



Australian Government
Department of Education and Training

SUCCEED



WHAT IS VET?
THE FACTS

I WILL SUCCEED MY WAY
**REAL LIFE
SUCCESS STORIES**

PLUS
**HELPFUL
HINTS**

**QUALIFICATION
PATHWAYS**

INDUSTRY INSIGHTS

**APPRENTICESHIPS
& TRAINEESHIPS**

**YOUR CAREER
YOUR WAY**



Apprentice Mechanic

About The opportunity;

Northwest Mining are looking for a motivated and reliable first year apprentice to commence their Certificate III in Light Vehicle Mechanical Technology. The successful applicant will have the opportunity to complete their studies and gain practical experience in a busy and diverse environment. Applicants MUST be committed to completing the 4 year apprenticeship.

This apprenticeship is designed to provide you with a comprehensive practical and theoretical base to help you develop mechanical skills, an understanding of technical procedures and concepts and knowledge of safe working practices. Throughout the apprenticeship, your tasks will include but not be limited to;

- Perform routine servicing and maintenance (assisted by a qualified tradesman)
- Inspect and diagnose light vehicles to determine mechanical faults
- Remove, repair and replace worn or damaged parts
- Remove and reassemble engines, brakes, transmissions and steering gear
- Vehicle cleaning and detailing
- Vehicle pick up and drop off
- Maintaining workshop cleanliness

About The Company

Northwest Mining specialise in mine support including automotive services, fabrication, labour and equipment hire. We currently have over 50 technically skilled employees and are looking to expand the services we offer to our customers.

About You

- Minimum P1 drivers' licence
- Be able to provide school reports and teachers references upon request
- Motivated and eager to learn
- Reliable and punctual
- Ability to follow instructions and work independently when required

Why Join Us

On completion of your apprenticeship, you will receive the qualification Certificate III in Light Vehicle Mechanical Technology. As well as this, you will also receive;

- On the job training from our highly skilled tradesman
- Training to complete all tasks to a high quality
- Experience in a fast-paced environment

How To Apply

We would love to hear from you - **Apply now via SEEK** with your resume and cover letter.

**Please note; due to a high volume of applicants expected, only shortlisted applicants will be contacted.*



POWER. GAS. WATER. TELCO.

Gas Distribution Apprentice - Hunter Valley

At Zinfra, we are focussed on allowing our people to reach their own potential, be themselves at work and enjoy working in an inclusive environment. With a focus on our employees' wellbeing, equal pay, equal opportunities and policies to support a fully diverse and fulfilled workforce, we pride ourselves on meeting our employee's expectations.

Our people are our greatest asset so having various flexible working options, paid parental leave and leave purchase plans amongst many other benefits is a key foundation to our success. We are passionate about what we do and we are proud of who we are.

Zinfra provides services to the utilities sector including engineering, maintenance, construction and operation services.

About the role:

We are looking for Gas Distribution Apprentices to join us in a three year program that will enable you to obtain industry skills and knowledge while under the supervision of qualified and experienced Supervisors. Zinfra Apprentices are required to attend our registered training provider and complete a Certificate III in Gas Supply Industry Operations. Submitting ongoing workplace evidence addressing the elements within the Gas Operations qualification is a requirement to obtain the Certificate III.

During the program, our Gas Distribution Apprentices will participate in face to face block training and workplace rotations, experiencing a variety of work environments within the gas supply industry to gain enhanced employment skills and career development opportunities. In this role Zinfra will support you work across a broad geographical range performing ongoing construction and maintenance works on our network.

You will be required to participate in a variety of field activities including:

- Repair and maintenance of high, medium and low pressure natural gas networks;
- Patrol and maintenance of pipeline right of ways;
- Strategic response to leak reports and other emergencies;
- Repair and maintenance of pipeline coatings, valves and mechanical equipment;
- Liaison with landholders and public authorities;
- A wide variety of duties including mechanical activities, weed control, erosion control, documentation and records maintenance.

About You:

To be considered for a Gas Distribution Apprenticeship you must have a drivers licence or plan to have obtained your licence by February 2021. This position would suit people that are effective communicators and those that are able to perform well in a collaborative team environment.

In addition to this we are looking for apprentices who show a mechanical aptitude, enjoy working outdoors and in a team, have a commitment to learning and a desire to progress their career at Zinfra.

Previous work experience aligned to this position will benefit your application but is not essential.

Zinfra partners with companies across the utility and infrastructure sectors to deliver maintenance, operations, engineering, and construction services. For our partners our work is crucial to maintaining the safety and reliability of their electricity and gas Distribution and distribution assets.

When you join Zinfra, you become part of our diverse, inclusive and passionate team. We are a team that celebrates International Women's Day, International Day of People with Disabilities and many other days that matter to our people. Come join us!!



Senior Stylist and 1st Year Apprentice hairdresser

PONY is seeking a passionate, experienced and motivated creative stylist in addition to a salon assistant to join the team!

Senior stylist - We are offering above award wages to the right candidate, products at cost price, in salon and external training to keep you up to date to our salon standard.

Apprentice - regular training both in salon and external, products at cost price and weekly incentive targets.

Be part of a fun and friendly team who love creating exceptionally beautiful hair.

Applicants must be well presented, reliable, punctual, motivated and able to work well in a team.

Senior Stylist / 1st year Apprentice

Full time and part time position

Must be punctual, reliable and present well

Must have experience in high end salon

Works well in a team environment

Plumbing Tradesman and Apprentice

Due to consistent growth within our business we have a position available for an experienced Trade Qualified Plumber and an Apprentice.

Tradesman Skills Required

- 5+ years of plumbing experience (with references)
- Experience working in commercial construction.
- HR drivers licence preferred
- A positive, self-motivated attitude who takes pride in their work
- Superior communication, interpersonal and customer service skills
- Outstanding attention to detail
- Commitment to a safe work environment
- Ability to work solo as well as part of a close-knit team
- Be willing to follow policies and procedures

Apprentice Skills Required

- Preferably 2nd or 3rd year
 - A positive, self-motivated attitude who takes pride in their work
 - Commitment to a safe work environment
 - Works well as part of a close-knit team
 - Honest, reliable and punctual
- Be willing to follow policies and procedures

If you would like a stable job with a reputable company please apply via Seek with your cover letter and resume.



Seeking Chefs & Apprentices

This recruitment drive is seeking applicants of various levels and skillset.

There is 1, possibly 2 positions and will be dependant on applicants. The roles that will be filled and with what qualifications is based on the applications received.

Breakfast Role

- Breakfast is run 7 days a week and there is the potential for a full time or a casual position if fulltime you would also work the bar;
- The right candidate is extremely reliable;
- High level of quality of food;
- Manage dockets;
- Capacity to cope with a busy a la carte breakfast;
- Start time is 6.30 am - can vary on occasions;
- We will consider a well skilled apprentice, cook and qualified applicants for this role.

Seeking Applicants

We are seeking an **Apprentice** and applicants of experienced Chefs/Cooks to join our team, ranging in experience from a 2nd-year apprentice to 5+ years of industry experience.

- Strong technical and organisational skills
- Good communication skills;
- Strong culinary expertise and passion
- Ability to assist in the management of stock control;
- High standard of cleanliness and Food Safety Standards;
- Trade qualified (or currently achieving this if you are not certified - however, if you have considerable experience, you may still be considered);
- The capability of being responsible for a section or the kitchen depending on your experience.

About us

The award-winning Estate Tuscany is a 38 room boutique hotel in Pokolbin Hunter Valley (the heart of wine country).

Being a professionally run operation, we are particularly passionate about the destination and integrity of our product and service.

Over the years The Mill Restaurant has been heavily awarded from Restaurant and Catering Major Categories and most recently 2020 receiving **AGFG Chefs Hat**.

The food and beverage operation offers a variety of styles of cuisine catering for breakfast, lunch, dinner, conference and events; both casual and fine dining.

Passion for the industry, food and the team otherwise known as your family, is essential.

Being in Pokolbin some of the team live in Newcastle and others are from the surrounding area ie Singleton, Rothbury, Braxton, Maitland, Cessnock, Kurri Kurri or nearby suburbs.

All applicants required a valid drivers licence/reliable transport

How to apply

If you have the experience, passion and dedication we are looking for, we would love to hear from you!

Please click the "**APPLY**" button now and send through your resume and cover letter detailing your previous experience and why you are the ideal candidate for us!

Please also ensure you are aware of our location and are comfortable that the distance is suitable for you prior to applying.

Please note that due to a large number of applications, we will only be able to contact shortlisted candidates

29th June 2020

LIKE us on



Apprenticeship

Pipe Fabricators / Boilermaker/ Apprentice 1st or 2nd year – Immediate start

Based in Islington, welding pipes for various applications in all aspects of fabrication; welding pipes, tees, branches or complex fittings, flange ends, as well as adjusting to a customer's specific requirements.

