

**PERMANENT PART-TIME AND FULL-TIME  
EMPLOYMENT OPPORTUNITIES  
30th November 2023**

To find out more, please mail to [employmentservices@melbournenorth.com.au](mailto:employmentservices@melbournenorth.com.au)

VACANCY ID	POSITION	SUBURB
MP011	Labourers- General Foundry Work x 6	Coburg
MP068	General Maintenance	Coburg North
MP020	Caravan Industry Opportunities	Northern Suburbs
MP069	Machine Operator	Coburg North
MP070	Polishing and Finishing	Coburg North
MP071	Machine Operator	Thomastown
MP073	Pick Packer	Fawkner
MP074	Machine Operating	Fawkner
MP076	Fitter Turner, CNC and Lathe	Thomastown
MP077	Supply Chain	Broadmeadows
MP078	Facility F Operator	Broadmeadows
MP079	Machine Operating	Thomastown
C004	Caravan Service & Repairer	Keysborough
C005	Product Design Engineer - Caravans, Campers, Accessories	Keysborough
C006	Caravan Electrician	Dingley Village
C008	Brake Press Operator	Coolaroo
C009	General Labourer	Coolaroo
C010	IT Helpdesk / Network Support	Clayton South
C011	CAD Draftsperson	Epping
C012	Caravan Technicians	Somerton/Frankston
C013	Despatch Yard Hand	Dandenong South
C015	Forklift Operator/Store person	Campbellfield
C016	Driver-Towing	Somerton
C017	Caravan and Recreational Vehicle CAD Designer	Dingley Village
C018	Production Team Members	Somerton
C019	Plumbing Technician	Somerton
C020	Caravan Sales Representative	Somerton
C021	Sales Executive	Campbellfield
C023	Service, Repair, Maintenance Person	Moorabbin
C024	Assistant Accountant	Keysborough
MP080	Machine Operator	Sunshine North
MP081	Apprentice (Boilermaker, Welder, Body Builder, Fitter)	Sunshine North
MP082	Plant Operator	Sunshine North
MP083	Auto Electrician	Sunshine North

MP084	Boilermaker	Sunshine North
MP085	Skilled Labourer / Trades Assistant	Sunshine North
MP086	Labourer	Sunshine North
MP087	Caravan Servicing & Repair	Campbellfield
C025	Welder	Campbellfield
C026	Receptionist	Epping
C027	Caravan Detailer/Yard Hand	Frankston
C028	Qualified Electrician (A Grade)	Dandenong South
C029	Process Engineer	Epping
C030	CNC Programmer/Cabinet Maker	Campbellfield
C031	Events Coordinator	Somerton
C032	Handover/Delivery Assistant	Campbellfield
C033	Caravan Production Workers-all roles	Campbellfield/Epping
MP088	Warehouse Support Supervisor	Brunswick
MP089	Job Coach Full Time/Part Time	Brunswick
EN072	Administration and Caseload Officer	Bundoora
C034	Finishing Stage and Quality Control Specialist	Campbellfield
C035	Internal Auditor	Somerton
MP090	Station Assistant (F/Time & F-Time Relief Station Assistant Full Time/Part Time/Relief	Melbourne CBD
MP091	Station Officer Full Time/Full Time Relief	Melbourne CBD
C036	Caravan Design and AUTOCAD Specialist	Campbellfield
C037	Cladder	Campbellfield
C038	Office Support Person	Rockbank
MP092	Station Master Full Time & Full Time Relief	Melbourne CBD
MP093	Customer Service Representative	Reservoir
MP094	National Service Network, Administrative & Customer Service support	Reservoir

JOB ID: MP011	Position: Labourers- General Foundry Work	Location: Coburg
<p><b>Opportunity description:</b></p> <p>Our employer is seeking Labourers that are interested in the field of Steel and Metal Casting that can work in a heavy manual labour environment. No experience necessary as full training is provided.</p> <p>The role will enable you to have:</p> <ul style="list-style-type: none"> <li>• Foundry experience in jobbing and production moulding hard sands.</li> <li>• Ensure machinery checks.</li> <li>• Experience in casting metals, general foundry work and working with a gantry crane.</li> <li>• Maintain stock levels.</li> <li>• Fabrication experience (Welding TIG MIG ARC).</li> <li>• Securing and pouring moulds.</li> <li>• Dealing with high temperature work.</li> <li>• An understanding of LEAN processes. CAD CAM CNC, solid modelling, and patternmaking.</li> </ul> <p><b>Full time - Monday- Friday 6.00am – 2.30pm (38-hour week) overtime available as is an RDO. Some Saturdays (notice is given) 6.00am - 12.00 noon; \$23- \$25 per hour</b></p>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Reliable Work Ethic, Willing to Learn, Able to Repetitive lift</li> <li>• Can pass D&amp;A test (note that THC can give a positive result up to 3 months)</li> <li>• Car &amp; Licence required and Forklift Licence (desirable)</li> <li>• Production work focused.</li> <li>• Flexibility and strong team focus.</li> <li>• Understanding of high-level safe work practices, including spatially aware.</li> <li>• Ability to work at a fast pace and within a team environment.</li> <li>• Strong attention to details.</li> <li>• Using power tools and workshop machinery.</li> <li>• Ensure all quality procedures are maintained throughout all operations</li> </ul>	

JOB ID: MP068	General Maintenance	Location: Coburg North
<p><b>Opportunity description:</b></p> <p>A General Maintenance Technician is required to join our team. The successful candidate will be responsible for performing a variety of general maintenance tasks to ensure the upkeep and functionality of our facilities.</p>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• High school diploma or equivalent.</li> <li>• Proven experience in general maintenance work.</li> <li>• Knowledge of building systems.</li> <li>• Carpentry and painting skills.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Strong problem-solving and troubleshooting abilities.</li> <li>• Effective communication skills.</li> <li>• Physical fitness and ability to perform physically demanding tasks.</li> <li>• Familiarity with safety procedures and regulations.</li> </ul>	

JOB ID: MP020

Caravan Industry Opportunities

Location: Northern Suburbs

Opportunity description:

Be part of the fast-growing caravan manufacturing industry.

**Current Opportunities:**

- Boilermakers
- Welders
- Chassis Assembly
- Painting/Blasting
- Electrical Rough-in
- General Assembly
- Cabinet Makers
- CNC Operators
- Warehouse Ops / Factory Worker / Pick and Pack
- Wall Assembly
- External Finishers / Internal Finishers
- Electrical / Electricians
- Plumber
- Bookkeeper

Or apply for entry via the PAID training pathway

[https://app.sidekicker.com/worker/opportunities/public/jobs-vic/a4d7d75c-d8e8-46e0-b44f-50c5983f3657?utm\\_source=direct&utm\\_medium=qr](https://app.sidekicker.com/worker/opportunities/public/jobs-vic/a4d7d75c-d8e8-46e0-b44f-50c5983f3657?utm_source=direct&utm_medium=qr)

Get the skills and knowledge you need to gain a job in the caravan industry. If you successfully complete the pre-employment, vocational training and work placement stages, there are opportunities for you to gain employment with a caravan manufacturer.

The project offers you:

- Ten days of paid pre-employment training, including work preparation
- Five days of paid vocational training to provide you with skills relating to the industry including work safety
- Six days of paid work placement in a caravan manufacturing business over two weeks

Requirements:

- Vary depending on the role
- Keen, punctual and reliable
- Good attitude
- Like working as part of a team to make a quality product
- Strong work ethic
- Attention to detail
- Able to maintain a safe environment and meet deadlines

***There are multiple positions available with a number of different companies.***

***Indicative working times across the industry, Mon-Fri: 6.30am – 3.30pm depending on your role***

**REAL JOBS  
RIGHT NOW**

Move ahead in the **caravan** industry

JOB ID: MP069	Machine Operator	Location: Coburg North
<p><b>Opportunity description:</b></p> <p>Seeking a skilled Machine Operator to join our team. The Machine Operator will be responsible for setting up, operating, and maintaining various machines and equipment in a safe and efficient manner. This role requires precision, attention to detail, and a commitment to ensuring the quality and productivity of our manufacturing processes.</p>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• High school diploma or equivalent.</li> <li>• Proven experience as a Machine Operator or similar role.</li> <li>• Familiarity with machine operation and maintenance.</li> <li>• Ability to read and interpret technical manuals and diagrams.</li> </ul>	

JOB ID: MP070	Polishing and Finishing	Location: Coburg North
<p><b>Opportunity description:</b></p> <p>The Polishing and Finishing Technician is responsible for meticulously enhancing the appearance and quality of finished products by performing polishing, grinding, and finishing tasks. This role plays a crucial part in ensuring our products meet high-quality standards and customer expectations.</p>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• High school diploma or equivalent.</li> <li>• Proven experience as a Polishing and Finishing Technician or in a similar role.</li> <li>• Knowledge of finishing techniques, including polishing and grinding.</li> <li>• Familiarity with hand tools, machinery, and equipment used in finishing processes.</li> <li>• Attention to detail and an eye for quality.</li> </ul>	

JOB ID: MP071	Machine Operator	Location: Thomastown
<p><b>Opportunity description:</b></p> <p>Seeking a skilled Machine Operator to join our team. The Machine Operator will be responsible for setting up, operating, and maintaining various machines and equipment in a safe and efficient manner. This role requires precision, attention to detail, and a commitment to ensuring the quality and productivity of our manufacturing processes.</p>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• High school diploma or equivalent.</li> <li>• Proven experience as a Machine Operator or similar role.</li> <li>• Familiarity with machine operation and maintenance.</li> <li>• Ability to read and interpret technical manuals and diagrams.</li> </ul>	

JOB ID: MP072	Process Workers	Location: Thomastown
<p><b>Opportunity description:</b></p> <p>Seeking dedicated Process Workers to join our production team. Process Workers play a crucial role in our manufacturing process by assisting with various tasks, including assembly, packaging, quality control, and maintaining a safe and efficient production environment. This role is essential to ensuring the smooth operation of our manufacturing processes.</p>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Previous experience in a manufacturing or production environment is preferred but not required.</li> <li>• Basic understanding of production processes and quality control.</li> <li>• Ability to follow instructions, work independently, and as part of a team.</li> <li>• Attention to detail and a commitment to maintaining product quality.</li> <li>• Physical fitness and the ability to lift and move materials as needed.</li> <li>• Strong work ethic and reliability.</li> </ul>	

JOB ID: MP073	Pick Packer	Location: Fawkner
<p><b>Opportunity description:</b></p> <p>Seeking dedicated Pick pickers to join our warehouse and distribution team. Pick Packers play a pivotal role in our supply chain by efficiently selecting and packing orders and ensuring accurate and timely delivery to our customers. This position requires attention to detail, strong organizational skills, and a commitment to maintaining the highest standards of order accuracy.</p>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Previous experience in order picking and packing, warehousing, or a similar role is preferred but not required.</li> <li>• Basic understanding of warehouse operations and inventory management.</li> <li>• Strong attention to detail and accuracy in order fulfillment.</li> <li>• Ability to follow instructions and work both independently as part of a team.</li> <li>• Physical fitness and the ability to lift and move materials as needed.</li> <li>• Strong work ethic and reliability.</li> </ul>	

