Professional, Office & Sales

careerone

APPLY TODAY START TOMORROW

City based Marketing Co. is continuing its growth. We are seeking 10 + individuals for openings in:
- Customer Service
- Sales and Marketing

No Pay per hour/salary, full bonuses training provided / guaranteed opportunities available.
CALL TEAGAN on 9670 9330

APPOINTMENT SETTING

FINANCE INDUSTRY

We are seeking mature minded telephone professionals to work during the afternoon and evening, setting appointments for our team of Financial Brokers.

A solid understanding of mortgages, home loans and general finance will be highly regarded. As will outbound sales, marketing or appointment setting experience.

The successful Candidate will be remunerated with competitive base wage and extremely generous commission.

For a confidential phone interview, please call Kathryn on 9667-8874

AREA REP After Market

Excellent opportunity exists for an aftermarket sales person.
Experience Not essential.
The hours are from Monday - Friday 9-5 pm.
For a confidential interview please contact
Tanya (03) 9357 9311
Or Email resume to
tanya_Pilcess@hotmail.com

AUTO PARTS JOBS

Experienced Heavy Automotive Parts interpreters are required for the following positions in Dandenong:

Mack Truck Dealer 7036
Trucks & Trailer Parts 7037

For more details visit
www.ljw.com.au
or call Laurie Williams
9380-2203 BH or AH
Email:lwjobs@ljw.com.au
LJ Williams & Associates
AUTOMOTIVE RECRUITMENT

BEAUTY AND MASSAGE THERAPIST

Experienced Sen/Beauty Therapist and Massage therapist are required for our new Day Spa in City, Waverley
☎ Ph 9819 4100 ask for

BOOK KEEPER/PAYROLL
Mature minded, reliable, friendly person required by an established electrical contracting co. a knowledge of payroll and knowledge of MYOB. Please apply in writing with references to Office Manager PO Box 1107 Nunawading 3131

BOOK KEEPER

Min. 3-4 days per week for manufacturing company in Kilsyth/Mt. Evelyn. Must be able to all areas of book keeping incl MYOB Vers 12. Immed start. Contact Peter Paul 9246-3412 peter@westlandpolice.com

CARAVAN SALES PERSON WANTED

National Caravans in Dromana require a person with caravan sales experience. We are a thriving team selling new Repat Caravans and motorhomes. If you think you would like to be a great environment, be able to use your own initiative, make decisions and be rewarded for it

Ring Ken or Andrew
In confidence on 5781-330
andrew@
coronetcaravans.com.au

CUSTOMER SERVICE / SALES

THRIFTY CAR RENTALS.
Our 5th Expansion Subaru has the vacancy of dynamic, passionate and self-motivated individuals who want to become a part of our winning team. Applicants will need to be self-motivated, career orientated and possess excellent customer service skills. Willingness to work a 7 day roster is a high performance team environment is essential. All applicants must have a current manual drivers licence.
Apply in writing to,
17-21 Punkin St,
Dandenong 3175 or
rick.lawrence@thrifty.com.au

DANDENONG
Labourers/Heavy Metal
Base Thomas street West 1021 2337. We are ongoing positions to start ASAP on day work in a friendly service (if you're into food and a bit of an adventure, then this is your place! Come and call by 1200 after 5pm on Monday

DATA ENTRY and See Training Courses' classy. 9867-8157

DIRECT SALES

- Great hrs. Top $$, Real Co/ Fam. Vaus - $1300 + per week representing. Aust leading home range.
- Sales Reps and Team Leaders required.

Call March 9836 8444 TODAY

HAIRDRESSER
Qualified stylist required. Full time or part time, modern funky salon in Saint Waverley
☎ Ph 9819 4391 ask for

HAIRDRESSER REQUIRED
Qualified stylist for our busy salon in Doncaster
Full time/Part time
Fantastic wages
Great hours and opportunities
☎ Ph 0408 859 688 ☎

LEGAL SECRETARY with

Commercial background CBD law firm $57,000 - $61,000 Contact Mary 9670-0640

LEGAL SECRETARIES CBD w/

b/g exp. general legal and $55,000 +ns. Call Annabella at Harry Pit. (03) 9670-0640

Models and TV Extras

Work on TV!
New Zealand Shots 10-80-
Phone 1300 592 422
www.nationwide-casting.com

MENS & Antiques and Reliable Motor Show Qr + 13 March. Excellent rates 17 hrs only. Apply Now! 1300 669 844

PARTS INTERPRETER

Patterson Cheney is one of Melbourne's leading dealership groups employing over 60 Parts Staff in 11 locations...