Due to an increase in our workload we are currently seeking experienced pipe fabricator/boilermaker for an immediate start.

Skills / Experience

- Pipe fabrication experience essential
- Must be able to read and follow workshop drawings
- Stick & Mig Experience
- Over head crane license & Fork license would be an advantage.
- Reliable transport

More on the position

We specialise in fabricating pipes & fittings, duties include the following;

- Sprinkler Pipe work
- Welding branches
- Manifolds
- Structural attachments, supports, flanges

What we need from you?

- Available for overtime as required
 - Mon – Friday Day work
 - Able to complete tasks to high quality while working to a strict deadline
 - Be reliable and have sound work ethic
 - Ability to work cooperatively in a team environment
- Demonstrate and excellent attendance record

ELECTRICAL APPRENTICE

At Rutherford Electrical Engineering Services (REES) based in Rutherford NSW, we work at a variety of locations where HV electrical installation and maintenance, HV cable jointing, protection testing, borehole cable and high wall cable installations are just some of the things we do!

We are currently looking for a motivated Electrical Apprentice to join our team. As an Electrical Apprentice starting out in your first year, you will be working under qualified tradespeople within both workshop and site environments.

Requirements:

- Minimum completion of School Certificate (Year 10)
- Good understanding of Maths and English
- Willingness to listen and learn
- Completion of electrical pre-apprenticeship is desirable

Your application should include:

- Covering letter explaining why you would like to undertake an electrical trade.
- Resume detailing any work experience or other qualifications.
- Recent school reports including teacher feedback.
- Work reference letters.

We can offer you:

- A permanent, full-time position
- RDO's
- Work location variety
- Some away work
- On-the-job training

If you show keen initiative, enjoy work variety and think you have what it takes to succeed in this role then 'apply for this job' now!

To find out more about our company, see our website: www.ruthelect.com.au

****Previous applicants need not apply****

Youth Links

29th June 2020

LIKE us on
Apprenticeship



Apprentice Machinist

About the role

Fantastic opportunity for passionate and motivated individuals looking for a future trade career. The Bloomfield Group has an outstanding reputation for our Apprentice Training Program which the company has operated for more than 40 years. Our program is unique and highly regarded in the Engineering and Mining industries, we have an inclusive in-house program that is company operated. We are invested in our Apprentice Program and developing the next generation of trade's people and potential leaders of our business. An apprenticeship with us will allow you to gain the necessary skills, knowledge, and experience for a career in your chosen field.

If successful in gaining one of these sought after opportunities, you will embark on a structured training program with potential for site placements across the Bloomfield Group and can expect to work in a caring environment where your learning is guided by experienced tradespersons, supervisors and managers supported by a dedicated Apprentice Program Coordinator.

The program includes a comprehensive internal work ready program which has been designed to assist your transition into the apprenticeship by providing you with a sound understanding of our business, our Values and Management Systems. The training has a strong focus on the importance of health and safety and developing the correct techniques when using trade tools and operating various equipment. Ongoing coaching and training will also be provided to you by your supervisors and experienced tradespersons throughout your apprenticeship to develop the knowledge and skills for you to become a competent tradesperson. In addition to this you will also complete formal training at either TAFE or WesTrac.

We are proud of the strong history and dedication the Group has shown to our Apprentice Program which has shaped the development of many highly competent Tradespeople, Engineers and Managers a number of whom are still with the business contributing to the Group's success.

If you are successful, you will commence our Apprenticeship Program in December 2020 and will be employed with Kings Engineering working at our Rutherford workshop or Ashtonfield workshop, both part of the Bloomfield Group.

Essential requirements

- Access to your own reliable transport to and from site
- Possess strong mathematical aptitude with a minimum of Year 10 completion prior to commencement of Apprentice Program
- Demonstrate a genuine passion for your chosen trade
- Take pride in the quality of your work
- Be able to work independently, as well as contribute to a team
- Be reliable for full-time working hours Monday to Friday and some weekends
- Be committed to completing and passing all practical and theory-based study requirements of your Apprenticeship
- Comfortable working at heights and in a physically demanding environment

Investing in our people and our community

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This position requires an individual aligned to the values of Bloomfield.

To Apply

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Only applicants seeking a 1st year Apprenticeship are eligible to apply. Applications close Sunday 26th July 2020.

To find out more about the Bloomfield Group please visit www.bloomcoll.com.au

The Bloomfield Group is committed to equal employment opportunity and diversity, priding itself on an inclusive workplace. All applicants must be able to evidence their Right To Work in Australia.

Youth Links

29th June 2020

LIKE us on
Apprenticeship



Apprentice Boilermaker

About the role

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Essential requirements

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Apprentice Plant Mechanic

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Youth Links

29th June 2020

LIKE us on
Apprenticeship



Apprentice Electrician

About the role

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Youth Links

29th June 2020

LIKE us on
Apprenticeship



APPRENTICE CHEF OPPORTUNITY

Career changing opportunity for an Apprentice to join our acclaimed Agri-dining restaurant.

We are looking for an Apprentice to join our talented and passionate team at Margan. Our food style is seasonally inspired and menus are created around the estate grown produce from our one acre kitchen garden, orchard, chickens, bees, lambs and olive groves.

Margan are a five star winery located in the heart of Hunter Valley Wine Country and offer a complete food and wine experience with our Restaurant, Tasting Room, vineyards and winery.

The position offers a friendly work environment with great work life balance (4 day working week) and the opportunity to work with an exceptional team.

If you are passionate about food and want to take your hospitality career to a new level then we would love to talk to you.

Please forward your application with a cover letter and resume through SEEK only

One Chef Hat - National Good Food Guide 2017, 2018, 2019, 2020
Excellence in Food, National Tourism Awards 2016, 2017, 2019
5 Star Winery James Halliday Wine Companion 2009 – 2020
2 Glasses - Gourmet Traveller Restaurant Guide 2013 – 2018
2 Glasses - Gourmet Traveller Wine List of the Year Awards 2013 –
2018 Hunter Valley Cellar Door of the Year 2018 Sustainable
Winegrowers Australia Accredited ISO14000



1st/2nd Year Pastry Chef Apprentice

Boutique cake & dessert store located in Newcastle West, we have been specialising in high end dessert style cakes for over 10 years now

About the role

Looking for an apprentice to join our team, learn the trade of a Pastry Chef with our talented chefs, ideal for someone who is looking to learn the art of Pastry and Cakes, passionate about food and delicious flavours

Benefits and perks

Our success is derived from our talented team which you would be apart of, we are a hard working and passionate team which you can learn an array of skills from. Located in the heart of Newcastle

Skills and experience

Ideally we would love candidates to have food experience or be late in their 1st year/into their 2nd year of Pastry apprenticeship although this is not essential. If you have drive and eagerness to learn with a strong work ethic, we would encourage you to apply
If you are a hard working, passionate and prepared to work early morning shifts then this your time to shine!

29th June 2020

LIKE us on



Apprenticeship

Apprentice Air conditioning Technician

Air Extreme Air conditioning are looking for an enthusiastic and reliable Apprentice Air conditioning Technician to join our commercial team.

Complete your trade in a stable and secure company within a friendly environment. This role consists of the installation of Air conditioning systems and mechanical services within our commercial division.

Requirements:

- * White card
 - * Must have drivers licence or organised transport
 - * Must have a passion for all things mechanical
- The duration of this apprenticeship is 4 years. It will include study and on the job training. This is a junior position (junior wages apply). Resumes and cover letters accepted by emailing mick@airextreme.com.au

Apprentice Electrician

Export Beef Processing Facility

- Permanent Opportunity
- Private family owned business

Your new company

E.C. Throsby is an industry leader in Export beef. Our company provides quality fresh and valued beef products to all parts of the globe. Our commitment to our farmers, customers and workforce is paramount in producing a quality product.

Your new role

Your new role will see you reporting to the Maintenance Supervisor. You will be working with varied systems and processing equipment. You will be required to work a number of different shifts to cover all production shifts. Weekend Overtime maintenance will be required.

What you'll need to succeed

- Passion, Determination and willingness to learn
- Be a team player with a can do attitude
- Looking for longevity in a permanent role, with great career prospects.
- Experience within a food production environment is highly advantageous.

- Flexible with weekend work

Preferred skill set

- 2nd or 3rd year apprentice -New apprentices welcome to apply.
- Mature age apprentices encouraged to apply.
- Electrical pre-apprenticeship or similar
- Prior experience in the trade (Electrical TA/labourer)

What you'll get in return

- A permanent opportunity/long term employment
- Employment with a continually growing family owned and operated company
- Work with a great team of maintenance staff
- Opportunity to advance yourself and continually learn new skills

Your hourly rate will be paid as per the apprenticeship award, on offer of employment you will begin a 3 month probation period with a review on completion.