JOB ID: MP074	Machine Operating	Location: Fawkner
<p><b>Opportunity description:</b></p> <p>Seeking a skilled Machine Operator to join our team. The Machine Operator will be responsible for setting up, operating, and maintaining various machines and equipment in a safe and efficient manner. This role requires precision, attention to detail, and a commitment to ensuring the quality and productivity of our manufacturing processes.</p>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• High school diploma or equivalent.</li> <li>• Proven experience as a Machine Operator or similar role.</li> <li>• Familiarity with machine operation and maintenance.</li> <li>• Ability to read and interpret technical manuals and diagrams.</li> </ul>	

JOB ID: MP076	Fitter Turner, CNC and Lathe	Location: Thomastown
<p><b>Opportunity description:</b></p> <p>The Fitter Turner will play a critical role in our manufacturing and production processes by machining precision components, maintaining equipment, and ensuring the highest standards of quality and accuracy.</p>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• High school diploma or equivalent.</li> <li>• Proven experience as a Fitter Turner with expertise in CNC and lathe operation.</li> <li>• Strong understanding of machining techniques, tool selection, and precision machining.</li> <li>• Ability to read and interpret engineering drawings and specifications.</li> <li>• Attention to detail and a commitment to maintaining the highest quality standards.</li> <li>• Physical fitness and the ability to lift and move materials as needed.</li> <li>• Strong work ethic and reliability.</li> </ul>	

JOB ID: MP077	Supply Chain	Location: Broadmeadows
<p><b>Opportunity description:</b></p> <p>Seeking a dynamic and detail-oriented Supply Chain Coordinator to join our supply chain management team. The Supply Chain Coordinator plays a vital role in optimizing the flow of products, materials, and information through the supply chain to ensure efficient operations and customer satisfaction. This position requires strong organizational skills, a keen eye for detail, and effective communication with internal and external stakeholders.</p>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in supply chain management, logistics, business, or a related field (preferred).</li> <li>• Proven experience in supply chain coordination, procurement, or logistics.</li> <li>• Proficiency in using supply chain management software and tools.</li> <li>• Strong analytical and problem-solving skills.</li> <li>• Effective communication skills, both written and verbal.</li> <li>• Detail-oriented with strong organizational abilities.</li> <li>• Ability to work well under pressure and meet tight deadlines.</li> <li>• Knowledge of international shipping and customs procedures (preferred).</li> </ul>	

JOB ID: MP078	Facility F Operator	Location: Broadmeadows
<p><b>Opportunity description:</b></p> <ul style="list-style-type: none"> <li>• Ensure that all manufacturing environments operate according to the principles of cGMP as required by relevant regulatory agencies and standards.</li> <li>• Ensure all production activities are performed in line with manufacturing procedures and as directed by the Supervisor/Manager</li> <li>• Perform manual production activities so the weekly schedule of activities is met in a cost efficient and consistent manner. Ensure that agreed and scheduled time points are met consistently and notify the Bulk Supervisor as early as possible if there is any risk of the schedule not being met.</li> <li>• Follow the standard work tasks and protocols for completing a range of daily, shift and weekly tasks.</li> <li>• Participate in continuous improvement activities with the goal of improving product quality, compliance, and cost efficiency.</li> <li>• Participate in GMP inspections (TGA, FDA)</li> <li>• Provide timely input into investigation and closeout of manufacturing deviations and CAPA's for the area.</li> <li>• Support the delivery of BOM's (Bill of Materials) to support the manufacturing schedule.</li> </ul>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Experience as a Production operator at one of the BMW facilities is highly regarded.</li> <li>• Strong attention to detail and the ability to follow documented processes.</li> <li>• A team player with proven problem-solving, demonstrated initiative and good communication skills.</li> <li>• Excellent written and verbal communication</li> <li>• Demonstrated ability to coordinate project activities and liaise across functional groups to meet project targets and objectives.</li> <li>• Be flexible with regards to working hours</li> <li>• Consistently demonstrate CSL values and behaviours</li> <li>• Able to perform both manual tasks and work with the Facility F Execution System (MES/PCS/PU's)</li> </ul>	

JOB ID: MP079	Machine Operating	Location: Thomastown
<p><b>Opportunity description:</b></p> <p>Seeking a skilled Machine Operator to join our team. The Machine Operator will be responsible for setting up, operating, and maintaining various machines and equipment in a safe and efficient manner. This role requires precision, attention to detail, and a commitment to ensuring the quality and productivity of our manufacturing processes.</p>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• High school diploma or equivalent.</li> <li>• Proven experience as a Machine Operator or similar role.</li> <li>• Familiarity with machine operation and maintenance.</li> <li>• Ability to read and interpret technical manuals and diagrams.</li> </ul>	

JOB ID: C004	Caravan Service & Repairer	Location: Keysborough
<p><b>Opportunity:</b> A premium adventure travel and off-road brand with a portfolio of exciting, market-leading camper trailers and off-road hybrid caravans is looking for a Caravan Service and repairer.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Be responsible for undertaking the repair and service of caravans and camper trailers</li> <li>• Ensuring the set KPI's, Quality Control, and deadlines are adhered to</li> <li>• Self-driven, organizing own time to meet deadlines and customer expectations</li> <li>• Work closely with the Sales/Customer Service Team</li> <li>• Troubleshooting, product testing, and installation of new and existing products</li> <li>• Ensuring the customer is completely satisfied with the service and warranty process</li> <li>• Utilise product knowledge and experience to train others</li> </ul>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Qualified RV service technician/boiler maker</li> <li>• Previous RV/trailer service, manufacturing, and/or mechanical experience highly regarded</li> <li>• Driver's license and access to own vehicle preferred</li> <li>• Proficient with a variety of hand power tools, e.g., general mechanical tools</li> <li>• Strong communication skills</li> <li>• Self-motivated</li> <li>• Sense of urgency and deadline driven</li> </ul>



JOB ID: C005	Product Design Engineer - Caravans, Campers, Accessories	Location: Keysborough
<p><b>Opportunity:</b> A premium adventure travel and off-road brand with a portfolio of exciting, market-leading camper trailers and off-road hybrid caravans is looking for a Product Design Engineer.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Innovate and refine our product range, ensuring we stay at the cutting edge of design and functionality</li> <li>• Maintain a strong rapport with our overseas suppliers, ensuring products meet our exact specifications</li> <li>• Stay compliant, leveraging RVSA knowledge to ensure our products meet industry standards</li> </ul>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Qualified mechanical or mechatronic engineer (Engineers Australia accreditation mandatory)</li> <li>• Expertise in SolidWorks/CAD for diverse tasks ranging from design, FEA analysis, rendering and product testing, to reporting and producing manual line drawings</li> <li>• Ability to craft and interpret both 2D drawings and 3D models for design interpretation</li> <li>• Prior experience in the caravan industry or a related automotive sector advantageous</li> <li>• Proficiency in understanding caravan 12V electrical systems, including but not limited to lithium battery, DC-DC MPPT, AC-DC charger, 12V to 240V inverter, and actuators</li> <li>• Proven track record of dealing with external stakeholders</li> <li>• Highly articulate interpersonal and communication skills.</li> <li>• Robust problem-solving skills</li> <li>• Knowledge of Australian Design Rule (ADR), VSB1, AS/NZS 3001.2 electrical installations, AS/NZS 5601.2 gas installations, and the ROVER system</li> <li>• Fluency in Mandarin is highly beneficial but not mandatory</li> </ul>	

JOB ID: C006	Caravan Electrician	Location: Dingley Village
<p><b>Opportunity:</b> A rapidly expanding Australian-owned manufacturing business that has built an outstanding reputation for high-quality products and personal relationships with customers with an expanding customer base.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• High attention to detail</li> <li>• Ability to be able to work independently and within a team</li> <li>• Excellent time management, and meeting targets</li> <li>• Relevant experience and knowledge</li> <li>• Use of hand and power tools</li> <li>• Cleanliness of your workstation</li> <li>• Be a proactive and positive team member</li> <li>• Look for opportunities to improve our processes and products</li> </ul> <p><b>Full-time (8-hour shift)</b>  <b>Monday to Friday; Early finish on Friday</b>  <b>\$40–\$60 per hour; Overtime pays available</b></p>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Electrical Experience in 12-volt</li> <li>• Experienced in automotive and caravans</li> <li>• Electrical rough-in and fit-off appliances</li> <li>• Knowledge of solar and battery management systems</li> <li>• Enthusiastic and a team player</li> <li>• Experience in Caravan or Marine Assembly or Automotive. This is desired but not necessary.</li> </ul> <p><b>Experience:</b></p> <p>Electrical: 3 years (Preferred)  Automotive fitter  Marine Assembly</p> <p><b>License/Certification:</b></p> <p>Full Driver License (Preferred)</p> <p><b>Work Authorization:</b></p> <p>Australian residents ONLY</p>	

JOB ID: C008	Brake Press Operator	Location: Coolaroo
<p><b>Opportunity:</b> We are a laser cutting, folding, and fabrication business in Coolaroo, Victoria. We manufacture premium products, predominantly for the off-road caravanning industry. We are looking for a Brake Press Operator to join our growing team.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Operation of Brake Press</li> <li>• Reading and understanding technical drawings</li> <li>• Metal Fabrication</li> <li>• Use of small hand tools</li> <li>• Sort, organize, and store materials</li> <li>• Wear safety gear at all times</li> <li>• Operate heavy machinery like forklifts to move or store inventory</li> <li>• Work as an active team member to complete team goals</li> </ul> <p><b>Full-time position (38 hours per week) with opportunity for overtime</b></p> <p><b>\$30–\$40 per hour</b></p> <p><b>Hours:</b></p> <p><b>6.00 am to 2.30 pm (Monday to Thursday)</b></p> <p><b>6.00 am to 12 pm (Friday)</b></p>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Physically fit and able to stand, sit, lift, move, squat, walk</li> <li>• Good verbal and written communication skills</li> <li>• Able to work in a fast-paced environment</li> <li>• Able to work independently</li> <li>• Highly organized and able to store items efficiently</li> <li>• Must follow all health and safety procedures and regulations as dictated by the organization and relevant laws</li> <li>• Forklift License is an advantage but not essential</li> <li>• Valid driver's license</li> </ul>

JOB ID: C009	General Labourer	Location: Coolaroo
<p><b>Opportunity:</b> We seek a General Labourer/Assembly Worker to join our growing team. General knowledge of laser cutting, folding, and fabrication processes is advantageous.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Assembly of production parts (metal)</li> <li>• Sort, organize, and store materials</li> <li>• Wear safety gear at all times</li> <li>• Operate heavy machinery like forklifts to move or store inventory</li> <li>• Ensure workspace is free of debris and remove safety hazards from aisles</li> <li>• Work as an active team member to complete team goals</li> </ul> <p><b>\$25–\$35 per hour</b></p> <p><b>6.00 am to 2.30 pm (Monday to Thursday)</b></p> <p><b>6.00 am to 12 pm (Friday)</b></p>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Forklift License</li> <li>• Valid driver's license</li> <li>• Physically fit &amp; and able to stand, sit, lift, move, squat, and walk</li> <li>• Good verbal and written communication skills</li> <li>• Able to work in a fast-paced environment</li> <li>• Able to work independently</li> <li>• Organised and able to store items efficiently</li> <li>• Must follow all health and safety procedures and regulations as dictated by the organization and relevant laws.</li> </ul>

