

EMPLOYMENT



Cooinda is a not for profit, community owned aged care facility of choice in Benalla.

We have a proud 48 year history of delivering excellence in person centred care and innovative activities that enhance the enjoyment and wellbeing of older people.

97% of our team are proud to work at Cooinda.

We are currently seeking an experienced professional to join Cooinda's values driven team.

Director of Nursing - Fulltime

We require a forward thinking and insightful Director of Nursing with demonstrated experience in residential aged care management. This role is well supported by an experienced Chief Executive, Registered Nurses and a committed care team.

To succeed in this role you will be a Registered Nurse with :

- Experience in managing an aged care facility
 - Strong leadership and emotional intelligence
 - Sound financial and budgeting skills
 - Demonstrated knowledge and experience in ACFI and accreditation
 - Experience in managing/mentoring care staff and success in managing change
- Generous salary and packaging options available.

Enquiries to: **Margaret Aldous, Chief Executive/Director of Nursing on (03) 5761 3300 or margaretaldous@cooinda.org.au**

Positions description available at www.cooinda.org.au/join-us

Applications to: admin@cooinda.org.au by 5pm Sunday 8 October, 2017

D&R Henderson

Timber | Particleboard | Melamine

GENERAL HAND POSITION

The D & R Henderson Manufacturing site is located at Benalla in North Eastern Victoria. On the site, we have an integrated Particleboard and Sawmilling operation, producing product for the Australian domestic and export Markets. With over 50 years' experience in the timber and decorative board industry, we employ approximately 200 local people and are 100% Australian owned and JIS accredited.

The position

We now have opportunities for General Hand positions operating on various shifts for both the Sawmill and Particleboard divisions of our Benalla manufacturing site.

Desired Skills

- Car Licence & reliable transport
- Forklift Licence
- Ability to operate loaders or large mechanical equipment
- Ability to perform manual labour tasks, lifting & pushing
- Experience in a large manufacturing facility
- Understanding of Safe Work Practices / OH&S legislation
- Well-developed communication skills, written & verbal
- Numeracy skills and basic computer knowledge

Wages will be paid as per the site Enterprise Agreement and be dependent on existing skills and experience.

Short-listed applicants should be prepared to undertake a full pre-employment medical check which includes drug and alcohol screening.

If you feel you can succeed at the above position, please submit your application including resume to:

Human Resources Department
D & R Henderson Pty Ltd
PO Box 129, Benalla 3671.
Ph. 03 4700 6444 or email to Human.Resources@drhenderson.com.au

Applications close: 11th October 2017

D & R Henderson is an equal opportunity employer.

www.drhenderson.com.au

EMPLOYMENT



Registered Nurse

Zenith Medical Centre is seeking an experienced, well presented and confident Practice Nurse. This is a part time position in a mixed billing clinic. We are a general practice with special interest in Skin Medicine and Pain Laser Treatment. We do skin surgeries in the management of skin cancers.

Requirements for this role are:

- Current AHPRA registration
- Minimum of 2 years nursing experience one of which must be in General Practice
- Ability to work independently and as part of a team.

Please send your resume to info@zenithmedicalcentre.com.au before 5pm Friday 13th October.

Emailyouradvert
classifieds@nemedi.com.au

NORTHEAST HEALTH WANGARATTA



CAREERS

Northeast Health Wangaratta is the major health provider in the Central Hume region with an extensive range of acute, sub-acute, aged care and community services and has the following vacancies:

REGISTERED PERIOPERATIVE NURSE - GRADE 2

Operating Theatre
Full Time & Part Time Positions

Ref No: 17130
Contact: Lois Foley (03) 5722 5327
Closing Date: 04 October 2017

ENDOSCOPY TECHNICIAN

Full Time Position Available

80 Hours Per Fortnight
Ref No: 17132
Contact: Lois Foley (03) 5722 5327
Closing Date: 04 October 2017

STORES PERSON

Central Sterile Supply Department & Theatre

Part Time Position Available
32 Hours Per Fortnight
Ref No: 17131
Contact: Lois Foley (03) 5722 5327
Closing Date: 04 October 2017

REGISTERED NURSE - GRADE 2

Critical Care Unit
Full Time & Part Time Positions

Ref No: 17136
Contact: Libby Wortmann (03) 5722 5064
Closing Date: 05 October 2017

