



# News Update OCTOBER 2016

## WELCOME TO DIVALLS

Divall's are pleased to introduce three of our newest members to the office; **Emma Eggins, Emily Townsend** and **Jo Harris**.

### **Emma Eggins – Administration Trainee**

Emma is the newest member of our growing team, completing a Certificate 4 in Business Administration. Emma will be learning a range of tasks throughout the office in all departments to expand her knowledge base. She will fill in where necessary and help relieve staff when required. Emma is looking forward to “learning the ropes” and getting to know our customers.

### **Emily Townsend – WHS/HR Assistant**

Super friendly and knowledgeable, Emily has been in our administration department since May, and comes to us all the way from Leeton. She has taken on the role of WHS/HR Assistant, and provides support in the administration of the day-to-day operations of human resource functions and duties within the organisation, which include Work, Health & Safety. This role is designed to support the WHS/HR Manager in all employee related matters. Emily has excellent communication skills, a happy smiling face and is enjoying working with, and getting to know all our employees.



**Above:** Emma Eggins, Emily Townsend and Jo Harris

### **Joanne Harris – Project Administration**

Joanne (or Jo, as she prefers) has joined the Divall's Team taking on the role of Project Administration. The role of the Project Administrator requires flexibility and quick execution of a range of tasks that come to hand on a daily basis. This contributes to the overall effectiveness for project and site operations. Jo is quickly proving she is a valuable member of our team, and is often the friendly voice on the other end of the phone, assisting our Project Managers with their clients and suppliers.

**DIVALL'S EARTHMOVING AND BULK HAULAGE**  
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