

# Classifieds

The best way to reach Myrtleford, Bright & Mt Beauty

**BY PHONE**  
**5752 1058**  
**5721 9447**  
 FAX

**BY EMAIL**  
 classi.timesobserver@nedia.com.au



**EMPLOYMENT**



**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.

**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**



**Trade Yard - MYRTLEFORD**  
**Energy and initiative required**  
**Full time position**  
**TUESDAY - SATURDAY**

Dahlsens are seeking a Customer Focussed person to work in our Myrtleford business. We provide timber and building materials to the building industry, we need someone who wants to achieve!

Make it happen, great attention to detail and be quick; that what we need in this role!

We are not in the position to have anyone coast along here;

Get in, get it done accurately and have some fun at the same time.

You will have a maturity in the way you deal with our customers and other team members

- You will be responsible for:
- Hands on, day to day duties in the Trade Yard
  - Movement of stock in the yard
  - Pulling and preparation of orders
  - Stock control in their area
  - Loading and unloading of trucks
  - Ensuring we deliver superior service to our customers
  - Customer deliveries as required
  - Working safely and ensuring the safety of others

Skills/Knowledge/Experience:

- Customer focus
  - 'Can do' approach and a 'consider it done' ethos
  - Knowledge of hardware and building timbers an advantage
  - Ability to converse with a variety of different customers, staff, managers, product managers
  - Forklift licence - required
  - Driver's Licence - manual - required
- If this sounds like a role you would excel in, please forward your written application and resume to Trade Manager - 41 49 Myrtle Street, Myrtleford, 3737  
 by close of business Friday 6th October 2017 or email - devans@dahlsens.com.au

**EMPLOYMENT**



**OUT OF SCHOOLS' Manager**  
**Porepunkah Primary School is looking  
 for its next, outstanding  
 'Out of School Hours', Manager.**

**The Manager will be responsible for:**

- Co-ordination of an already, well established staff team (including-Rosters, staff meetings, pay slips & overall day to day management)
- Overseeing Before, After and Vacation care Programs
- Planning educational programs and excursions
- Finances, bookings & admin
- Updating Policy and Produces and Quality Improvement Plan along with existing team

This is a well-established, successful program offering before school, after school, Vacation Care and pupil free days to members of our community.

**Prospective applicants must have:**

- Completed or completing a Diploma in Children's Services or Bachelor of Early Childhood Education
- Have Victorian working with children check & updated First Aid & CPR qualifications
- Excellent knowledge and comprehension of the National Quality standards and Early Years Learning Framework
- Excellent leadership and mentoring skills
- Ability to work along collaboratively with an experienced team

**What will you get in return?**

- Fantastic support and training for next few months by existing Manager
  - Happy Organisation dedicated to high quality educational practices
  - Providing amazing service to wider community
- Applications for the position will close Friday 13th of October.**

Training for this position will be offered by our existing Manager over several months.

This exciting position will commence training on Monday 23rd October, 2017.

Applicants are invited to send in their resumes and an expression of interest by Friday 13th to:  
**Lyn Dwyer, Principal and Nick Malkin, School President**

**Porepunkah Primary School**  
 2 Martley Street Porepunkah  
 57562253  
 Email - porepunkah.ps@vic.gov.au



**Wangaratta & District  
 Cricket Association**

**Cricket Umpires Wanted**

Matches played at grounds  
 throughout the North East Region

- |                      |              |
|----------------------|--------------|
| * Wangaratta         | * Benalla    |
| * Yarrowonga-Mulwala | * Mansfield  |
| * Myrtleford         | * Bright     |
| * Rutherglen         | * Beechworth |
| * Milawa             | * Whorouly   |

Most games played Saturdays  
 1pm-5pm (approx.).

Any experience welcomed to have a go  
 at umpiring - A grade to C grade  
 matches scheduled.

Remuneration per day  
 \$90 - \$120 + travel allowance.

Enquiries: **Jim Davidson 5721 6018**



**Site Administration Officer**  
 Mount Beauty  
 32 hours per fortnight (0.4 EFT)

The Site Administration Officer works to meet a broad suite of administrative and client support functions to support the operational requirements of the Mount Beauty Site.

We are seeking to appoint an enthusiastic administration officer, who is customer focused with a capacity to positively and skillfully contribute to the administration of health services at the Mount Beauty site of Alpine Health.

The successful candidate will demonstrate a can do attitude, a responsible and flexible approach to work, excellent communication and organisational skills, and the ability to work within a team. Additionally you will be available to work Monday to Friday within a rotating roster.

To discuss your interest in the role please contact Leanne Kilpatrick, Health Services Manager on 57543500. A copy of the position description can be obtained by visiting [www.alpinehealth.org.au](http://www.alpinehealth.org.au)

**Applications close: Monday 9th October 2017.**

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.