



JOB PROFILE

BRAND STRATEGY



SARAH LEO
STATE BRAND AMBASSADOR

WHAT I DO

My role as the general manager of brand, strategy and people at Open Book Howden is quite varied.

Positioned in the company's sales and marketing department, I focus primarily on strategy and marketing activity involving communication channels and new opportunities.

I am responsible for overseeing the brand of the company not just visually, but most importantly, within the company - our culture and how that is portrayed externally through our actions. My responsibilities include developing and implementing business goals and strategies, and managing HR and WH&S.

QUALIFICATIONS I HOLD

Graduate Certificate in Business Administration

MY FIRST JOB

My working life started as the bursar's assistant at Trinity College Gawler, where I was later promoted into an office supervisor role.



I was then engaged by Howden Printing, now Openbook Howden Print & Design, where I've been for 16 years. Initially it was as the office manager, then I moved into sales and marketing.

However, after studying business management at university, I moved into the role of 2IC of the company as general manager of brand, strategy and people.

WHAT YOU SHOULD DO TO FOLLOW IN MY FOOTSTEPS

Business management presents tremendous opportunities to be involved with a range of exciting ventures and inspiring people including entrepreneurs.

On-the-ground experience in commercial ventures is extremely important as is continual personal and professional development.

I highly recommend continual reading of business-related materials, returning to advanced education that suits your personal journey, and always looking to create new connections with other business people in order to learn, create and collaborate.

Regular interaction with clients is also key to success. My role requires an understanding of our clients and their needs to remain relevant, delivering high-quality products and services.

WHY SOUTH AUSTRALIA WORKS FOR ME

Having lived in the UK and travelled overseas and interstate, I highly value the genuine community we have in South Australia. Our family and relationship-based culture is empowering and fulfilling. The ease of living and the high quality food and produce create a wonderful state in which to work, live and raise children.

Administration & Office Support

Registrar Vacancy

Expressions of interest are invited for the position of Registrar of the Royal Association of Justices of SA to start mid-September.

Duties include administration of:

1. the members' database.
2. general accounting.
3. notification of meetings and minutes of same for Board and Groups.
4. general office duties as required.

Hours and remuneration to be negotiated.

For more information, and a copy of the job and person specifications, please call the Registrar on 8297 4044 or email registrar@rajsa.com.au

Please forward your application to the President: president@rajsa.com.au or to: PO Box 219, Adelaide Airport, 5950, by 5th July, 2017.

Office Manager

We are a progressive real estate agency 2 hours from Adelaide and are seeking applications for the position of Office Manager in regional SA. This fulltime role will include a full range of office management duties including:

- day to day running of office
- administrative support to the Director
- staff Management/accounts management
- payroll and superannuation management
- payg & bas preparation/ lodgement
- media advertising, maintain policies & procedures
- other adhoc duties as requested

You will have the flexibility to implement new procedures and systems to improve the smooth running of the office. You need exceptional organisational and communication skills. Experience in MYOB accounting and Microsoft word/excel etc essential. Diploma in Marketing, Office Management and Business Management preferred.

Please submit your resume and cover letter by mail to: Office Manager Position 1 The Parade, Norwood. SA 5067

OFFICE ADMIN TRAINEE

Full time 35 hours per week. Computer skills required. School leavers encouraged to apply.

Written applications with CV to the manager Abtech

6-10 Leith Street, Wingfield SA 5013 or Email abtech@abtech.net.au

Place a job ad in the newspaper & on SEEK

VISIT newsjobs.com.au

Call Centre & Customer Service

Customer Service Officer - Part time Southern Suburbs

Main duties include:

- Providing high level of customer service and administration support
- Scheduling and confirming appointments
- Cleaning and minor repairing of Hearing aids
- Covering absences at clinics throughout Metropolitan area

You must be able to demonstrate outstanding interpersonal, organisational and communication skills, Intermediate computer skills and initiative. Drivers licence essential

Please forward your resume to hearingloss@hotmail.com by COB 15/6/2017 Only successful applicants will be contacted.

Construction

Excavator Operator & Civil Construction Workers

Seeking experienced & ticketed operator, civil construction workers experienced in kerbing, road work & drainage works. Must have white card. HR License, skid steer, roller & WZTM tickets & laying of asphalt an advantage.

All applicants must be able to pass a pre-employment medical and pass a drug & alcohol screen. Above award pay rates. Civil experienced persons need only apply.

Send resume to info@mbcivil.com

Concrete Kerbing Sub-Contractors

Metro based civil company is seeking experienced concrete kerbing sub-contractors with own truck, tools & boards for setting up and pouring kerbing in the East, West & Southern suburbs. Must have white card & own insurances. Continuous work for the right person who takes pride in their work.

Peter 0412 044 674

If you want to sell or buy something. Or tell people you're getting engaged or married soon. Share a flat. Rent a home. Find a job. Buy a new car. Thank someone special. Find a lost cat. Wish a friend or relative a happy birthday. Or let everyone know about a birth in the family. Just put your ad in The Advertiser Classifieds. Phone 131 841 right now.

Community Services & Development



ABORIGINAL DRUG & ALCOHOL COUNCIL (SA)
ABORIGINAL CORPORATION

AOD COUNSELLOR

Footsteps - Road to Recovery Port Augusta

- Excellent opportunity to work with a leading SA based not-for profit organisation.
- Make a positive impact on society through your expertise.
- Competitive Salary with great salary sacrificing options.