Positions available at:
- Dandenong - ISUZU & TOYOTA
- Dandenong - WESTERN STAR & MAN
- Footscray - ISUZU, WESTERN STAR & MAN
- Campbellfield - ISUZU, WESTERN STAR & MAN

Brief description:
predominantly phone room/front counter positions. Working in a professional team environment. You will be responsible for all aspects of parts invoicing, sourcing, distribution and control.

The successful candidates will have the following attributes:
- ✓ Automotive parts experience
- ✓ Customer service focused
- ✓ Ability to communicate clearly & have a good phone manner
- ✓ Knowledge of computer systems (reynolds system preferred)

We can offer you:
- An above award remuneration + monthly bonus structure
- Excellent working conditions and promotion prospects in a growing company

APPLY TODAY IN STRICT CONFIDENCE
to Andrew Fyfe Ph: (03) 9215-2222
Email: afyfe@pattersoncheney.com.au

www.dhs.vic.gov.au

Victoria Department of Human Services

Program and Service Adviser

Southern Metropolitan Region,
Disability Partnerships and Services Planning
Salary: $58,850 - $66,431 (+ Superannuation)
Fixed term from 16 April 2007 to 30 May 2008

Disability Partnerships and Service Planning is seeking to recruit a Program and Service Adviser for Shared Supported Accommodation portfolio, contract management and service development/redevelopment responsibilities. The team works with community service organisations funded through the Disability Service Program and maintains responsibility for a range of of disability service projects, initiatives and portfolios in line with the vision of the State Disability Plan 2002-2012

If this opportunity appeals to you, you may wish to discuss it with Simon Johnson on (03) 9767 8724. To apply online and view the job description, visit www.dhs.vic.gov.au/careers and click on Vacancies.

Please quote reference no DHS/STH/28916
Closing date for applications is Friday, 2 March 2007

Safety Screening requirements including Police checks apply to DHS recruitment practices.

Applicants need to be committed to the DHS Values. DHS is an Equal Opportunity Employer and values Diversity.
www.careers.vic.gov.au

Victoria Electricity

Outbound Telesales

- Attractive Remuneration Package
- Fun & Friendly work environment
- Full time and Casual Positions Available

Victoria Electricity is one of the state's fastest growing energy retailers. Located in the Eastern suburbs and close to public transport, we are looking for ambitious, highly motivated and experienced sales staff to help us continue on this great path.

At Victoria Electricity you will work with innovative and dynamic management and staff, as well as being provided with training and coaching aimed to motivate and help you reach your full potential.

In order to be considered for this role you will need to possess:
- Sales experience
- Excellent Communication skills
- Sales Driven and motivated
- Computer Literacy
- Industry experience is desired, but not essential.

In exchange you will be offered:
- Good hourly rate + Commission
- Great working environment
- Opportunity to grow within the company

If you feel you have what it takes to work with a fast, friendly and driven industry leader, then forward your application via email to:
jobs@victoriaelectricity.com.au

THE BEST COME TO US

OFFICE SUPPORT

- Various Locations
- Competitive $ rates
- Temp and Perm positions available

Recruitment Solutions delivers the best service possible to our clients and candidates, and we are committed to hiring the best people for the job.

Whether you are looking for temporary or permanent positions – we have the role for you. Across various locations and ranging in junior to senior level support positions, we are currently recruiting reception, customer service, PA/SA and administration positions across all sectors and all industries. If you want a fun environment, career progression or a supportive employer we can help you. In fact we can help you no matter what role you desire. Talk to our Recruitment Solutions Team today to discuss your next career move.