Please attach your Resume and a Copy of current and relevant Qualifications and Licenses.

Youth Links

29th June 2020

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Apprenticeship



Mobile Plant Technology Apprenticeship

Who you'll be working with...

HVTC Hunter is an expert in the employment and training of apprentices. We believe skills change lives and that apprenticeships and traineeships can open doors to incredible careers. This is why we partner with businesses to match the right person with the right career.

During your apprenticeship, you'll be employed by us, while completing on-the-job training with Host Employer, Structural Concrete Industries. We'll provide you with ongoing mentoring and support to help you achieve your career goals and unleash your true potential.

So what are you waiting for?

What you'll be doing...

You will complete a [Certificate III Mobile Plant Technology](#) over 4 years through a combination of formal training with a Registered Training Organisation (RTO) and practical on-the-job experience with the Host Employer.

Throughout your formal training and practical experience in the workplace, you will have the opportunity to:

- Maintain workshop cleanliness
- Maintain onsite plant and equipment including bobcats, forklifts, padfoot rollers and LR trucks
- Assist qualified tradespeople

What you'll bring to the table...

To be successful in this role, you'll need to meet the following selection criteria:

- Ability to work as part of a team
- Commitment to both on and off the job training
- A can-do attitude and willingness to learn
- Ability to work safely and follow instructions
- Excellent communication skills
- Demonstrated mechanical aptitude
- Good numeracy and literacy skills
- Results-driven mindset
- Punctual and reliable
- Be a "hands-on" worker
- P1 drivers licence or above
- WHS Construction Induction (White Card) or willing to obtain

What to do next

To apply for this role, click the 'Apply for this job' button and then follow the steps to complete your application. You can also apply online at www.hvtc.com.au by clicking on 'Vacancies' and selecting the relevant position, then the 'Apply Online' button at the bottom of the page.

All applications require a resume and cover letter addressing the selection criteria.

If you have any questions about this role please contact Kiara Nicoll on [02 4932 4222](tel:0249324222).

Applications close Tuesday 30th June 2020

As a recognised 2019 Diversity Champion HVTC are committed to *Equal Employment Opportunities, Ethical Practices, and the principles of Cultural Diversity. We encourage applications from all members of the community, including people from indigenous backgrounds, women seeking non-traditional trade opportunities and mature aged people.*



HVTC skills change lives

hvtc.com.au

- Recruit and manage apprentices and trainees • School-based options
- Psychometric testing • Short and long term labour hire
- Workforce management • Short courses for job seekers

ABN 45 002 226 619

Tweed, Northern Rivers, North Coast, North West, Mid Coast, Hunter, Sydney, Illawarra, Southern Tablelands, Shoalhaven, South Coast

Youth Links

29th June 2020

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Apprenticeship



Shopfitting Apprenticeship

Who you'll be working with...

HVTC Hunter is an expert in the employment and training of apprentices. We believe skills change lives and that apprenticeships and traineeships can open doors to incredible careers. This is why we partner with businesses to match the right person with the right career.

During your apprenticeship, you'll be employed by us, while completing on-the-job training with our Host Employer. We'll provide you with ongoing mentoring and support to help you achieve your career goals and unleash your true potential.

So what are you waiting for?

What you'll be doing...

You will complete a **Certificate III Shopfitting** over 4 years through a combination of formal training with a Registered Training Organisation (RTO) and practical on-the-job experience with the Host Employer.

Throughout your formal training and practical experience in the workplace, you will have the opportunity to:

- Assemble and install counters, workstations and shop fronts
- Work on other internal fittings for shops and commercial buildings
- Glaze windows and doors
- Assist qualified tradesmen

What you'll bring to the table...

To be successful in this role, you'll need to meet the following selection criteria:

- Demonstrated interest in shopfitting and the construction industry
- Ability to work as part of a team
- Commitment to both on and off the job training
- A can-do attitude and willingness to learn
- Ability to work safely and follow instructions
- Honest and reliable
- Enthusiastic and able to take direction
- Be a "hands-on" person
- P1 drivers licence or above
- WHS Construction Induction (White Card) or willing to obtain

What to do next

To apply for this role, click the 'Apply for this job' button and then follow the steps to complete your application. You can also apply online at www.hvtc.com.au by clicking on 'Vacancies' and selecting the relevant position, then the 'Apply Online' button at the bottom of the page.

All applications require a resume and cover letter addressing the selection criteria.

If you have any questions about this role please contact Kiara Nicoll on [02 4932 4222](tel:0249324222).

Applications close Thursday 2nd July 2020

As a recognised 2019 Diversity Champion HVTC are committed to Equal Employment Opportunities, Ethical Practices, and the principles of Cultural Diversity. We encourage applications from all members of the community, including people from indigenous backgrounds, women seeking non-traditional trade opportunities and mature aged people.



HVTC skills change lives

hvtc.com.au

- Recruit and manage apprentices and trainees • School-based options
- Psychometric testing • Short and long term labour hire
- Workforce management • Short courses for job seekers

ABN 45 002 226 619

Twad, Northern Rivers, North Coast, North West, Mid Coast, Hunter, Sydney, Illawarra, Southern Tablelands, Shoalhaven, South Coast

29th June 2020

LIKE us on



Apprenticeship



TomagoAluminium

2021 Tomago Aluminium Apprentice Program

2021 TOMAGO ALUMINIUM APPRENTICE PROGRAM
Electricians / Mechanical Fitters

- Are you a motivated, intuitive and safety conscious, team player?
- Do you have a keen interest for a career in Industrial Trades?
- Are you interested in acquiring a nationally recognised trade qualification in Newcastle?
- Will you have attained your ROSA or HSC by the end of 2020?

Tomago Aluminium is a globally competitive manufacturer of primary aluminium products with a successful safety record and a supportive team culture that work together to continuously improve our safety, environment and operations.

Based in the Hunter Region for more than 35 years, we attribute our success to the excellence, knowledge, skills, determination and enthusiasm of our people which makes the business one of the industry's most dynamic and innovative manufacturers of aluminium. We employ a wide range of modern technologies offering unique experience and skill development.

Our innovative and structured 4-year apprenticeship program commences mid-January and involves practical and theoretical (TAFE) based training and mentoring by industry experts. Apprentices learn basic and advanced trade skills in our onsite training workshop and departments across site gaining continuous hands on experience and a tool bag full of valuable and transferable skills. Electrical apprentices complete a Certificate III in Electrotechnology and our Mechanical Apprentices complete a Certificate IV in Mechanical Engineering. Successful applicants will enjoy an attractive salary package and leisure days.

Employee Benefits:

- Opportunity for additional external studies
- High Risk Work Licences Training (Forklift, EWP, Dogging)
- Invitation to annual Innovation Awards night
- Full Supply of PPE and Toolkit
- On site gym
- On site Health Services (Physio, Dietitian, Nurse, Doctor)
- Corporate Health Insurance discounts
- Fitness Passport
- Access to an Employee Assistance Program
- Access to SG Fleet Novated Lease

Applications close 12 July 2020

HOW TO APPLY:

Complete the Application Form by clicking 'apply now' and have ready to attach the Medical Questionnaire (available for download at the top of this page), an updated Resume and School Reports if applicable.

Incomplete applications will not be accepted.

Tomago Aluminium is an Equal Opportunity Employer
Preferred candidates will be subject to drug & alcohol testing as part of the pre-employment medical in accordance with our fitness for work policy

www.tomago.com.au

Apprentice Cabinet Maker

Seaside Cabinets is an award winning joinery located at Anna Bay, Port Stephens NSW specialising in custom made kitchen, vanities and laundries.

We are currently seeking a self motivated individual to join our small team as an Apprentice Cabinet Maker.

Ideally, you will have an interest in woodwork, hold a current drivers license, be keen to learn, and willing to commit to this exciting opportunity.

Cabinetmaking offers excellent career opportunities for those prepared to put the hard work in.

Applicants must be willing to commit to a four-year apprenticeship, have a genuine interest in obtaining their trade and be willing to start at entry-level, learn and work their way up.

Mature age applicants are welcome.

1st or 2nd Year apprentice Hairdresser

Do you LOVE hairdressing?

Do you LOVE working with people?

Do you want to be trained in a positive encouraging environment for you to grow and be the best hairdresser?

We want you!!

Musk Hair co is a growing salon who has a team of passionate hairdressers that love what we do.

We are looking for a 1st or 2nd Year apprentice to join our team now.

Please email your resume to:

Cheryelle: info@muskhairco.com.au

With a cover letter stating the following:

- Why do you want to be the next Musk Hair co apprentice?
- What do you love about Hairdressing?



