

EMPLOYMENT

Admin & Sales Assistant

The Foodshed is looking for a person with exceptional communication skills, attention to detail and a passion for customer service to join our team to process customer and supplier orders, reconcile weekly sales and takings and keep stock records. We are a busy, fast-paced environment so the ability to work under pressure and be flexible to achieve team goals is a must. Good phone manner, strong numerical skills and experience in a data entry role are essential. You must be physically fit as assembling orders, unloading stock and stacking shelves is a core requirement. A strong interest in gourmet foods is a definite advantage but not essential. This role may be structured as full time or part time (30+ hrs pw) by negotiation. Job description available on request. Please forward resume and covering letter outlining your suitability for the position to admin@bigwhitedoor.com.au by 5pm on Wednesday 17th January 2018.

Have an impact.

Local Area Marketing Coordinator (Goulburn)

Ongoing, part-time (0.5FTE)
Wangaratta, Albury, Wodonga or Shepparton
Re-advertised

About the position

- Leading and distributing communications and marketing materials to promote activities and achievements of programs and services in the Goulburn and Ovens Murray regions;
- Leveraging content created centrally for rural and regional audiences;
- Identifying opportunities to celebrate our work and achievements;
- Establishing and maintaining successful relationships with local media and assisting others to respond to local media enquiries;
- Effectively negotiating with key internal and external stakeholders to maximise the impact of our marketing & communication strategies.

About you

The right candidate knows how rural and regional areas tick. You can craft engaging content with a specific audience in mind. Your list of local contacts and understanding of your community is outstanding. You relish working as part of a large organisation that helps the most vulnerable in our society.

You enjoy working independently and can adapt under pressure. You have a strategic focus and can see what you need to achieve, but are also comfortable getting into the detail and delivering on the ground. You can work autonomously, co-operating closely with colleagues in the region and within the Marketing & Communications Division.

Learn more

Download the position description from vt.uniting.org or call Adele Rohde, Local Area Marketing Manager on 03 5362 4000.

Position closes: Sunday 4 February 2018.

Employment is subject to satisfactory criminal history and Victorian Working with Children Checks prior to commencement. Uniting is proud to be an inclusive employer and is committed to keeping children safe.

Uniting

EMPLOYMENT

OPERATIONS MANAGER at FALLONS BUS SERVICE

Full time position.
Must have bus driver's licence and managerial experience.
Please email resume to Brock Fallon at fallonswangaratta@bigpond.com
Applications close 19/1/2018.

EMPLOYMENT

BEYOND HOUSING

Career Opportunities

BeyondHousing is committed to the vision of ending homelessness and are driven by values of Rights, Fairness, Creativity, Quality and Collaboration to achieve this vision. If you are passionate and have experience working with vulnerable and disadvantaged people, then we could be the employer for you.

Case Manager Tenancy Plus (full time)

BeyondHousing is seeking a Case Manager who will be responsible for the provision of advocacy and support to Social Housing tenants delivering the outcomes of the Tenancy Plus Program. This role is full time and will be based in our Wangaratta Office.

Position overview

The Case Manager will work to sustain the housing of tenants who are at risk of losing their tenancy and providing support to maintain a successful tenancy. The position also requires advocacy and negotiation at the Victorian Civil & Administrative Tribunal (VCAT) and with Social Housing providers, including the Department of Health & Human Services.

We are seeking candidates with:

- A commitment to delivering exceptional customer service
- Strong advocacy and negotiation skills
- Case management experience
- Compassion and empathy for all people
- Excellent administrative skills including MS Office and Outlook
- Well developed communication and time management skills
- A current driver's licence
- Experience within the social, housing or community sectors will be highly regarded.

What we offer

Remuneration is paid within the Social, Community, Home Care and Disability Services Industry Award 2010 – Level 4. The successful applicant will receive 12 % superannuation; option to salary package as well as opportunities for professional development.

For information on how to apply please visit the BeyondHousing website at <http://www.beyondhousing.org.au/about-employment-study.html>. Applications close 5pm on Monday 22nd January 2018.



Education Access Officers

Fixed Term Contract to 31 December 2018

1 x Full Time – Seymour

3 x Part Time – Shepparton, Wangaratta, Seymour

Education Access Officers

Casual Contract to 31 December 2018

Location: Shepparton, Wangaratta, Benalla, Seymour, Werribee

We have a great opportunity for motivated individuals who are passionate about helping others to achieve their education goals to join our Student Welfare team as Education Access Officers. These positions assist the students with classroom activities, and support, engage and empower them when disability may be a barrier. The ability to provide professional support to students who have academic, physical and emotional needs is required, as is an ability to encouraging the student to have independent study strategies.