For more information contact Susan Harris
T 03 9629 1200
E susan.harris@chandlermacleod.com
www.recsol.com.au

RECRUITMENT SOLUTIONS

Department of Health
Government of Western Australia

WA Country Health Service
Pilbara

Operations Manager – East Pilbara

Salary circa $120,776 to $129,805 pa
Permanent Full time 76 hours per fortnight
Position Number 800332
Location: Port Hedland

The WA Country Health Service - Pilbara is seeking a suitably experienced and creative individual to fill the position of Operations Manager East Pilbara. In this key role you will be responsible for leadership, development and overall management of the Port Hedland Hospital and broader East Pilbara District in partnership with other health providers and non-health agencies.

This role provides support to the Regional Director and Executive in developing and implementing strategic directions for the East Pilbara.

For Further Job Related Information Enquiries are encouraged and should be directed to Patrik Mellberg, Regional Director on (08) 9172 812 or email Patrik.Mellberg@health.wa.gov.au

Applicants are requested to apply online at http://www.jobs.wa.gov.au

Closing Date: Tuesday 6 March 2007 at 4pm.

Department of Sustainability and Environment

Senior Valuer – Rating Authority Valuations

$67,557 to $81,738 + 9% Super Position number DSE420636

Are you someone who prides themselves on professionalism? Someone with good conceptual/analytical ability? Enthusiastic and self-motivated?

The Department of Sustainability and Environment is seeking a Senior Valuer – Rating Authority Valuations to provide expert advice on rating authority valuation and undertake complex urgent and sensitive valuations. You will also audit and certify Municipal Rating Authority valuations and provide support to Certification Managers to ensure that Valuation Best Practice (VBP) and valuation standards are met and maintained whilst also ensuring compliance with requirements of VGV ISO 9001:2000 Quality Assurance.

You will also review policies, practices and legislation and contribute to the continuous improvement of rating authority valuations.

Your high level communication skills will be utilised to present papers at professional conferences for the Australian Property Institute and other industry forums as well as allowing you to provide quality advice and training to other staff members.

If you are a detail focussed and flexible individual with strong organisational and computer skills and the ability to identify problems and offer effective solutions, then this may be the role for you!

To apply online and for further information on position descriptions and selection criteria visit

www.careers.vic.gov.au

Closing date for applications is Friday, 2 March 2007.

www.dse.vic.gov.au
Customer Service Centre 136 186

Victoria The Place To Be

DoFA, Alex 19/2
Pat / Sec

The Hon. Chris Pearce MP

Parliamentary Secretary to the Treasurer
Federal Member for Aston

Employment Opportunity

PERSONAL ASSISTANT

(Electorate Officer – Band A)

Applications are invited for the full time position of Personal Assistant (Electorate Officer - Band A) to The Hon. Chris Pearce MP, Parliamentary Secretary to the Treasurer and Federal Member for Aston.

The position would suit a highly motivated person capable of exercising mature judgment together with a proven capacity to work long and irregular hours, often under pressure. The position includes involvement in general and administrative office duties with a strong emphasis on:

- Managing diary and travel commitments;
- Preparation and coordination of correspondence;
- Dealing with constituent matters;
- Liaison with various internal and external agencies and organisations;
- Administrative requirements in the office of the Member.

The successful applicant will possess the following skills and experience:

- Highly developed interpersonal and written communication skills;
- The ability to proactively liaise with Ministers and their offices, government agencies and departments;
- Competency with Microsoft Office, including managing information using Excel and Access applications;
- A sound knowledge of Australia's political system;
- Initiative and the ability to work independently and co-operatively as part of a team;
- An ability to work under pressure and to meet deadlines.

The position is based in the Member's electorate office in Wantirna South, Victoria and will include frequent travel to Canberra as required. Conditions of employment will be consistent with the *Members of Parliament (Staff) Act 1984* and is subject to the successful completion of a three month probationary period and appropriate security clearance.

Salary will be in the range of $67,928 - $80,974 depending on experience with travel and staff allowances available in addition.

Written applications with appropriate supporting documentation including details of two referees should be marked "confidential" and submitted by close of business on Monday 26 February 2007 to the following address:

The Hon. Chris Pearce MP - Federal Member for Aston
Suite 4, Level 1
420 Burwood Highway
WANTIRNA SOUTH VIC 3152

Phone: (03) 9887 3690 Fax: (03) 9887 3693