WAREHOUSE TEAM LEADER

Part Time Position Available

72 Hours Per Fortnight
Ref No: 1761
Contact: Graham Tenison-Woods (03) 5722 5299
Closing Date: 08 October 2017

REGISTERED MIDWIVES- GRADE 2

Full Time & Part Time Positions

Ref No: 17142
Contact: Karen Oddie (03) 5722 5133
Closing Date: 11 October 2017

GAP YEAR POSITIONS AVAILABLE

2017 Graduating Year 12 Students

Fixed Term Positions
Please See Website For Further Details
Contact: Diane McIntosh (03) 5722 5149
Closing Date: 15 October 2017

SUMMER CADETSHIPS

For University Students

Part Time Fixed Term Positions
Ref No: 17133
Contact: Diane McIntosh (03) 5722 5149
Closing Date: 15 October 2017

ENROLLED NURSE - LEVEL 2

Thomas Hogan Rehabilitation Centre

Part Time Positions Available
Ref No: 17145
Contact: Maree Delaney (03) 5722 5409
Closing Date: 15 October 2017

FOR MORE INFORMATION AND TO APPLY GO TO:
northeasthealth.org.au/careers

EMPLOYMENT

DALCHERI
UNIQUELY ETHICAL



STORE MANAGER

We are a High-end Retailer with stores in Beechworth and the Dandenong Ranges, we specialise in Ethical Products in apparel, accessories, homewares and gifts.

We are now searching for a Store Manager in our Beechworth store. If you have experience in selling apparel, are confident with people and genuinely interested in ethical products and small business then this position could be for you.

You must possess a high level of independence yet work well with direction from the owner.

You will be courteous, have well developed interpersonal skills and excel at customer service, be able to direct other staff members and ensure the smooth operations of the business.

A list of your duties will be discussed at interview

Retail and Managerial experience highly desirable

This position is full time with weekend work and is for immediate start.

Please submit your application to admin@dalcheri.com.au

Applications close 8th of October



Finance Administration

- Continuously growing company
- Part-time role – 3 days per week

Yarrowonga Manufactured Housing is a successful family owned company offering high quality, affordable solutions in transportable buildings and prides itself on its quality of design and construction methods.

YMH is currently expanding to occupy its fresh and purpose-built work environment situated near the shores of Lake Mulwala, an inland aquatic paradise, lying between the twin towns of Yarrowonga Mulwala.

The continuous growth of YMH brings with it the need to refine how we do things so you will have plenty of opportunity to shine as you meet the demands of the dynamic operating environment and the challenge of bringing about new business practices and systems.

We are seeking an energetic and professional individual to join this busy and developing company in a part-time finance administration role. This position will work with our current finance administration officer to provide a more focused and balanced work environment.

You will need to demonstrate your ability to manage accounts payable, accounts receivable and payroll to ensure compliance and accuracy are achieved. The company currently uses QuickBooks and is considering other systems. The position will also provide general accounting support to the Financial Controller, including period close, BAS, asset management and internal reporting.

If you are seeking a challenging, diverse and rewarding role in a fast paced, fun and passionate environment, then please address the following criteria in your application:

- Knowledge and experience gained in a similar SME role over 5 years;
- Demonstrated ability in problem solving and workload prioritising;
- High-level computer and accounting database skills and solid Excel user ability
- Certificate IV in Accounting/Financial Services/Bookkeeping or similar.

For a position description and further information, please contact the Financial Controller, on 03 5744 2388.

Please apply by forwarding your application which addresses the selection criteria, and resume to ourpeople@yarrahousing.com.au before 5pm Sunday 8th October 2017.

EMPLOYMENT



Wangaratta & District Cricket Association

Cricket Umpires Wanted

- Matches played at grounds throughout the North East Region
- * Wangaratta
 - * Yarrowonga-Mulwala
 - * Myrtleford
 - * Rutherglen
 - * Milawa
 - * Benalla
 - * Mansfield
 - * Bright
 - * Beechworth
 - * 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**

Medical Secretary for busy general surgeon

Seeking a highly motivated person to join our busy Medical team.

The position is on a full time basis for 12 months maternity leave and then job share- minimum 24 hours per week.

To be considered for this position successful applicant will need:

- Current experience of medical programs and software
- Exceptional medical typing skills
- High level of organisational and time management skills
- Preparation of end of month procedures and weekly banking
- Booking medical procedures
- Willing to attend out of town clinics.
- General running of day to day medical practice.

Remuneration is in accordance with the AMA industry award rate.

Please forward your application letter and resume to Medical Rooms PO Box 802 Wangaratta 3676.

Applications close Friday, October 13, 2017.



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

Dahlsens are seeking a Customer Focused 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