



Alpine Institute Administration Officer

Myrtleford
40 hours per fortnight

The Alpine Institute Administration Officer will meet the administrative needs associated with Alpine Health's Registered Training Organisation – Alpine Institute. The role will be responsible for the establishment and maintenance of administrative systems and processes to support training activity with a primary focus on Alpine Institutes international student program. Alpine Health encourages applicants with strong people, operational, administrative, and organisational skills to apply.

Enquiries and applications can be addressed to:

Nick Shaw

Corporate Services Manager

Ph: 57519356

nick.shaw@alpinehealth.org.au

30 O'Donnell Avenue

Myrtleford, VIC 3737

Essential Services Staff Casual vacancies Bright and Myrtleford

Essential Services staff fulfil Alpine Health's cleaning and kitchen functions, responsible for ensuring site facilities, amenities, equipment and food service meets the health needs and expectations of Alpine communities.

Alpine Health requires casual Essential Services staff to work within a team orientated, and busy health service environment across each of our hospital sites. Applicants are required to have completed a minimum Certificate III level education or commit to the obtainment of relevant certificate based qualifications, and maintain a current police check. Experience in catering and kitchen environments will be strongly considered.

Enquiries and applications can be addressed to:

Lisa Lucey

Essential Services Coordinator

Lisa.lucey@alpinehealth.org.au

2-8 Hollonds Street

Mount Beauty 3699

Applicants are expected to have a current police certificate within a 12 month currency and an immunisation status consistent with Alpine Health's Staff Immunisation Procedure.

Applications close: Monday 2nd October 2017.