As the successful candidate you will have:

- A minimum of Certificate III in Education Support or a relevant Certificate IV level qualification.
- Recent related experience in helping others with adult literacy and numeracy skills will be highly regarded;
- The ability to work flexible hours, including nights to support classroom based learning needs.
- A current National Police Check and Working with Children (Employee) Check.
- A current Drivers Licence is highly desirable.

Outstanding customer service and communication skills, along with a professional approach are essential.

GOTAFE is committed to the safety, wellbeing and inclusion of all children, including those with a disability, Aboriginal children, and children from culturally and/or linguistically diverse backgrounds.

How to Apply

Please go to www.gotafe.vic.edu.au and attach a Cover Letter, Resume and a statement addressing the Key Selection Criteria as outlined in the position description. Please note that applications that do not address the key selection criteria will not be considered. For further information regarding this opportunity, please contact humanresources@gotafe.vic.edu.au.

Applications close: 24 January 2018

Training is delivered with Victorian and Commonwealth Government funding. GOTAFE is the trading name of Goulburn Ovens Institute of TAFE (3094).



www.gotafe.vic.edu.au
1300 GOTAFE (1300 468233)

EMPLOYMENT



Galen Catholic College

Galen Catholic College Wangaratta is a co-educational College with an enrolment of 1160 students from Years 7 – 12 and 140 full and part time staff.

We are seeking suitably qualified applicants for the following vacancy to commence from the beginning of Term 1 2018.

Head of Library - Teacher Librarian

Revised Position – Re-advertised • Full Time Ongoing Position
The successful applicant will require a current VIT registration.

An exciting position exists to lead a dynamic library team in delivering quality curriculum support, innovative programs and customer service to the Galen School community in a recently completed, purpose built Resource Centre. The successful applicant will need to have suitable Library qualifications and experience in a school library setting as well as a genuine interest in and knowledge of current Youth literature trends and a working understanding of the F-10 curriculum.

Applications close Tuesday 23rd January 2018 at 12 noon.

Employment is in accordance with terms and conditions as outlined in the Victorian Catholic Education Multi Enterprise Agreement (VCEMEA 2013)

For further details please visit our website
<http://www.galen.vic.edu.au/employment/>

To apply please send a completed employment form, letter of application and current CV with names of three current referees to employment@galen.vic.edu.au

Our school community promotes the safety, wellbeing and inclusion of all children

Successful applicants will demonstrate a commitment to the philosophy and ethos of Catholic education

Proud to be Galen

www.galen.vic.edu.au



CENTRE AGAINST VIOLENCE

Join a strong and growing specialist service providing a range of family violence and sexual assault services.

Current vacancies

Centre Against Violence is a community-based organisation that provides sexual assault services, therapeutic treatment services for children/young people with problem/abusive sexual behaviours, family violence crisis, accommodation and support services and restorative justice services for people living in Ovens Murray district. We engage in our work utilising feminist philosophy, trauma models, strengths based approaches and a client focused position. With increased funding and new positions available at CAV we are able to offer further opportunities for social workers seeking to specialise in our field.

Centre Against Violence announce we are recruiting for a newly funded Intake & After Hours team.

Position: Team Leader – Family Violence Intake & After hours

EFT: 0.6 eft

Location: Based at Wangaratta or Wodonga
Rostered one half day weekend shift per month & all other shifts BH

Qualifications: Bachelor of Social Work or equivalent

Experience: Required minimum 2 years in the human services field

Position: Crisis Care Advocate – Family Violence (4 positions available)

EFT: Paid hours equivalent to 26 hours per fortnight – worked hours are 22 per fortnight

Location: Based at Wangaratta or Wodonga

Days: Friday, Saturday (3 hours), Sunday (3 hours) & Monday – Alternate weeks

Qualifications: Bachelor of Social Work or equivalent

Experience: 4th year BSW students and new graduates eligible to apply

Registrations: Professionals are registered with their peak body e.g. AASW

Child Safe: Working with Children's Check and National Police Check required

Salary and conditions will be in accordance with the **Social, Community, Home Care and Disability Services Industry Award 2010**. Pay point will be negotiated according to qualifications and experience. Some above award conditions are applied. Applications close Monday 22nd January 2018 at 9am.

Please collect information kits to inform applications:

Rochelle Younger, Centre Against Violence
PO Box 438, Wangaratta Vic 3676
ryounger@cav.org.au, Ph: 0357 222 203

EMPLOYMENT

TRUCK DRIVERS WANTED

For the 2018 Grape Season.

MUST BE OR HAVE:

- CURRENT HC LICENSE, OVER 25 YEARS OLD, FORKLIFT LICENCE,
- EXPERIENCED WITH GENERAL FREIGHT.
- APPROXIMATELY 8-10 WEEKS WORK, STARTING APPROX MID FEB.
- PHONE GREG 0429 306 679.