The Aboriginal Drug and Alcohol Council has a highly rewarding opportunity for a dedicated, passionate and highly skilled AOD Counsellor to become part of a dedicated team in Port Augusta, SA, at its rehab centre- Footsteps.

Footsteps Rehabilitation Centre is located in Port Augusta, SA. It provides a residential program to support individuals and families with after care and case coordination, to strengthen their capacity to address alcohol and drug problems and reconnect with their families, communities and cultures

In this pivotal role you will be responsible for the ongoing development and evaluation of the Footsteps program by:

- Contributing to personal development, safety and wellbeing of Footsteps residents through assessment, counselling, group work and education activities;
- Participating in the program development and evaluation activities in alignment with the Australian Therapeutic Communities Essential Elements;
- And by maintaining administrative function.

This is truly a rewarding and satisfying role where you will get to make a lasting, positive impact on the lives of clients.

How to apply:

To obtain the application pack and information about the position, please contact: The Aboriginal Drug and Alcohol Council SA, P: (08)8351 9031 or E: scott@adac.org.au Applications close: June 23, 2017



www.fds.org.au
Project Officer / Family Support Worker required.

Fulltime position, working 5 days (35 hours) per week, Adelaide. Must be flexible with hours. Must work every Wednesday evening and Monday evening on a fortnightly basis. Some weekend work will be required.

Salary package of: \$72k per year, mobile telephone, laptop and company vehicle. Salary sacrifice option available. Contract period - 12 months, including a 6 month probationary period. Possible extension dependent on funding. Tertiary qualifications in psychology, social work or other relevant social science, public health or working towards the same. Experience in working with families. Demonstrated ability to plan and prioritise events and your own workload.

Ability to work unsupervised and as a member of a small team. Demonstrated effective interpersonal skills, including effective communication skills both written and verbal. Facilitator (Group and one-on-one counselling skills) and training experience.

Sound understanding of the issues facing families in relation to Drug & Alcohol concerns. Ability to be flexible in relation to working hours/days. Understanding and commitment to Harm Minimisation, Social justice and FDS' model.

To apply, you will be required to send your current resume and responses to the full job description (available via the website - www.fds.org.au). Applications to be emailed to: emma@fds.org.au Applications close - Monday 19th June, 2017

Engineering

Business Development Manager - Bearings

SKF is an international company recognised as a specialist in the manufacture and sale of bearings, housings, seals, power transmission and associated products.

You will be responsible for driving and supporting business growth through industrial distribution in South Australia by maximising Distributor Key Accounts revenue through offering value-added products, bundled offers, services, integrated solutions and promotion of the SKF 5 Platform strategy.

- The successful applicant must have:
- At least 15 - 20 years Account Management experience within the mining and/or industrial sector is highly desirable
 - Demonstrated and current experience with bearings and associated products including but not limited to power transmission, conveyer systems, gearboxes, motors, pumps, seals and condition monitoring systems.
 - Demonstrated experience with ERP systems including Siebel, Web Customer Link and COGNOS is highly desirable.

Applications close on 24 June 2017
To apply for this position please email your application to recruitment.australia@skf.com
For more information please contact the Human Resources department on **03 9269 0827**

Hospitality & Tourism

COOK

Busy restaurant looking for a qualified full time Cook. Great working conditions Must have relevant qualifications and experience.

Please apply charminar60@yahoo.com

Head Chef

Busy cafe open day and night 7 days.

F/T hours. Qualified candidate must be experienced, a good leader and flexible
Email resume to joe@theboatdeck.com.au

Travel Agency Manager

Manager needed for a Travel Agency in Adelaide.

Please email CV to auslbrspt@gmail.com

Insurance & Superannuation

AUTOMOTIVE ESTIMATOR

Carisbrook Collision Repair Centre has been one of South Australia's leading crash repairers for over 45 years.

Our mission is to provide clients with the highest quality repairs and service, and also continuously grow our company and team to the best of its ability. As a result of our growth we're looking for an Automotive Estimator to join and work closely with our highly skilled team.

The successful applicant must have experience in the automotive collision industry and a sound knowledge of the modern day vehicle. Background in estimating or motor vehicle assessing is an advantage. The applicant can expect to be rewarded with an attractive salary package, and to work within a motivated and supportive environment.

If you have excellent customer service, communication skills and feel like you can fulfil this role, please email your resume to: ben.napoli@carisbrookcollision.com.au

Manufacturing, Transport & Logistics



An opportunity exists

- For Full time Linehaul drivers. To join our team
- MC driver's license essential
- To operate within our line haul division on interstate routes between:**
- Mt Gambier Melbourne Adelaide Mt Gambier
- Mt Gambier Sydney work available also.
- Must be able to show driving history and
- Experience via resume or referee.

Must be able to show driving history and Experience via resume or referee.
Contact Darren Earl 08 87238510 djearl@swffreight.com.au

Experienced HC Truck & Dog Trailer Driver

Experienced operator required for water/ sewer connections. HC Licence and White Card essential. Permanent full-time position. Contact during office hours Monday - Friday 9am - 4pm
0418 826 872 BTR EXCAVATIONS PTY LTD

HR Truck Driver

Must have own ABN. Experience with semi tipper is a must. HC licence and MSIC licence are essential. Previous applicants need not apply.
Resume and enquiries to chessways@bigpond.com

Share that special celebration in the paper.

VISIT newscelebrations.com.au

Place a job ad in the newspaper & on SEEK

VISIT newsjobs.com.au