JOB ID: C010	IT Helpdesk / Network Support	Location: Clayton South
<p><b>Opportunity:</b> The scope of the role encompasses computer and software systems, Server and Network support, installations, modifications, and minor repairs to PC hardware and software. In addition, the role supports ongoing projects and migrations as well as technical assistance and training to system users in line with the key responsibilities below.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Responds to user inquiries concerning systems operation and diagnoses system hardware, software, and operator problems</li> <li>• Working through user requests regarding incidents and requests and expanding and updating our IT knowledge database</li> <li>• Support of key network systems including PABX System, Voice and Data Services (ISP, telephony, etc.)</li> <li>• Guiding users in the use of equipment, software, and manuals</li> <li>• Office 365 and Microsoft Exchange administration and support</li> <li>• Installs or assists service personnel in the installation of hardware and peripheral components</li> <li>• Occasional on-call work may be required as needed</li> </ul> <p><b>Full-time</b></p>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• 2-3 years professional experience</li> <li>• Strong problem-solving skills and interpersonal skills</li> <li>• Strong ability in using MS Office 365</li> <li>• Understanding of Active Directory</li> <li>• Understanding of network and PABX</li> <li>• Tertiary qualification in IT or relevant field</li> <li>• ITIL Certification (Desirable)</li> <li>• Good organizational and time management skills</li> </ul>

JOB ID: C011	CAD Draftsperson	Location: Epping
<p><b>Opportunity:</b> We are a caravan manufacturer with dealers all around Australia and in New Zealand. With the increasing demand we are receiving from our customers, we currently need CAD drafters to join our team.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Drawing caravan plans along with specs</li> <li>• Assisting the design team with other associated work</li> <li>• Support team with new product designs and developments</li> <li>• Liaise with customers and internal teams regarding production plans/specs.</li> <li>• Make sure the drawings (specs/plans) are accurate</li> <li>• Cross-check drawings before handing them over to the production team</li> <li>• Support the Production Manager to ensure on-time deliverables</li> </ul> <p><b>Full-time</b></p>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Degree in Engineering is preferred</li> <li>• Experience in a similar role</li> <li>• Previous experience in a similar industry will be an advantage</li> <li>• Knowledge of manufacturing processes</li> <li>• Ability to work autonomously as well as within the team</li> <li>• Attention to detail</li> </ul>

JOB ID: C012	Caravan Technicians	Location: Somerton
<p><b>Opportunity:</b> This is a brilliant opportunity for an enthusiastic and experienced Caravan technician to join our ever-growing team based in Somerton. In this role, you will be mechanically minded and possess various skills including exceptional industry knowledge. You will be responsible for repairing and servicing vans and ensuring vans are ready for handover to customers or events.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Caravan repairs and servicing</li> <li>• Remove and refit new parts or repaired parts</li> <li>• Basic electrical and plumbing work</li> <li>• Fault finding</li> <li>• Sealing work</li> </ul>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Australian working rights</li> <li>• Safety conscientious, ALWAYS</li> <li>• Mechanical skills desirable</li> <li>• Experience in the RV industry is highly desirable</li> <li>• Current Driver Licence</li> <li>• Possess an eye for detail, &amp; have a clear commitment to working to a high standard of finish</li> <li>• Ability to work independently and unsupervised</li> <li>• A can-do attitude and interest in problem-solving</li> <li>• Strong communication skills with a professional approach</li> </ul>	

JOB ID: C013	Despatch Yard Hand	Location: Dandenong South
<p><b>Opportunity:</b> We are currently looking to hire a Yard Hand to join our team. The yard hand's key responsibility is to assist in all areas of the Despatch, including moving, storing, picking up, and allocating parts.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Locate, move, and position caravans to allow work to be performed</li> <li>• Ensure vans, parts, and deliveries are checked for damage prior to loading and receiving</li> <li>• Ensure all parts, materials, and vans are dispatched efficiently and packaged safely</li> <li>• Pre-delivery checks for all vans before they get sent out</li> <li>• General cleaning and maintenance of the warehouse</li> </ul> <p><b>Permanent Full-time position (Monday to Friday - 6:30 am - 3.30 pm)</b></p> <p><b>Weekly pays</b></p>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Work in a fast-paced environment.</li> <li>• Work towards deadlines.</li> <li>• Good organizational and planning skills.</li> <li>• Preferably have experience driving a tractor, but not essential.</li> <li>• Previous experience reversing and towing caravans, but not essential.</li> <li>• Strong work ethic</li> <li>• Strong awareness and focus on Occupational Workplace Health &amp; Safety</li> </ul>	

JOB ID: C015	Forklift Operator/Store person	Location: Campbellfield
<p><b>Opportunity:</b> Immediate start for an experienced Forklift Operator/Store person.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• You must be able to work as part of a team, be flexible to work overtime, have strong attention to detail, great communication skills, and be physically fit.</li> </ul>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Must have a current Forklift License with a minimum of 2 years' experience.</li> <li>• Must have a current Victorian Drivers License.</li> <li>• Must have good organizational skills.</li> <li>• Must be computer literate.</li> <li>• Must be Punctual, reliable, self-motivated and have great work ethic.</li> </ul>

JOB ID: C016	Driver-Towing	Location: Campbellfield
<p><b>Opportunity:</b> We are seeking a motivated and safety-conscious Driver-towing to join our team at Regent RV. As a Driver-towing, you will play a crucial role in ensuring the safe delivery of our caravans to customers, dealerships, and various destinations.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Safely operate and tow caravans to designated locations between factories.</li> <li>• Perform routine vehicle inspections and maintenance checks.</li> <li>• Ensure the secure loading and unloading of caravans.</li> <li>• Adhere to all safety regulations and company policies.</li> <li>• Provide excellent customer service during deliveries.</li> <li>• Collaborate with the team to meet delivery schedules.</li> <li>• Problem-solve and adapt to changing environments.</li> <li>• Prioritize and meet deadlines effectively.</li> <li>• Maintain strong attention to detail and anticipate potential issues.</li> <li>• Communicate effectively, both verbally and in writing.</li> </ul>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Australian working rights.</li> <li>• Valid driver's license</li> <li>• A strong safety mindset.</li> <li>• A can-do attitude and a passion for problem-solving.</li> <li>• Ability to work well in a team and autonomously when required.</li> <li>• Ability to operate a variety of vehicles, including trucks, vans, and cars.</li> <li>• Adaptability in a changing environment.</li> <li>• Excellent driving skills and knowledge of traffic laws and regulations</li> <li>• Excellent time management and deadline-oriented skills.</li> <li>• Strong attention to detail and forward-thinking.</li> <li>• Excellent communication skills, both verbal and written.</li> </ul>

JOB ID: C017	Caravan and Recreational Vehicle CAD Designer	Location: Dingley Village
<p><b>Opportunity:</b> Custom Builders of Recreational Vehicles, market leaders in R &amp; D with a reputation as innovators in the Caravan Industry.</p> <p><b>Responsibilities:</b></p> <p>Due to on-going peaks in workload, we require a capable and speedy drafter with SolidWorks experience to assist with the drafting of Recreational Vehicles.</p>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Australian Residents Only.</li> <li>• Drafting qualification and 2+ years' experience. Some experience in the RV industry would be desirable but not necessary.</li> <li>• You'll be fully up to date with SolidWorks and capable of stepping into a role with minimum further training.</li> <li>• Must have sheet metal and weldment experience in SolidWorks,</li> <li>• Preferably an Engineering background</li> <li>• Design Engineering experience with a flair for design and innovation</li> <li>• Attention to detail/accuracy.</li> <li>• Ability to work autonomously.</li> <li>• Self-starter</li> <li>• Problem solver and visionary</li> <li>• Must be a good communicator – verbally and written.</li> <li>• Able to interpret customer ideas into design.</li> <li>• Able to adjust communication style when dealing with customers, sales, production and manufacturing personnel.</li> </ul>	

JOB ID: C018	Production Team Members	Location: Somerton
<p><b>Opportunity:</b> We are looking for enthusiastic individuals to join our ever-growing team based in Melbourne's Northern suburbs. In the role, you will be trained on a variety of tasks to be performed during the caravan assembly process.</p> <p>Roles available:</p> <ol style="list-style-type: none"> <li>1. Production Team Members</li> <li>2. Forklift Operators</li> <li>3. Pick/Packer</li> <li>4. Spray Painters</li> <li>5. Upholstery Operators</li> </ol> <p><b>Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Works collaboratively within a team environment.</li> <li>2. Follows Standard Operating Procedures and achieves cycle time.</li> <li>3. Always follows Health and Safety Policy and Procedures/instructions.</li> <li>4. Collaborates with other team members and communicates effectively.</li> <li>5. Monitors own work with respect to compliance with all relevant regulations and statutory requirements.</li> <li>6. Ability to use hand tools and power tools to complete caravan assembly and accessory fit-off.</li> </ol> <p><b>Entry level \$24.50 - \$28.00 per hour depending on experience + super</b></p>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• No previous experience required.</li> </ul>	

JOB ID: C019	Plumbing Technician	Location: Somerton
<p><b>Opportunity:</b> Fantastic opportunity for an enthusiastic plumbing technician to join our ever-growing team based in Melbourne's Northern suburbs. You will be privileged to work alongside a hard-working team in a positive and cohesive atmosphere.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Supporting the qualified plumber and production team</li> <li>• Fitting pipes, parts, and accessories to caravan as per specifications.</li> <li>• Understanding of the correct tools and equipment necessary to successfully complete a job.</li> <li>• Been a team player in the Plumbing team, ensuring that all work is in accordance with relevant rules and regulations.</li> <li>• Maintaining cleanliness of work environment and ensuring safe conditions.</li> </ul>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Australian working rights.</li> <li>• A safety mindset.</li> <li>• A can-do attitude and interest in problem-solving.</li> <li>• Ability to work well in a team and autonomously when required.</li> <li>• An ability to adapt to a changing environment.</li> <li>• The ability to prioritize and meet deadlines.</li> <li>• Strong attention to detail and being a forward thinker.</li> <li>• Excellent communication skills, both verbal and written.</li> </ul>

JOB ID: C020	Caravan Sales Representative	Location: Somerton
<p><b>Opportunity:</b> Uncapped earning potential. High Commissions and well above Award Wage hourly retainer and a Work Vehicle, Weekly Bonuses for reaching/exceeding sales targets, are just some of the appeals of working with us.</p> <p><b>Immediate Start.</b></p>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Caravan Sales Experience preferred but not essential.</li> </ul>