Everton Fuel and Farm is a supplier to the local and surrounding farming community.

We pride ourselves on customer service and a can do attitude, have the following position of which is physical in nature.

RURAL SALES – DELIVERY PERSON PART TIME/CASUAL

Essential skills and experience:

- Agriculture background
- Sales experience both in store and out and about
- Understanding MYOB Retail Manager Systems
- Current Agsafe Accrediation
- Forklift licence
- MR Truck licence

Job tasks and responsibilities

- An excellent eye for detail and self-motivated along with good work ethics
- Work within the team environment and have an understanding for OHS
- Have a focus on customer service
- Perform day to day task as required
- Control stock levels
- Must have a can do attitude

Position will be under review for the first three months.

Please address all resumes with a hand written cover letter attached addressing the above criteria to:

The Manager,
Everton Fuel and Farm Pty Ltd,
2128 Great Alpine Road, Everton VIC 3678

Applications close: Tuesday, January 16, 2018.



PM Transport Supervisor Full time

LOCATION: Wangaratta

Rapidly growing Transport and Logistics Company is seeking a PM Transport Supervisor. Your hours of work will be 2.30 pm to 10.30 pm Monday to Friday.

The Role:

In this newly created position your main responsibility is to ensure the efficient organisation of Transport and Warehouse operations. Crucial to the role is the maintenance of cold chain responsibility to ensure the integrity of food grade product. The role will include organising loading and unloading of vehicles, manifesting loads, liaison with Cool room staff and Drivers, review completed compliance documentation; including Drivers log books, verification of order picking and proof of delivery scanning.

QUALIFICATIONS REQUIRED

- Forklift License (Preferred).
- Ability to work unsupervised.
- Microsoft Office proficiency.

EXPERIENCE

ESSENTIAL

- People management skills and Customer liaison.
- Computer literate.

DESIRED

- High level customer service experience, including problem solving and conflict resolution.
- A Can do and will do attitude.

SKILLS

ESSENTIAL

- Take ownership and initiative to ensure all tasks are completed to a high standard.
- Ability to prioritise tasks.
- Goal setting.
- Decision making.
- Strong communication abilities.
- Attention to detail.

To apply for this position email your resume to sales@linkcoldstorage.com.au or drop your resume into our depot at 22 Murrell St Wangaratta.

EMPLOYMENT



Cellar Door Sales Assistant

Stanton & Killeen Wines is a family owned and operated winery in Rutherglen. We are seeking a sales driven/customer service superstar to join us as Cellar Door Sales Assistant

The Cellar Door is a strong focus for our company and we are seeking someone who will have a direct and long-lasting impact on our customers, brand and business.

In this exciting 'hands-on' role you will be responsible for the everyday operation of the Cellar Door. You will be a motivated and passionate ambassador of the S&K brand.

- Create a unique experience for the customer
- Plan cellar door promotional activity to maximise walk-ins
- Stock reconciliation
- Excellent communication skills and a great personality
- Fantastic customer service ethic and high expectations for quality
- Previous experience in hospitality or the wine industry
- Good wine knowledge

This is a full-time position and the successful applicant will be expected to work some weekends; however, a part-time or job-sharing role would be considered.

Applicants must have Australian citizenship/residency and Victorian RSA certification. Remuneration negotiable based upon experience.

Please forward a copy of your CV and cover letter via email to:

Wendy Killeen
wendy@stantonandkilleen.com.au
Stanton & Killeen Wines
PO Box 15
Rutherglen VIC 3685

EMPLOYMENT



Production Worker – Timber Division, Full time

An exciting opportunity exists to join Merriwa Timbers as part of the Production team producing structural laminated beams and hardwood flooring.

Merriwa Timbers has been providing quality timber products to it's clients for over 30 years. We proudly manufacture our timber products as one of Australia's leading Supported Employment Enterprises.

As a Production Worker you will be responsible for a number of duties including; operating machinery, grading and stacking timber, manual handling, use of various tools (including tape measures, circular saws, rattle guns etc.) and adherence to Workplace Health and Safety policies. This role is required to use computers and to accurately complete production paperwork.

Key Selection Criteria and Skills:

- Previous experience in a fast paced production or manufacturing role
- Experience with machine operation, manual handling and manual labouring
- Clear communication skills and ability to work as part of a team
- Ability to multi-task, prioritise tasks and work to timelines
- Highly dedicated team player
- Developed computer and literacy skills
- Forklift licence an advantage but not essential

It is a condition of employment that all Merriwa employees are required to complete a satisfactory Police Record check.

