



MEGT Jobs List

To apply for any of these positions please send resume and cover letter to VTEC@megt.com.au

Title of role	Job Summary	Location/ Area	Closing Date	Page No.
<u>Information, Communication and Technology (ICT) Support Trainee x 2 Positions</u>	Work with the organisations Information Technology users to assist in delivering IT services and support to all departments. You will assist with all aspects of IT trouble shooting, monitoring and developing and also some Administrations tasks.	<u>Melbourne CBD</u>	28/03/17	1
<u>Customer Service Consultant</u>	Customer Service Consultant is 38 hours per week on a rotating roster between 7:00am and 10:15pm Monday to Friday + some Saturday shifts (every 6-7 weeks) Hours being 9am – 5:30pm. Contact Centre supports work and life balance. Formal training provided in a classroom environment + in a supported on the job environment approximately 7 weeks ensuring a varied learning experience that’s interactive and hands on. Reward & Recognition Program – Entry into a diverse and exceptionally well regarded reward and recognition program.	<u>Melbourne CBD</u>	28/02/17	2
<u>Apprentice Technician / Electronic Services</u>	Your role with our team is to be supporting our clients onsite by carrying our installation, maintenance and services to clients existing systems and implementing new technologies. Our Technicians are the front line of our electronic services business and are expected to provide excellent customer	<u>Port Melbourne</u>	28/02/17	3

	service.			
<u>Dental Assistant Trainee + 2 Positions</u>	The Aboriginal and Torres Strait Islander Dental Assistant Trainee undertakes a variety of activities over 12 months including classroom learning, on-the-job training and enrolment at a prescribed registered training organisation to be successful in the completion of a Certificate III in Dental Assisting. The Trainee will work closely with dental assistants, clinicians and other members of the oral health team to develop skills and knowledge and achieve a Certificate III in Dental Assisting thereby enabling the provision of optimal patient care.	<u>Carlton</u>	25/02/17	4
<u>Retail Customer Service Roles GBS Division – Office Based Admin/ customer service</u>	<ul style="list-style-type: none"> • Respond to customer contacts relating to Lubricants Business in an efficient, cost effective and customer responsive manner • Provide the full range of customer service activities including order placement, delivery, stock & pricing queries • Provide support to the Sales teams for pricing, delivery and account based queries • Identify opportunities for continuous improvements & enhancing the customer experience 	<u>Melbourne CBD</u>	28/02/17	5
<u>Civil Maintenance Trainee</u>	<p>The Maintenance Delivery team within Network Field Services primary role is to ensure water distribution and sewerage collection systems are maintained to facilitate a high standard of customer service and efficient asset life.</p> <p>The trainee is an integral member of the maintenance team, involved in the efficient and effective maintenance of the water network assets. The role works under supervision in a team environment to perform a variety of tasks under a variety of conditions.</p> <p>The role will include the repair of failed assets such as pipelines and associated fittings, liaising with affected customers and completing planned maintenance activities. Equipment used for the above includes backhoes, trucks, specialised sewer jetting equipment as well as a variety of smaller tools and equipment.</p>	<u>Ballarat</u>	28/02/17	6

<p><u>Therapeutic Residential Care Worker</u></p>	<p>The Therapeutic Residential Care Worker will engage with the children and young people to develop a nurturing, positive relationship and to assist each child to deal with their trauma based responses to life in a way that promotes healing, emotional growth and development of positive attitudes and life skills.</p> <p><u>Internal Relationships</u> Stakeholders include the clients, Executive Manager, Program Manager, Team Leader, Case Manager, Education Officer, Cultural Support Worker, Administration support, Residential Care workers and Therapeutic Specialists.</p> <p><u>External Relationships</u> Children’s school and education staff, medical and health practitioners, legal representatives and other community organisation with whom the children are involved.</p>	<p><u>Traralgon</u></p>	<p>17/02/17</p>	<p>7</p>
<p><u>Disability Instructors – Disability Day Services</u></p>	<p>Casual relief positions for both Residential and Day Activities available Mill Park, Thomastown, Epping & South Morang and Community locations roster shifts - Monday to Saturday (Day activities) and Morning, Afternoon, Evening and sleep over shifts (Resi). Previous experience providing support to people with a disability and who have complex communication and behaviours of concern is essential.</p>	<p><u>Milpark, Thomastown, Epping, South Morang</u></p>	<p>23/02/17</p>	<p>8</p>
<p><u>Residential Support Worker</u></p>	<p>This position provides support and assistance to adults with disabilities who live in shared supported accommodation within the scope of the Disability Act 2006 and other relevant legislation and guidelines. The residential support worker ensures that the individual needs of residents are met, specifically in the areas of personal care, social, emotional and recreational needs.</p>	<p><u>Northern Suburbs Melbourne</u></p>	<p>23/02/17</p>	<p>9</p>
<p><u>General hands and Pick Packers</u></p>	<p>These jobs have a huge emphasis on an understanding of Occupational Health and Safety principles and practices. The company highly values safety behaviours. Full training provided. Functional assessment to be undertaken (pass/fail) Medical assessments – No injuries or illness which may be exacerbated through manual labour. Steel cap boots and suitable</p>	<p><u>Northern and Western suburbs</u></p>	<p>23/02/17</p>	<p>10</p>

	workwear is required. Security Declarations – No serious offences such as, Assault, fraud or theft offences. Reliable Transport - There is limited access to public transport for most sites. Up to date resume with at least 2 current referee checks required. Available to commence immediately.			
<u>Customer Service Representative</u>	Seeking a person who is passionate about customer service and want to work in an exciting, fast paced retail environment. You will assist customers and be involved in looking after a safe and well-presented store. It's a vibrant team environment where you will always be busy. Many sites are open 24/7 and offer a variety of shifts. Employer offers high quality training and career opportunities.	<u>Colac / Eltham</u>	23/02/17	11
<u>Horticulture Apprentice</u>	An exciting opportunity exists for a Horticulture Apprentice who has a passion working in parks and gardens. Open to all ages. During the apprenticeship, you will spend time in a variety of functional areas. The successful applicant will contribute to the maintenance and development of open space assets whilst also attending (TAFE) on a part time basis. You will be required to have well developed interpersonal skills, the ability to work as part of a team environment and have a passion for horticulture	<u>Ballarat Region</u>	23/02/17	12
<u>Road Maintenance Worker – Foot path & Drainage</u>	Energetic hardworking person with a passion for Civil Maintenance. The successful applicant will be trained in all aspects of Road Maintenance from Sealed and Unsealed maintenance, Footpath and Drainage maintenance and Road Safety which incorporates maintenance of Signage and line marking.	<u>Ballarat</u>	23/02/17	13
<u>Warehousing and logistics Traineeship</u>	Recruitment and Management Services are currently seeking a motivated, confident and career driven individual to join Australia's largest supplier of Bearings and Power Transmission products. This ENTRY LEVEL Warehousing and Logistics position is a great way to kick start your career with a friendly and supportive company. Working in the Ballarat branch you will receive training as part of their comprehensive product and professional development program, focusing on Warehousing, customer service and sales.	<u>Ballarat</u>	23/02/17	14
<u>Business Traineeships multiple positions</u>	Great opportunity to learn and earn a qualification. Victorian public service role located in the Melbourne CBD. Great employer with many opportunities for a long-term career. 15 to 24 years of age Aboriginal and or Torres Strait Islander people with a commitment to VPS values.	<u>Melbourne CBD</u>	On going	15

