



October 2013 Issue

## Welcome to the TBC newsletter...

TBC update by Stacey: With the year flying by, the Seminar, Conference & Meeting Rooms are filling up fast for the coming months! Call now to secure your booking date!



Neil has more than 21 years of financial planning experience, gained through roles with Westpac, RetireInvest, and, most recently, with Bendigo Bank.

Neil's qualifications include a Diploma of Financial Planning through Deakin University and a Diploma of Financial Markets through the Securities Institute of Australia. He is a Certified Financial Planner, as awarded by the Financial Planning Association.

Neil's areas of expertise include retirement planning, investment strategies, risk insurance, social security as well as estate planning.

### For advice on:

- Deposits;
- Securities (such as shares);
- Managed investments (including Investor Directed Portfolio Services);
- Government debentures, stocks and bonds;
- Retirement products, including superannuation and retirement savings accounts;
- Personal risk insurance.

To book an appointment call Neil on 0400 897 254.



## Dan Clancey has moved into Suite 14!

Dan is very happy in his cosy office where he is writing, producing and planning theatre and film productions.

Dan is a Producer, which is a job that is hard to describe but easy to understand. His day is spent planning and coordinating productions; with work ranging from government presentations that require video or performance elements right through to kindergarten shows where super heroes sing songs about dental hygiene to the children.

Dan has a background in television and radio and he has worked at Channel Ten and ABC Gippsland as a producer, he's a qualified journalist and enjoys producing creative stories through video documentary and theatre performances. Last year, as the artistic director of the project 'Dance with Me', Dan produced the Traralgon Flash Mob in front of the old Courthouse in Franklin Street, which has since had over 10,600 hits on YouTube.

Production of videos for marketing and promotion make up the other side of Dan's work with corporate video clients ranging across the power industry, local and state government, health, and education sectors.

## A Virtual Office could be exactly what you need for your business!

Do you need someone you can rely on to answer your calls and take messages for you but don't want an answering service? Don't worry, we have the solution!

A Virtual Office with the Traralgon Business Centre allows you to portray a professional image for your business. Our dedicated receptionist will answer calls in your business name, take messages and manage your diary for you by taking bookings and following up clients... Talk about not having to lift a finger!

Not only is it convenient but it's affordable too! We have two packages to choose from; with costs of \$50+GST per week or \$80+GST per week.

To find out more about these packages contact us today! (03) 5173 6800





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## Looking for Staff?

We have a large number of skilled professionals registered with us. Please see two of our most recent candidates below;

### Officer Manager (ID #: 557189)

Career Summary:

This Candidate has worked managing and coordinating a small administration team, completing accounts payable and receivable, financial reporting, debt collection, staff training, OH&S and inductions.

Personal Attributes & strengths:

Hard working, efficient and loyal Employee with a solid work history, having worked for 15 years in her last role.

Skills & Qualifications:

- MS Office Suite
- QuickBooks
- Cashflow Manager
- Documenting Procedures Training Course
- AS9002 – 1994 Internal Auditor Course

Sector Experience:

Accounting, Real Estate, Construction, building and architecture.

### Project Manager & Art Director (ID #: 557197)

Career Summary:

More than 15 years' experience working as a Project Manager, 30 years' experience in themed construction and fit-outs and 5 years working in design and art direction. This Candidate has a wealth of knowledge up his sleeve, including considerable trade experience and is looking to utilise his skills and knowledge in his next role

Personal Attributes & strengths:

Adaptable, efficient and highly experienced individual who has led large projects and teams, utilising his industry knowledge and people skills to achieve organisational goals.

Qualifications & skills:

Certificate in Fitting & Machining, MS office, Basic AutoCad

Sector Experience:

Construction, building and architecture, Trades and services, Manufacturing, Retail (Management)

**Contact us today to check our database for your next Employee!**



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## Massage Incentive to have

### Regular

### "Tune Ups"

For your Body

Polly is offering 25% off your 5<sup>th</sup> 1 Hour Massage

This Incentive has proved to be very popular so I am offering it again

### All You Need To Do is....

Have a minimum of 5, 1 Hour Massages

Over a 5 Month Period

(\*each period re-commences after your fifth massage)

**And receive 25% off your 5<sup>th</sup> 1 Hour Massage.**

Standard Rate \$60 for an hour

Seniors Rate \$50 for an hour

Polly's Hours Are:

Wednesday 6pm – 8pm

Thursday 9am – 8pm

Saturday 9am – 1pm

For further information or to make an appointment

Please Telephone Gippsland Wellness:- 5173 6807

Reception hours are Mon – Fri. 8.30am to 5pm

## 2 OFFICES NOW AVAILABLE!

Suite 2 & 4 are now available full-time here at the Traralgon Business Centre, so don't miss out on this wonderful space!

You can have it all... Ideal location, close to reception ... and that's just the office!

### Included in your package:

Basic reception services, kitchen facilities, wheelchair access, discounted rates for Meeting & Conference rooms...

As well as many more options!

It's all here, why look anywhere else?

**Call Stacey today on (03) 5173 6800 and find out how you can make an office all yours!**