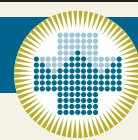
Applications addressing the Key Selection Criteria detailed above, with a resume and cover letter can be emailed to amy.collins@merriwa.org.au or posted to Merriwa – Attention Amy Collins, PO BOX 392, Wangaratta 3676.

For further information contact Amy Collins from Merriwa Timbers by emailing: amy.collins@merriwa.org.au

Applications close 5pm, Monday, January 22, 2018.

EMPLOYMENT

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:

OCCUPATIONAL THERAPIST GRADE 2

12 Month Fixed Term
Full Time Position Available
80 Hours Per Fortnight
Ref No: 17198
Contact: Lisa Peters/Amy Dobby (03) 5722 5508
Closing Date: 18 January 2018

INSTRUMENT TECHNICIAN Part Time Permanent Position Available

64 Hours Per Fortnight
Ref No: 1804
Contact: Lois Foley (03) 5722 5327
Closing Date: 24 January 2018

PERIOPERATIVE REGISTERED NURSE Full Time & Part Time Positions Available

Up to 80 Hours Per Fortnight
Ref No: 1803
Contact: Lois Foley (03) 5722 5327
Closing Date: 24 January 2018

HEALTH PROMOTION OFFICER – LOCAL FOOD SYSTEMS

Part Time Fixed Term Position Available
32 Hours Per Fortnight
Ref No: 1802
Contact: David Kidd 0429 803 354
Closing Date: 28 January 2018

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

D&R Henderson

Timber | Particleboard | Melamine

Situated in Benalla, D & R Henderson Pty Ltd is a well-respected Australian manufacturing company operating in the timber & decorative board industry for over 40 years, producing a quality and environmentally certified product for the Australian domestic and export markets. Progressive and innovative, we're a growing company, committed to providing a safe workplace and to the on-going development of our people.

1ST YEAR APPRENTICE FITTER & TURNER

At D&R Henderson we offer our apprentices a well-rounded learning opportunity working with advanced industrial technology, additional Nationally Accredited training is provided, such as Confined Spaces Entry, Work at Heights, Elevated Work Platform and more!

Desirably you will have:

- Car Licence
- Relevant work experience & mechanical aptitude
- Ability to work flexible hours and rotating shifts (if required)
- Ability to perform manual labour tasks, lifting, pushing, pulling
- Basic computer knowledge, sound numeracy, literacy & communication skills.
- Understanding of Safe Work Practices / OH&S
- Pre-apprenticeship or relevant training would be an advantage.

We are looking for people with integrity, who can show initiative and achieve the high quality standards which make us a leader in our Industry. So if you're a motivated team player with ambition, great people skills and a genuine safe work ethic, please contact us to hear more about joining our friendly team.

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

On the job and TAFE commencement will be February 2018.

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: 24th January 2018

D & R Henderson is an equal opportunity employer.

www.drhenderson.com.au

EMPLOYMENT



- **Full Time Receptionist**
- **Casual Special Needs School Bus Supervisor**
Wangaratta Depot

The Dyson Group of Companies is a family owned organisation and industry leader, which provides quality coach and bus services across Australia.

Full Time Receptionist

An exciting opportunity has become available for a Full Time Receptionist at Wangaratta Depot. This role will suit a self-motivated person who is well organised, shows initiative and can be flexible to meet the demands of the business.

Applicants must have exceptional customer service skills and a 'can do' attitude.

Previous experience and strong computer skills are essential.

Casual Special Needs School Bus Supervisor

The primary function of this position is to assist students with special needs to travel to and from school by bus. This involves picking up and dropping off students from their designated stop to their school each morning and afternoon. This is a split shift role, Monday to Fridays during the school terms.

Applicants must be able to build professional relationships with students, parents and the school to provide a high level of communication and care.

The successful applicant will require a Working with Children Check and hold a current First Aid Level 1 Certificate. Previous experience working with children who have special needs would be highly regarded.

If you have these skills and feel you meet the criteria, please forward a covering letter and resume to:

Recruitment Advisor
121 McKimmies Road, Bundoora VIC 3083
Or email; careers@dysongroup.com.au

Phone enquiries to Roy Dyson - 0407 541 682
'Dyson's is an Equal Opportunity Employer'

Sales Assistant Rural Merchandise

- **Animal health, ag chem, irrigation, fencing, rural supplies**
- **Mix of store based sales, customer service and stock control, administration backup**

About the role:

You will provide exceptional service and support to our customers and perform over the counter and telephone based sales across a range of product categories including, animal health, ag chem, fencing, irrigation, power equipment and general rural merchandise. Tasks are varied and will include sales, sales order administration, stock control and merchandising. You will respond to customer queries and resolve issues to ensure satisfaction whilst maintaining a welcoming, friendly and well-presented store environment.