<u>Product Specialist</u>	The Product Specialist, ANZ will execute the product management activities for all new product launches, key product changes. The role will actively manage product life cycles and administration to ensure a focused and profitable portfolio. This role is responsible for product management of the Australia and New Zealand Auto and Industrial product portfolios. The role will provide operational support directly to the Marketing Brand & Communications team with daily connectivity. Delivering a highly connected relationship and rigour in governance across all activity.	<u>Melbourne CBD</u>	23/02/17	16
<u>Logistics Analyst</u>	The logistics Analyst is accountable for maintaining operating data and performance reports, and is responsible for providing analysis in support of performance improvement. This role supports the Logistics Leadership Team in the overall monitoring of logistics functions performance. The role reports and tracks metrics associated with a multi-million dollar budget.	<u>Melbourne CBD</u>	23/02/17	17
<u>Customer Response Consultant</u>	To successfully contribute to overall business objectives and goals by responding to Australian & New Zealand customer contacts relating to fuel and marketing operations in an efficient, cost effective and customer responsive manner. Customer contacts will vary from phone, email and written notification.	<u>Melbourne CBD</u>	23/02/17	18
<u>Retail Customer Service</u>	The Customer Service Representative (CSR) role plays a significant role within the retail store teams. The CSR is responsible for the delivery of customer service, in a complex and fast paced retail environment, ensuring our customers have a first-rate experience. As a CSR, being part of a store team and understanding our customer to ensure they are made aware of our promotional specials in store will be one of your key focuses. This will include upselling to every customer using our company's '7 Steps to Customer Service' and actively contributing to sales growth within the store.	<u>Vic Regional Ballarat West, Warrnambool, Wimmera Bridge Horsham, Winchelsea, Donald, Daylesford, Colac West Melbourne metro Coolaroo</u>	On going	19
<u>Field/Warehouse Team member</u>	This position operates within the Operations Networks. As a Field/Warehouse Team Member, you are responsible for field work ensuring activ8me customer hardware is serviced, maintained, and tested as needed and goods are despatched correctly and in the most efficient manner. This will be possible	<u>Preston & Regional Australia</u>	23/02/17	20

	through your participation in the field and within the Warehouse Team.			
<u>Assistant educator Childcare Traineeship</u>	This is outstanding opportunity for a candidate to develop skills and knowledge in the child care industry, which provides high quality early childhood education and care to children.	<u>Reservoir</u>	23/02/17	21
<u>Cert III Business Administration</u>	An outstanding opportunity to contribute to site/project team effectiveness and the professional image by providing professional reception services to internal and external stakeholders	<u>Northern Suburbs</u>	23/02/17	22
<u>Cert III Conservation & Land Management Traineeship</u>	A fantastic Traineeship opportunity for Indigenous candidates with a preference to work outdoors in Conservation and Land Management where you will obtain Cert III qualifications.	<u>Lilydale/ Eastern suburbs</u>	23/02/17	23
<u>Civil construction / Telecommunication Labourer Concrete and Asphalt Breakout and Reinstatement + 2</u>	An outstanding opportunity in the Civil construction / Telecommunications Industry as part of the governments NBN rollout for suitable candidates	<u>Dandenong Vic</u>	23/02/17	24
<u>APPRENTICE Telecommunications Technicians 2 POSITIONS</u>	An outstanding Apprenticeship opportunity in the Civil construction / Telecommunications Industry as part of the governments NBN rollout for suitable candidates	<u>Dandenong Vic</u>	23/02/17	25
<u>Labourer Pavement Preservation</u>	This is a great Opportunity for a candidate with some background in Civil construction and experience working with a crew. You will work on a 19 Day on and 9 days off roster with regular interstate travel required. Attractive hourly rate ++ penalties. A white card and HR License with minimum requirements however a HC Licence is preferred. All initial enquiries to Charlie	<u>Somerton</u>	23/02/17	26

	Panopoulos on 0403787340.			
<u>Cell Biology Traineeship</u>	In this role, you will learn experimental procedures routinely performed in our laboratory such as making buffers, aseptic cell culture, molecular biology, cell sorting, and histology and fluorescent microscopy. Once data analysis using various computer programs, data interpretation and presentation.	<u>Clayton Vic</u>	23/02/17	NA
<u>Analytical Chemistry + 2 positions – Traineeship</u>	The opportunity to complete a Certificate IV in Laboratory Techniques Traineeship. The successful applicant will Join the Molecular Interactions Team working under the guidance of the ICP-OES	<u>Clayton Vic</u>	23/02/17	NA
<u>Science Traineeships – Various areas Food Manufacturing Protein Purification Chemistry Research as well as 2 x Administration Traineeships’ in Science Manufacturing</u>	The opportunity to complete a Science Related Certificate III or IV in various fields. For Further information, direct all enquiries to Charlie Panopoulos on 0403787340	<u>Clayton, Werribee, Parkville</u>	23/02/17	NA
<u>Hospitality and Cleaning roles</u> <u>Various Roles Casual / Part Time and Fulltime Roles</u>	Casual Catering Assistant Melbourne Casual Catering Assistant - Aged Care – Camberwell Casual Catering Assistants - Aged Care Facility Footscray Casual Cleaner - Ward Based x 3 Casual Barista Melbourne Casual Security Officer Health Sector Casual Cleaner x 2 Job No Melbourne Part Time Cleaner Health Melbourne 15 hrs Cleaner - Ward Based 34Hrs Health Melbourne	<u>Various</u>	Ongoing	N/A