Locksmith Apprenticeship

In conjunction with a local well-known Host Employer are currently seeking applications to kick-start an apprenticeship in the Locksmith industry. The successful applicant will complete a Certificate III in Locksmithing over a 4-year term, whilst receiving formal on and off the job training. This Host Employer is looking for an individual who is interested in building a long term career in the Locksmith industry.

This role is not just about cutting keys, you will interpret technical drawings, install and maintain door control devices and systems, perform computations, all while working safely and effectively in the work environment. You will also learn how to maintain and service mechanical locking devices and assess engineering measurements to ensure accuracy prior to installation.

Additional tasks may include (but are not limited to) performing manual heating and thermal cutting, installing, upgrading and repairing locks and hardware, servicing security equipment and systems and conducting manufacturing and engineering related activities.

About you

You will have excellent communication, literacy and numeracy skills, a high attention to detail, problem-solving skills and the ability to work to deadlines and prioritise tasks. You will be punctual, reliable, presentable and demonstrate a basic knowledge and understanding of relevant work health and safety requirements.

To be successful in this role, you must have an intermediate understanding of computer skills to support you in adapting to an electronic job management system and various other security software programs, demonstrate a good technical aptitude and be willing to undertake a Pre-Employment Medical Assessment prior to commencing.

As there may be travel included as part of this role, you will have a valid driver's licence, be able to drive a manual vehicle and have reliable transport.

About us

Since 1980, we have been providing superior trainee and apprenticeship management and are a proudly non-for-profit Group Training Organisation. Our apprentices and trainees, host employers, internal employees, students and stakeholders can be assured of our dedication to supporting our communities and enriching people's lives through the provision of quality training and employment services.

This year, we are celebrating 40 years, and welcome the interest to join us!

As a group training employee, you will be employed by us but hosted by a partner employer for the duration of your apprenticeship/traineeship.



Plumbers / Apprentice Newcastle

Looking for the right candidates that wish to excel their chosen career path.
Plumbers / Apprentice required in Newcastle.

Plumbers Wages

Pending region and trade qualifications

Registration to be a part of our growing contact list to find out what's near you.

Plumbers / Apprentice Newcastle -

We are a growing family company that was established in 1952. We are now in our next phase of development and are looking for people to be part of the journey. We have a solid reputation and specialise in commercial projects.

Working with us :

- We are a dynamic business working in a large growth sector of the construction industry
- Owners are actively involved in day to day operation
- Strong work culture and commitment to 'Making it Happen'
- Long term prospects

What we ask from you:

- Dedication and committed to excel your career path in becoming a leader in the industry
- Have prior experience in working on similar projects
- Fit in with our culture and team
- Work independently and commit to the future growth of the business
- Willing to progress to a company Supervisor

The best part:

- Company EBA Rates + OT + Allowances + Redundancy paid weekly
- Overtime available and encouraged
- Long term and permanent roles
- We have numerous projects across all areas of NSW

If you are looking for a career change and want to escalate your career and your earnings give us a call.

www.amurray.com.au

To apply online, please click on our website or send your resume & cover letter to the below contact details.

E-mail: hr@amurray.com.au



Apprenticeship Electrical 1st year 2021

THE APPRENTICESHIP Are you tech savvy and fascinated by all things electrical? Did you complete electrical projects during school or at TAFE and found yourself drawn to tinkering with electronics and want the chance to work on and understand bigger projects on an industrial or commercial scale? If you have an investigative mind, are a maths whizz and an eye for detail, an Electrical Apprenticeship could be the one for you!

Undertaking this four-year apprenticeship will give you the opportunity to become a qualified Electrician and earn your Certificate III in Electrotechnology Systems (High Voltage)!

You will learn the ins and outs of performing high voltage electrical repairs and maintenance on a variety of mobile mining equipment and related.

There are multiple positions available all around the Muswellbrook and Ravensworth region and you will be hosted with a client who one of the world's largest mining providers, offering a wide range of in-house surface and underground mining capabilities across Australia. Their expertise spans most of the world's commodities including metallurgical and thermal coal, iron ore, copper, nickel, gold, diamonds and oil sands.

THE BEST BITS

- No HECs Debt – in fact, most apprenticeships are fully funded by the Government. So you will leave your 4 years with a qualification, no debt and ready to earn the big bucks in an industry that is eager for more qualified tradespeople to join their ranks;
- We will actually pay you to learn! How many of your Uni mates get paid to study?
- Potential to be selected for one of MIGAS' annual MiScholarship funding, a combination of a cash prize and additional financial support;
- Your own personal MIGAS mentor who will guide you through your apprenticeship; and
- Free uniforms and PPE when you start with MIGAS;
- We are a culturally diverse employer and actively advocate for local Indigenous Australians and women in trades

WHO SHOULD APPLY

We're looking for committed and motivated applicants who have a genuine interest in starting a long-term trade career within the Electrical industry. The person we're looking for enjoys hard work, adaptable with the ability to follow direction with excellent attention to detail.

Applicants with a Certificate II level prevocational qualification in electrical, or related work experience (paid or volunteer), and who live within the local region will be highly regarded.

Must have's

- Reliable transport to and from work on a full-time basis
- Be able to pass a pre-employment medical test / drug and alcohol

If you think this could be you – apply online now by submitting your resume and cover letter explaining why you think you would be the best Electrical Apprentice! Not sure what to say in a cover letter? Don't sell yourself short – visit our website for some great tips on how to write a stand-out cover letter: <https://www.migas.com.au/news/how-to-write-a-cover-letter/>



Apprenticeship Plant Mechanics 2021

THE APPRENTICESHIP

Have you ever pulled apart an engine just to put it back together again; or have you ever wanted the chance to change from working on your car to something a lot bigger?

Becoming Plant Mechanic Apprentice could be what you are chasing. Undertaking this four-year apprenticeship will give you the opportunity to become a qualified Plant Mechanic and earn your Certificate III in Automotive Mobile Plant Technology.

You will learn the ins and outs of servicing, repairing and maintaining a variety of large scale mining equipment and related.

There are multiple positions available all around the Muswellbrook and Ravensworth region and you will be hosted with a client who one of the world's largest mining providers, offering a wide range of in-house surface and underground mining capabilities across Australia. Their expertise spans most of the world's commodities including metallurgical and thermal coal, iron ore, copper, nickel, gold, diamonds and oil sands.

THE BEST BITS

- No HECs Debt – in fact, most apprenticeships are fully funded by the Government. So you will leave your 4 years with a qualification, no debt and ready to earn the big bucks in an industry that is eager for more qualified tradespeople to join their ranks;
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- Your own personal MIGAS mentor who will guide you through your apprenticeship; and
- Free uniforms and PPE when you start with MIGAS;
- We are a culturally diverse employer and actively advocate for local Indigenous Australians and women in trades

WHO SHOULD APPLY

This role would be suited to a person who has a genuine interest in working with vehicles of all forms and finding out what makes them work, and working out solutions to technical problems. You will also have the drive and commitment to see this apprenticeship through from commencement to completion.

Applicants with a Certificate II level prevocational qualification or related work experience (paid or volunteer), and who live within the local region will be highly regarded.

Must have's

- Reliable transport to and from work on a full-time basis
- Be able to pass a pre-employment medical test / Drug and Alcohol

If you think this could be you – apply online now by submitting your resume and cover letter explaining why you think you would be the best Mobile Plant Apprentice!

Not sure what to say in a cover letter? Don't sell yourself short – visit our website for some great tips on how to write a stand-out cover letter: <https://www.migas.com.au/news/how-to-write-a-cover-letter/>



1st Year Apprentice Baker - Bakers Delight GreenHills & Rutherford

We are recruiting 1st Year Apprentice Bakers for our bakeries at Green Hills and Rutherford.

Joining our team and completing an Apprenticeship with Bakers Delight involves more than just going to school or training. Our Apprentices are hands-on from day one. You will learn the art and science of baking through formal training, one-on-one coaching and support from baking team members.

If you are reliable team player with the energy, enthusiasm and willingness to learn, then this could be the opportunity for you.

Please forward your resume to bd.maitland@bigpond.com.



Apprentice Baker - Banjo's Bakery Café Glendale

Junior Apprentice Baker

Banjo's Bakery Café Glendale

Part Time

We are currently seeking a Junior Apprentice Baker to join our Banjo's Bakery team in Glendale.

As an Apprentice Baker, you will receive on-going training and development, and the opportunity to work as part of a winning team in a fun, busy and supportive environment.

The successful candidate must be available for starts as early as 1 am and must be available to work a variety of shifts across a seven day roster.

Weekend and public holiday work will be required.