JOB ID: C021	Sales Executive	Location: Campbellfield
<p><b>Opportunity:</b> As an experienced Sales Executive, you will embrace the challenge of taking on the role of Caravan/Motorhome Sales Executive, promoting our largest-ever model range featuring some of the industry's most innovative technologies.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Initiating and maintaining relationships with prospective and existing customers.</li> <li>• Taking customers through a thorough needs analysis, making suitable product recommendations, and overseeing their order.</li> <li>• Accurately logging activities on the internal lead management system.</li> <li>• Generating leads for the service team.</li> <li>• Overseeing the delivery of your sold vehicles personally to ensure quality service and generate referrals.</li> <li>• Working to targets for several sales and gross profit margins.</li> </ul>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Highly motivated and with excellent interpersonal skills, you will enjoy going the extra mile for your customers. You will be a problem solver who sees things in an innovative fashion and can make the complex seem simple. Working under pressure will be something you thrive on with your time management and prioritization skills being at an advanced level.</li> <li>• Specific Skills required.</li> <li>• Prior sales experience in an Auto dealership or with New Home Sales is essential.</li> <li>• Proven track record in developing client relationships and meeting challenging sales targets.</li> <li>• Self-driven and motivated to achieve results.</li> <li>• Excellent presentation, outstanding communication skills, and customer service skills.</li> <li>• You must be available to work Saturdays and to attend gazetted industry (weekend) trade shows.</li> </ul>	

JOB ID: C023	Service, Repair, Maintenance Person	Location: Moorabbin
<p><b>Opportunity description:</b></p> <p>You will be part of the team responsible for Servicing, Repairing, Maintaining and the Fitting of Accessories to New and Used Caravans and Motorhomes. We require people who can trouble-shoot problems and resolve them quickly and efficiently.</p>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• Genuine positive attitude</li> <li>• Mechanically / practically minded</li> <li>• Ability to find solutions quickly</li> <li>• Good organisational skills</li> <li>• Take pride in your work</li> <li>• Skills within the fields of mechanical, carpentry, cabinet making, 12 volt electrical, welding or within service environments are an advantage.</li> </ul>	



JOB ID: C024	Assistant Accountant	Location: Keysborough
<p><b>Opportunity description:</b> A premium adventure travel and off-road brand with a portfolio of exciting, market-leading camper trailers and off-road hybrid caravans.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Reporting to the Financial Controller, this role supports the Finance Team</li> <li>• Reconciling daily, monthly, and yearly transactions</li> <li>• Accounts Payable: keeping a record of invoices and ensuring timely payment.</li> <li>• Accounts Receivable; following up on overdue invoices.</li> <li>• Key point of contact for other departments on financial and accounting matters, in particular, the Sales and Customer Service Teams</li> <li>• Purchasing and Warehouse Support</li> <li>• Procurement of office supplies</li> <li>• Providing basic IT support and addressing inquiries</li> <li>• Establishing new accounts and assisting with CRM implementations</li> </ul>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Reporting to the Financial Controller, this role supports the Finance Team;</li> <li>• Reconciling daily, monthly, and yearly transactions</li> <li>• Accounts Payable; keeping a record of invoices and ensuring timely payment.</li> <li>• Accounts Receivable; following up on overdue invoices.</li> <li>• Key point of contact for other departments on financial and accounting matters, in particular, the Sales and Customer Service Teams</li> <li>• Purchasing and Warehouse Support</li> <li>• Procurement of office supplies</li> <li>• Providing basic IT support and addressing inquiries</li> <li>• Establishing new accounts and assisting with customer relationship management (CRM) implementations</li> </ul>

JOB ID: MP080	Machine Operator	Location: Sunshine North
<p><b>Opportunity:</b> This is a hands-on role and will require knowledge or experience in a similar role with the ability to liaise confidently with internal and external stakeholders. The role will require the operation of machinery in the section ensuring all policies, procedures and quality is maintained.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Plan, lead and organise production activity in terms of output, quality, cost, time, and staff requirements</li> <li>• Laser programming</li> <li>• Folding programming</li> <li>• Folding scheduling</li> <li>• Quoting Internal / external</li> <li>• Prepare work programs to achieve planned production</li> <li>• Material management / stock control</li> <li>• Comply with all Health and Safety, Quality and environmental management policies and procedures</li> <li>• Other responsibilities as requested</li> <li>• Primary contact for department</li> <li>• Ordering and programming as required</li> </ul>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• A qualification in a mechanical/technical advantageous but not mandatory.</li> <li>• At least 3 years' experience is managing a production team in similar environment</li> <li>• Computer skills including Microsoft Office Suite</li> <li>• Effective leadership and communication skills</li> <li>• Strong work ethic, excellent time management and superior communication skills</li> <li>• Be a team player with a positive can-do attitude</li> <li>• Above average customer relation skills.</li> <li>• Customer focussed, excellent relationship management and interpersonal skills.</li> <li>• Possess a high level of initiative, ownership, ethics, and values</li> </ul>

JOB ID: MP081	Apprentice (Boilermaker, Welder, Body Builder, Fitter)	Location: Sunshine North
<p><b>Opportunity:</b> Apprentice learning general duties in the fabrication, assembly division. Duties include learning operating basic hand tools, assisting assembly workers in production. Housekeeping and material handling are also components of this position.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Handle Materials – within the shop and outdoors as required</li> <li>• Learning &amp; Education in boiler-making, welding, body building or fitting</li> <li>• Learning instruction from trades or skilled person's</li> <li>• Perform Housekeeping Duties</li> <li>• Operate Basic Hand Tools and Powered Hand Tools. i.e., Drills, Disc Grinders etc.</li> <li>• Operate equipment as described in company procedures: <ul style="list-style-type: none"> <li>• General machining</li> <li>• Metal Cutting saws</li> <li>• Drills</li> <li>• Material Handling Equipment</li> <li>• Grinders</li> <li>• Welding</li> <li>• Body building</li> <li>• General fitting</li> </ul> </li> <li>• Perform work safely and follow established work procedures</li> <li>• To not abuse equipment and report equipment that requires servicing or repair</li> <li>• Perform general tasks as assigned by Team Leader</li> </ul>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Attending trade school or on-line learning</li> <li>• Good learning skills</li> <li>• Mechanical aptitude</li> <li>• Good communication skills both verbal and written</li> <li>• Mechanical aptitude</li> </ul>

JOB ID: MP082	Plant Operator	Location: Sunshine North
<p><b>Opportunity:</b> Plant operators oversee and maintain equipment in the workplace, power and other establishments that handle industrial materials. As a plant operator, you may specialize in a specific piece of equipment or a particular part of the production, or you may be required to monitor a number of processes.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Monitoring and overseeing plant operations</li> <li>• Perform preventive and routine maintenance</li> <li>• Performing preventative and maintenance measures</li> <li>• Oversee forklift operations</li> <li>• Assisting with startup, shutdown, and operations of facility equipment</li> <li>• Identifying problems that arise and resolving them</li> <li>• Ensuring that safety and environmental rules and programs are strictly adhered to</li> <li>• Conceptualizing and recommending plant improvement strategies</li> <li>• Carrying out site inspections and audits</li> <li>• Observing gauges, dials, switches, and alarms, and other indicators to ensure that all machines are working properly</li> <li>• Training new hires and cross-training other staff members</li> <li>• Maintaining a clean, hazard-free work environment</li> <li>• Perform general housekeeping</li> </ul>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• A minimum of a high school VCE or VCAL;</li> <li>• Proficiency in math and technical subjects is preferred;</li> <li>• Previous experience in a manufacturing or industrial setting;</li> <li>• Extensive on-the-job training;</li> <li>• A proven ability to work independently as well as within a team;</li> <li>• Up-to-date maintenance of records and data;</li> <li>• Commitment to working in an extremely safety-conscious environment.</li> </ul>

JOB ID: MP083	Auto Electrician	Location: Sunshine North
<p><b>Opportunity:</b> Working on all vehicle electrical systems and components, including ignition, fuel injection and engine management systems, battery wiring and charging systems, heating and air-conditioning systems lighting and communication systems. Manufacture and installation of wiring looms and troubleshooting of electrical systems.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Perform quality service and repairs to all types of vehicles including euro vehicles and diesels</li> <li>• Ability to diagnose faults</li> <li>• Ability to complete job/company records with accuracy</li> <li>• Troubleshoot/test electrical system as directed by team leader</li> <li>• Support project team and engineering personnel as required</li> <li>• Adherence to company procedures</li> <li>• Other duties as requested by Team Leader</li> </ul>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Australian recognised trade certificate or relevant trade qualification;</li> <li>• Demonstrated knowledge of and experience with maintaining repair and servicing or automotive electrical systems;</li> <li>• Minimum 5 years year’s trade &amp; diagnostic experience, not including apprentice period;</li> <li>• Competent in the reading of wiring diagrams;</li> <li>• Strong diagnostic and fault-finding skills;</li> <li>• Current Victorian Drivers Licence;</li> <li>• Good communication skills;</li> <li>• Exposure to the emergency services sector.</li> </ul>	

JOB ID: MP084	Boilermaker	Location: Sunshine North
<p><b>Opportunity:</b> Precise fabrication of Chutes, Vacuum Tanks, Sub Frames, Platforms, Stairs, Lockers, Water Tanks, Fuel Tanks as well as fabricated machined items, mining equipment, associated components and general Engineering.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Read and interpret project plans, blueprints and other written instructions and diagrams to perform task at hand</li> <li>• Perform MIG, TIG and other types of welds based on project needs</li> <li>• Understand weld ability of Mild Steels, Stainless Steels, Aluminium, Wear Plate and other exotic steels</li> <li>• Select proper fillers for jobs based on previous experience or project instructions</li> <li>• General Boiler making duties including use of: grinding, cutting (friction and Gas cutting), welding (GMAW, TIG, stick), polishing, Cropping, Pressing, Heat Treatment and Stress Relieving of Steels</li> <li>• Maintain and use equipment as designed</li> <li>• Ensure that work is performed as per drawing and current schedule of works</li> <li>• Adherence to Company procedures</li> </ul>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Sound knowledge of QA processes</li> <li>• Must report to Team Leader only for any workshop / drawing issues</li> <li>• Forklift Licence</li> <li>• Relevant qualification in boiler making environment</li> <li>• Proven experience as a boilermaker</li> </ul>	

<i>JOB ID: MP085</i>	<b>Skilled Labourer / Trades Assistant</b>	<b>Location: Sunshine North</b>
<p><b>Opportunity:</b> Labourers perform general duties in the assembly division. Duties include operating basic hand tools, assisting assembly workers in production. Housekeeping and material handling are also components of this position.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Handle Materials – within the shop and outdoors as required</li> <li>• Perform Housekeeping Duties</li> <li>• Operate Basic Hand Tools and Powered Hand Tools. i.e., Drills, Disc Grinders etc.</li> <li>• Operate equipment as described in company procedures: <ul style="list-style-type: none"> <li>○ Metal Cutting saws</li> <li>○ Drills</li> <li>○ Material Handling Equipment</li> <li>○ Grinders</li> </ul> </li> <li>• Perform work safely and follow established work procedures</li> <li>• To not abuse equipment and report equipment that requires servicing or repair</li> <li>• Perform general tasks as assigned by Team Leader</li> </ul>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Trade qualifications required but not essential</li> <li>• Mechanical aptitude</li> <li>• Good communication skills both verbal and written</li> <li>• Strong team player who can work in a dynamic and diverse team environment</li> <li>• Mechanical aptitude</li> <li>• Relevant experience as a Skilled Labourer in vehicle building</li> <li>• Proven experience as a Skilled Labourer in vehicle building</li> </ul>