About You:

To be successful you must demonstrate previous retail sales experience with the proven ability to build solid long term customer relationships and complete daily tasks to a high standard. The ability to follow through and "get the job done" in a fast paced environment will certainly secure you this multi-faceted role as will your focus on safety for yourself and your team mates. With the ability to work independently and seek ways to improve processes you must demonstrate sound computer skills. The successful applicant must be prepared for and enjoy a high level of manual handling and a high degree of physical activity as part of this role.

We value integrity, accountability, loyalty, leadership, common sense and aiming high in all that we do.

Required licences or certifications:

- **Drivers Licence**
- **Forklift Licence**

Interested applicants should email their application including current CV by close of business

Tuesday 16th January 2018 to:
Finance & Administration Manager
accounts@wangrural.com.au

Job Type: 1 Full-time and 1 part time, must be able to work weekends.

QUALITY + PEOPLE + INTEGRITY



PLC & HMI/SCADA TECHNICIAN

- **Develop and maintain PLC & HMI/SCADA Systems**
- **Rare enterprise-grade role in a regional area**
- **Excellent training opportunities to skill up on these exciting new technologies**

About Rivalea

We are one of Australia's leading integrated Agri-food companies, employing approximately 1200 people across the business in roles ranging from farming and meat processing, to feed milling and scientific research. With sites in regional and metropolitan locations, we provide premium pork products to local, national and export market.

About the Role

This full-time position, based in Corowa is responsible for the providing efficient PLC/HMI software development and technical support.

An opportunity exists for an experienced PLC/HMI developer to take a lead in the development and deployment of a precision farming strategy. Reporting to the Automation Manager, you will work as part of a team of OT/IT professionals to modernise the PLC environment and deployment of IOT technologies throughout both the Farming and Manufacturing areas. Supporting a wide and diverse geographical area you will also be responsible for the delivery of a new SCADA system.

Key Responsibilities

- Develop and maintain PLC/HMI coding.
- Maintain current SCADA and other process control monitoring systems.
- Analyse business and OT problems, and advise on appropriate solutions and costings.
- Ensure annual objectives are regularly reviewed and met.

Skills & Experience

- Relevant tertiary qualifications or equivalent industry experience in IT/OT or IOT is essential.
- Demonstrated knowledge of programming languages including VB and Javascript.
- Demonstrated PLC/HMI development skills.
- Experience with Rockwell/Allen Bradley control systems.
- Relevant electrical licenses.
- Ability to work within a team.
- Effective time management skills.
- Ability to maintain strict confidentiality.
- The ability and willingness to travel, including some overnight stays.
- A current drivers licence.

Our recruitment process includes referee checks, a police check and a medical.

All applications to be lodged on Seek.com (search Rivalea)

Applications close Friday 26 January 2018.



EMPLOYMENT



CASUAL TRAINERS & ASSESSORS – CABINET MAKING & JOINERY, CARPENTRY, BUILDING, PLUMBING AND ELECTRICAL

GOTAFE is seeking experienced tradespersons or professionals to join the Building and Construction teams at our Shepparton and Wangaratta campuses as casual (sessional) Trainers & Assessors.

The successful applicants will be responsible for planning, developing and delivering quality training, assessment of students across a variety of platforms, monitoring progress, providing curriculum advice and support across divisional administration functions.

With a passion for the building, construction and cabinet making industries, you will keep abreast of industry changes and participate in professional development and other activities relevant to the role.

Outstanding customer service and ability to effectively communicate and liaise with both internal and external stakeholders is essential as is the ability to provide qualified advice and guidance within areas of specialist expertise.

What you need:

- Trade certificate and relevant industry experience
- Certificate IV in Training and Assessment – TAE40110 or TAE40116
- Working with Children Check and Police Check (or currently applying)
- Valid Driver's Licence

GOTAFE is committed to the safety, wellbeing and inclusion of all children, including those with a disability, Aboriginal children, and children from culturally and/or linguistically diverse backgrounds.

How to Apply

Please go to www.gotafe.vic.edu.au and attach a Cover Letter, Resumé and a statement addressing the Key Selection Criteria as outlined in the position description. Please note that applications that do not address the key selection criteria will not be considered. For further information regarding this opportunity, please contact humanresources@gotafe.vic.edu.au.

Applications close 24 January, 2018

Training is delivered with Victorian and Commonwealth Government funding. GOTAFE is the trading name of Goulburn Ovens Institute of TAFE (3094).

www.gotafe.vic.edu.au
1300 GOTAFE (1300 468233)

EMPLOYMENT



Customer Service Officer (part-time)

We are seeking someone enthusiastic and passionate about providing exemplary customer service to clients, the public and internal staff.