Your key roles and responsibilities will include:

- Producing great tasting breads, pastries and sweets
- Working with other Bakers and the Production Manager to ensure a high standard of the product quality and range is achieved
- Excellent organisational and communication skills to ensure product is delivered on time to meet customer demands
- Achieving a high standard of cleanliness
- Maintain a high level of safety
- Providing excellent customer service
- Supporting other team members and foster good working relationships

At Banjo's we love making great tasting, fresh out of the oven food and most of all making our customers happy. We are also passionate about bringing out the best in the people who work for us.

If you are passionate about people and about food, we would love to hear from you.



Hairdressing - 1st Year Apprentice 2nd Year Apprentice Salon Assistant

In New Lambton are seeking an energetic and motivated 1st/2nd year apprentice to join the dynamic team at our busy salon. You should have a genuine passion for hairdressing and be friendly and honest and enjoy dealing with people. You should be hardworking with a positive, mature mind set with the goal of a long term career in the hairdressing industry. Professional presentation is expected and you should be able to follow instruction, work under pressure and enjoy working as part of a team.

Youth Links

29th June 2020

LIKE us on
Apprenticeship



Apprenticeship Auto Electrical 1st year

THE APPRENTICESHIP

Are you tech savvy and fascinated by all things electrical? Do you consider yourself a car enthusiast, knowing the ins and outs of a wide range of vehicles? Combine both passions with this Auto Electrical Apprenticeship.

Undertaking this four-year apprenticeship will give you the opportunity to become a qualified Electrician and earn your Certificate III in Automotive - Electrical Technology

You will learn the ins and outs of servicing, repairing and maintaining the automotive electrical work on a variety of mobile mining equipment and related.

There are multiple positions available all around the Muswellbrook and Ravensworth region and you will be hosted with a client who one of the world's largest mining providers, offering a wide range of in-house surface and underground mining capabilities across Australia. Their expertise spans most of the world's commodities including metallurgical and thermal coal, iron ore, copper, nickel, gold, diamonds and oil sands.

THE BEST BITS

No HECs Debt – in fact, most apprenticeships are fully funded by the Government. So you will leave your 4 years with a qualification, no debt and ready to earn the big bucks in an industry that is eager for more qualified tradespeople to join their ranks;

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- Your own personal MIGAS mentor who will guide you through your apprenticeship; and
- Free uniforms and PPE when you start with MIGAS;
- We are a culturally diverse employer and actively advocate for local Indigenous Australians and women in trades

WHO SHOULD APPLY

This role would be suited to a person who has a genuine interest in working with vehicles of all forms and finding out what makes them work, and working out solutions to technical problems. You will also have the drive and commitment to see this apprenticeship through from commencement to completion.

Applicants with a Certificate II level prevocational qualification or related work experience (paid or volunteer), and who live within the local region will be highly regarded.

Must have's

- Reliable transport to and from work on a full-time basis
- Be able to pass a pre-employment medical test / drug and alcohol

If you think this could be you – apply online now by submitting your resume and cover letter explaining why you think you would be the best Auto Electrical Apprentice!

Not sure what to say in a cover letter? Don't sell yourself short – visit our website for some great tips on how to write a stand-out cover letter: <https://www.migas.com.au/news/how-to-write-a-cover-letter/>

migas.com.au
1300 464 427



Electrical Apprentice - 1st, 2nd & 3rd Year

This is an opportunity to join the team of a Lake Macquarie based and owned company who value the culture of a professional, safe and motivating workplace.

K & M Knight Electrical Pty Ltd has a strong track record and are well respected within the industry, ensuring highly successful projects for all customers.

About the Opportunity

K & M Knight Electrical Pty Ltd has an excellent opportunity for an experienced Apprentice Electrician to join our thriving business.

As part of the team, you will contribute to the success of the Company by offering exceptional customer services and pride in workmanship.

With your application, please provide the following:

- **High School reports & exam results**
- **Higher School Certificate/Tertiary equivalent [essential]**
- **Any licences or certificates held**
- **Tafe results**

Ideally the new team players will have the following:

- **Be available to start immediately**
- **Excellent results in Maths, English, Physics/Science**
- **Current manual drivers licence & own vehicle [essential]**
- **Must be available to work Overtime when required**
- **Experience in Cottage and Unit work**
- **Work well within a team**
- **A good communicator**
- **Work within time limits**
- **WH&S compliant**
- **Organised**
- **Reliable**
- **Flexible and enthusiastic**
- **Honest**

This is an opportunity to secure your future with a Company who value their team.

The successful applicant will receive uniforms. Excellent wages and conditions.

You will be required to complete an aptitude test in your interview.

Email your resume & cover letter directly to Ken at ken@kmknightelectrical.com.au



Apprentice Fitter

HunterNet Group Training are seeking an experienced individual to start immediately in Singleton.

Working with our partner in the Singleton area you will be part of a national company who pride themselves on being a leading hydraulic specialist and believe in providing support for engineered hydraulic solutions.

We are looking for an experienced individual with strong work ethic who is ideally in their 2nd or 3rd year of completing the Certificate III in Engineering – Mechanical Trade. *We will consider a 1st year apprentice who can demonstrate their ability from a previous role or apprenticeship in a similar field.*

Position Duties:

- Work with tradesmen to undertake repairs and services on hydraulic, pneumatic and lubrication components and systems
- Following WHS policies and procedures
- Complete all competencies at TAFE

Essential Criteria:

- Strict adherence to all WHS guidelines and policies
- Demonstrated experience in fitting and hydraulics
- Completed the first two-three years of their mechanical apprenticeship or have completed similar work in another role/trade
- Honest, reliable and hard working
- Ability to follow instructions and lead by example
- Work well within a team and independently
- Drivers licence and reliable transport

Desirable Criteria:

- Experience in fluid power (hydraulics, pneumatics and lubrication)
- High risk licence
- Forklift licence

To make an application for the position please send through a cover letter and resume. This position is subject to a medical and drug and alcohol testing.

Due to the high volume of applications we receive only successful applicants will be contacted.

HunterNet Group Training Limited engages apprentices and trainees on behalf of employers, with the aim of achieving high quality outcomes through a partnership approach.



Junior Butcher Apprenticeships

Top Cut Foods annual apprenticeship intake is now open and we're seeking **2019 and 2020 school leavers** to commence a three year apprenticeship in **2020** at our **Sandgate** site. We are accepting applications for: Certificate III in Meat Processing (Retail Butcher)

About this opportunity:

This three year apprenticeship combines specialised on the job training and learning with industry leading professionals at our cutting edge facilities. After the successful completion of your apprenticeship, you will have a trade qualification and an opportunity to become a permanent employee at **Top Cut Foods**.

About you:

- Committed to completing a three year apprenticeship
- Responsible, enthusiastic and reliable
- Self-motivated with a great work ethic
- Passionate about a career in the meat industry
- Year 12 certified in 2019 or 2020 preferred
- Drivers licence and own transport preferred

What we offer:

- A formal qualification and pathway to a rewarding career
- Expert training in all aspects of butchery
- Earn while you learn and enjoy the security of an apprenticeship
- Well-equipped processing plant & industry leading facilities
- Excellent and safe working conditions
- Ongoing training and professional development
- Uniforms

How to apply:

All applicants are required to apply via seek and upload a resume. Only those shortlisted will be contacted by telephone by our Recruitment Team. We would like to thank all others for their interest and wish you well in your job search.

About the company:

Top Cut Foods is Australia's specialist butcher, with several locations across Australia and Asia. We supply a wide variety of protein products to large hotel chains, well-renowned restaurants, and sporting stadiums. Exclusively Australian owned and operated, we can offer our customers the benefits of versatility, quality, and choice.

Pastry chef/Apprentice

Local family owned and operated business is seeking enthusiastic new team members.

Looking 1 Pastry apprentice studying either cert 3 or cert 4 in patisserie with a keen interest in cake decorating and sweet baked goods.

In addition to 1 qualified pastry chef to assist the bakery manager in the daily running and operations of the bakery, this applicant should have a sound skill set in piping, experience in ordering and managing staff.

Both positions require candidates who are hard working, reliable, consistent and have the ability to self motivate in order to work alone or in a team environment.

Weekend work is essential. Both positions also require early morning/overnight work.

Applicants need to be Australian residents for tax purposes.

Please forward your resume and cover letter to hello@fifilafemme.com.au

Youth Links



careerlinks
young people, bright futures

29th June 2020

LIKE us on



Apprenticeship



1st Year Electrical Apprentice - Newcastle



Company description:

TransGrid operates and manages the major high voltage electricity transmission network in NSW and the ACT, connecting generators, distributors and major end users.

Our core role is to connect electricity consumers to a safe, secure and reliable network through efficient maintenance, proficient operation of assets and prudent investment. Our network is the backbone of the NEM, enabling energy trading between Australia's three largest states along the east coast and supporting the competitive wholesale electricity market

Job description:

Electrical Apprenticeship Program 2021

- Join us and make it happen for your career
- Starting salary package starting from \$54,400 (includes 15% superannuation)
- Based in Newcastle

Applications are now open!