<i>JOB ID: MP086</i>	<b>Labourer</b>	<b>Location: Sunshine North</b>
<p><b>Opportunity:</b> Carry out work under the direction of production manager or team leader.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Carry our work as directed in a safety and efficient manner</li> <li>• Operate within one’s own capabilities equipment or plant</li> <li>• Follow our procedures and work instructions</li> <li>• Fill in documentation as required by management or by our Management System</li> <li>• Such of the duties as are applicable in the relevant industrial award (if any)</li> </ul>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Relevant experience as a Labourer in vehicle building</li> <li>• Proven experience as a Labourer in vehicle building</li> <li>• Understanding of quality standards and health &amp; safety regulations</li> <li>• Experience in reporting on key production metrics</li> <li>• Understanding of basic MS Office and production software and / or willingness to learn</li> <li>• High standard and appreciation of good communication</li> <li>• Attention to detail</li> </ul>

<i>JOB ID: MP087</i>	<b>Caravan Servicing &amp; Repair</b>	<b>Location: Melbourne</b>
<p><b>Opportunity:</b> A family-owned business is looking for a Caravan Servicing/Repair Technician to join the team.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Perform caravan hardware servicing and repairs.</li> <li>• Work on a lifting hoist.</li> <li>• Ensure high-quality work and meet deadlines.</li> </ul> <p><b>Full time, Monday to Friday 7:00 am to 3:00 pm</b> <b>Immediate start</b></p>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• No prior experience required but mechanical aptitude preferred.</li> </ul>

<i>JOB ID: CO25</i>	<b>Welder</b>	<b>Location: Campbellfield</b>
<p><b>Opportunity:</b> A growing and progressive caravan chassis maker seeking applicants who enjoys working as part of a dedicated team in a fast-paced environment.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Aligning parts to be joined using hand tools and measuring instruments.</li> <li>• Cleaning and smoothing welds by filling, chiselling, and grinding.</li> <li>• Studying blueprints, drawings, and specifications to determine job requirements.</li> <li>• Join metal sections using various welding techniques, bolting, and riveting etc.</li> </ul> <p><b>Permanent Full time (38 Hours per week)</b> <b>\$60K - \$79,999 (Based on experience)</b> <b>Willing to work overtime</b></p>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Caravan Chassis/Trailer experience (Preferred).</li> <li>• Welding experience</li> <li>• Able to work in a fast-paced environment.</li> <li>• Reliable and dedicated person</li> </ul>

<i>JOB ID: CO26</i>	<b>Receptionist (Extraordinaire)</b>	<b>Location: Epping</b>
<p><b>Opportunity:</b> A thriving Australian-owned caravan manufacturing business celebrated for its top-notch products and unwavering commitment to customer satisfaction, based in a state-of-the-art facility.</p> <p>As the welcoming face of our business, you'll not only greet customers and visitors with a warm smile but also contribute to the buzz of our vibrant office. Beyond managing the reception area, you'll be at the heart of our operations, juggling tasks like scanning, copying, filing, call screening, and managing our email correspondence.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• <b>Reception duties:</b> Be the shining beacon that welcomes and assists customers and visitors.</li> <li>• <b>Office multitasking:</b> Handle various general office tasks, including scanning, copying, laminating and filing.</li> <li>• <b>Phone prowess:</b> Skilfully answer and screen phone calls, ensuring every interaction is a memorable one.</li> <li>• <b>Email excellence:</b> Keep our digital communications flowing seamlessly.</li> </ul> <p><b>Full Time Permanent</b> <b>Monday to Friday 7.00am – 3.06pm</b></p>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Receptionist experience</li> <li>• Able to work in a fast-paced environment.</li> <li>• Customer service experience</li> <li>• Can multitask.</li> </ul>

JOB ID: CO27	Caravan Detailer/Yard Hand	Location: Frankston
<p><b>Opportunity:</b> Brilliant opportunity for an enthusiastic and experienced Caravan detailer to join our ever-growing team based in Frankston. IN this role you will be responsible for maintaining the yard in an organised, clean and tidy condition including maintaining clean condition of the vehicles.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Detailing and washing of vehicle</li> <li>• Pre-handover preparation of vehicles for customers and events</li> <li>• Assisting in the overall appearance and presentation of the site</li> <li>• Drop-off and pick-up of vehicles when required.</li> </ul> <p><b>Market Competitive salary</b> <b>Free parking on-site</b></p> <p><b>The ability to thrive in a culture of continuous growth and learning as we expand.</b></p> <p><b>Equal opportunity and welcomes applicants from a diverse range of backgrounds to apply for this position.</b></p> <p><b>Committed to creating an inclusive work environment for all employees.</b></p>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Current Australian working rights</li> <li>• Valid Driver's License</li> <li>• Safety conscientious, ALWAYS</li> <li>• Possess an eye for detail &amp; have clear commitment to working to a high standard of finish.</li> <li>• Loves to work in a team.</li> <li>• A can-do attitude and interest in problem solving</li> </ul>

JOB ID: CO28	Qualified Electrician (A Grade)	Location: Dandenong South
<p><b>Opportunity:</b> The largest manufacturer of recreational vehicles and leisure homes in Australia and New Zealand. Recently changed the working hours to a 9-day fortnight. A 9-day fortnight working pattern is a compress working week where each employee has every second Friday off work.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• In this role you will be required to look after the allocated electrical work within our Maintenance Department covering 7 factories and 3 office buildings. You will also be responsible for carrying out project work as required.</li> </ul> <p><b>Permanent Full Time</b> <b>Monday to Friday: 6.30am – 2.50pm</b> <b>\$44 - \$45 per hour</b> <b>Fortnightly RDP for full time employee</b> <b>All tools are provided.</b> <b>Provides extensive training and support</b></p>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• A current Victoria A Grade License</li> <li>• Demonstrate a 'can do' attitude towards meeting deadlines.</li> <li>• Strong fault-finding skills.</li> <li>• Excellent communications skills</li> <li>• Show a positive and flexible attitude</li> <li>• Ability to prioritise jobs and effectively manage your time.</li> <li>• Ability to manage stock.</li> <li>• At least 2 years' experience working with machinery.</li> <li>• PLC experience is an advantage.</li> </ul>

JOB ID: C029	Process Engineer	Location: Epping
<p><b>Opportunity:</b> Are you a problem-solving guru with a passion for optimizing processes and driving innovation? If so, we have an exciting opportunity for you. We're looking for a talented Process Engineer to join our dynamic team and play a crucial role in our quest for excellent.</p> <p>We committed to pushing the boundaries of what's possible. Our state-of-the-art facilities and cutting-edge technologies are the perfect playground for a Process Engineering seeking to make a real impact. Join us and you'll enjoy:</p> <ul style="list-style-type: none"> <li>• <b>A Collaborative Environment:</b> Work with a diverse team of experts who are passionate about innovation and continuous improvement.</li> <li>• <b>Career Growth:</b> Unlock endless opportunities for professional development and advancement within our organisation.</li> <li>• <b>Exciting Challenges:</b> Tackle complex problems and lead projects that will shape the future of our industry.</li> </ul> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Analyse existing processes and identify areas for improvement.</li> <li>• Design and implement innovative solutions to enhance efficiency and productivity.</li> <li>• Collaborate with cross-functional teams to optimize efficiency and productivity.</li> <li>• Troubleshoot and resolve operational issues as they arise.</li> <li>• Collect and analyse data to drive data-driven decision-making</li> <li>• Ensure all processes are rigorously executed in all working stations.</li> <li>• Oversee sub-assembly stations to guarantee flawless operations.</li> <li>• Monitor the delivery-to-line process to ensure seamless execution.</li> <li>• Maintain vigilance and diligence in these efforts, every day, without exception.</li> </ul> <p><b>Full Time</b>  <b>Manufacturing hours: Monday – Friday 7.00am – 3.06pm</b>  <b>\$90,000 plus Superannuation</b></p>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in engineering or a related field</li> <li>• Proven experience in process engineering</li> <li>• Strong problem-solving and analytical skills</li> <li>• Excellent communication and teamwork abilities</li> <li>• Proficiency in process modelling and data analysis tools</li> <li>• Work rights in Australia</li> </ul>

JOB ID: C030	CNC Programmer/Cabinet Maker	Location: Campbellfield
<p><b>Opportunity:</b> A Markert leader in the premium off-road caravanning segment, distributing over 500 caravans each year directly out of the Melbourne factory and via dealerships located throughout Australia and New Zealand.</p> <p>We pride ourselves on a work culture that supports and rewards people. We are a work-hard, play-hard team looking for like-minded people to join us in this office-based role. You will love working here!</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>You will be responsible for the programming of the Biesse CNC machines, which produce all of our cabinetry for our production line. The ideal candidate will have hands on experience in cabinet making and be looking to develop their skills in CNC programming. We will provide training but require an enthusiastic individual with a willingness to learn.</li> </ul> <p><b>Full Time position, 38 hours per week</b>  <b>\$25 - \$35 per hour</b>  <b>7,00am – 3.30pm Monday, 7.00am – 3.pm Tuesday to Friday</b></p>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>Cabinet Maker) Trade qualified (preferred)</li> <li>Good verbal and written communications skills</li> <li>Strong teamwork, consultation, and communication skills</li> <li>High attention to detail and quality workmanship</li> <li>Able to work in a fast-paced environment.</li> <li>Must follow all health and safety procedure and regulations as dictated by the organisation and relevant laws</li> </ul>

JOB ID: C031	Events Coordinator	Location: Somerton
<p><b>Opportunity:</b> We are looking for an enthusiastic and experienced Events Coordinator to join our dynamic team. The successful candidate will be responsible for the development, coordination, and execution of all events. This role is pivotal in creating brand awareness and engagement through successful events that reflect the quality and spirit of our brand.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>Plan, design and produce events while managing all project delivery elements within time limits.</li> <li>Liaise with clients to identify their needs and ensure customer satisfaction.</li> <li>Conduct market research, gather information, and negotiate contracts prior to closing any deals.</li> <li>Provide feedback and periodic reports to stakeholders.</li> <li>Propose ideas to improve provided services and event quality</li> <li>Organise facilities and manage all events details such as décor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material, etc.</li> <li>Ensure compliance with insurance, legal, health, and safety obligations.</li> <li>Specify staff requirements and coordinate their activities.</li> <li>Cooperate with marketing and PR to promote and publicize the event.</li> <li>Proactively handle any arising issues and troubleshoot any emerging problems on the event day.</li> <li>Conduct pre-and post–event evaluation and report outcomes</li> <li>Research market, identify event opportunities, and generate interest.</li> </ul> <p><b>A vibrant and creative work environment</b>  <b>Competitive salary with performance incentives</b>  <b>Opportunities for career advancement</b>  <b>A role that offers variety and the opportunity to work on a wide range of events.</b></p>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>Proven experience as an events planner or organizer</li> <li>Impressive portfolio of previously management events (weddings, meetings, parties, corporate events)</li> <li>Excellent time management and communication skills</li> <li>Sales skills and the ability to build productive business relationships.</li> <li>Ability to management multiple projects independently</li> <li>MS Office proficiency</li> <li>Willing to submit references form previous clients.</li> <li>A degree in Event Management or a related field is preferred.</li> </ul>



