

## 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](mailto: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](http://www.thecentre.vic.edu.au)

## 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](mailto:fallonswangaratta@bigpond.com)

Applications close 19/1/2018.



### Administration Officer

Kerr Andison and Kenny Pty Ltd is a well established business services firm providing a broad range of accounting, taxation and business advisory services to clients in North East Victoria and beyond.

We currently have an opportunity for an administration person to join our team. The position available is a full time permanent position.

The key responsibilities of this role include;

- reception
- processing of electronic lodgements
- daily mail and banking
- administrator of electronic document management system
- processing of client billing
- other general office administration duties

The successful candidate must be well presented, possess excellent communication and organisational skills and be able to use initiative and follow direction. Knowledge of Microsoft Office programs would be looked on favourably.

To apply send your application including a brief covering letter to [jobs@kak.com.au](mailto:jobs@kak.com.au) or by mail to PO Box 37 Wangaratta Vic 3676.

**Applications Close Monday 29<sup>th</sup> of January 2018.**

### 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](mailto:sosullivan@game.org.au)

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



EMPLOYMENT



**House Supervisor DDSO3A  
3 positions**

- Ongoing Full time 76.0 Hours per fortnight
- 1 x Dundee Drive Wodonga
- 1 x Waratah Way Wodonga
- 1 x Larkings Street Wangaratta
- Salary: DDSO3A: \$71,603 – \$77,498 plus super

A Disability Development and Support Officer Level 3A *House Supervisor* manages and provides leadership to a team (up to 12) of Disability Development and Support Officers in a community group home.

The role is required to liaise with managers and staff of government and non-government service providers, community groups, and other interested parties in relation to client related and service delivery issues, and participate in the monitoring and evaluation of service performance and client outcomes. The role requires highly developed leadership, management and practice knowledge to facilitate quality service outcomes in more complex environments.

For further information on the position description and the selection criteria visit; [www.careers.vic.gov.au](http://www.careers.vic.gov.au) or contact **Das Area Manager - Adele Chung ph 02 6055 7774**

Job Reference number: **DHHS/EED/30000079**

Applications close: **Sunday 28th January 2018**

For more information about the Department of Health and Human Services visit [www.dhhs.vic.gov.au](http://www.dhhs.vic.gov.au) To apply online and for other DHHS and Victorian Government job opportunities please visit [www.careers.vic.gov.au](http://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](mailto: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.

VC0341

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](mailto: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](http://www.galen.vic.edu.au)

Email your advert

[classifieds@nemediamedia.com.au](mailto:classifieds@nemediamedia.com.au)

EMPLOYMENT

**Wangaratta Engineering is looking for their next apprentice!**

If you are interested in becoming a qualified Fitter and Machinist please forward your resume to [enquiries@wangengineering.com.au](mailto:enquiries@wangengineering.com.au) or post to Wangaratta Engineering, 22 Gibson Street, Wangaratta, Vic 3677.

All applicants are welcome whether you are a school leaver or looking for a mature aged apprenticeship.

**Applications close February 16, 2018.**



People caring for people

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](http://www.wangarattaprivate.com.au)

**Now hiring in your area**

Make a living making a difference

The National Disability Insurance Scheme (NDIS) is the largest social reform in Australia since the introduction of Medicare - and we need your help to make it happen. Latrobe Community Health Service is working in partnership with the National Disability Insurance Agency to deliver the NDIS.

**Community Development and Capacity Building Coordinator (23687)**

- Fixed term contract (until end June 2018)
- Fantastic working conditions and employee benefits
- Located in Wangaratta or Wodonga

Contribute to the capacity building and community awareness of the National Disability Insurance Scheme (NDIS) in your local government area.

Reporting to the Area Manager Local Area Coordination Service – Ovens Murray the Community Development and Capacity Building Coordinator will be responsible for building on community and key stakeholder capacity aimed at enhancing a service culture that promotes person centred outcomes.

You must have highly developed organisational and facilitating abilities in order to manage information sessions; and the exceptional ability to communicate and explain information to all levels of the community.

**Most of all, you must have a commitment to delivering an exceptional experience for people with a disability.**

- Highly developed organisational skills
- Ability to facilitate information to an audience
- Exceptional communication skills

You don't have to choose between a fulfilling and rewarding career, or making a difference; they offer both.

If you would like to know more, call Huw Brokensha on 0438 488 957. Applications will be accepted until 11pm, Sunday 28 January 2018.

**We offer an attractive package of workplace benefits, including:**

- Career development
- Generous remuneration and salary packaging
- Flexible leave arrangements
- Strong workplace culture.

Applications from Aboriginal people, people from a culturally diverse background and people with a lived experience of disability are encouraged. We are an equal opportunity employer.



Delivering the NDIS in your community

**MANSFIELD COFFEE MERCHANT**

**Head Chef – exciting, busy and modern cafe**

Exciting high-volume cafe wanting to take its menu to the next level.

