**  
Mr. Pat Arcuri  
Acting Principal  
Galen Catholic College is a Child Safe School. Successful applicants will demonstrate a commitment to the philosophy and ethos of Catholic education  
*Proud to be Galen*  
[www.galen.vic.edu.au](http://www.galen.vic.edu.au)