

Positions Vacant

As listed in:

The Leader

The Barossa's Favourite Newspaper

The Bungip

Provided by



Regional
Development
Australia

BAROSSA • GAWLER • LIGHT • ADELAIDE PLAINS

1st September 2021

The Leader

The Barossa's Favourite Newspaper

Employment Opportunities

EMPLOYMENT

FOR OPPORTUNITY.
FLEXIBILITY. PURPOSE.

I WORK FOR SA

WAIKERIE OUT OF SCHOOL HOURS CARE, DIRECTOR, LEVEL 6.1

This permanent part-time position for a minimum of 15 ½ hours per week will require the Director to work after school care with the possibility of 25 hours per week during Vacation Care

Desirable knowledge and experience:

Sound leadership, operational and financial management skills
Ability to relate well with children, families and staff
Knowledge of the NQF and MTOP
Knowledge of the CCMS and Children Services Award

Required Qualifications:

Diploma or Degree level qualification as approved by ACECQA
First Aid qualifications as approved by ACECQA
Responding to Abuse and Neglect training
Working with Children Check

For further information and a copy of the Job and Person Specification please telephone: 0885412733 or email dl.0456.info@schools.sa.edu.au.

Three copies of applications with three professional referees to be addressed to 'Director's Position', Waikerie Primary School, 23 Coombe Terrace, Waikerie, SA 5330

Applications must be submitted by close of business 15/9/2021.

102802



Government of South Australia

IWORKFOR.SA.gov.au

GOLDIN FARMS

- LINDSAY PARK -

Office Administrator

Goldin Farms in Angaston requires a temporary part-time (3 days per week) Office Administrator for approximately 9 months (maternity leave cover).

The role is responsible for all administration relating to the day to day running of our thoroughbred stud including but not limited to:

- General administration tasks
- Data entry (Ardex) and maintenance of records
- Assisting with the management of accounts payable and accounts receivable
- End of month reporting
- Liaising with staff and suppliers
- Logistics (travel, sales entries)
- Australian Stud Book/Racing Australia procedures

Qualifications and experience

- Previous experience using Ardex - Horse Management System (essential)
- Australian Stud Book (strongly preferred)
- Relevant qualifications, and/or a minimum 2 years' experience in an administration role (HR, WHS, plus stud/racing administration advantageous)
- Background knowledge and understanding of horses and terminology (essential)
- Proficient in the use of the Microsoft Office suite (Word, Excel, Outlook)

The successful applicant will have excellent communication and organisational/time management skills, the ability to work independently and strong attention to detail.

All applications and enquiries should be forwarded to secretary@goldinfarms.com.au by Wednesday 8th September 2021.

103575



Mid Murray Homes for the Aged Inc
14 Adelaide Road Mannum SA 5238

Care Manager

Full time position available

We are currently seeking an experienced leader to oversee our 60 bed, not for profit Aged Care facility in the role of Care Manager.

You will work with your frontline team to provide outstanding care to residents, promoting a culture of values-based, person-centred care. Through your knowledge, you'll promote a high standard of quality and compliance, ensuring your facility meets all regulatory requirements through best practice clinical care and audit activities.

Working closely with your senior clinicians, you'll lead a team of nurses, personal carers and support staff, ensuring their ongoing performance by providing coaching and direction to enable their success.

The successful applicant will have the necessary qualifications, current registration with the Australian Health Practitioner Regulation Agency (AHPRA). We offer an excellent remuneration package, access to Salary Sacrifice and an Employee Assistant Program.

Appointment will be subject to provision of satisfactory Criminal History Checks and compliant immunisation screening. Applicants must have current working rights to work in Australia. Any questions please ring Karen Lyall on 08 8569 1749.

Please send in a cover letter addressing the key selection criteria (available via email or website www.aminya.org.au), with a resume nominating three professional referees to Karen Lyall, Human Resources Officer, via email to hr@aminya.net.au. Applications close 5.00pm Friday, 1 October, 2021



BAROSSA
CENTRAL

Concierge Team – Casual positions

Do you have exceptional customer service experience?
Are you an energetic person with a positive disposition?