	<p>Full Time Cleaner 38 Hrs Health Melbourne</p> <p>Full Time Security Officer Health Melbourne</p> <p>Payroll Officer – Casual – Corporate Services Melbourne</p> <p>Please note: All Part time and Fulltime Roles require previous experience. For Further Enquiries Please contact Charlie Panopoulos on 0403787340</p>			
<u>Labourer - Civil Construction</u>	We are a Telecommunication Company that specialise in Pre-provision work of the MIMA Rollout which involves the installation of Communication Cabinets for NBN.	<u>Pascoe Vale and Melbourne Metropolitan</u>	23/02/17	NA
<u>Telecommunication Technician</u>	We are a Telecommunication Company that specialise in Pre-provision work of the NBN rollout.	<u>Pascoe Vale and Melbourne Metropolitan</u>	23/02/17	27
<u>Administration Traineeship</u>	The Trainee will perform a range of administrative tasks, possess excellent communication skills. Able to use basic computer software applications. Commitment to complete a Certificate III or IV in Business Administration.	<u>Melbourne CBD</u>	23/02/17	28
<u>Van Driver</u>	Frequent loading and unloading of mail bags from street mail boxes for van drivers, these usually weigh up to 16kgs. When drivers arrive at mail centres you may need to use load shifting equipment to move mail or manually empty bags of mail in to mail cages. Also some general mail handling duties.	<u>Melbourne Metro various suburbs</u>	23/02/17	29
<u>Postal Delivery Officer (walking)</u> <u>Multiple Positions</u>	5 days a week. This role requires you to walk and deliver mail within a designated area. Assist with the sorting of mail and small parcels.	<u>Melbourne – various locations</u>	Ongoing	29
<u>Postal Delivery Officer (Bicycle/ Electric Bike)</u> <u>Multiple Positions</u>	5 days a week. This role requires you to deliver mail while riding push bike, sorting of mail and small parcels.	<u>Melbourne – various locations</u>	Ongoing	30

<u>Mail Sorter Multiple Positions</u>	5 days a week This role requires the sorting of mail and small parcels within the Post Office and for delivery	<u>Melbourne – various locations</u>	Ongoing	30
<u>Retail Post Officer Multiple Positions</u>	5 days a week. This role requires strong customers service skills with a keen eye for detail	<u>Melbourne – various locations</u>	Ongoing	31
<u>Warehouse Labourer</u>	This employer sources sells and distributes new and aftermarket auto part's	<u>Campbellfield</u>	23/02/17	31

Please continue to the following pages to see the details of each vacancy

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MEGT VTEC Employment Vacancies for Indigenous Candidates

**Information, Communication and Technology (ICT) Support Trainee- Melbourne CBD-
Full time- Mon to Friday.**

Work with the organisations Information Technology users to assist in delivering IT services and support to all departments. You will assist with all aspects of IT trouble shooting, monitoring and developing and also some Administrations tasks.

Duties may include-

- Engage with the Department's IT users to assist the ICT support team in delivering day-to-day ICT services for the department.
- Troubleshoot and support hardware/software for the DPC business units, agencies and the Office of the Premier/Office of the Deputy Premier.
- Assist in relocations involving PC's, Printers, Faxes, Desk phones
- Audit and disposal of ICT hardware for DPC.
- Deployment/Build of ICT hardware (i.e. PC's, monitors, mobile devices)
- Proactively monitor systems to escalate and provide assistance in all incidents and service requests (Remedy, Mobile Device Management)
- Administration tasks – processing of invoices and monthly accounts, keeping data records accurate and up to date (asset register)

Essential Criteria- The successful candidate will have:

- Excellent written and verbal communication
- Planning and organising skills
- Service excellence- making clients and their needs a primary focus for action
- Flexibility and Adaptability- Readily adapts to changing circumstances
- Relationship Building - Establishes and maintains relationships with people at all levels and from different backgrounds and organisations
- Team Work- Collaborates and supports others in the pursuit of common goals
- Creativity and Innovation- Thinks with originality with a focus on continuous improvement

Desirable

Knowledge and basic understanding of Information Management and Technology and End User Computing Equipment

For all enquiries Please contact **Anita Peraic** on **0405 145 814** or apply at vtec@megt.com.au

Customer Service Consultant

Position Highlights

- Customer Service Consultant is 38 hours per week on a rotating roster between 7:00am and 10:15pm Monday to Friday + some Saturday shifts (every 6-7 weeks) Hours being 9am – 5:30pm.
- Contact Centre supports work and life balance.
- Formal training provided in a classroom environment + in a supported on the job environment approximately 7 weeks ensuring a varied learning experience that's interactive and hands on.
- Reward & Recognition Program – Entry into a diverse and exceptionally well regarded reward and recognition program.

Skills and Attributes

- Customer centric
- Interpersonal with strong communication skills
- Passionate in demonstrating problem – solving to resolve simple and complex enquiries, including conflict resolution.
- Driven by results and success orientated.
- Able to work and thrive in a structured, fast paced and busy customer focused environment.
- Have a high level of numeracy skills

For all enquiries please contact **Charlie Panopoulos** on **0403 787 340** or apply at vtec@megt.com.au

Apprentice Technician

Expectations of the role:

- Contributing as a member of the team on the delivery of an excellent customer experience
- Commitment to learn and develop skills associated with the role of Electronics Technician
- Support to project Managers with the installation and commissioning of work as scheduled
- Support to the service Centre through delivering to the work schedule and project plans.
- Compliance with TSM business principles, Values, Code of conduct and policies and procedures.
- You hold a current and vailed driver's license, will be eligible to attain a security licence and successfully pass a pre – employment medical check.

Skills/ Experience you will bring:

- A great attitude to learning and developing yourself and interacting with others at the workplace level
- Some experience in working with teams and, or in a team environment is advantageous.
- You will demonstrate a passion for solving problems, with a technical mindset
- You are a Technology enthusiast, strong interest in electronics, or keen to develop your current skills to the next level
- A customer focussed approach with willingness to exceed client expectations.
- Good written and verbal communication skills

For all enquiries please contact **Charlie Panopoulos** on **0403 787 340** or apply at vtec@megt.com.au

Dentist Assistant Trainee + 2 Positions

Role Specific

- Assist in the provision of oral health education and promotion ensuring consideration of patient needs in all clinical decisions
- Provide efficient clinical chair-side assistance including charting of dental examinations
- Prepare, maintain and manage the clinical environment, including equipment, materials and instruments, in line with treatment plan, to enhance efficient patient throughput.
- Prepare developing and fixing solutions and develop radiographs
- Ensure compliance with infection control principles in sterilisation and maintenance of dental instruments and equipment and in storage, packaging and collection of infectious waste/sharps and used developing/fixing solutions
- Assist in Infection Control audits and implementing recommended changes.
- Ensure efficient client management including the provision of patient records and medical histories to the clinical staff and arranging and recording patient appointments
- Undertake and successfully complete in a timely manner all modules of the Certificate III in Dental Assisting, both clinical and theoretical.
- Listen and respond appropriately to direction by a qualified dental assistant or clinician
- Actively seek and participate in all learning and development opportunities

Generic:

- Demonstrate and promote a proactive commitment to health & safety, well-being and the environment by actively participating in the ongoing identification and prevention of risks
- Participate in my Development ensuring goals are signed off and reviewed
- Successful completion of Certificate III in Dental Assisting
- 100% attendance at RMIT during each contact phase
- 100% attendance throughout traineeship
- Strong commitment to learning and educating the wider (in particular) Aboriginal and Torres Strait Islander community
- Adherence to workplace behaviours consistent with organisational values
- Knowledge and awareness of Aboriginal and Torres Strait Islander culture and values
- Basic knowledge of MS Office suite
- Year 10 or equivalent Year 10 level or equivalent in verbal, written and numeracy skills
- Police check