If you are people-focused, enjoy variety in your work, and have strong communication, organization and time management skills, we encourage you to consider joining our dedicated Reception team.

For further information phone Kerry Strauch on 5721 0257. For a position description and information on how to apply, see <http://www.thecentre.vic.edu.au/home/careers-the-centre/>

In your application please address the selection criteria and provide details of at least two referees.

Applications by 5.00pm on Friday, 2nd February, to kerry.strauch@thecentre.vic.edu.au

The Centre is a Child Safe Organisation, an Equal Opportunity employer and pays Above Award wages

www.thecentre.vic.edu.au

EMPLOYMENT

Nathan Vincent Fencing

is looking for a Rural fencer to assist with all aspects of farm fencing, this is a permanent position. Applicants must have a driver's license, be physically fit, reliable, motivated and hardworking. Tractor, post driving, farm machinery and excavator experience would be an advantage. Only candidates selected for interview will be contacted. Please send resume to nvincentfencing@bigpond.com



People and Culture Business Partner

We currently have an exciting part time job opportunity for a People and Culture Business Partner in our regional office. If you are a highly motivated individual who has genuine career aspirations, we'd love to hear from you!

To apply and for more information please visit our website <https://vicroads.taleo.net/careersection/external/jobsearch.ftl> and search for the job number: 00785 Applications close on 21 January 2018.



for people going places

Full-time Office Manager

Seeking an exceptional Office Manager to support a growing business.

Duties:

Intermediate to advanced skills in Microsoft Word, Excel, MYOB
Exceptional organisational skills and time management skills
Mature and professional approach to work
Reliable and trustworthy nature
Accounts payable/receivable
Invoicing
Telephone and front counter reception.
Raising Purchase Orders and data processing
Maintain office supplies
Liaise with outside contractors
Timesheet and salary processing

Experience/qualifications:

Qualifications in bookkeeping will be well regarded but not essential.
Strong compliance and record keeping focus with ability to meet tight deadlines
MYOB

High standard of Microsoft Office suite (Outlook, Word, Excel, Publisher) use and knowledge

The person we are seeking must be a team player, willing to fit into a small but dedicated team to ensure the success of the company.

Applications close by: 15th January 2018

Apply by sending your resume and covering letter to: reception@robstrib.com.au

EMPLOYMENT



The Centre is seeking applications for suitably qualified candidates for an immediate start in the following positions:

- **Trainer Assessor - Individual Support (Aged Care), Wangaratta**
- **Trainer Assessor - Literacy & Numeracy - Getting There Program, Wangaratta**
- **Trainer Assessor - Forklift Trainer, Wangaratta & Benalla**
- **Trainer Assessor - Disability Learning and Support (Transition Education and Work Education) Wangaratta & Wodonga**

For further information and to apply visit our website or phone Melissa Giffard on 03 5721 0230. www.thecentre.vic.edu.au



PLANT OPERATORS Casual

Dunstan Civil is currently engaged in constructing solar projects across Vic, NSW, and QLD. We are now seeking experienced Plant Operators for these projects.

Applicants require licences in one or more of the following:

- Excavator
- Compactor
- Watercart
- Grader
- Heavy Rigid

This is an exciting opportunity for you to join our team to service this rapidly growing industry.

Interested applicants should email their application including current CV by close of business Monday, 22 January 2018 to nicole@dunstancivil.com.au

Depot Manager - Wangaratta GAME Traffic & Contracting

GAME Traffic & Contracting is an extremely successful and progressive Social Enterprise – specialising in Traffic Management, Contract Gardening, Temp Fencing and Event Hire across Central and North East Victoria and Southern NSW.

We are looking for a self-motivated team player to manage the day to day functions of this busy depot.

Our new Depot Manager will be responsible for:

- Upholding GAME's commitment to providing a high quality service to all our customers
- Managing staff working at multiple external sites across the North East
- Developing a robust team of dedicated casual staff
- Ensuring high standards of OH&S are maintained by all staff
- Enhancing GAME's already strong presence in the local area
- Promoting and fostering GAME's values as a proactive social enterprise in our local community.

Experience in the Traffic Management Industry would be a bonus but not essential as all relevant training will be provided on commencement.

If you are ready to join a progressive regional company and can tick all the boxes please send us your resume and cover letter before Monday 29th January 2018.

Shane O'Sullivan
GAME General Manager
PO Box 6881
Shepparton 3632

Or email to: sosullivan@game.org.au

Any queries or questions should be directed to Shane O'Sullivan on 0418 399 491.



CLASSIFIEDS - 5723 0101

Advertising Account Manager



If you can think on your feet, can always see an opportunity and love selling we want to talk to you!