You will be a part of a highly productive and efficient customer centric team who will present Barossa Central professionally and provide a high level of service to the community and Barossa Central tenants. We are building a casual Concierge Team to be the pro-active liaison ensuring our processes are followed regarding maintenance, repair and property related matters.

Key responsibilities:

- Provide assistance, direction and information to customers
- Promptly resolve issues
- Deliver a professional service, via phone and in person
- Liaise with contractors performing works onsite
- Accurately report hazards and incidents
- Complete administrative tasks as required

The Concierge Team will complete a series of daily walkthroughs of grounds and facilities to ensure cleanliness, slip hazards are managed, pedestrian access points are clear and report any security & maintenance issues.

Skills and experience:

- A passion for efficiency and exceptional customer service
- Excellent personal and grooming standards
- Work well in a team or independently
- Manage multiple tasks and prioritise queries
- Demonstrate attention to detail with a good understanding of compliance management
- Have confidence in adopting emergency management and first aid procedures

Previous experience in a similar customer facing role would be viewed favourably. You must have flexibility in working hours with the availability to work across a seven-day roster.

Shortlisted candidates will be required to undertake a pre-employment medical and provide a current police clearance.

A cover letter and resume should be forwarded to careers@barossa.coop with Concierge Team in the subject line of your email. Applications will be treated confidentially.

1035038

BAROSSA

Betta
HOME LIVING

SALES ASSISTANTS

- FULL TIME & PART TIME

JOIN OUR TEAM!

The team in Betta Home Living are seeking to appoint two Sales Assistants, Full Time and Part Time, to join our small but dynamic team! The roles require enthusiastic customer focused candidates, with a proven passion for sales. You will assist with customer deliveries; movement of stock; merchandising and general sales activities and you must have a strong customer service ethic.

These roles would ideally suit candidates with an energetic approach, with a passion to deliver a positive and exceptional sales experience for our customers.

Candidates with proven experience in point of sale and great knowledge of technology and entertainment products will be viewed favourably.

This work can involve moderate to heavy lifting. The hours of work are varied over a 7-day working roster.

HOW TO APPLY

Apply by submitting your resume and cover letter outlining how you meet the above criteria to careers@barossa.coop. All correspondence should include 'Betta Home Living - Sales Assistants' in the subject line of your email. Applications will be treated confidentially.

Applications close COB 15th September 2021

As part of the recruitment process, shortlisted applicants will be required to complete a full medical including drug and alcohol testing.

EMPLOYMENT

LVS Group trading as Linke Vineyard Services Pty Ltd & LVS Fencing

We are looking for reliable people to join our team. Vineyard workers, Tractor operators & Fencing workers.

Phone: 8562 4299
or email tarnia@lvsgroup.com.au

163586

Vine Inn BAROSSA Community Hotel!

WE'RE HIRING!

Bar & Gaming Attendants, Food Wait Staff,
Housekeeping & Hotel Reception

We're so busy we need more people to join our Award-Winning Team. To attract the right candidates, we pay above award wages. Although only suitably experienced & qualified people will be asked to come for preliminary interviews for most positions.

Bar & Gaming: Current RSA, Basic & Advanced Gaming Training Certification, TAB and SA Lotteries experience required. Required for flexible hours, including weekends & nights.

Food Wait Staff: Experience an advantage. Required for flexible hours, including weekends & nights.

Housekeeping: Experience essential. 7-day roster, including weekend work with various shifts between 6.00am - 5.00pm. As the position involves physical work, it is expected that all applicants are physically fit.

Hotel Reception: Hotel room booking system (preferably RMS), customer service, cash handling & reconciling experience essential. Sound computer knowledge of Microsoft Office an advantage. Must have excellent organisational skills and be able to work under pressure. Required for flexible hours, including weekends & nights.