Desirable

- Knowledge of DHSV and public oral health
- Working with children check

For all enquiries please contact **Charlie Panopoulos** on **0403 787 340** or apply at vtec@megt.com.au

Retail Customer Service Roles GBS Division – Office Based Admin/ Customer service

Purpose or the Role

- Respond to customer contacts relating to Lubricants Business in an efficient, cost effective and customer responsive manner
- Provide the full range of customer service activities including order placement, delivery, stock & pricing queries
- Provide support to the Sales teams for pricing, delivery and account based queries
- Identify opportunities for continuous improvements & enhancing the customer experience

Requirements

- Essential Skills and Experience
 - Ensure delivery of the customer offer to customers across all Business Units whilst maintaining open and proactive feedback and relationships
- Liaise with departments across providers and the Lubricants business to satisfy customer requirements
- Proactively display first call resolution to provide effective decisions to ensure customer's requirements are met and company standards & policies are adhered to
- Contribute to team KPI measures and adhere to all current policy and procedures
- Proactive management & communication of customer non-deliveries & short landed orders
- Ensure utilisation of Siebel to track customer complaints, delivery issues & stock returns as per operating procedures
- Manage customer expectations through the backorder report
- Seek opportunities for continual process improvement
- Any other duties as directed by Team Leader or Manager

For all enquiries please contact **Charlie Panopoulos** on **0403787340** or apply at vtec@megt.com.au

Civil Maintenance Trainee

KEY RESPONSIBILITIES/DUTIES

Network Maintenance

- Repair failures of the water and sewerage pipeline systems and associated fittings
- Perform planned maintenance inspections and maintenance tasks as per the planned maintenance program
- Keep records of work performed and complete details required for the works management systems, including computer data entry either remotely or within the office
- Perform works for connection to live assets by contractors working for the Corporation or developers
- Participate on the on call roster.
- Customer Service
- Ensure customer needs are considered during maintenance works and disruption is kept to a minimum
- Keep customers informed about the progress of works and present an effective liaison between the Corporation and its customers

Environment / OH&S / Quality

- Follow standard operating procedures for Safety, Quality and the Environment
- Comply with All Policies
- Participate and contribute in team discussions to improve procedures and processes
- Personal Qualities
- Customer Focus
- Drive and Commitment
- Empathy and Cultural Awareness
- Teamwork

*For all enquiries please contact **Charlie Panopoulos** on **0403787340** or apply at vtec@megt.com.au*

Therapeutic Residential Care Worker

Key Selection Criteria

- Sound knowledge and understanding of Aboriginal culture and values and the ability to effectively communicate with Aboriginal children and their families.
- A demonstrated ability to contribute to Aboriginal children's emotional, physical, psychological and cultural development.
- A proven ability to work with Aboriginal children with a range of complex and diverse needs.
- An ability to respond therapeutically to Aboriginal children's pain-based behaviours indicating an understanding of the impact of trauma and disrupted attachment on children.
- An ability to provide therapeutic parenting to children who have been traumatised
- Ability to participate pro-actively and openly in the therapeutic team including the ability to give and receive feedback in a constructive, respectful manner.
- Ability to complete household tasks such as cooking, cleaning, laundry, transporting children.
- Well-developed written and oral communication skills including the ability to write case notes, Incident Reports and reports on the children as required.
- Ability to complete financial and administrative requirements such as petty cash, pocket money, handover summary sheets.
- A willingness to participate in training and supervision as requested

*For all enquiries please contact **Charlie Panopoulos** on **0403 787 340** or apply at vtec@megt.com*

Disability Instructors – Disability Day Services

Position

- Casual relief positions for both Residential and Day Activities available
- Mill Park, Thomastown, Epping & South Morang and Community locations
- roster shifts - Monday to Saturday (Day activities) and Morning, Afternoon, Evening and sleep over shifts (Resi).
- Previous experience providing support to people with a disability and who have complex communication and behaviours of concern is essential.
- A tertiary qualification in disability studies or equivalent qualification will be highly regarded.
- Applicants MUST be highly motivated, energetic and committed to providing the highest quality of care and support to people with a disability and be willing to support clients in a variety of activities in a variety of settings.
- You must hold a Current Victorian Driver's Licence (Manual License).
- Current Level 2 First Aid certificate
- Current WWC card.
- Applicants must send a Cover letter and responses to the "Key Selection Criteria" outlined in position description and a Resume outlining qualifications and previous experience.

For all enquiries please contact **Charlie Panopoulos** on **0403787340** or apply at vtec@megt.com.au

Residential Support Worker

Location: Northern Suburbs Melbourne

Key Selection Criteria / Mandatory:

- Certificate IV in Community Services (Disability Work) Studies or equivalent.
- A Current level 2 first aid certificate
- To demonstrate an understanding of the delivery of quality services for people with disabilities
- Demonstrate the capacity to support rights, interests and needs of people with disabilities
- Demonstrated experience of working with people who have complex communication and behaviours of concern
- The ability to work independently, collaborate with others and contribute positively in a team environment
- Ability to manage time, take initiative and work independently
- Current drivers licence
- Relevant experience that demonstrates the Core Competencies, Attributes and Capabilities.
- Salary Packaging is available for permanent and fixed term employees.
- Novated Car Leasing is available for all permanent employees.

Conditions of Employment:

- A Police Check is mandatory.
- A Working With Children Card (WWC) is mandatory for this position.
- A check with the Disability Worker Exclusion Scheme is mandatory for this position.

For all enquiries please contact ***Charlie Panopoulos*** on ***0403787340*** or apply at [***vtec@megt.com.au***](mailto:vtec@megt.com.au)

General hands Pick Packers

These jobs have a huge emphasis on an understanding of Occupational Health and Safety principles and practices. The company highly values safety behaviours.

- Full training provided.
- Functional assessment to be undertaken (pass/fail)
- Medical assessments – No injuries or illness which may be exacerbated through manual labour.
- Steel cap boots and suitable workwear is required.
- Security Declarations – No serious offences such as, Assault, fraud or theft offences.
- Reliable Transport - There is limited access to public transport for most sites.
- Up to date resume with at least 2 current referee checks required.
- Available to commence immediately.

Description of position

- Manual lifting and freight sortation
- Pallet stacking
- Picking and Packing orders
- Using Tuggers & RF scanning where required
- Be able to work both day, afternoon & night shifts
- Working to KPI's
- Manual lifting and sortation of freight
- Working to KPI's
- Be willing to work and commit to a casual/ongoing position and be flexible with finish times
- Be able to work to a fast- paced environment and have a high level of accuracy

For all enquiries please contact **Daryl Nayler** on **0408974558** or apply at vtec@megt.com

Customer Service Representative

Seeking a person who is passionate about customer service and want to work in an exciting, fast paced retail environment. You will assist customers and be involved in looking after a safe and well-presented store. It's a vibrant team environment where you will always be busy. Many sites are open 24/7 and offer a variety of shifts. Employer offers high quality training and career opportunities.

Applications are on-line with 2 current referees to be nominated. Own transport would be highly advantageous.

