

General vacancies



Girraween Primary  
Outside School Hours Care

### Assistant Required

Successful applicant will have:

- or be working towards Cert 3 in Children's Services
- experience in Children's Services
- An ochre working with children's card

Admin or Accounting experience would be an advantage.

Email Admin Manager  
debra.weir@ntschoools.net  
Ph: 8983 3300 | Fax: 8983 4202  
Applications close Friday 30th September.



## Distribution Network Coordinator

15 hours per week

Salmat (Winnellie) is seeking an enthusiastic, self motivated all rounder to become part of our two-person team, providing warehouse and administrative support. This role is autonomous in nature, therefore someone with high levels of integrity and honesty is paramount.

Candidates with a valid NT forklift licence will be favourably considered, along with good time management, excellent interpersonal and communication skills, team fit and an eye for detail.


Take a look at [www.salmat.com.au/careers](http://www.salmat.com.au/careers) (ref: 650109)  
You'll be surprised by what we do!

## Groundsperson

Get your hands dirty on an Australian Defence base.

Work as our Groundsperson and experience the unique atmosphere of Australian Defence bases. There are roles available on various bases surrounding Darwin. In these roles, you'll be in the great outdoors and part of several projects improving our gardens, drainage/irrigation and pest controls. The successful applicant will have a passion for the industry with the ability to work in a small team. We can offer you competitive pay rates, a positive and friendly experience, supported working environment, flexibility and variety! Serco Sodexo Defence Services (SSDS) are a dedicated prime contractor to the Australian Defence Organisation. Take the next step towards a rewarding career with a national company.

Apply now through [www.jobs.ssd.com.au](http://www.jobs.ssd.com.au), fax 07 3510 6095 or call 1300 11 5555 (7737) for more information.



## Money Management Womens Outreach Worker

An exciting position has risen for a Money Management Outreach Worker. The successful applicant's role is to ensure that individuals and families are supported to maximise economic and social outcomes by engaging them in a process that builds their financial literacy and money management capacity.

You will be required to:

- \* Travel for up to 1 week at a time either by light aircraft or 4WD
- \* Work in remote communities
- \* Deliver community education workshops to indigenous women
- \* Be flexible and self-motivated
- \* Work in a small team environment

For a position description and selection criteria please call 08 89272499 or email [rhiannon.graham@hktc.com.au](mailto:rhiannon.graham@hktc.com.au)

Applications addressed to:  
Team Leader Ironbark Money Management Services  
PO BOX 43034, Casuarina NT 0811



## Part Time Administration Assistant

Our fast expanding, busy operation in Berrimah is seeking applicants for the above position.

The successful applicant will possess strong computer skills in MYOB & Microsoft Office with a high attention to detail and excellent phone manner. Are you able to work as part of a team, willing to multi-task as required and work under pressure without supervision?

Duties will include but are not limited to phone enquiries, filing, data entry, assisting with monthly invoicing, creditor invoice entries and other office duties as required.

Remuneration will be commensurate with experience.

Written applications addressing the above requirements, including a letter of introduction and your resume must be received by:

**COB Friday 30th September 2011**  
E-Mail Applications to:  
[accounts@wastesolutionsnt.com.au](mailto:accounts@wastesolutionsnt.com.au)

## Account Manager

Darwin

At Landmark you can explore the many roles and activities of an industry leader in Australian agribusiness. Across our national network, our people have unrivalled expertise and the ability to grow with the business as they work with the customers to grow theirs.

We are currently seeking a dynamic salesperson with excellent inter-personal skills to join our Darwin team in the role of Account Manager Merchandise/ Agronomy.

Reporting to the Branch Manager, this role is responsible for managing a diverse customer base, managing inventory, selling rural products and services and processing customer account transactions.

The successful candidate needs to be a go-getter who is willing to learn and wants to take the next step in their career. An exceptional level of communication and ability to build long lasting partnerships with customers is required.

This role will require a current motor vehicle licence. A forklift licence is desirable but not a pre requisite.

A competitive remuneration package and performance base incentives will be offered to the successful candidate who can demonstrated the desire to succeed in this challenging role.

If you are ambitious with a passion for the agribusiness industry please contact Peter Johnson on 0409 915 933 for further information about the role or an informal chat please contact or to apply for this exciting opportunity visit our website:

[careers.landmark.com.au](http://careers.landmark.com.au)

Ref: J004573 Applications close October 9, 2011




## Director of Boarding

St John's College is a Catholic co-educational day and boarding college providing quality education for students in Years 7-12.

The Director of Boarding has responsibility for all Boarding residences. The Director of Boarding is a member of the Executive of the College. He/she will demonstrate strong leadership qualities to professionally guide staff and students to uphold the Catholic ethos and values whilst providing and maintaining a safe and secure home environment for all students. Significant experience as either Head of girls or boys boarding is essential. Cultural awareness, sensitivity and experience with Indigenous students is essential.