North East Media is looking for a driven and committed individual with a strong customer service focus to join the advertising team based in Wangaratta.

To be successful in the role you will be able to demonstrate the following:

- Excellent work ethic and organisational skills with a drive to achieve results
- Ability to communicate with a wide range of people across various industries.
- Deliver on revenue budgets and build consistent sales pipeline while staying on top of portfolio performance

We are looking for someone who will

provide a strong positive influence within the sales team, so excellent interpersonal and communication skills are a must.

Experience in a customer-focused sales environment is preferred but not essential, as training will be provided.

This is a career position for the right candidate.

If you are looking for a new challenge in an energetic and stimulating environment with a longstanding media group, we want to hear from you.

Please forward your application, including covering letter to:

Terry Harding
Regional Manager
North East Media
tharding@nemedia.com.au



Benalla HEALTH

Occupational Therapist Grade 1 or 2 TEMPORARY PART-TIME (20 HRS/FORTNIGHT) JANUARY 2018 - DECEMBER 2018

For more information regarding the role contact: Geoff Draper, Allied Health Team Leader on 5761 4500.

CSSD Instrument Technician Grade 3 CASUAL POSITION

For more information regarding the role contact: Kristen Cheetham, Theatre Nurse Unit Manager on 5761 4255.

Theatre Registered Nurse Grade 2 CASUAL POSITION

For more information regarding the role contact: Kristen Cheetham, Theatre Nurse Unit Manager on 5761 4255.

Applications for all positions Close: Wednesday 24th January 2018 at 5.00pm.

To apply and for full details on all positions, please log-on to: www.benallahealth.org.au/benalla/careers

EMPLOYMENT

Make Money from Letterboxes

We work with Australia's biggest letterbox delivery company and right now we need reliable people to deliver in the Wangaratta Area.

No experience necessary.
Car and phone essential.

To find out more, please contact us on **1300 367 384**

www.bepaidtowalk.com.au

Media Specialist

We are seeking to appoint an energetic, self-motivated and highly organised professional to head our Media Department.

Key Selection Criteria -

- proven experience creating video and photography content for websites and social media.
- sound oral and written communication skills.
- be able to operate effectively in a team, contributing positively to operations and working relationships.
- have the ability to contribute ideas and demonstrate initiative and flexibility.
- demonstrate problem solving skills by providing alternative solutions to the client.
- provide a link to current professional portfolio.

Please forward your resume, and a 2-3 minute application video addressing the key selection criteria to peter@wangarattamarketing.com.au

Applications close 31/01/2018



As one of North East Victoria's most progressive food and wine families, Pizzinis are now looking to fill two key positions to complement our existing team at the Mountain View Hotel in the King Valley. The Mountain View Hotel is an iconic country venue, committed to great food, local produce and Italian style service and providing an exemplary customer experience.

HEAD CHEF

We are seeking a head Chef to lead the kitchen team to develop and service a gastro pub menu for lunches and dinners. If you are a Chef with the following attributes, we would love to hear from you.

- A professional "hands on approach" with an enthusiastic work manner
- High level management skills and a keen eye for sound costing and budgeting
- The ability to lead, inspire and motivate a team
- The ability to develop menus, including functions and special events
- A strong passion for food knowledge and quality local produce with Italian flair
- The ability to hire, develop and roster staff

FRONT OF HOUSE MANAGER

We are seeking a Front of House Manager to lead the bar and customer service team, responsible for exemplary customer service to the bar area, restaurant and beer garden. If you are a Front of House Manager with the following attributes, we would love to hear from you.

- Demonstrate leadership skills
- A passion for customer service
- Adaptable, resilient and able to perform in high-pressure service periods
- Highly developed interpersonal skills with the proven ability to build effective relationships and communicate with a diverse range of people both internally and externally
- Proven problem solving, organisational and time management skills
- Understanding of stock control & ordering processes

Please contact Gayle 0418259604 or apply to gayle@serengale.com.au

*Please note only successful applicants will be contacted for further discussion

EMPLOYMENT

Rural Merchandise Manager

An exciting opportunity exists to Drive Sales in a dynamic business within the rural industry. Our preferred applicant will have extensive sales experience and be willing to grow the existing merchandise business. Proven experience in a similar environment is highly regarded but not compulsory.

Key Requirements & Responsibilities:

- Strong affinity with the rural industry.
- Strict inventory control and debtor management practices.
- Commitment to value-add for our clients with exceptional customer service.
- Vibrant can-do attitude with a commitment to make a positive contribution to the existing team.
- Sound written and verbal communication skills.
- A knowledge of MYOB Retail Manager would be an advantage.
- Self motivated and willing to work collaboratively with multiple internal and external stakeholders.
- Hold a current drivers licence, forklift licence and agsafe accredited.