- **Job Title:** Customer Service Representative - Cafe & Barista (Expression of Interest)
- **Work Type:** Casual, Permanent - part time – various roles and various locations

24/7 shift work available.

Locations: Bairnsdale & Gippsland, Ballarat & Central Highlands, Bendigo, Goldfields & Macedon Ranges, Geelong & Great Ocean Road, Horsham & Grampians, Mildura & Murray, Mornington Peninsula & Bass Coast, Shepparton & Goulburn Valley, Traralgon & La Trobe Valley, Yarra Valley & High Country, Melbourne.

Seeking a person who is passionate about food and coffee and wants to work in an exciting, fast paced retail environment. Person needs to be highly motivated and customer focused. Duties include daily preparation of food, coffee and serving customers whilst looking after a safe and well-presented store. Person will have a good understanding of teamwork and workplace safety. Applications are on-line with 2 current referees to be nominated. Own transport would be highly advantageous. Store preference to be nominated in the online application.

For all enquiries please contact **Charlie Panopoulos** on **0403 787 340** or apply at vttec@meqt.com.au

Horticulture Apprentice

Description of position

An exciting opportunity exists for a Horticulture Apprentice who has a passion working in parks and gardens. Open to all ages. During the apprenticeship, you will spend time in a variety of functional areas. The successful applicant will contribute to the maintenance and development of open space assets whilst also attending Federation University (TAFE) on a part time basis. You will be required to have well developed interpersonal skills, the ability to work as part of a team environment and have a passion for horticulture.

Key Selection Criteria

- Knowledge and understanding of health and safety issues relevant to work activities and work area.
- Demonstrated ***work history in horticulture or related area*** or history of full or part time study in horticulture or related area.
- Successful completion of V.C.E or V.E.T. with relevant subjects (preferred).
- Demonstrated ability to work as part of a team.
- Well-developed interpersonal skills.
- Organisational ability to prioritise and perform a variety of tasks.
- Ability to assess work sites and follow instructions to achieve the job in the most productive and technically correct manner.

For all enquiries please contact **Charlie Panopoulos** on **0403 787 340** or apply at vtec@megt.com.au

Road Maintenance Worker – Foot path & Drainage

Location: Ballarat

_Energetic hardworking person with a passion for Civil Maintenance. The successful applicant will be trained in all aspects of Road Maintenance from Sealed and Unsealed maintenance, Footpath and Drainage maintenance and Road Safety which incorporates maintenance of Signage and line marking.

Essential Criteria

- self-motivated
- “Can do” approach
- keen to learn
- possess the basic skills to be part of an operational team.
- A Victorian driver’s licence is essential.

KEY RESPONSIBILITIES/DUTIES

- Basic knowledge in general infrastructure maintenance works or civil engineering practices relating to Footpath, Roads, Drainage, Signage, Bridge and Guardrail Assets and Traffic Management
- Practical experience in working within a team environment
- Basic knowledge of Worksite Traffic Management principals
- Basic knowledge in use of plant and equipment required of the position
- Current Drivers Licence
- Knowledge and understanding of health and safety issues relevant to work activities and work area
- Other information required

For all enquiries please contact **Daryl Nayler** on **0408974558** or apply at vtec@megt.com.au

Warehousing and Logistics Traineeship

Location: Ballarat

_Working in the Ballarat branch you will receive training as part of their comprehensive product and professional development program, focusing on Warehousing, customer service and sales.

Responsibilities

- Warehouse duties
- Picking and Packing
- Quoting and placing orders
- Deliveries
- Dispatch
- Customer Service - counter sales
- Answering phones
- General administration
- Data entry

Personal Qualities:

- Ability to work in a team and individually
- Previous customer service experience
- Well mannered and presentable
- Good computer, numeracy and literacy skills
- Strong communication and interpersonal skills
- A background in industrial sales and or a mechanical interest will be highly regarded

To be successful in this role you must hold a Current Drivers Licence

For enquiries please contact ***Charlie Panopoulos*** on ***0403 787 340*** or apply at [***vtec@megt.com.au***](mailto:vtec@megt.com.au)

Business Administration Traineeship

Location: Melbourne CBD

Position

Great opportunity to learn and earn a qualification. Victorian public service role located in the Melbourne CBD. Great employer with many opportunities for a long-term career. 15 to 24 years of age Aboriginal and or Torres Strait Islander people with a commitment to VPS values .

Skills, Experience and Personal Competencies

- Previous reception or customer Service experience is an advantage
- Construction induction card (white card)
- Basic proficiency with Microsoft Office Suite
- Good written and verbal communication skills
- Ability to work to deadlines
- Build and maintain excellent stakeholder relations
- Ability to approach tasks in a professional manner

For enquiries please contact ***Charlie Panopoulos*** on ***0403 787 340*** or at [***vtec@megt.com.au***](mailto:vtec@megt.com.au)

Product Specialist

Requirements

- **Essential Criteria**

- Marketing Degree, or degree qualified in a related discipline
- 2+ years' experience in a Sales & Marketing environment.
- Previous experience in Product Management is desirable.
- Demonstrated ability to influence a cross-functional team in meeting strategic objectives whilst effectively prioritising and manage key delivery of work to deadlines
- Understanding of Business to Business (B2B) Industrial markets highly desired
- Strong level of independent thinking and problem solving to maintain pace within a very dynamic and challenging marketing environment. Strong interpersonal skills when dealing with key business partners, internal team members and peers;
- Proven analytical skills to determine effectiveness of marketing, sales and promotional initiatives;
- Excellent organisational and multi-tasking skills to ensure multiple projects are managed and completed within agreed timeframes;
- Proactivity, initiative and the ability to work autonomously;
- Strong PC skills - particularly spreadsheet analysis & presentation skills.

Other skills/experience should include:

- Oral & written communication expertise;
- Strategic planning.

KEY RESPONSIBILITIES/DUTIES

- Managing the Product portfolio to ensure full product lifecycle management – from launches through to implementing the product deletion process ensuring the final stage of product obsolescence is achieved.
- Implement and monitor the product portfolio management rules to simplify and manage the range;
- Actively administer product life cycles, managing the additions and deletions to the portfolio to simplify and evolve the range to maintain differentiation and ensure clear category product growth and exit strategies within the rules of the game framework;
- Manage the Streamline/Fusion/ODIMS systems for the ANZ Auto and Industrial portfolios.
- Embedding product plans into the Business Management process to plan, implement and review product launches and measure product category performance. Contribute to the product management review in the cycle to ensure marketing interventions are reflected and tracked in operational planning.
- Ensure business compliance of products and Stock keeping Unit SKUs.
- Ensure strong internal relationships with key stakeholders and the wider Marketing team to enable successful implementation of new product offers.
- Adhere to Offer Development & Innovation ODI and Operating Management System (OMS) product management processes e.g. ODIMS and Marketing.
- Maintain adherence to governance structure with the business.