Applications including resume to:
The Hotel Manager
Vine Inn Barossa
PO Box 32 Nuriootpa SA 5355
Email - functions@vineinn.com.au

163516



Great opportunities

What's so GREAT about teaching at Faith Lutheran College in the Barossa Valley?
Well, let's see - we have...

- ...GREAT location and surroundings
- ...GREAT facilities
- ...GREAT opportunities
- ...GREAT people
- ...GREAT community

If this sounds like the kind of place you'd like to work...GREAT! Currently we have opportunities in 2022 for teachers of:

- DANCE (up to Stage 1)
- MATHEMATICS (up to Stage 2)
- MUSIC
- ENGLISH
- HASS
- INCLUSIVE PRACTICES COORDINATOR

We welcome applications from great teachers, so check out our website and view the position descriptions.

<https://faith.sa.edu.au/about-faith/employment-opportunities-faith/>

Email your application to Ben Schwarz at jobs@faith.sa.edu.au

It will be great to hear from you!

163677



Aged Care in the Southern Barossa.
Your Care Our Culture.

ENROLLED NURSES PERSONAL CARE WORKERS KITCHEN ASSISTANTS

We are seeking casual Enrolled Nurses and Personal Care Workers to work across all shifts, morning, afternoon, weekends and night duty and Kitchen Assistants to work across morning, afternoons, and weekends at Wirraminna Care Inc in Williamstown.

We are a community owned, not-for-profit organisation dedicated to providing services for elderly people local to Williamstown and surrounding areas. Our services include a 23 bed-residential care facility with an extra 8 beds being completed by the end of December, also with retirement accommodation on-site and now offering Home Care Community Packages.

Positions would initially be casual but may lead to permanent hours with salary sacrifice available. Applicants will have the opportunity to apply for homecare positions if desired.

Please contact Simon Pavelic on 8524 6396 for more information.

163613



CHEF

The Stockwell Hotel is looking for a chef to join our growing kitchen team.

We are looking for someone with a real passion for food, who can become a leader in the kitchen and is interested in helping craft our food philosophy moving forward.

We're looking for someone who's not only an ace in the kitchen but can work as part of a team coordinating well with both front of house and bar staff.

Please send your expressions of interests to manager@stockwellhotel.com.au

163605



PLANT OPERATOR/ GENERAL HAND Multiple Positions

Council are currently seeking motivated Plant Operator General Hands who are able to assist in maintenance and construction works within the Infrastructure and Technical Services Department.

These positions require multi-skilled people with knowledge, appropriate tickets and experience in;

- Heavy Plant Operations (backhoe, loader, skid steer, grader, front end loader)
- Heavy Vehicle Operations
- Road Construction & Maintenance
- General Town Maintenance

as well as meeting the requirements set out in the Position Description. A MR licence is essential, HC/MC licence preferred.

Commencing salary is in the range of \$56,627 - \$58,747 plus superannuation and mobile phone allowance (Regional Council of Goyder EBA). 76 hour 9 day fortnight. Starting locations at Burra and Robertstown Depots

To be considered for this position, applicants must obtain an Information Pack, which includes the Position Description and application guidelines. Copies of the Pack can be obtained from Council's website www.goyder.sa.gov.au/council/employment or either the Burra or Eudunda Council offices.

Enquiries about the positions should be directed to Lee Wallis, Director of Infrastructure & Technical Services, ph 08 8892 0100.

Applications from third parties will not be accepted.

Applications to be received by 4.00 pm
10th September 2021.

Applications to be addressed:

Confidential - "Plant Operator/General Hand"
Attention: Human Resources

Email: employment@goyder.sa.gov.au or post to:
Regional Council of Goyder, 1 Market Square,
BURRA SA 5417

David J. Stevenson
CHIEF EXECUTIVE OFFICER

163632

Wow. That's sweet.

88% of Barossa Valley residents read The Leader on a regular basis.

Readers are heavily reliant on their local newspaper, making them an extremely valuable audience for advertisers.

For the sweetest advice and price, contact an advertising consultant today on 8564 2035.

The Leader
Barossa's Favourite Newspaper

Source: Independent Market Research conducted by Square Holes, 2012.