TransGrid is seeking motivated individuals to join our exciting apprenticeship program from 2021.

At the heart of the National Electricity Market, our high voltage transmission network connects more than 3.5 million homes and businesses across New South Wales (NSW) and the Australian Capital Territory (ACT) to deliver safe and reliable electricity. We take a leading role in encouraging the connection of renewable generation and more broadly, the transition to a low carbon future. We offer fulfilling careers where every person is encouraged to take advantage of ongoing opportunities to develop their skills. Our people come from a broad range of backgrounds that reflect the communities we serve, and bring different perspectives to different challenges. Together they play a critical role in our continued success.

About our Apprenticeship Program

Each year, TransGrid offers electrical apprenticeships at various locations throughout NSW. As a TransGrid apprentice you can look forward to hands-on learning and development in a supportive and stimulating environment. You will have the opportunity to work on significant infrastructure projects that will shape the future of the energy industry in Australia, including connecting renewable energy to the network. We provide a structured development program for our apprentices. During your time as an apprentice with us, you will have access to development activities like:

- Industry leading training in the installation and maintenance of high voltage equipment
- Hand-tools and workshop machinery skills
- Welding courses
- Nationally accredited safety training and various high risk licences
- On-the-job training
- TransGrid technical capability development in a variety of specialist areas
- On completion of the apprenticeship you will receive a certificate of proficiency as an Electrotechnology Electrician

A career at TransGrid includes:

- A friendly and open team oriented culture
- An exciting and rewarding place to work
- A competitive salary plus allowances
- 15% Superannuation
- 9-day fortnight
- Protective clothing and tools required for the job
- Access to study assistance
- Salary sacrificing for superannuation and motor vehicles
- A flexible workplace and leave provisions to encourage a healthy work/life balance

To be considered, you must have:

- Completed high school studies (minimum year 10 or equivalent) and have sound mathematics and communication skills
- A genuine interest in a trade working within a high voltage electricity transmission network
- A current driver's licence or be willing to obtain one as soon as possible after appointment

Join us and make it happen for your career, and for the millions of Australian's who rely on our services every day. If you are interested in becoming an apprentice at TransGrid, please visit our website at <https://careers.transgrid.com.au/go/Apprentice-roles/4580610/> and apply online.

Applications close Sunday, 28 June 2020

TransGrid is committed to Work Health and Safety, the Environment, Equal Employment Opportunity, Cultural Diversity and Ethical Practices. All applicants are expected to demonstrate an understanding of and commitment to these areas.

Profile description:

TransGrid has an exciting opportunity for an Apprenticeship. Join us and make it happen for your career!



Senior Hairdresser - 1st Year Apprentice - Beauty Therapist

We are a bustling salon in Warners Bay NSW. We have been operating for 11 1/2 years and always keep our salon & tools up to date & very modern.

We are passionate about caring for our clients and consistently giving them the best hair & body services in town. Platinum Hair & Body is renowned for its exceptional hairdressing, great customer service and beautiful salon environment.

It is time to expand our business - below is a summary of the people we are looking for to join our successful team.

THE ROLES IN A NUTSHELL

Our busy salon needs you. We need you to be organised, honest & professional.

We would love to help you grow in your career as we offer amazing education and endless opportunities to grow yourself within our highly motivated & driven team.

We have both full time & part time roles available and have the opportunity to select a roster to suit the perfect applicant.

SPECIFIC ROLES

1st Year Apprentice - We are looking for a young girl to start her hairdressing career in our salon - This person will be bubbly, honest, friendly & ready to learn new things. If you are ready to leave school & start something you are passionate about please apply.

No Mature age roles available.

Senior Hairdresser - We are looking for a qualified hairdresser to join our team. We offer great training and education and the flexibility in rostering and wages. Please apply now.

Beauty Therapist - We are looking for a part time beauty therapist to join our team.

The hours of work would be

Tuesday : 4pm-9pm

Saturday: 8am - 3pm

This role is for a qualified therapist with experience in the industry necessary. Please apply now.

JOB TASKS AND RESPONSIBILITIES

The skills & qualities we are looking for:

- A team player who can interact well and adapt
- A passion for hair & customer service
- A positive "CAN DO" attitude with the ability to multi-task
- Reliable & Responsible

JOB BENEFITS AND PERKS

(So - What's in it for you?)

- No clientele required - we don't need you to provide clients we have many amazing clients that need their hair loved
- You always get 2 Days off in a row (Sunday & Monday)
- You get your hair done for FREE by one of our fab hairstylists
- Great STAFF DISCOUNTS on the best hair products
- You get to work in an amazing modern salon
- Excellent company culture - Entitlements & National Employment Standards
- Above Award Wages

If you love people, creativity and working in a friendly, fast paced environment Platinum Hair & Body might just be the place for you

We are interviewing now so if the position sounds like you, we would LOVE to meet you

Even if you have applied with us before PLEASE APPLY AGAIN! We are taking every application into consideration!

Apply here on seek or email your resume to

platinum.hair@hotmail.com

or contact me directly MONIQUE on [0421225895](tel:0421225895)

All applications will be kept confidential!



Childcare Traineeship

ATEL Group Training is an employer who specialises in the recruitment of trainees and apprentices. ATEL will take care of everything for you, from commencement, completion, training fees, and personal protective gear so you can concentrate on your career.

About the Company

Mini Minors is an Early Childhood Centre and is located in East Maitland, they specialise in the early education and care of children aged 6 weeks to 5 years of age.

Mini Minors believe that a child's early years are a critical period and will form the attitudes, skills and knowledge that will serve them throughout life. Their educational programs cater to every child's individual needs, development and interests. They recognise the importance of families and the community in achieving positive outcomes for each and every child. They continually strive to develop collaborative partnerships with families and welcome their participation into all aspects of our early learning programs.

About the Role

We are currently recruiting for a certificate III trainees who will work Monday to Friday 38 hours per week. You must be someone who is flexible and committed to learning all aspects of the role. This is a great opportunity for anyone wanting to commence a traineeship within the childcare industry

As a childcare trainee you will be required to complete a Certificate III in Early Education and Care – CHC30113

As a Certificate III Trainee you will learn how to:

- Plan for the long, short-term and spontaneous needs of the children using observations and knowledge in relation to interests, skills, abilities, background and culture.
- Speak to the children in a friendly, courteous manner encouraging children to extend their vocabulary and use of language.
- Establish and maintain suitable developmental records and observations daily based on the Centre's philosophy.
- Implement effective behaviour management techniques and strategies, which are consistent with the Centre's policies.
- Assisting with interactive program for the mornings and afternoons when there is a combined group.
- Attend all staff meetings held monthly and as required.
- Develop a good report with the parents.

About You

The person we're looking for is enthusiastic, hardworking and reliable. You must be an Australian Citizen or permanent resident and be willing to obtain a working with children's check as this is a requirement for the role. But most of all we are looking for candidates that have a passion for completing a 12month traineeship and love working with children of all ages.

APPLY NOW HERE



Educator (Certificate III Trainee)

Obtain a Certificate III in Early Childhood Education and Care (CHC30113)

Full-time contract for 12 months

Based within our Newcastle Early Learning Center

What will you do?

The successful applicant will complete their traineeship on the job while working full-time over a minimum period of 12 months. The duration of the fixed-term traineeship and working arrangements hours of work will be reviewed with the successful applicant to determine the 'best fit' for the individual within organisational and traineeship requirements.

This trainee role will provide the successful applicant with:

- On the job training.
- The opportunity to gain a qualification with the support of qualified staff.
- The opportunity to develop skills and knowledge while working with children and studying.

A little bit about us

Samaritans is a not-for-profit organisation who for over 30 years has been offering support to those in need. The Samaritans values of **Compassion, Integrity, Justice** act as our tagline and describe the principles behind the work we do and the way we do it.

Samaritans Early Learning Centre is located in the inner city of Newcastle. It caters for children aged 6 weeks to 6 years and is open 5 days a week 7.30am – 6.00pm, 49 weeks per year. A core focus of our Centre is to enhance individual learning outcomes by creating an environment that develops the abilities and confidence for each child attending the Centre.

What is required?

The successful applicant will need to demonstrate the following Essential Criteria:

- Successful completion of the HSC.
- An understanding out of hours study will be required
- Must be over 18 years of age to be counted as primary contact staff toward the staff to child ratios as specified by the Regulation for a centre or mobile children's service
- An energetic and reliable individual committed to completing a Certificate III traineeship in Early Childhood Education and Care.
- Have a genuine passion for working with children.
- Valid NSW Driver's License, Senior First Aid Certificate, and the ability to obtain a National Criminal History Check and Working with Children Check

What are you waiting for? APPLY NOW!