For enquiries please contact ***Charlie Panopoulos*** on ***0403 787 340*** or at [***vtec@megt.com.au***](mailto:vtec@megt.com.au)

Logistics Analyst

Location: Melbourne CBD

Requirements Essential Criteria

- Education Tertiary qualification in business, procurement, supply chain, logistics management (or similar discipline).

Skills and Experience

- Analytical capability - working with data sets and generating insights
- Logistics freight operations
- Commercial analytics / cost to serve modelling
- Excellent capability utilising MS Excel or similar database analysis tool

- **Desirable**
- Influencing outside of line
- Decision making skills / Problem solving skills
- Strong relationship management
- Operating discipline / procedural
- Knowledge of fuel delivery operations and equipment
- Strong systems / process thinking
- CI experience.

KEY RESPONSIBILITIES/DUTIES

- Responsible for operating the annual bottom up secondary logistics budget process. The role is responsible for working across sales and carrier contract management teams to ensure key data is loaded, assumptions are documented and is responsible for the integrity of the output data.
- Manage inbound logistics quote processes, provide sales business quotes from existing contracted activity based models or work directly with logistics co-coordinators & carriers to build costing from documented agreed assumptions.
- Provide analytical expertise to the Logistics and Operations Analytics Manager, National Operation, Logistics Advisor and Market Sector Lead in response to larger tenders or where material changes could impact existing carrier contracts.
- Responsible for ensuring all agreed changes to activity based cost models & rates of award are executed correctly and flow to haulier self-billing system and inform freight recovery mechanism (ZS99) inputs.
- Role is responsible for ensuring the data delivered to Hired Cartage team and Sales team is aligned with carrier contracted agreements
- Accountable for executing the monthly fuel tariff mechanism and provides first point of escalation for any queries relating to haulier payment claims. Administration of manual payment claims. Monthly production and analysis of Delivered Cost Index, collation of other periodic KPI's to inform various reporting forums.
- Support for the Logistics Advisor by performing deep dive analytics to drill performance data, test hypothesis and value V&O's proposals.
- Support Road Scheduling team by providing analytical expertise & integration of operational insight / data to ensure the road scheduling tools run with settings that represent operational reality and are configured to generate most cost effective outcomes while minimising stock out risk.
- Support Road Scheduling and Movement operations team where required, including role cover.
- Complete non-strategic freight quoting
- Provide timely freight rates in order to ensure vendors are paid within terms
- Provide relief support for Regional Logistics coordinators

For enquiries please contact **Charlie Panopoulos** on **0403 787 340** or at vtec@megt.com.au

Customer Response Consultant

Location: Melbourne CBD

Key Results Expectations

- First point of contact for enquiries from Commercial Retail and public Customers (Australia & New Zealand)
- Provide an effortless experience for all customer interactions.
- Interact with customers in a professional, friendly and efficient manner.
- Meet your individual productivity & behavioural KPI's and contribute positively to achieving team and organisational targets.
- Provide a level of customer service consistent with core values and Service Level Agreements.
- Display flexibility and adaptability to help meet the department's scheduling requirements
- Provide accurate information to both internal and external customers through the correct use of relevant business applications and systems
- Handle all complaints in a professional and timely manner
- Operate effectively and professionally within a team environment – strong team player
- Develop and maintain a professional working relationship with stakeholders in other teams.
- Assist with administration tasks as required – Respond to and action customer requests received via fax and written notification
- Assist with non-core functionality projects
- Participate in occasional outbound call projects.

Experience Required

- Minimum 1-2 years previous experience in telephone based customer services environment with experience in providing excellent customer service is essential
 - Demonstrated ability to interpret customer needs and behaviours with a proven ability to effectively manage the end to end customer experience; fulfilling the customers' needs
 - Strong problem solving capability and demonstrated ability in dealing with challenging customer situations Highly developed written and verbal communication skills
 - Self-motivated - demonstrated high level of initiative & motivation
 - Customer Relationship Management (CRM) system experience
 - Demonstrated ability to work well in both team environment and autonomously
- Strong time management skills; ability to prioritise delivery of outcomes

For enquiries please contact ***Charlie Panopoulos*** on ***0403 787 340*** or at [***vtec@megt.com***](mailto:vtec@megt.com)

Retail Customer Service

Locations: Vic regional - - Ballarat West, Warrnambool, Wimmera Bridge Horsham, Winchelsea, Donald, Daylesford, Colac West

Melbourne Metro – Coolaroo

Essential Skills and Experience

- Ability to work independently and without supervision
- Effective written and verbal communication skills
- Average numerical and mathematical skills
- Ability to multitask and prioritise
- Basic computer and internet use skills
- Ability to work effectively in a team
- Demonstration of company Values & Behaviours
- Ability to fulfil the inherent requirements of the role (see below)

- Competency in English (reading, writing and speaking)
- Ability to complete emergency activities
- Effectively communicate and interact with customers
- Stand at the Console and execute in store promotions and the use of Point of Sale
- Ability to conduct all activities in accordance with communicated safe work practices and operational

Procedures

- Complete cleaning activities to maintain a clean work area and any customer access areas
- Ability to replenish and move stock between areas using trolley where required and in accordance with safety and operational procedures
- Prepare and maintain food labels with accurate product and expiry information
- Fast paced environment and high number of tasks/activities required to be completed each shift in addition to customer service
- May be required to provide customer service and support to difficult customers
- Need to remain aware of forecourt and shop customers including responding quickly to safety hazards and incidents

Desirable Criteria:

- **Customer service experience**
- **Cash handling and Point of Sale (POS) transaction processing**

All Initial enquiries please contact **Charlie Panopoulos** on **0403 787 340** or apply at vtec@megt.com.au

Field / Warehouse Team Member Fulltime

Location: Preston & Regional areas

Essential Criteria

- Team player attitude
- Good communication (written and verbal) and interpersonal skills
- Able to follow written and verbal instructions without deviation
- Attention to detail
- Ability to conduct stock takes as required
- Understanding of OHS legislation & Standards.

KEY RESPONSIBILITIES/DUTIES

- Maintaining, servicing and testing WIFI Phones and Community Phones as part of our Contract
- Assist with weekly calls to Community Phones to determine fault issues
- Assist with the assembly and repairs equipment
- Assist with the prompt despatching of equipment, ensuring all parts are labelled and packaged correctly and returned stock is managed in an efficient manner.
- Test equipment returned from the field, ensuring only those items that pass our testing procedures are returned into the service pool and all other faulty stock is sorted accordingly
- Configure/setup systems as required per product type prior to despatch to client
- Maintain the accuracy of the in-house and field inventory system and assist with regular stock counts and stock takes as required on equipment.
- Assist in field work as required which involves time away in different locations for a period of up to 3-4 weeks per trip for planned maintenance or ad hoc service calls as required. Expected trips per year is 7-10
- Assist in any warehouse duties as required including picking stock, despatching stock and receiving stock whilst maintaining the warehouse environment to ensure it is kept clean, tidy and safe for all stakeholders always
- Actively participate in the ongoing development of the Team, its members and the operations unit.