Johnson's

Feeding the animals that feed the world



2 Positions Available

Johnson's is an expanding, family owned agricultural business celebrating our 100 year anniversary in 2023. Based in South Australia we also have production and farming facilities in Victoria. We specialise in the production & feeding of livestock feed for both the domestic and export markets throughout Asia and the Middle East.

At Johnsons, we encourage our employees to achieve high standards of personal and professional excellence and provide a strong team environment with a hands-on, down to earth culture.

We currently have 2 positions available in our export shipping department. If you are an exceptionally organised, friendly individual with experience in customer service, this is an exciting opportunity for you to join our dynamic team. Your salary will be based on knowledge, experience, desire for personal growth and being able to fit into the family culture of our business.

SALES COORDINATOR

Responsibilities include:

- Providing customer service to export customers
- Processing and monitoring customer orders
- Communicating with Johnson's export customers, logistics, production, buying team and shipping brokers.
- Managing processes and working with team members to ensure documentation accuracy and efficiency.
- Reporting and working closely with Johnson's Sales Manager.

To perform the job successfully, the following skills/experience is required:

- High level of computer literacy
- Self starter who is responsible and accountable
- Excellent administrative skills with a customer service focus
- Strong attention to detail
- Excellent communication skills both oral & written
- Thrives in working within a team environment
- Previous experience working in a versatile administration or customer service role assisting in various areas of the business.
- High level of safety focus.

EXPORT COORDINATOR (12 month contract)

Responsibilities include:

- Providing customer service to export customers
- Processing and coordinating customer export documentation.
- Communicating with Johnson's export customers, and associated Government departments
- Managing processes and work with team members to ensure documentation accuracy and efficiency.
- Working closely with Johnson's Sales team.

To perform the job successfully, the following skills/experience is required:

- High level of computer literacy with experience in export documentation software
- Self starter who is responsible and accountable
- Excellent administrative skills with a customer service focus
- Strong attention to detail
- Excellent communication skills both oral & written
- Thrives in working within a team environment
- Previous experience working in a versatile administration or customer service role assisting in various areas of the business.
- High level of safety focus.

If you meet the above criteria and would like an opportunity to establish a long-term career at Johnson's, please forward your resume and a cover letter noting the position of application to Mrs Toni Oliver - Sales Manager tonio@jtj.com.au or post to J.T. Johnson & Sons, P.O. Box 69 Kapunda, 5373 by Monday, 13th September, 2021.

TRURO QUARRY

Ex-Quarry Stockpile Sale

Crusher Dust
\$2/tonne

10mm Quarry Scalps
\$2/tonne

Cash Sales Only / Truck Pick-up Only
Rates do not include GST

All enquiries contact
Kassy on 0409 520 073



11/18/20

EMPLOYMENT

HAIR29

QUALIFIED HAIRDRESSER

Required for immediate start. If you are creative, hard working, love all aspects of hair and want a friendly work environment, this is the job for you!

Part-time hours negotiable.

Email resume to Lisa -
hair_at_29@yahoo.com.au

All applications handled confidentially.

148124-V3

av&m

advanced viticulture
& management

EXPERIENCED VINEYARD STAFF BAROSSA VALLEY

Based in the Barossa Valley, Advanced Viticulture & Management (AV&M) is one of Australia's leading vineyard management companies, with management operations in the Adelaide Hills, Barossa Valley, Limestone Coast, Riverland and Sunraysia areas.

We are seeking enthusiastic people to join our Barossa Valley operations. We have permanent and casual positions available for Experienced Vineyard staff and, if you are looking to join a successful, vibrant company that offers excellent working conditions and great team spirit, we urge you to apply.

This role requires:

- Operation of a wide range of vineyard machinery
- Undertaking hands on vineyard tasks
- Self-motivation, reliability, consistency and ability to work alone
- Working flexible hours as seasonally required
- Maintaining records and following standard OH&S procedures
- Completion of industry training when provided

The position requires the successful candidate to have:

- Current Driver's Licence
- Current Chemical Certificate (not essential but preferred)
- Current High Risk Licence (not essential but preferred)
- Previous vineyard experience

For further information please contact
Wayne Linke on 0438 853 176.