Applications close September 26, 2011

Please submit resume to:  
The Principal  
St John's College  
LMB 13  
Darwin NT 0801  
Email: [admin.stjohns@nt.catholic.edu.au](mailto:admin.stjohns@nt.catholic.edu.au)  
Tel: (08) 8982 2222 Fax: (08) 8982 2204

Part-time or full-time

## BOOKKEEPER/OFFICE ADMINISTRATOR

**About Us:**  
A local Darwin Information Technology company servicing the small/medium business market experiencing continued growth. Looking for an experienced Bookkeeper/Office Administrator to join our vibrant and busy team.

**About The Role:**  
Hours: 5-8 hours per day, Monday to Friday.  
Starting Date: Immediate

As the Bookkeeper, you will be responsible for:

- Accounts Payable & Receivable
- Prepare, lodge and pay the BAS & PAYG
- Payroll, Super, Staff Entitlements,

As the Office Administrator, you will assist with:

- Customer accounts management and escalations
- Answering of overflow phone calls
- Receive freight and manage stock

**About You:**

- Experience in MYOB and Microsoft Office essential
- Experience in an role of a similar capacity
- Excellent written and oral communication skills

Starting Salary \$55 000 per annum.

To apply for this position, please email resume to [hr@BusinessITSolutions.com.au](mailto:hr@BusinessITSolutions.com.au)

Questions to Adam on 0418 859 645

## NT LANDCARE FACILITATOR

(Full Time / 2 year Contract)  
DARWIN

Located in Darwin the position will work across the Northern Territory to engage and support primary industry, indigenous and community groups in landcare activities and the adoption of sustainable land management practices.

**Requirements:**

- Tertiary qualification or extensive experience in primary production or natural resource management, or equivalent fields.
- Sound understanding of primary industry and natural resource management issues in the NT.
- Strong communication skills and demonstrated ability to build and facilitate networks and cooperation between stakeholder groups
- A passion for working with and supporting production, landcare and community groups.
- Current drivers licence and ability to travel regularly across the NT and interstate.

**Salary:** Up to \$80,000 including superannuation (based on experience).

**Applications close 15th October 2011**

Position description and further information available at:  
[www.territorynrm.org.au](http://www.territorynrm.org.au)

Enquiries to Karen May Ph (08) 8999 3783




## Features Sales Executive

Limited tenure 12 months

An opportunity now exists in the Display Advertising department for a person who has exceptional administration skills and an ability to coordinate and create effective advertising solutions for our clients.

As a pro-active member of the features team you will need to build relationships with both new & existing clients by maximising their advertising dollar with special sections and supplements in our unique paper and our website.


The following criteria is essential:

- Proven high standard of both administrative and telephone skills.
- High standard of communication.
- Some proven sales experience.
- Computer literacy.
- Proven time management skills.
- The ability to work well under pressure, adhering to strict deadlines.
- Current Driver's Licence and own Vehicle

We will offer training, a fantastic team environment, generous base salary + bonuses with an excellent superannuation plan.

Leonie Walsh - Human Resources Manager  
[recruitment@ntnews.com.au](mailto:recruitment@ntnews.com.au)  
Web: [www.careerone.com.au](http://www.careerone.com.au)

The NT News is an equal opportunity employer



Tomazos Group, a local well established Construction Company currently have a position available for an

## Accounts & Administration Officer

**This is a Permanent Full-Time position based in Winnellie**

**This position involves a variety of duties including;**

- handling incoming calls and mail
- Accounts payable
- Accounts receivable
- Purchase orders
- Filing & archives
- Correspondence

**The successful applicant will;**

- have good written & oral communication Skills
- be proficient in the use of Microsoft Office
- have a strong work ethic and be a motivated team member.

A competitive remuneration package will be negotiated based on qualifications, skills and experience.

**Enquiries to;**  
Jack, Phone: 8984 4455,  
Email: [accounts@tomazosgroup.com](mailto:accounts@tomazosgroup.com)

**Applications to;**  
Accounts & Admin Officer, GPO Box 1697, Darwin NT 0801

## Production Welder

*We've saved a job for you\**

Stratco is a dynamic national retailer and manufacturer of products for the building and home improvement market. Due to the on-going expansion of our Home Improvement Store we require hard working people to join our organisation. The successful energetic applicants will be required to be sales orientated, customer service focused and possess the following attributes:

- MIG welding operation.
- Casual or Fulltime position
- Immediate start
- Ability to work with minimal supervision
- A pleasant and approachable personality

If you feel you are the person to fill this rewarding position, please apply in writing to:

**The Divisional Manager  
Stratco (NT)  
P.O. Box 38403, Winnellie, NT 0821  
Email: [craig.robinson@stratco.com.au](mailto:craig.robinson@stratco.com.au)  
Applications close 26th September, 2011**

Further information about Stratco can be obtained at [www.stratco.com.au](http://www.stratco.com.au)

\*applies to successful applicant/s



Saving you