JOB ID: C032	Handover/Delivery Assistant	Location: Campbellfield
<p><b>Opportunity:</b> An Australian company dedicated to designing and manufacturing what are arguable Australia's most affordable, reliable Off-Road Camper Trailer &amp; Offroad Caravans. Due to the increase in popularity for our product and we are in need for the right person to assist our Handover Specialist and join our team at our Campbellfield branch.</p> <p>Your primary role is to efficiently handover our products to our clients and lead them through an exceptional handover process using our online videos and training sessions.</p> <p>Co-ordinate quality checks and pre-sale works to ensure handovers and create an engaging and fun WOW experience for our customers upon taking delivery of their brand-new Camper trailer or Caravan.</p> <p>We provide full training and a great friendly and customer focused team to work with, however the candidate would typically be proactive, have some retail experience, or large company experience and looking for a long-term position with opportunity for career progression. Camping/4wd experience or interest is an advantage.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Handover of Camper Trailers and Caravans</li> <li>• Preparing the Camper trailer and Caravan for customers handovers as per our policy</li> <li>• Show customers through product range and the practical use of their product.</li> <li>• Be willing to undertake the roles as registration officer for QLD (Training provided)</li> <li>• Answering enquiries via e-mail and phone</li> <li>• Quality checks of product</li> </ul> <p><b>Monday to Friday 8.30 – 5.00pm, Saturday 8.am – 1.00pm roster.</b>  <b>The Rewards: Salary + Uncapped Commissions. The more you handover, the more you will earn.</b></p>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Outgoing</li> <li>• Willingness to be hands on and be an active part of our Sales and After Sales Team</li> <li>• Enthusiastic and self-motivated</li> <li>• Excellent people skills</li> <li>• Practical skills and technical competence</li> <li>• Attention to detail.</li> <li>• Computer literacy including basic knowledge of Excel &amp; Word.</li> <li>• The ability to work as a vital part of our customer service team.</li> <li>• Ability to work autonomously and unsupervised.</li> <li>• Clear and confident communication skills</li> </ul>

<b>JOB ID: C033</b>	<b>Caravan Production Workers – all roles</b>	<b>Location: Campbellfield/Epping</b>
<p><b>Opportunity:</b> We have a number of positions available to join our evolving and innovative team, industry-leading team manufacturer, Australia's most premium caravans, having earned a reputation that has attracted customers like Chris Hemsworth, Zac and many more.</p> <p>Proudly Australian made and owned since 2004, combines unique designs with top-quality materials and exceptional workmanship to deliver a caravanning lifestyle that's second-to-none.</p> <p>With a range of work areas, we focus on training up our team in all facets of caravan building. We support our team and celebrate our great work with regular staff lunches on site, fostering a culture that has been several employees work here for over 15 years.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Furniture Assembly</li> <li>• Caravan Production Assembly</li> <li>• CAD Design &amp; CNC Programming (Biesse preferred)</li> <li>• Aluminium Fitment</li> <li>• External and Internal Fit-off</li> <li>• Cleaning and Detailing</li> </ul> <p><b>Great pay rates – based on experience.</b>  <b>Paid overtime (penalty rates)</b>  <b>Excellent working conditions and a great team of people</b>  <b>Excellent job security</b>  <b>Tools &amp; Equipment provided.</b>  <b>Opportunity to develop your skills in caravan manufacturing, management, and genuine career progression.</b></p>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Keen eye for detail and focus on quality.</li> <li>• Ability to stick to timeframes, schedules, and deadlines.</li> <li>• Experience in a trade or in caravan production (preferred but not essential)</li> <li>• Ability to work in a team environment.</li> </ul> <p><b>Permanent residents of Australia with full work rights.</b></p> <p><b>Start ASAP.</b></p>

<b>JOB ID: MPO88</b>	<b>Warehouse Support Supervisor</b>	<b>Location: Brunswick</b>
<p><b>Opportunity:</b> A not-for-profit organisation supporting adults with disability in Learning &amp; Lifestyle, accommodation, social activities, and employment across Melbourne’s south-east and north. We are a friendly and supportive team, passionate about our roles in a social enterprise.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Ensuring that all equipment is safe and ready for operation and being aware of the expectations of the day by checking the operations schedule, discussing requirements need with the Operations Manager and the Operations Support Supervisor and attending the Monday Toolbox meeting.</li> <li>• Work with the staff, job coaches, supported employees, Operations Manager, Operations Support Supervisors, Employee Experience &amp; Quality Manager, and other internal stakeholders.</li> <li>• Spend time on preparing customer orders for dispatch, counting stock received, supplying stores with consumables, and checking on the team to ensure that they are on track to meet commercial and support KPI’s.</li> <li>• One-on-one meeting with the operations Manager to update them on how the operation is performing, provide supported employees skill training and support record notes, dispatch documentation and stock control.</li> <li>• Checking that all orders for the day are ready for pick up by our corporate customers, incoming transport is sagely loaded in accordance with our Standard Operating Procedures.</li> </ul> <p><b>Full Time 38 hours per week, \$28.83 p/h</b></p> <p><b>Monday to Thursday 7.30am to 4.00pm &amp; Friday 7.30am to 2.00pm</b></p> <p><b>We can offer a fair salary with the benefits of salary packaging (You can package up to \$15,900 pa of salary tax free)</b></p> <p><b>Training &amp; Development to upskill and job security with some of our staff having been employed 10+ years.</b></p> <p><b>MUST HAVES:</b></p> <ul style="list-style-type: none"> <li>• <b>Right to work in Australia</b></li> <li>• <b>NDIS Worker Screening Check</b></li> <li>• <b>Certificate in First Aid Level 2+ CPR</b></li> <li>• <b>Full Victoria driver license (manual) and a forklift license</b></li> <li>• <b>Evidence of Covid-19 vaccination, including booster (or medical exemption)</b></li> </ul>		<p><b>Requirements:</b></p> <p>A minimum of 3 years of experience in Warehousing/Logistics environment</p> <p>A minimum of 2 years of experience in a similar role</p> <p>Sound knowledge of all aspects of a warehouse and logistic environment – stock control, pick &amp; pack, transport, and OH&amp;S requirements.</p> <p>Diploma in Warehousing &amp; Logistic or similar-desirable</p> <p>Certificate IV Disability Studies-desirable</p> <p>Excellent written &amp; verbal communication skills</p> <p>Interaction at all levels within the organisation as well as corporate customers and supported employees.</p> <p>Ability to write factual and concise file note and reports as required.</p> <p>Current LF Forklift - essential.</p> <p>Current manual driving license-essential.</p> <p>Competency with Microsoft Office Suite</p> <p>Experience supervising others- desirable.</p> <p><b>Commitment to the principles of WHS, EEO, Cultural Diversity and all relevant legislations.</b></p>

JOB ID: MPO89	Job Coach Full Time/Part Time	Location: Brunswick
<p><b>Opportunity:</b> A not-for-profit organisation supporting adults with disability in Learning &amp; Lifestyle, accommodation, social activities, and employment across Melbourne’s south-east and north. We are a friendly and supportive team, passionate about our roles in a social enterprise.</p> <p><b>Responsibilities:</b> To work alongside people with a disability, engaging work activities, providing support and helping them improve their skills and knowledge, while building their independence. You will be working with individual supported employees as well as small groups to help them achieve their goals.</p> <ul style="list-style-type: none"> <li>• Identify emotions in others and adjust approach to suit the situation.</li> <li>• Influence other’s thinking and behaviour</li> <li>• Be empathetically assertive when needed.</li> <li>• Support people to achieve their goals whilst having fun.</li> <li>• Share achievements, daily experience with your team on company’s social media pages (i.e Yammer)</li> </ul> <p><b>Full Time 38 hrs p/week &amp; 2 x Part time 30 hrs per f/night \$26.18 p/h</b></p> <p><b>Full Time role-Monday-Thursday 7.30am-4.00pm &amp; Friday 7.am-2.00pm</b></p> <p><b>Part Time role-Monday-Thursday 8.00am-4.00pm-flexibility needed to potentially work a shift on the Friday in the future.</b></p> <p><b>Right to work in Australia</b>  <b>Full Victorian Driver’s License and daily access to a car</b>  <b>Current Level 2 First Aid &amp; CPR</b>  <b>Evidence of double dosing – Covid-19 Vaccination, including any required booster (or medical exemption).</b></p>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Academic qualifications in Disability, health, Community, or equivalent studies are desirable.</li> <li>• Microsoft Office and computer literacy is essential.</li> <li>• Production &amp; Warehousing skills &amp; experience highly desirable</li> <li>• Ideally experience and knowledge within the disability sector or similar professions (health, community, volunteer organisations including sporting clubs, youth groups, scouting etc)</li> <li>• Current LF Forklift is desirable.</li> <li>• Strong communication skills.</li> <li>• Ability to prevent and resolve issues and to build and maintain positive relationship with all stakeholders.</li> <li>• The ability to write factual and concise file notes and reports as required.</li> <li>• Ability to advocate and promote community inclusion and person-Centred support that exceeds standards and is delivered within the available resources-be creative.</li> </ul> <p><b>Commitment to the principles of WHS, EEO, Cultural Diversity and all relevant legislation</b></p>

JOB ID: EN072	Administration and Caseload Officer	Location: Bundoora
<p><b>Opportunity:</b> The role objectives are support teams in the area of administration where our organisation will recruit and train jobseekers from priority cohorts and place them into permanent employment. Jobseekers will need to be engaged, screened, be assessed for work readiness and appropriate training organised. They will also require on-going support to successfully make the transition to permanent employment.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Organising and attending events, including designing invites, sending out, receiving rsvp's producing name badges, catering etc</li> <li>• Evidence follow-up</li> <li>• Updating jobseeker databases &amp; CRM</li> <li>• Job matching</li> <li>• Interviewing and referral of clients</li> <li>• Registering clients</li> <li>• Post Placement Support</li> <li>• Keeping Candidates Well Informed</li> <li>• Attending Work Functions</li> <li>• Representing this organisation at various events in the community</li> <li>• All other office administration and support duties as required</li> </ul> <p><b>Full time Contract – 6 months</b>  <b>9am to 5pm – may work outside of the business hours on occasion.</b>  <b>Monday to Friday</b></p>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Good Communication Skills</li> <li>• Previous administration experience required.</li> <li>• Car and License to travel when required.</li> <li>• Working with Children's Check</li> <li>• Availability to work outside of normal business hours on occasions.</li> </ul>

JOB ID: C034	Finishing Stage and Quality Control Specialist	Location: Campbellfield
<p><b>Opportunity:</b> Are you a proactive problem solver with a keen eye for quality? We're in search of a Finishing Stage and Quality Control Specialist who excels at multitasking, efficiently identifies quality concerns and collaboratively implements cost-effective solutions.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Conduct detailed quality control inspections during the finishing stage.</li> <li>• Identify and communicate quality concerns to team members promptly.</li> <li>• Collaborate effectively to rectify issues and implement cost-effective solutions.</li> <li>• Utilize power tools for assembly and finishing tasks, following design plans with precision.</li> <li>• Maintain discipline, punctuality, and contribute to a fast-paced production line.</li> </ul> <p><b>Full Time opportunity</b>  <b>Work rights in Australia</b></p>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Previous experience in caravan manufacturing, particularly in finishing stages</li> <li>• Proficient in using power tools and interpreting design plans.</li> <li>• Ability to multitask, identify quality concerns and communicate with e team for prompt resolution.</li> <li>• Proactive problem-solving skills with a focus on cost-effective rectifications.</li> <li>• Discipline and punctuality to maintain quality and production timelines.</li> </ul>