Applications should be emailed to
waynelinke@advancedviti.com.au

Applications close 17/09/2021.

163959

EMPLOYMENT



Mid Murray Homes for the Aged Inc
14 Adelaide Road Mannum SA 5238

Registered Nurse Permanent part time vacancy

Looking for a Registered Nurse to work in our 60 bed, not for profit Aged Care facility up to 72 hours per fortnight. We offer an excellent remuneration package, access to Salary Sacrifice and an Employee Assistant Program (EAP).

For further information on how to apply for this position please contact Karen Lyall, Human Resources Officer on 08 8569 1749 or via email hr@aminya.net.au

This advert will remain open for applications until the position has been successfully filled.

St. Jakobi
LUTHERAN CAMPUS
Educating Birth to Year 6

Casual Cert 3 and Diploma Educator positions available

St Jakobi Lutheran Campus Childcare and Early Learning Centre is currently seeking to extend our relief pool of Educators due to Centre growth.

We are seeking Educators with Certificate 3 and Diploma qualifications to work across age groups of birth to 5 years.

Availability over 5 weekdays is advantageous. Contract work may be considered.

Please email resumes addressed:

"Attention Director" to
director@barossachildcare.com.au

by COB Friday 10th September 2021.

163935

The Bungip

Employment Opportunities

Enjoy a lazy afternoon with *The Bunyip* on Facebook



The Bunyip
facebook.com/bunyippress.com.au




Adelaide Road PSYCHOLOGY

Gardener

Looking for a gardener on a semi regular basis to maintain a workplace as well as gardening on a property. Must have Insurance and Police clearances.

Please contact Sam at 8523 2766 or admin@arpsych.com.au



St. Jakobi LUTHERAN CAMPUS

Casual Cert 3 and Diploma Educator positions available

St Jakobi Lutheran Campus Childcare and Early Learning Centre is currently seeking to extend our relief pool of Educators due to Centre growth.


We are seeking Educators with Certificate 3 and Diploma qualifications to work across age groups of birth to 5 years. Availability over 5 weekdays is advantageous. Contract work may be considered.

Please email resumes addressed: "Attention Director" to director@barossachildcare.com.au by COB Friday 10th September 2021.

FULLY QUALIFIED DIESEL MECHANIC

Due to a growing work demand Kapunda Diesel Repair is looking to expand our team. We are looking for a self-motivated Mechanic who can work alone or as part of a team. Task would include 4wd, light & heavy vehicle service & repair work. Mobile hydraulic work. Some sight work available if you choose. Overtime available. Heavy vehicle and Forklift licence's an advantage but not essential.

Applications to:
michael@kapundadieselrepair.com
Phone enquiries 8566 2423



FAITH LUTHERAN COLLEGE

Employment opportunities

Early Childhood Educators

Short Term Contracts and Relief Work

Located just an hour from Adelaide in the Barossa Valley, Faith Lutheran College provides a dynamic and diverse learning environment for students from Early Learning through to Year 12. Our vision at Faith is to "inspire and equip every student to discover, develop and use their gifts, embrace life's challenges and follow Christ."

We seek applicants who are passionate about children and Early Childhood education for relief work and short term contracts in our highly regarded Early Learning Centre. We currently seek Teachers with an Early Childhood qualification and Early Childhood Workers with Diploma or Certificate training, to join our passionate team.

For more information or to register interest, please email our Head of Junior School: Mrs Michelle Keller mkeller@faith.sa.edu.au



Adelaide Road PSYCHOLOGY

Cleaner

Cleaner required for Allied Health practice in Gawler. Experience and references preferred. High standard of clean and keen eye for detail a must. Must have Insurance and Police clearances. Weekend availability required

Please contact Sam at 8523 2766 or admin@arpsych.com.au



Pandora LIFESTYLE VILLAGES

Ground staff wanted


Pandora Lifestyle Villages operating Hillier Park and The Palms, is seeking applicants for 2 full time grounds position.