- Hold a Current forklift licence (not essential)
- Able to work Long hours in extreme remote area up to 14hrs
- Able to work in extreme weather conditions found in outback Australia
- Capable of safe driving in extreme remote area
- National Police Certificate
- Have a Driving license with no restriction?
- Must able to drive vehicle with manual transmission
- First aid certificate (preferred)
- Remote first aid certificate (preferred)
- Four-wheel drive training (preferred)

Four-wheel drive recovery training (preferred)

For enquiries please contact ***Charlie Panopoulos*** on ***0403787340*** or at [***vtec@meqt.com***](mailto:vtec@meqt.com)

Assistant Educator Childcare Traineeship

This is outstanding opportunity for a candidate to develop skills and knowledge of a child care assistant educator, which provides high quality early childhood education and care to children.

Location: Reservoir

Key responsibilities:

- Create a friendly, secure and stimulating interactive learning environment
- Be aware of the Lead Educator's daily and weekly planning and objectives
- Assist in completing the children's daily reports
- Work with other team members as a team committed to providing high quality child care
- Maintain a very high level of hygiene and cleanliness in the room
- Work in accordance with licensing requirements under the Child Care Regulations
- Be willing to participate in meetings, conferences and training courses as required (including Child Protection training)

Working with children's check is required.

For enquiries please contact ***Charlie Panopoulos*** on ***0403787340*** or at [***vtec@meqt.com.au***](mailto:vtec@meqt.com.au)

Cert III in Business Administration

Location: Northern Suburbs

An outstanding opportunity to contribute to site/project team effectiveness and the professional image by providing professional reception services to internal and external stakeholders

Skills, Experience and Personal Competencies

- Previous reception or customer Service experience is an advantage
- Construction induction card (white card)
- Basic proficiency with Microsoft Office Suite
- Good written and verbal communication skills
- Ability to work to deadlines
- Build and maintain excellent stakeholder relations
- Ability to approach tasks in a professional manner

For enquiries Please contact **Anita Peraic** on **0405145814** or apply at vtec@megt.com

Cert III Conservation & Land Management Traineeship

A Fantastic Traineeship opportunity for Indigenous candidates with a preference to work outdoors in Conservation and Land Management where you will obtain Cert III qualifications.

The following are the key responsibility areas for the position:

- Perform general horticultural tasks to the of Conservation and Land Management Maintenance Standards in a safe, competent and efficient manner.
- Maintain plant and equipment daily including keeping all in a clean and tidy condition.
- Perform other duties as. This may include relief cleansing duties from time to time.
- Ensure that all tasks undertaken by the position is carried out in a healthy and safe manner and that unsafe aspects of the workplace are immediately rectified and/or reported to your supervisor when appropriate.

Essential Criteria

- Qualifications and experience as outlined above.
- Demonstrated passion of Horticulture.
- Demonstrated customer service focus.
- Sound communication and interpersonal skills.
- Demonstrated team focus.

All initial enquiries to **Anita Peraic** on **0405145814** or vtec@megt.com.au

Telecommunications / Civil Construction Traineeship

- An outstanding opportunity in the Civil construction/ Telecommunications Industry as part of the Governments NBN rollout for suitable candidates.

Essential Criteria

Competencies required:

- Demonstrated Experience in Concrete / Asphalt Breakout and Reinstatement
- Ability to follow safety procedures
- Clear verbal and written communication, timely reporting
- Maintenance of professional image and good interpersonal skills
- Clear verbal and written communication, timely reporting
- Maintenance of professional image and good interpersonal skills
- Valid Driver's licence and Vehicle required
- Valid white Card
- Current Police check

Responsibilities:

- To undertake a range of tasks related to the NBN rollout
- To understand and comply with company policies and procedures
- Completing all set tasks in a safe manner: preventing injury and preventing damage to health for self, other employees, or other members of the public
- To maintain good working relationships with customers, work colleagues and company officers
- To follow all company procedures required to ensure that work flow can be managed and controlled:

Desirable Criteria

Great Attitude with a genuine interest in Civil Construction and Telecommunications
Punctual Reliable

Other information

- **Suburb:** Dandenong – travel through Melbourne Metro and occasional Victorian regional travel.
- **FT Apprenticeship**
- **Hours of work:** 7.30am – 3.30p,
- **Hourly rate:** Award Traineeship wages plus penalty rates where applicable
- **Closing date:** 30/10/16

Other Relevant Information:

- A valid driving licence and current Police check is Mandatory and will be a condition of employment as a tradesperson
- Travel through Melbourne Metro and occasional Victorian Regional travel

All initial enquiries to **Charlie Panopoulos** on **0403787430** or at vtec@megt.com.au

Telecommunications Technicians Apprenticeships: 2 POSITIONS

- An outstanding opportunity to break into the Civil construction/ Telecommunications Industry as part of the Governments NBN rollout for suitable candidates.
- Through work experience, studying, coaching, training and development (both practical and vocational) complete a course of study and obtain work related professional qualifications ensuring they are able to carry out the role and obtain a Cert 111 in Telecommunications Technician competently and effectively within a pre-determined time frame.

Essential Criteria

- Ability to follow instructions
- Ability to follow safety procedures
- Clear verbal and written communication, timely reporting
- Maintenance of professional image and good interpersonal skills
- Clear verbal and written communication, timely reporting
- Maintenance of professional image and good interpersonal skills
- Valid Driver's licence and Vehicle required
- Valid white Card
- Current Police check

Responsibilities:

- To undertake a range of tasks suited to the current level of training and development
- To attend training institute and complete course work on time and to a high standard
- To understand and comply with company policies and procedures
- Completing all set tasks in a safe manner: preventing injury and preventing damage to health for self, other employees, or other members of the public
- To maintain good working relationships with customers, work colleagues and company officers
- To follow all company procedures required to ensure that work flow can be managed and controlled:
- To complete the supplied task book relevant to your trade and submit to your manager at regular intervals

Desirable Criteria

Great Attitude with a genuine interest in Civil Construction and Telecommunications
Punctual Reliable

Other information

- **Suburb:** Dandenong – travel through Melbourne Metro and occasional Victorian regional travel.
- **FT Apprenticeship**
- **Hours of work:** 7.30am – 3.30p,
- **Hourly rate:** Award Apprenticeship wages
- **Closing date:** 30/10/16

Other Relevant Information:

- **A valid driving licence and current Police check is Mandatory and will be a condition of employment as a tradesperson**
- **Travel through Melbourne Metro and occasional Victorian Regional travel**

All initial enquiries to **Charlie Panopoulos** on **0403787430** or vtec@meqt.com.au

Labourer - Civil Construction x 2 positions

Full time- Mon- Fri (Some Saturdays may be required)

Pascoe Vale and Melbourne Metropolitan

Closing date- 30/11/16

We are a Telecommunication Company involved in the installation of Communication Cabinets for NBN

Duties may include

- Digging of trenches
- Boring (using the appropriate machinery)
- Cable hauling
- Pit Installation, NBN Box installation
- Other manual tasks
-

Essential Criteria

The candidate must hold

- Construction induction (white card)
- Drivers Licence
- Must be prepared to undertake mandatory training in NBN Safety and Awareness

Desirable Criteria

- Punctual, Reliable with a strong work Ethic and excavator tickets and or stop go tickets

All initial enquiries to **Charlie Panopoulos** on **0403787430** or vtec@megt.com.au

Telecommunication Technician

Full Time- Mon- Fri- Pascoe Vale and Melbourne Metropolitan- Closing date- 30/07/16

We are a Telecommunication Company that specialise in Pre-provision work of the NBN rollout.

