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Community Support Services

Always Moving Forward

Employment & Training

CURRENT VACANCIES/JOB LISTINGS: Monday, December 20th 2010Updated every Monday on website: <http://www.jewishcare.org.au/amfjobs/current-job-listings/>**NEW!** Ref 403**MAINTENANCE MANAGER****Full time**

A Jewish day school is seeking to employ a Maintenance Manager. Reporting to the College Principal, the successful candidate will manage and distribute work to a team of two caretakers. The role includes management of maintenance and handyman requirements, correspondence with relevant staff/contractors and ordering of necessary requirements/tools. The candidate will be required to work proactively, autonomously, be self-motivated and action areas of improvement or rectification. The candidate must present with a high level of verbal and written communication skill and be competent in computer use. Relevant experience in the management of a small team or staff and trade qualifications will be highly regarded.

Location: Elsternwick**Contact: Hagit Pechersky****NEW!** Ref 402**ACCOUNTANT****Full time**

A clothing wholesaler is seeking a qualified accountant in his/her late 40's to early 50's who is seeking a stable, career orientated position with a well established family business. Candidate will have extensive experience with formulation of tax returns within wholesale and retail sectors. High level of computer proficiency essential. \$100-120K package.

Location: Brunswick East**Contact: Boruch Moshel****NEW!** Ref 401**DELIVERY DRIVER****Full time**

Stationery supplies company seeking to employ a delivery driver around Melbourne southern metro area.