You: Must love working outdoors, working within a small team and be able to communicate with a broad range of people. Horticulture experience is preferred. A current driver's licence is required.

Us: Pandora Lifestyle Villages is an equal opportunity employer, who place strong emphasis on a positive team culture and who are keen to provide ongoing training for the development of staff.

Role: Responsibilities will include (but not limited to), gardening/landscaping, swimming pool and general grounds maintenance. A job description is available upon request via email. To be successful in this role you will be required to undertake a work fitness assessment and clearance via a National Police check.

To apply: Please send your CV and a cover letter to: admin@pandoravillages.com.au. Applications COB Friday 10th September.



A.P. JOHN COOPERS

AP John Coopers is a globally integrated cooerage and is associated with the world's largest wine and spirit barrel cooerage group. AP John Coopers manufactures premium oak barrels for the Australian and international Wine and Spirit Industries.

We are seeking expressions of interest from candidates for 3 full time positions in our Barossa Valley based Cooerage.

Trades Cooper x 1
Machinist/Labourer x 1
Apprentice/Trainee Cooper x 1

The successful candidate/s will possess pre-existing Coopers Trade skills or demonstrate a keen desire to undertake comprehensive training to achieve the skill levels required for the position. Additional criteria for the positions are as follows:

- Must be honest & reliable.
- Must embrace a work team culture.
- Must hold a current drivers licence and be at least 17 years old.
- Must possess basic proficiencies in Maths, Computer Skills and English.
- Understand Work, Safety and Quality procedures.
- Will be required to undertake and pass relevant medical, health and background checks.
- Be prepared/able to work overtime.


Proven experience in process manufacturing applications will be viewed favourably. Full training for the duties to be performed will be provided and on successful completion of the probationary period a long-term career is on offer.

Our business has built its reputation over 130 years so if you want to be part of this strong organisation please send your details, including any resume to:

Principal Administrative & Financial Officer
A P John Coopers
PO Box 79, Tanunda SA 5352

or email to: kingsley@apjohn.com.au by COB Friday, 3rd September, 2021.

Please indicate which position applying for (previous applicants need not apply).



Vine Inn BAROSSA Community Hotel!

WE'RE HIRING!

Bar & Gaming Attendants, Food Wait Staff, Housekeeping & Hotel Reception

We're so busy we need more people to join our Award-Winning Team. To attract the right candidates, we pay above award wages. Although only suitably experienced & qualified people will be asked to come for preliminary interviews for most positions.


Bar & Gaming:
Current RSA, Basic & Advanced Gaming Training Certification, TAB and SA Lotteries experience required. Required for flexible hours, including weekends & nights.

Food Wait Staff:
Experience an advantage. Required for flexible hours, including weekends & nights.

Housekeeping:
Experience essential. 7-day roster, including weekend work with various shifts between 6.00am - 5.00pm. As the position involves physical work, it is expected that all applicants are physically fit.

Hotel Reception:
Hotel room booking system (preferably RMS), customer service, cash handling & reconciling experience essential. Sound computer knowledge of Microsoft Office an advantage. Must have excellent organisational skills and be able to work under pressure. Required for flexible hours, including weekends & nights.

Applications including resume to:
The Hotel Manager
Vine Inn Barossa
PO Box 32 Nuriootpa SA 5355
Email - functions@vineinn.com.au



Adelaide Road PSYCHOLOGY

Reception/Administration:

Looking for Receptionist for busy Allied Health Clinic. Medical/Allied Health Reception experience essential with front desk experience preferred. Successful applicant will be able to multi-task in a fast-paced environment.

Responsibilities include but not limited to; answering the phone, taking payments (HICAPS used) and managing a busy appointment book. Adaptability important. Approx 20-25 hrs per week - flexibility ideal.


The successful applicants will provide exceptional customer service in a professional, friendly manner. They will be diligent, with good initiative, and have excellent time-management skills.