You must have the right to live and work in Australia

No third party applications

Samaritans is fully committed to providing every employee with an inclusive workplace that offers respect, training and opportunities to succeed.

www.samaritans.org.au

29th June 2020

LIKE us on
Traineeship



Tourism Trainee

Who you'll be working with...

HVTC Hunter is an expert in the employment and training of apprentices. We believe skills change lives and that apprenticeships and traineeships can open doors to incredible careers. This is why we partner with businesses to match the right person with the right career.

During your traineeship, you'll be employed by us, while completing on-the-job training with our Host Employer. We'll provide you with ongoing mentoring and support to help you achieve your career goals and unleash your true potential.

So what are you waiting for?

What you'll be doing...

You will complete a Certificate III Tourism over 2 years through a combination of formal training with a Registered Training Organisation (RTO) and practical on-the-job experience with the Host Employer.

Throughout your formal training and practical experience in the workplace, you will have the opportunity to:

- Work on holiday park reception
- Take telephone inquiries and bookings
- Support administrative functions
- Work through accounts payable/receivable

What you'll bring to the table...

To be successful in this role, you'll need to meet the following selection criteria:

- Demonstrated interest in the tourism industry
- Ability to work as part of a team
- Commitment to both on and off the job training
- A can-do attitude and willingness to learn
- Ability to work safely and follow instructions
- A collaborative and customer focused attitude
- Enthusiastic and able to take direction
- Willingness to obtain a Working with Children Check
- Willingness to obtain a Police Check
- P1 manual drivers licence or above

What to do next

To apply for this role, click the 'Apply for this job' button and then follow the steps to complete your application. You can also apply online at www.hvtc.com.au by clicking on 'Vacancies' and selecting the relevant position, then the 'Apply Online' button at the bottom of the page.

All applications require a resume and cover letter addressing the selection criteria.

If you have any questions about this role please contact Kiara Nicoll on [02 4932 4222](tel:0249324222).

Applications close Tuesday 7th July 2020

As a recognised 2019 Diversity Champion HVTC are committed to Equal Employment Opportunities, Ethical Practices, and the principles of Cultural Diversity. We encourage applications from all members of the community, including people from indigenous backgrounds, women seeking non-traditional trade opportunities and mature aged people.

Business Administration Traineeship

Harness Master NSW Wiring Systems is seeking a motivated individual to join our family here in Rutherford.

This position is ideal for someone who wishes to begin their career in Administration with a friendly and cohesive team.

The successful applicant will complete a Certificate III in Business Administration.

About the Opportunity:

- Entry Level Position.
- Monday to Friday Role.
- Full Time Position while studying for your Certificate III in Business Administration.
- Traineeship.

Your role as an **Administration Trainee** is a unique opportunity to kick start a rewarding career in Local Australian Manufacturing.

Typical duties include (but are not limited to), maintaining basic records, collating, filing and preparing documentation for the business, handling and distributing internal information, interacting with clients, scheduling appointments and events, amongst other clerical duties.

About You:

- Excellent interpersonal and communications skills with the ability to prioritise and manage time effectively.
- You have a genuine interest in the administration and/or manufacturing sector.
- Willingness to study Certificate III in Business Administration.
- Sound computer knowledge. Specifically Microsoft Word & Excel, with good data entry and typing skills.
- A team player with a positive 'can-do' attitude.
- Hold a current Australian Drivers Licence.
- Experience in Administrative Duties.

From everyone here at Harness Master NSW, we hope to hear from you soon.

Youth Links

29th June 2020

LIKE us on
Traineeship



Childcare Traineeships Available

The Hub:Preschool & Early Education Academy have Full time and Part time trainee positions available in our long day care centres.

The Hub:Preschool & Early Education Academies are long day care centres currently located in Mayfield, Sandgate and Waratah, with Rutherford and Elernmore Vale opening soon.

Your skills and qualifications should include:

- The willingness to study towards a Certificate III in Children's Services
- A Working with Children Check
- Excellent verbal and written communication skills

- A friendly and energetic demeanour

Your key priorities will be to:

- Assist in the delivery of educational programs for all age groups
- Assist in planning learning environments, setting up activities, preparing and cleaning away materials and supplies
- Ensure a high level of health & safety standards are maintained at all times
- Maintain positive working relationships with team members
- Create a friendly, secure and stimulating interactive learning environment

Applications close 5pm Friday 3rd July 2020

Only selected applicants for interview will be contacted.

If you think that this position is for you and you are 18 or over please apply by

emailing a cover letter and resume to admin@thehubpreschool.com.au

Childcare Traineeship

Kinda Kapers Long Day-care Centre is a family owned long day-care with locations across Newcastle and the Hunter. We cater for children aged 6 weeks to 6 years.

We are looking for mature minded, motivated, dedicated and enthusiastic people to join our existing teams and complete a Certificate III in Early Childhood Education and Care.

About the position:

- Full time position (38 hours per week)
- 12 month contract with the possibility of a permanent career with Kinda Kapers at the end of your Traineeship.
- Qualification gained through a registered RTO.
- Work across various age groups (0-6).
- Positions available at our Adamstown, Charlestown, and Toronto centres.
- Drivers License desirable as some travel may be required between our 7 centres.

Eligible candidates for the traineeship will need to demonstrate the following skills:

- Excellent written and verbal communication skills.
 - Exceptional work ethic and commitment to work as a part of team.
 - Ability to work flexible hours.
 - Genuine desire to enter the Early Childhood Industry and a commitment to complete the training.
- Applicants are required to have a Working With Children Check or be willing to apply for one.

If you would like to be trained and mentored in Early Childhood Education by a team of dedicated, highly qualified educators please ensure you apply.

Please apply through SEEK with your resume and a cover letter.

Applications with no cover letter will not be considered.



Trainee Early Childhood Educators

St Nicholas Early Education is supported by the Early Education team at the Catholic Diocese of Maitland-Newcastle. Our organisation prides itself on core values of care and compassion, and offer assurance of quality management and practices throughout our agency.

St Nicholas Early Education are now offering multiple opportunities as a Trainee Early Educator across a number of services including Singleton, Newcastle West, Cardiff, Lochinvar and Raymond Terrace.

The position

As a Trainee Early Childhood Educator, you will undertake a Certificate III in Early Childhood Education and whilst on the job, assist with the implementation of daily routines for the children and contribute to the development of programs which reflect the *Early Years Learning Framework* (EYLF), play based learning and the planning, implementation, evaluation and reflection of programs which reflect the emerging skills and interests of children.

Who we are looking for

We are seeking dedicated and passionate people who will be committed to continuous improvement and value the importance of team work. You will be required to have a strong work ethic, take initiative, ask questions and be eager to learn and mentored by experienced and dedicated Early Childhood Professionals.

Essential Criteria:

- Willingness to undertake the Certificate III in Early Childhood Education and Care Workbased Traineeship CHC30113
- Working With Children Check verification number (or willingness to obtain)
- Computer literacy in order to document examples of learning stories.

Apply Now

If you believe that you have what it takes, then we are excited to welcome you to apply!

To apply, please hit the apply button now!

****Please note** that by not addressing the selection criteria may affect your application and you may not be shortlisted.**

Applications will close 30 June 2020.

All inquiries please send St Nicholas to EE.HRMailbox@stnicholasmn.org.au or visit our website <https://www.stnicholasmn.org.au/careers/>

Additional Information

This position involves working with children. The appointment of successful applicants will be subject to satisfactory employment screening for child-related employment including the completion of a National Police Check, retention of a valid Working with Children Check and adoption and compliance with our Child Safeguarding Policy and Code of Conduct.

St Nicholas Early Education promotes the safety and wellbeing of children from culturally or linguistically diverse backgrounds and encourages applications from people from culturally or linguistically diverse background.

St Nicholas Early Education promotes the safety and wellbeing of Aboriginal and Torres Strait Islander children and encourages applications from Aboriginal and Torres Strait Islander peoples.

What happens if I am successful?

The successful candidate/s will be required to successfully complete a National Criminal History Record Check, hold a current employee Working with Children Check, sign a Health Declaration, and present evidence of the right to Work in Australia.



Conveyor Belt Splicers - Traineeship Available

Reliable Conveyor Belt is an independent, Australian owned company with six branches in NSW, specialising in the servicing of conveyor systems. Established in 1973, Reliable Conveyor Belt has an enviable reputation for excellence and is regarded as an industry leader.

Reliable Conveyor Belt is seeking applications from anyone interested in a Traineeship as a Conveyor Technician at our Muswellbrook branch.

Reporting to the Branch Manager as a key and valuable member of the Operations team, you will work in the workshop and on customer sites.