JOB ID: C035	Internal Auditor	Location: Somerton
<p><b>Opportunity:</b> Fantastic ongoing long-term opportunity for an experienced, highly skilled, and detailed-oriented Auditor to join our team. You will be responsible for examining and analysing financial records, ensuring compliance with laws and regulations, and identifying areas for improvement in financial process. You will work closely with management to provide recommendations for improving financial performance and reducing risk.”</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Assist with the preparation of an IPO.</li> <li>• Design, develop and implement financial control framework, policy, and process.</li> <li>• Conduct operational and business/project assurance audits and evaluate governance, compliance, performance risk, internal controls, and fraud.</li> <li>• Develop and execute risk-based audit programs to ensure compliance with best practice.</li> <li>• Create professional internal audit reports, convey key issues to management and facilitate changes/improvements.</li> <li>• Monitor the implementation of audit recommendations and assess corrective actions.</li> <li>• Coordinate Audit and Risk Committee meetings and provide quality control.</li> <li>• Initiate and drive changes across the organisation</li> <li>• Identify Change management plan to ensure that project outcomes are achieved.</li> <li>• Develop and roll out the Change &amp; Community Strategy</li> <li>• Develop policies (finance &amp; operations)</li> </ul> <p><b>Full Time</b>  <b>Market Competitive salary (salary range is dependent on experience). Diverse and friendly working environment. Learning and development opportunities. Scheduled RDO program</b></p>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s degree - relevant field</li> <li>• Professional audit certifications <i>preferred</i>.</li> <li>• Proven experience in internal auditing</li> <li>• Strong analytical and problem-solving skills</li> <li>• Excellent communication and interpersonal skills</li> <li>• Minimum of 3 years of audit experience including ‘Big 4’</li> <li>• Have a comprehensive understanding of internal controls over key financial process.</li> <li>• Experience in designing, implementing, and executing financial controls assurance programs across key financial process.</li> <li>• Project management and/or change management will be favourably considered.</li> </ul> <p><b>Fluent in Chinese (Mandarin) will be favourably considered.</b></p>

JOB ID: MPO90	<b>Station Assistant Full Time/Full Time Relief</b> <b>Station Assistant Part Time/Part Time Relief</b>	<b>Location: Melbourne (Arden, Anzac, Parkville, State Library, Town Hall)</b>
<p><b>Opportunity:</b> We are looking for customer service-focused individuals to join our team, in a full-time capacity. In this role, you will be the face of the team and provide exceptional and safe passenger experience at station barriers and platforms. You will be readily available and visible amongst passengers, especially during peak times to provide support and service enquiries.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Provide a customer-focused approach with the travelling public at the station.</li> <li>• Make announcements over the public address system at station, where applicable, and provide accurate and up to date information to travelling public.</li> <li>• Provide accurate timetable information and assist customers at tickets barriers.</li> <li>• Advise on multi-modal transport options (bus, tram, and train) especially during service disruptions.</li> <li>• Attend to customers with special needs, in particular the elderly and disabled.</li> <li>• Provide myki sales and 'Top Ups' to customers as well as accurate ticketing advise.</li> <li>• Provide a visual uniformed and presence on station premises including ticketing carriers to enhance service delivery and security.</li> <li>• Ensure all stations faults are reported properly and provide follow up according to reporting procedures.</li> <li>• Have the flexibilities to work shifts and staff stations during train operation hours (trains run 24 hrs on weekends)</li> <li>• Maintain a high level of station cleanliness and presentation.</li> </ul> <p><b>Full paid training will be provided for your accreditation - Cert III-Rail &amp; Customer Service.</b>  <b>14 weeks paid parental leave.</b>  <b>Be part of an inclusive diverse and supportive company made up of various backgrounds, culture, and experiences.</b>  <b>All eligible employees receive a free MYKI Pass</b>  <b>Access to a wide range of corporate discounts including healthcare, fitness, finance, and more.</b></p> <p><b>Start dates commence between May 2024 and August 2024</b></p>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Exceptional customer service skills with e ability to understand customer needs and respond accordingly.</li> <li>• Flexibility to work on a rotating roster including weekends and public holidays.</li> <li>• Able to work in a diverse team.</li> <li>• Able to demonstrate a safety-focused workplace.</li> <li>• Able to build and maintain positive and collaborative relationships with colleagues and stakeholders.</li> </ul> <p><b>You will work across multiple Stations depending on business needs, providing an opportunity to work with varying teams within the work group.</b></p> <p><b>Please note that due to the nature of the work there are late and early shifts that commence outside of public transport hours. In the return we'll provide you with excellent remuneration and conditions, training support in an industry with endless opportunities.</b></p> <p><b>Please note that relevant screening will be conducted as part of the recruitment and selection process, Dependant on the role, these may include criminal history, credit, qualification, and reference checks as well as a pre-employment medical assessment including drug and alcohol screening.</b></p> <p><b>If you do not attain a position within one of the five new stations, your application may be considered for other locations through the network.</b></p>

<p><i>JOB ID: MPO91</i></p>	<p><b>Station Officer Full Time &amp; Full Time Relief</b> <b>Station Officer Part Time &amp; Part Time Relief</b></p>	<p><b>Location: Melbourne (Arden, Anzac, Parkville, State Library, Town Hall)</b></p>
<p><b>Opportunity:</b> We are looking for customer service-focused individuals to join our team in a full-time capacity. In this role, you will be a key role in delivering positive customer experience by assisting passengers with ticketing and travel enquiries.</p> <p>The role is also crucial in overseeing the safe operation of the stations. You will have a highly visible passenger-facing role in station platforms and be the conduit between the station and Station Masters. Your responsibilities will include active platform management, assisting passengers and reporting high risk- incidents.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Provide professional, friendly travel information and assistance to passengers particularly those with special needs.</li> <li>• Respond proactively to passenger complains, seeking resolutions and escalating when necessary.</li> <li>• Provide ticket officer services, including selling tickets for other providers eg: regional and/or interstate.</li> <li>• Ensure automatic ticket equipment is working and reporting faults if required.</li> <li>• Monitor the safety and security of passengers and station, addressing anomalies, and reporting incidents.</li> <li>• Aid ill passengers and communicate with control room as necessary.</li> <li>• Monitor all escalators, lifts, station entry/exit points and passenger flow.</li> <li>• Deliver clear announcement over the public address system and assist with train departures.</li> <li>• Attend and respond to faults such as automatic ticket equipment, escalators, platform screen doors and lifts in line with operational procedures.</li> <li>• Assist and education passengers in the use of passenger screen doors (if applicable)</li> <li>• Complete station accounting functions and maintain station cleanliness.</li> <li>• Maintain safety communication with key parties (such as Metrol, Signallers)</li> <li>• Flexible to work shifts and provide relief for staff requiring breaks.</li> <li>• Perform station opening and closing procedures.</li> </ul> <p><b>FULL time Opportunity</b>  <b>Full paid training will be provided for your accreditation - Cert III-Rail &amp; Customer Service.</b>  <b>14 weeks paid parental leave.</b>  <b>Be part of an inclusive diverse and supportive company made up of various backgrounds, culture, and experiences.</b>  <b>All eligible employees receive a free MYKI Pass</b>  <b>Access to a wide range of corporate discounts including healthcare, fitness, finance, and more.</b>  <b>Work Rights in Australia</b></p> <p><b>Start dates commence between April 2024 and August 2024</b></p>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Exceptional customer service skills with e ability to understand customer needs and respond accordingly.</li> <li>• Can communicate clearly and professionally using safety-critical communications to a range of stakeholders.</li> <li>• Able to work effectively in a diverse team.</li> <li>• Able to demonstrate a safety-focus, adhering to occupational, safety and environment procedures.</li> <li>• Able to operate under demanding situations that may involve crowd control.</li> <li>• Can multitask in a busy and challenging work environment.</li> <li>• Previous experience in industries such as rail and transport is highly regarded but not essential.</li> </ul> <p><b>You must be available to work on a seven-day rotating roster, including weekend night shifts to support our 24/7 service delivery.</b></p> <p><b>Please note that due to the nature of the work there are late and early shifts that commence outside of public transport hours. In the return we'll provide you with excellent remuneration and conditions, training support in an industry with endless opportunities.</b></p> <p><b>Please note that relevant screening will be conducted as part of the recruitment and selection process, Dependant on the role, these may include criminal history, credit, qualification, and reference checks as well as a pre-employment medical assessment including drug and alcohol screening.</b></p> <p>If you do not attain a position within one of the five new stations, your application may be considered for other locations through the network.</p>



<p><i>JOB ID: MPO92</i></p>	<p><b>Station Master Full Time</b> <b>Station Master Full Time Relief</b></p>	<p><b>Location: Melbourne (Arden, Anzac, Parkville, State Library, Town Hall)</b></p>
<p><b>Opportunity:</b> We are looking for customer service-focused individuals to join our team in a full-time capacity. In this role, you will have the opportunity to utilise your skills and experience to manage the daily operations of your supervised stations and/or control group and provide operational support to the Senior Station Master.</p> <p>This role is key in ensuring that the day-to-day station resourcing meets the operational requirements of the organisation as well as providing supervision, leadership, training, and development to all staff in delivering a high standard of customer service and station operations.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Deploy employee resources at stations to meet business needs.</li> <li>• Support Senior Station Master in ensuring staff are adequately trained for compliance purposes, ensuring workplace issues are managed in a timely manner and that the welfare of staff is maintained through regular welfare checks.</li> <li>• Support Senior Station Masters to ensure efficient management of the stations, including, conducting briefings, talks, coaching and mentoring of staff.</li> <li>• Provided reports to Senior Station master on all incidents, operations and disruptions occurring at the stations.</li> <li>• Monitor announcement made over the public address system and ensured accurate up to date information is provided to passengers i.e timetable, service alterations etc.</li> <li>• Ensure that directions from Metrol (central control centre) relating to altered train running, signalling operations and infrastructure failures are carried out and effective communication is always maintained.</li> <li>• Provide assistance as directed by the Senior Station Master during special and major events.</li> <li>• Ensure public complaints are reviewed and managed in accordance with Metro Policies and Procedures.</li> </ul> <p><b>14 weeks paid parental leave.</b>  <b>Be part of an inclusive diverse and supportive company made up of various backgrounds, culture, and experiences.</b>  <b>All eligible employees receive a free MYKI Pass</b>  <b>Access to a wide range of corporate discounts including healthcare, fitness, finance, and more.</b></p> <p><b>Rights to work in Australia.</b></p> <p><b>Start dates commence between April 2024 and August 2024</b></p>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Experience in rostering large groups of staff in accordance with fatigue management parameters</li> <li>• Demonstrated experience in people leadership and/or management of employees.</li> <li>• Ability to effectively operate under emergency and/or demanding situations.</li> <li>• Can manage difficult conversations with a diverse range of people with ability to communicate to employees at all levels (verbal and written)</li> <li>• Ability to demonstrate a safety focus and a willingness to promote a safe working culture.</li> <li>• Demonstrate customer service knowledge and experience.</li> <li>• Ability to undertake complex tasks, both individually and as part of a team.</li> </ul> <p><b>Please note that relevant screening will be conducted as part of the recruitment and selection process, Dependant on the role, these may include criminal history, credit, qualification, and reference checks as well as a pre-employment medical assessment including drug and alcohol screening.</b></p> <p><b>If you do not attain a position within one of the five new stations, your application may be considered for other locations through the network.</b></p>