Please forward letter of interest and resume to: admin@arpsych.com.au. Applications close 10/9/21 only shortlisted candidates will be contacted.



Got an event coming up?
• Birthdays • Anniversaries • Work Events • Sports Night • Fundraising
We want photographs of your event.

PHONE 8522 1233
The Bunyip
www.bunyippress.com.au



Wiraminnna care

ENROLLED NURSES/PERSONAL CARE WORKERS/ KITCHEN ASSISTANTS

Aged care in the southern Barossa from Lewer Nurseries

We are seeking casual Enrolled Nurses and Personal Care Workers to work across all shifts, morning, afternoon, weekends and night duty and Kitchen Assistants to work across morning, afternoons, and weekends at Wiraminnna Care Inc in Williamstown. We are a community owned, not-for-profit organisation dedicated to providing services for elderly people local to Williamstown and surrounding areas. Our services include a 23 bed-residential care facility with an extra 8 beds being completed by the end of December, also with retirement accommodation on-site and now offering Home Care Community Packages.

Positions would initially be casual but may lead to permanent hours with salary sacrifice available. Applicants will have the opportunity to apply for homecare positions if desired.

Please contact Simon Pavelic on 8524 6396 for more information.



SELL YOUR CAR IN THE CLASSIFIEDS

8522 1233
The Bunyip
www.bunyippress.com.au

Principal Administrative & Financial Officer
A P John Coopers
PO Box 79, Tanunda SA 5352

or email to: kingsley@apjohn.com.au by COB Friday, 3rd September, 2021.

Please indicate which position applying for (previous applicants need not apply).



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EMPLOYMENT & TRAINING



Taylor & Forgie
Funeral Directors Est. 1855

Funeral Director with 'On Call' Duties

Gawler | \$50,000 - \$59,999 Full-time

This position will interest an experienced funeral director.

Taylor & Forgie have been conducting funerals in the Gawler SA area since 1855. During this time it has been owned by the Forgie family and we currently have the sixth generation in the management team, ensuring a stable future.

<https://www.taylorandforgie.com.au/about-us>

We are one of the larger funeral companies in Adelaide and also manage a further 2000 cremations in our own crematorium. The services are conducted primarily in our four chapels that incorporate innovative features that will see us as the innovative service provider into the future.

The role includes an on call after hours roster and an increased salary based on experience. Previous funeral directing and arranging experience is not essential, but highly valued.

A position is immediately available.

Role Description

The position requires you to have:

- Proven sensibility to distressed people, their values and beliefs.
- Experience in a Service Customer driven position with multi tasking.
- Proven ability to implement time structures and follow through skills.
- Interpersonal skills to assist in a team environment.
- The position can be physically demanding and a Drivers licence is required
- An on call 24/7 roster system applies. (1 in 5)

Funeral Director Duties

To arrange and conduct funerals.

- To have a sound knowledge of Churches, Ministers and cemeteries .
- To interview next of kin to ascertain their requirements as to the Funeral arrangements of the deceased person.
- To carry out their instructions and ensure all their needs are met before, at and after the funeral.
- To have expertise in the function and setting up of graveside equipment and placement of vehicles for smooth flow.
- Operation of Cremator if required.
- Transfer of deceased people from the place of death, eg, home, hospital, accident scene.
- To carry out approximately 12 weeks after hours on call per annum.
- To attend to the deceased person for basic mortuary care.

General Duties

To carry out maintenance tasks as required.

- General Clerical duties and moderate computer skills required.

Remuneration

Based on Funeral Directors Award 2020. However a salary will be paid to acknowledge the experience and skills the applicant brings to the position.

To Apply:

Send a hand written cover letter with your resume (With at least 2 references and to answer this question in your cover letter: "What makes a good funeral?")

Emailed to info@taylorandforgie.com.au

Attention Claire Forgie/Margaret Stone

or posted to PO Box 711 GAWLER SA 5118.

Applications close Friday September 17, 2021

EASE NOTE: Applications will not be accepted if the cover letter is not hand written.