**An exciting opportunity is now available to join this busy, high volume, Trip Advisor top-rated cafe in Mansfield, North East Victoria. Demi Chef position also available.**

The "Mansfield Coffee Merchant" has quickly earned a reputation for its high level of food, service and coffee and we are looking for someone to take this to the next level. As Head Chef you will oversee all aspects of kitchen operations, being hand on and developing innovative on trend menus in line with the goals of the business.

**As the successful candidate you will demonstrate:**

- High level of skills in creating, implementing and costing on trend menus. We like exciting food, not just run of the mill cafe fare.
- Outstanding service standards. Our kitchen is open and being presentable and approachable to both staff and some guests is a must.
- Skills to manage food and labour costs and maximise profitability.
- High level of communication skills & ability to deal and negotiate with suppliers.
- A passion for high quality produce and food.
- Relevant experience in a head chef role.
- Experience in training and managing kitchen staff.
- Stock control skills.
- Creative flair.
- Experience in a high-volume environment.
- Breakfast experience.
- A high level of knowledge in food safety, OH&S and current day standards.

**What you get:**

- A modern work environment that is very open to ideas and innovation.
- No split shifts
- Competitive Pay
- 2 days off a week to enjoy the high country, lakes and Mount Buller
- The chance to make your mark on the dining scene in the North-East region

**Apply:** Email your resume – Attention Mat [info@mansfieldcoffeemerchant.com.au](mailto:info@mansfieldcoffeemerchant.com.au)

EMPLOYMENT

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@wangerattamarketing.com.au](mailto:peter@wangerattamarketing.com.au)

Applications close 31/01/2018

PRECINCT BAR & RESTAURANT  
MANAGER  
FRONT OF HOUSE

New Year, New Challenge!  
We are looking for an energetic, enthusiastic hospitality professional to join our team. Someone with a friendly and upbeat personality, energy to burn and a "can do" attitude, to lead our front of house team.

Key responsibilities include:

- Providing leadership,
  - Set and monitor quality and service standards,
  - Providing excellent customer service,
  - Promoting the business,
  - Problem solving,
  - Assist in overseeing the optimal, functioning of the restaurant,
- To succeed in this role you will need:
- Experience in a similar role (minimum of 2 years' experience),
  - A mature, honest, and loyal attitude along an exceptional work ethic,
  - To be a hands-on leader,
  - An eye for detail,
- You will get in return an attractive financial package, according to your level of experience and profile, as well as a great work/life balance.

You can send us your resume and a cover letter at [info@precinctbar.com.au](mailto:info@precinctbar.com.au) or bring it in person.  
Applications to be received by January 31st.

EMPLOYMENT



Teachers & Autism Practitioners (Speech Pathologist or Occupational Therapist)

- Do you value a families focused approach ?
- Are you excited by the idea of unique and innovative programs designed to meet the individual needs of children and families ?
- Do you believe education extends beyond the hours of 9 to 3.30 ?
- Do you want a job with the flexibility to work across all environments including family homes ?

If you answered yes to the questions above, then Mansfield Autism Statewide Services is the organisation for you!!

We currently have a range of positions available :-

**Teachers** (Primary/Secondary, Early Childhood or Special Ed qualifications) - based at our campus in Mansfield.

**Autism Practitioners** (Teaching or Speech/OT qualifications)- based in Melbourne or North East Victoria.

**Autism experience is not essential as we provide ASD specific training.**

Applications for all positions close February 14, 2018.

Interviews in Mansfield during the week beginning February 19, 2018.

Terms and conditions (including salary packaging advantages) discussed at interview. Flexibility with position start dates if required.

To obtain a position description please phone 5775 2876.

Apply in writing to Director of Services, Mansfield Autism Statewide Services - P.O. Box 715, Mansfield 3724, or by email to [info@autismmansfield.org.au](mailto:info@autismmansfield.org.au)

Mansfield Autism is a values based employer committed to providing a child safe environment.

Phoneyouradvert

03 5723 0101

EMPLOYMENT



CARPENTERS

Required at Thredbo (NSW).

Accommodation provided.

Contact Tony on 0417 034421



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](mailto:wendy@stantonandkilleen.com.au)  
Stanton & Killeen Wines  
PO Box 15  
Rutherglen VIC 3685

EMPLOYMENT



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.