Essential Criteria

The candidate must hold

- Construction induction (white card),

Must be prepared to undertake in the following mandatory training:

- NBN Safety and Awareness,
- Telstra Pit and Pipe, Power Awareness (initial),
- Transfield Services safety and quality induction.

(Note: we can assist the appropriate candidate in obtaining the mandatory training)

Desirable Criteria

- Drivers Licence
- Punctual
- Reliable with a strong work Ethic

Duties and responsibilities

- Digging of trenches
- Boring
- Cable hauling in existing underground networks
- Pit Installation
- NBN Box installation
- Other manual tasks

All initial enquiries to **Charlie Panopoulos** on **0403787430** or vtec@megt.com.au

Administration Traineeship

2 Positions- Fulltime: Mon- Fri

Melbourne CBD

Closing date: 30/11/16

Duties may include

Perform a range of administrative tasks accurately and in a timely manner including answering routine queries, taking messages, arranging meetings and agendas, photocopying and filing.

- Perform computer-based tasks.
- Communicate and liaise effectively with managers and staff.
- Provide support in the collation and distribution of documents.
- Commitment to complete a Certificate III or IV in Business Administration (at a minimum).
- Keep and complete accurate records.

Selection criteria

- Are you aged between 15 and 24?
- Do you Identify as Aboriginal or Torres Strait Islander descent?
- Not currently engaged in tertiary education and have not attained higher than a certificate 4 qualification.
- Excellent Verbal communication skills:
- Basic Computer skills e.g. word processing and email.
- Able to plan, organise and prioritise tasks
- Problem solving skills
- Drive and commitment
- Flexible and adaptable, open to new ideas
- Excellent Customer service skills
- Teamwork
- Willing to submit to a National Police History Check.

For all enquiries please contact **Charlie Panopoulos** on **0403787340** or apply at vtec@megt.com.au

Van Driver x 2 positions

Part time/ Mon – Fri (some Saturdays)

Melbourne Metro various suburbs

Closing date-: 30/11/16

Frequent loading and unloading of mail bags from street mail boxes for van drivers, these usually weigh up to 16kgs. When drivers arrive at mail centres you may need to use load shifting equipment to move mail or manually empty bags of mail in to mail cages. Also may be required to perform some general mail handling duties.

Essential Criteria

- Current Open Car licence (No disqualifications/suspensions in the last 5 years)
- (1 disqualification/suspension in the last 5 -10 years is acceptable)
- Print out of driving record for interview – less than 10 days' old
- Must pass a driving assessment
- Identified Aboriginal or Torres Strait Islander people only to apply
- Police check will be required

Desirable Criteria

- Good Knowledge of Melbourne Metro Area
- Previous Driving Experience

For all enquiries please contact **Charlie Panopoulos** on **0403787340** or apply at vtec@megt.com.au

Postal Delivery Officer (walking)

Melbourne - various locations Multiple Positions

5 days a week Min 25 Hrs per week

Ongoing vacancy

This role requires you to walk and deliver mail within a designated area. Assist with the sorting of mail and small parcels.

Essential Criteria

- Fit, ability to walk and stand for extended periods and be able to lift up to 16kg.
- Must be able to work 5 days a week (Mon to Fri)
- Able to pass Police and Medical check.

Desirable Criteria

- Good hand eye coordination.
- Ability to learn and recall geographical locations.
- ability to perform checks and basic maintenance on wheeled trolleys.

For all enquiries please contact **Charlie Panopoulos** on **0403787340** or apply at vtec@megt.com.au

Postal Delivery Officer (Bicycle/ Electric Bike)

Melbourne - various locations

Multiple Positions- 5 days a week Min 25 Hrs per week

Ongoing vacancy

This role requires you to deliver mail while riding push bike, sorting of mail and small parcels.

Essential Criteria

- Fit and able to stand for extended periods and be able to lift up to 16kg.
- Must be able to work 5 days a week (Mon to Fri)
- Able to pass Police and Medical check.
- Successfully pass practical riding skills assessment.

Desirable Criteria

- Good hand eye coordination.
- Ability to learn and recall geographical locations.
- Ability to perform checks and basic maintenance on the delivery bicycle

For all enquiries please contact **Charlie Panopoulos** on **0403787340** vtec@megt.com.au

Mail Sorter

Melbourne - various locations

5 days a week Min 25 Hrs per week

Ongoing vacancy

This role requires the sorting of mail and small parcels within the Post Office and for delivery

Essential Criteria

- Fit and able to stand for extended periods and be able to lift up to 16kg.
- Must be able to work 5 days a week (Mon to Fri)
- Able to pass Police and Medical check.
- Attention to Detail ability to work to Time frames

Desirable Criteria

- Good hand eye coordination.
- Ability to learn and recall geographical locations.
- Ability to work to Time frames

For all enquiries please contact **Charlie Panopoulos** on **0403787340** or apply at vtec@megt.com.au

Retail Post Officer

Melbourne - various locations- Multiple Positions

5 days a week Min 25 Hrs per week

Ongoing vacancy

This role requires strong customers service skills with a keen eye for detail

Essential Criteria

- Must be able to work 5 days a week (Mon to Fri)
- Able to pass Police and Medical check.
- Good customer service skills
- Some exposure to data entry

Desirable Criteria

- Previous customer service experience desirable but not essential
- Cash handling and bill/invoice processing experience desirable but not essential

For all enquires please contact **Charlie Panopoulos** on **0403787340** or apply at vtec@megt.com.au

Warehouse Labourer

Campbellfield

Full time- Mon- Fri

Closing date 27/07/16

This employer sources, sells and distributes new and aftermarket auto part's

Duties

This position will require the successful candidate to Pick & Pack auto parts, stock and restock parts, unload car parts from trucks and clean the warehouse.

The employer may also train the successful candidate to buy and sell auto parts after a qualifying period.

Essential Criteria

- Some warehouse experience
- Knowledge of auto parts advantageous
- Reliable
- Strong work ethic
- Moderate computer skills

Desirable Criteria

- Forklift Licence
- Drivers licence
- Warehouse experience

Other Relevant Information

- Police check may be required

For all enquiries please contact **Charlie Panopoulos** on **0403787340** vtec@megt.com.au