An attractive remuneration package will be negotiated with the successful applicant dependent on their experience and qualifications.

Interested applicants should email their application including current CV by close of business Tuesday 16th January 2018 to:

Finance & Administration Manager
accounts@wangrural.com.au
Job Type: Full-time



Gateway Health is a not-for-profit that provides primary health care & support to all our community.

Our vision is for people to live well. We offer employees collaborative work practices, modern workplaces, flexible work arrangements and attractive salary packaging.

Community Inclusion Team Leader

Full-time 1.0 EFT (38 hours/week) - Ongoing
Based in Wangaratta

Case Manager

– Men's Behaviour Change

2 positions available
Part-time 0.8 EFT (30.4 hours/week) - Until 30th June 2019
Based in Wodonga and Wangaratta

Family Violence Counsellor

Part-time 0.8 EFT (30.4 hours/week) - Ongoing
Based in Wodonga

Family Violence Counsellor

Part-time 0.9 EFT (34.2 hours/week) - Until 30th June 2018
Based in Wodonga

Community Support Worker – PhMs

2 positions available
Part-time 0.6 EFT (22.8 hours/week) - Until 30th June 2018
2 positions - Based in Wodonga and Wangaratta

Child Psychological Therapy Services (PTS) Tier 2

Part-time 0.8 EFT (30.4 hours/week)
Until 30th September 2018
Based in Wodonga

headspace Albury/Wodonga

– Senior Clinician

Full-time OR Part-time 0.8 – 1 EFT (30.4 – 38 hours/week)
Until 30th June 2018 with extension dependent on funding
Based in Wodonga



Closing for applications is 5pm
Wednesday 17th January 2018

For further details and to apply visit www.gatewayhealth.org.au

EMPLOYMENT



Disability Support Workers DDSO1-1Q Casual Pool – Ovens Murray Area

- Locations:- Beechworth/Benalla/Myrtleford/Wangaratta/Wodonga
- DHHS is looking to recruit staff for our casual pool throughout the Ovens Murray Area
- DDSO1:- \$43,085 - \$47,678 + 25% Casual loading + Super
- DDSO1Q:- \$48,090 - \$52,755 + 25% Casual loading + Super

As a disability worker you will help people with a disability achieve their personal goals and aspirations. Assisting clients to actively participate within their local communities, you will directly support their wellbeing through understanding their needs, preferences and interests. Providing a range of support services including personal care, health, exercises' and community experiences, you will enable clients to live a quality life with dignity, respect and social inclusion.

Are you

- Committed to delivering high quality outcomes for clients?
- Able to be flexible and available at short notice?
- Well organised and a good communicator?
- Honest and trustworthy?

Information nights have been scheduled for

Wangaratta :- 23/01/2018 – 6:30 – 9:00pm

Wangaratta Library – Community Room 21 Docker St Wangaratta

Wodonga:- 24/01/2018 - 6:30 – 9:00 pm –

TAFESpace – 158 Lawrence St Wodonga – located behind Wodonga Library.

Please contact **Jo-Anne Symes – phone 03 5722 0582** to book a position or for more information

For more information about the Department of Health and Human Services visit www.dhhs.vic.gov.au To apply online and for other DHHS and Victorian Government job opportunities please visit www.careers.vic.gov.au Police Checks form part of the Department of Health and Human Services recruitment process.

The department promotes diversity and equal opportunity in employment and is committed to a more diverse workforce.

If you are an Aboriginal or Torres Strait Islander applicant, or if you have a disability, and require advice and support with the recruitment process, please contact our Diversity Unit on DiversityInclusion@dhhs.vic.gov.au

The department is committed to the safety of its clients. The department takes a zero tolerance approach to abuse, including child abuse and abuse of people with disability.

Departmental employees are required to comply with all legal requirements including the Child Safe Standards to keep children safe from harm and abuse.

EMPLOYMENT



Owned and operated by Ramsay Health Care, Australia's largest and most respected operator of private hospitals. Wangaratta Private Hospital is a fully accredited 43 bed facility that prides itself for its high commitment to customer service and quality care.

Applications are sought for self-motivated Registered Nurses to come and join the team at Wangaratta

Positions available

Afterhours Coordinator Night Shift 0.4 within our Acute Medical, Surgical and Rehabilitation Unit
38 hours per fortnight.

Contact

Jill Newnham (03) 5723 0950

Closing date Monday 22 January 2018

For more information and to apply please log on to www.wangarattaprivate.com.au



Why not charge your advertisement to Mastercard or Visa?

5723 0101

Chronicle