Parent Education Worker

Part-time 0.6 EFT (22.8 hours) - Until 30th June 2019  
Based in Wangaratta or Wodonga

Allied Health Assistant

Casual position - Ongoing  
Multiple positions available - based in Wangaratta

Intensive Care & Recovery Worker (AOD)

Part-time 0.4 EFT (15.2 hours/week) - Until 30th June 2019  
Based in Wodonga and Wangaratta

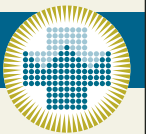
Disability Support Worker

Casual position - Ongoing  
Multiple positions available - based in Wangaratta or Wodonga

Closing for applications is 5pm  
Wednesday 31st January 2018

For further details and to apply visit [www.gatewayhealth.org.au](http://www.gatewayhealth.org.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:

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

MEDICATION SAFETY/AMS

PHARMACIST GRADE 2  
Full Time Position Available  
80 Hours Per Fortnight  
Ref No: 1801  
Contact: David Ford/Susan Trevillian (03) 5722 5324  
Closing Date: 26 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

CLINICAL EDUCATOR

Part Time Position Available  
48 Hours Per Fortnight  
Ref No: 17201  
Contact: Jacqui Verdon (03) 5722 5149  
Closing Date: 28 January 2018

SPEECH PATHOLOGIST GRADE 2

Part Time Permanent Position Available  
24 Hours Per Fortnight  
Ref No: 1806  
Contact: Courtney Ward-Jackson (03) 5722 5566  
Closing Date: 1 February 2018

FOR MORE INFORMATION AND TO APPLY GO TO: [northeasthealth.org.au/careers](http://northeasthealth.org.au/careers)

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@nemediamedia.com.au](mailto:tharding@nemediamedia.com.au)



Benalla HEALTH

Occupational Therapist  
Grade 1 or 2

TEMPORARY PART-TIME (40 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](http://www.benallahealth.org.au/benalla/careers)

**EMPLOYMENT**

**DUNSTAN CIVIL**

**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](mailto:nicole@dunstancivil.com.au)

**EMPLOYMENT**

**CHEF/GRILL COOK**  
for busy bistro in Beechworth.  
Contact Peter  
0429 196 354.

**Paulie's Corner**  
is looking for a  
**FULL TIME QUALIFIED CHEF**  
for immediate start.  
To apply email:  
[info@pauliescorner.com.au](mailto:info@pauliescorner.com.au)

Busy Wangaratta Cafe looking for passionate **Chef/Cook** to join our team, full time hours available 5 days a week. No nights!  
Please email resume to [bertsyco@gmail.com](mailto:bertsyco@gmail.com)

**EMPLOYMENT**

Whorouly Preschool  
**CLEANER WANTED**  
Minimum 3 hours per week to commence February.  
Email application to: [whorouly.kin@kindergarten.vic.gov.au](mailto:whorouly.kin@kindergarten.vic.gov.au) by February 1st.  
ABN required and 2 references.  
Ph 5727 1383.



**BULLY'S BARBERSHOP**

With the New Expansion of our busy shop we are looking to expand our team.

If you are a **qualified Barber or Hairdresser** then we want you!

This will be an ongoing casual position with no late nights.

Applicant must be able to work Saturday mornings.

For more information call Rachel on 5722 4713 or drop resume into 75 Ovens St, Wangaratta.

**WANTED**  
Full time or Part time qualified Chef or experienced Cook for hotel in Wangaratta. Nights and weekend work required.  
Call Ray on **0418 349 059**.



**McDonald O'Brien Plumbing, Full time Fully Qualified Plumber.**

Drivers Licence required.

Resume to be dropped off to 17 Muntz Street, Wangaratta.



**McDonald O'Brien Plumbing, Full time Fully Qualified Refrigeration Mechanic.**

Drivers licence required.

Resume to be dropped off to 17 Muntz Street, Wangaratta.



Search for more jobs online.....  
[nejobs.com.au](http://nejobs.com.au)

**EMPLOYMENT**

**All types of Windows and Doors**

**NORTH EAST Timber Windows & Doors**

Front entry units  
Wide variety of glass  
Specialising in custom and architectural

- Double Glazed Windows • Front & Fly Doors
- Awning, Casements, and Double Hung Windows
- Installation Available • Multi-Lock Door Systems

Call Tim 0455 82 42 20  
13a Ashmore St, Wangaratta email: [netwd@hotmail.com](mailto:netwd@hotmail.com)  
[www.northeasttimberwindowsanddoors.com.au](http://www.northeasttimberwindowsanddoors.com.au)

**NORTH EAST STAIRS**

- Internal and external
- Modern and Heritage
- Wood Turning
- Wide range of Timbers
- Glass balustrading for stairs
- Balcony and pools
- Wrought iron railing
- Steel column stairs
- Stainless steel: Hand rails, Cabling, Welding and Bending, Cutting and Folding

**NEW TO THE NORTH EAST:**  
Mandrel bending for all stainless steel. We can make specialised railing for disabled, elderly and other customised requirements.

Call Brendan 0400 33 44 51  
13 Ashmore St, Wangaratta email: [northeaststairs@hotmail.com](mailto:northeaststairs@hotmail.com)  
[www.northeaststairs.com.au](http://www.northeaststairs.com.au)

**NOW HIRING** 2 POSITIONS AVAILABLE for these businesses. Please apply only in person.