JOB ID: CO036	Caravan Design and AutoCAD Specialist	Location: Campbellfield
<p><b>Opportunity:</b> We design and create caravans for the Off-Road enthusiasts. We are not a mass producer and work in a boutique environment aimed at providing high end products to our customers. We are also proud to be Manufacturer of the Year so you will be joining an award-winning tea,</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Working with dealer network to produce plans for customers and work on getting signed off plans.</li> <li>• Working with Engineer to create new plans for future production.</li> <li>• Working with production and purchasing team to ensure upkeep of all schedules.</li> <li>• Adhering to all design rules and standard</li> <li>• Meeting all compliance regulations</li> </ul> <p><b>Full Time opportunity</b>  <b>Work in a brand-new office with all the tools needed to perform at your best.</b>  <b>Work in a team environment leading the way in the Off-Road Caravan market.</b>  <b>Be rewarded for your knowledge, experience and skills while owning this highly important role.</b></p>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Experience in the design and drafting of Caravans.</li> <li>• Experience with AUTOCAD</li> <li>• Experience in Caravans preferred but not essential.</li> <li>• Familiar with using Microsoft Office products.</li> </ul> <p><b>Work rights in Australia</b></p>

JOB ID: CO037	Cladder	Location: Campbellfield
<p><b>Opportunity:</b> We are looking for an experienced Labourer to join our Cladding department. The ideal candidate has experience in cladding and is comfortable working in a manufacturing environment.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Measure, cut and installation of cladding.</li> <li>• General Production line labourer</li> <li>• Work as an active team member to complete team goals</li> </ul> <p><b>\$30 to \$40 per hour</b>  <b>Full Time position – 38 hours per week</b>  <b>7.00am – 3.30pm Monday, 7.00am – 3.00pm Tuesday to Friday with flexibility for overtime</b></p> <p><b>We pride ourselves on a work culture that support and rewards people. We are a work hard, play hard team and are looking for a like-minded person to join us. You will love working here!</b></p>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Strong attention to detail and workmanship</li> <li>• Physically able to stand, sit, lift, move, squat, walk and climb during the shift.</li> <li>• Able to read, understand and follow workflow instructions.</li> <li>• Good verbal and written communications skills</li> <li>• Able to work in a fast-paced environment.</li> <li>• Able to work independently.</li> <li>• Must follow all health and safety procedure and regulations as dictated by the organisation and relevant laws.</li> <li>• Previous caravan experience preferred but not essential.</li> </ul>

JOB ID: CO038	Office Support Person	Location: Rockbank
<p><b>Opportunity:</b> We require a support person to run the caravan park office 4 days per fortnight. We're a busy caravan park in Melbourne's outer west suburb of Rockbank. We are mainly residential but do also have tourist sites and tourist cabins.</p> <p>This is a live-in position-accommodation inside the caravan park in included. We require someone to work alongside and support our existing Park Managers</p> <p>On the days you are working in the office, you are responsible for the entire caravan park. We operate fortnight roster; your primary duty will be running the office on your rostered days.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>Office_ (4 days/fortnight) – answering phone, checking people in/out, banking and end of day procedures, as well as general office duties.</li> <li>On your four days in the office, you will be on duty 24/7 and be responsible for the entire caravan park. This will include after-hours duties as required.</li> <li>On average, you will work 15Hrs per week. Extra will be required whilst training.</li> <li>On the Mangers days off you will be required to perform all the necessary tasks</li> </ul> <p><b>Part-Time Permanent</b></p> <p><b>Accommodation supplied. Utilities included. (NB: no pets)</b> <b>Gross wage \$420/week + Accommodation + Super (approx..15Hrs/week)</b></p> <p><b>Your rostered days will be every second Saturday-Tuesday</b> <b>On your 4 days in the office</b></p>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>You will need to be a responsible person with happy disposition and good customer service skills.</li> <li>Good computer skills</li> <li>Ability to work with money/numbers, is essential.</li> <li>You need to be more friendly.</li> <li>Capable of working in a team environment as well as being autonomous</li> </ul> <p><b>It is important that you are happy to live and work in a residential caravan park, have good people management skills, a strong work ethic and are fit and healthy.</b></p> <p><b>Previous caravan park experience is not necessary. All you need is the right attributes and a preparedness to roll your sleeves up.</b></p>

JOB ID: MPO93	Customer Service Representative	Location: Reservoir
<p><b>Opportunity:</b> If you love coffee, you will love working for this great Victorian manufacturer. The customer service role will provide flow of service to all segments in-house and provide relief reception duties. You will be important in a small, professional, and dynamic team. Integral to this role is effective liaising with customers and processing all customer orders via EDI and telephone order generation while demonstrating your exemplary PC skills, friendly phone manner, native English-speaking voice, and strong organisational and administrative capabilities.</p> <p><b>Key Tasks:</b></p> <ul style="list-style-type: none"> <li>• End-to-end processing of orders across multiple channels via the ordering system</li> <li>• Co-ordinate the creation of new customers and follow-up</li> <li>• Ensure the order management of all products is kept up to date and all key stakeholders informed of stock position.</li> <li>• Resolve customer issues and complaints and maintaining record for 100% compliance.</li> <li>• Work closely with Channel managers to constantly optimise customer experience including always looking for new ways to improve a process, making suggestions to re-work macros, email templates &amp; call scripts.</li> <li>• Create and maintain excellent customer relationships.</li> <li>• Advise relevant staff/department of any specific customers requirements.</li> </ul> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Manage communications with customers-purchase orders, out of stocks, pricing/promotions, and delivery changes.</li> <li>• Respond to enquiries from customers via phone and email.</li> <li>• Liaise with internal and external stakeholders; being the key point of contact for clients in the absence of a relevant sales team member.</li> <li>• Customer complaint handling and resolutions</li> <li>• Follow-up all general enquiries from external customer and sales representative</li> <li>• Answer all phone calls in a timely manner.</li> <li>• Liaise with warehouse &amp; despatch department regarding all order follow-ups.</li> <li>• Follow-up new account leads, and all information required to be processed.</li> <li>• Communicate out of stocks to internal and external customers.</li> <li>• Liaise with external supply chain customers on end-to-end status of orders.</li> <li>• Advise sales representative and customers when accounts are on hold to ensure prompt payment.</li> </ul> <p><b>Other/Reporting as and when required.</b></p> <ul style="list-style-type: none"> <li>• Preparing &amp; extracting reports from the reporting tools.</li> <li>• Preparing submission forms from customers</li> <li>• Provide support to sales managers, administrative and general office tasks.</li> </ul>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Graduate or relevant customer service experience (1-2 years).</li> <li>• Experience in a high-volume call centre in an inbound &amp; outbound capacity</li> <li>• Proven customer service experience, preferable within a FMCG environment</li> <li>• Exceptional written and verbal communication skills</li> <li>• Order management experience</li> <li>• Data Entry experience</li> <li>• Ability to priorities and multi tasks</li> <li>• Excel, Word, Outlook - Intermediate</li> </ul> <p><b>Behavioural Competencies:</b></p> <ul style="list-style-type: none"> <li>• Exemplary communications skills (written &amp; verbal)</li> <li>• Positive, approachable, and self-motivated with a desire to learn.</li> <li>• A proven ability to manage and diffuse difficult situations.</li> <li>• Problem solving skills and able to follow through to resolution.</li> <li>• A strong communicator, and listener</li> <li>• Ability to work both in a team environment and independently.</li> <li>• Ability to adapt to dynamic industry and fast paced administrative team.</li> </ul> <p><b>Core company-wide competencies</b></p> <p>Teamwork.  Accountability - Sense of urgency.  Effective - communications skills.  Thoroughness &amp; accuracy  Initiative. Customer satisfaction (internal/external). Results driven. Positive attitude</p> <ul style="list-style-type: none"> <li>• Key Performance Indicator</li> <li>• All orders must be entered within 24 Hours of receipt.</li> <li>• Respond to queries via phone or email within 48 hours to both internal &amp; external customer.</li> <li>• Maintain the ordering system and keep up to date with all system updates.</li> <li>• Timely and efficient processing of all credit claims</li> <li>• Effective internal &amp; external customer relationships</li> </ul>

JOB ID: MPO94	National Service Network, Administration & Customer Service Support	Location: Reservoir
<p><b>Opportunity:</b> If you love coffee, you will be working for this great Victorian manufacturer. The national Service Network team is concerned with espresso machine service, maintenance, and the management of it. The Goal of the team is to process &amp; prepare for scheduling, all incoming and outgoing jobs in a timely, professional, and competitive timely manner.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Generating services-due listing from Coffee Machine Database (CMD) and cross-checking with Great Plains for outstanding payments</li> <li>• Organise Preventative Maintenance Service Call Outs and preventative service kits for large national accounts. Calling customers and bookings jobs</li> <li>• Answer phone calls form local and national customers daily. Discuss queries, generate jobs, and invoices, send out parts orders and receive payments.</li> <li>• Follow up on outstanding invoices.</li> <li>• Entering debtor invoicing into Microsoft Great Plains</li> <li>• Filing-docket book job sheets/Invoices/spare parts request forms</li> <li>• Processing of jobs sheets all customers.</li> <li>• Recording of reconditioned parts returned form contractors state-wide.</li> <li>• Opening and closing accounts as per notifications</li> <li>• Organising site handover services</li> <li>• Updating loan agreements and rentals for automatic machines</li> <li>• Taking calls for breakdowns/scheduling service callouts to all sites</li> <li>• Organise equipment disconnections and installations.</li> <li>• Entering new accounts and equipment into the system</li> <li>• Entering new parts and pricing into the system</li> <li>• Learn to understanding coffee machine functions and associated equipment (training to be provided)</li> <li>• Troubleshooting (espresso machine malfunction or breakdown) on the phone</li> <li>• Professional email writing skills to contracts relating to equipment servicing/repairs.</li> <li>• Invoicing and posting on 2 IT platforms.</li> <li>• Entering contractor incoming state-wide and checking pricing/timing on job sheets/parts</li> <li>• Contacting contractors for outstanding jobs/paperwork</li> <li>• Updating of service-related spreadsheets/reports</li> <li>• Stocktake</li> </ul>		<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Exemplary communications skills (written &amp; verbal)</li> <li>• Experience in Microsoft Office Excel, Word and Outlook</li> <li>• Teamwork collaboration.</li> <li>• Accountability.</li> <li>• Sense of urgency.</li> <li>• Effective communications skills. Thoroughness &amp; accuracy</li> <li>• Initiative. Customer satisfaction (internal/external).</li> <li>• Results driven.</li> <li>• Positive attitude</li> </ul> <p>The Goal of the team is to process &amp; prepare for scheduling, all incoming and outgoing jobs in a timely, professional, and competitive timely manner.</p> <p><b>To start ASAP: - For the right candidate there would probably be ongoing work. All public holidays are granted.</b></p> <p><b>This could be 5 hours a day/25-30 hours per week or full time.</b></p> <p><b>\$Award rates</b></p>