The opportunity

This opportunity will allow you to complete a Certificate III in Polymer Processing via a traineeship of up to 2 years' duration. You will gain valuable hands-on experience, skills and support and have the potential to secure a long-term career with an industry leading company.

For the Trainee role we do not require any prior experience in the industry, but some mechanical knowledge would be an advantage. We will train and mentor you in the role, all we need is someone who has the drive to learn and progress in this role!!

For all these position we are seeking applicants with the following attributes:

- Ability to work unsupervised
- Great consultation and communication skills
- Commitment to the highest WHSE standards
- Great attitude and positive
- ***All roles require a current driver's licence.***

Please include in your letter of application any current site inductions you may hold, and attach a resume that details work experience, qualifications and competencies.

Unsolicited Third Party / Recruitment Agencies enquiries and applications will not be accepted.



Laboratory Techniques Trainee

THE TRAINEESHIP

Are you an environmentally conscious individual looking to kick-start their career in a rewarding and challenging role? Are you tech-savvy and excited by the idea of working outdoors and collecting, analyzing and reporting on data and samples on a variety of eco-systems and sites? A Laboratory Techniques Traineeship could be what you are looking for!

Undertaking this three - year traineeship will give you the opportunity to become a technician or technical assistant in a range of fields, whilst earning your Certificate IV in Laboratory Techniques.

No day is ever quite the same in this traineeship as you will be required to work at a variety of different locations in the Hunter region, calibrating using and setting up air and water quality testing and sampling equipment, inputting monitoring results and creating reports.

This position is located in Singleton and you will be hosted with a company who specialise in the balancing of environmental outcomes with economic, social and engineering needs throughout every project phase. They have a collaborative team of planners, scientists, engineers and sustainability and climate change specialists who deliver a comprehensive range of technical and project management services for public and private sector clients.

THE BEST BITS

- No HECs Debt – in fact, most apprenticeships are fully funded by the Government. So you will leave your 3 years with a qualification, no debt and ready to earn the big bucks in an industry that is eager for more qualified tradespeople to join their ranks;
- We will actually pay you to learn! How many of your Uni mates get paid to study?
- Potential to be selected for one of MIGAS' annual MiScholarship funding, a combination of a cash prize and additional financial support;
- Your own personal MIGAS mentor who will guide you through your apprenticeship; and
- Free uniforms and PPE when you start with MIGAS;
- We are a culturally diverse employer and actively advocate for local Indigenous Australians and women in trades

WHO SHOULD APPLY

We are looking for someone who is a lover of outdoors work and physical tasks, someone who has a sound understanding and interest in technology and electronics, and someone who is committed to hard work and safe work practice.

Must have's

- Hold a P2 drivers licence as a minimum
- White Card, preferred but not essential
- Pass a pre-employment medical test, including drug and alcohol screening

If you think this could be you – apply online now by submitting your resume and cover letter explaining why you think you would be the Laboratory Techniques trainee!

Not sure what to say in a cover letter? Don't sell yourself short – visit our website for some great tips on how to write a stand-out cover letter: <https://www.migas.com.au/news/how-to-write-a-cover-letter/>



Business Traineeship - entry level position in Rutherford

The Role

As a Business Trainee some of your duties will include;

- Answering busy switchboard
- Meeting and greeting clients in the office
- Data entry and managing excel spreadsheets
- Processing weekly receipts into the system
- Ad hoc office duties as required

What we are looking for?

We are searching for candidates who are motivated, eager to learn and able to commit to a 12 month traineeship.

If you have the following skills we would love to hear from you;

- Outstanding communication skills both written and verbal
- Ability to work within a fast pace environment and diverse team
- Strong computer skills including excel
- Excellent attention to detail
- Positive attitude towards work

Benefits for you

- You will be working full time hours Monday - Friday while working towards Certificate 3 in Business. Working alongside a dedicated and supportive team, you will be gain valuable hands on experience and be well on your way to building a great career for yourself.

Please note that this is an entry level role and candidates with qualification higher than a Certificate 3 including university studies from Australia and overseas will not meet the selection criteria.

So, what next?

If you are interested in applying and can commit to a 12-month traineeship, hit the 'apply' button now and send your resume to MEGT today!



Trainee Automotive Glazier | Rutherford

- Competitive annual salary + shift penalties + incentives
- Employee benefits program
- Ongoing professional development
- Work life balance, flexible rostering and weekend shifts available!

Due to continued growth, our Rutherford AutoGlass Branch is seeking highly-motivated, enthusiastic and passionate Trainee to join their team and deliver first class service to new and existing customers.

About us ...

At O'Brien®, we put our customer at the heart of everything that we do, serving more than 300,000 Customers each year, 24 hours a day, 7 days a week, 365 days a year. O'Brien® is also part of Belron®, the world's leading glass specialists operating in 35 countries.

About the Role ...

The purpose of this role is to apply technical knowledge and practical skills in the repair and replacement of Automotive Glass in vehicles of all types. Automotive Glaziers/ Technicians deliver this service in a professional, timely and safe manner, observing the principles of customer focus and operational excellence in all tasks undertaken.

You will be supported by a team of experienced Technicians and will have access to a range of benefits. You will receive training as well as ongoing coaching and support to ensure you get the most out of your career.

In this role, you will be required to undertake the following duties:

- Participate in the O'Brien® Auto Technician Skills Development Program. This program is designed to develop Auto Technician capabilities to the level required to repair and replace glass on any type of motor vehicle to Australian standards.
- You will be responsible for Installing, repairing and replacing safety glass and related materials on vehicles.
- Deliver the service in a professional and timely manner using your amazing people skills
- Maintain communication with the customer on relevant aspects of the job concerned
- Ensure the accuracy of all documentation relating to the customer and associated transactions
- Be a valuable member of our team, contributing to our success and actively helping to create a positive environment

About you ...

You will have already worked in an Automotive or retail role, can quickly build rapport and strive to deliver exceptional customer service at all times.

To be successful in this role you would need to possess the following:

Essential skills & competencies:

- **Must have a manual drivers licence**
- A true passion for delivering customer service excellence
- Confident, engaging approach and a natural ability to communicate
- Resilience and the ability to work in a complex and changing environment
- A strong desire to succeed
- A strong eye for detail
- Excellent self organisation and time management skills

Experience and Qualifications:

- Automotive or Retail experience
- High School certificate

If you meet the above criteria and you're seeking a rewarding career with a nationally recognised household brand, then we would love to hear from you!

We are not asking for a resume from you. Simply complete the application process by clicking the Apply Now button and we'll be in touch.

APPLY NOW!!

No recruitment agencies please

Rutherford 2320 NSW



Child Care Traineeship

About the business

At Little Miracles we are a Christian family owned business who believe our best assets are our staff. We develop our Educators by building on their strengths through our strength coach, so that you may lead positive lives both inside and outside the business. Throughout your traineeship you will be supported by a mentor and the team who will all ensure your success.

We also love giving back by supporting various charities which are chosen by both our employees and owners. You will have the opportunity to be part of our team and make a difference to people's lives particularly those who are disadvantaged or in need.

About the role

On offer is a 12-month Certificate III Early Education traineeship. At the end of your traineeship you will hold the qualification which will allow you to work in Preschools and Long Day Care centres. You will be given the support and guidance to learn on the job whilst getting paid to build yourself a new rewarding and lasting career.

During your traineeship you will work with our trained educators who will support you to grow into a well-rounded educator. You will work with our beautiful children and families and be a vital person in their lives to help them reach their full potential, while supporting each child to transition into their next stages of life.

Benefits

Here at Little Miracles we are a "people come first" business and our educators, our parents and our children are valued above everything else. If successful you will have the benefits of:

- A Supportive environment with a strong focus on a culture of honour
- First class virtual training given off the floor to complete part of your study
- On the job training which will gain you a certified qualification in a rewarding career
- Personal and professional development with the possibility of further career development once your traineeship is complete
- Work in a business which makes a difference to lives and communities
- Participate in Fun days held through the year

Skills and experience

- No previous experience is required.
 - A can-do attitude and willingness to learn is essential.
- To be successful you need to be organised and multitasker.



Trainee studying Certificate III in Children Services- Full Time position

Jesmond Early Education Centre Inc is a not-for-profit community based long day care centre catering for 50 places.

Our service is committed to the quality care of children aged from 8 weeks through to school age. We are seeking 1 motivated and enthusiastic educator to join our dedicated and professional team. The position will commence on Monday 20th July 2020 until 19th July 2021.

During the traineeship you will be expected to complete the Certificate III in Children's Services and you will gain experience in the Early Childhood field.

Please write a written response to the following questions. No more than two pages

1. What drew you to seeking out a career in the early childhood sector?
2. Explain what a career in childcare means to you?
3. In terms of childcare what makes you stand out from the crowd? What skills have you got to offer?
4. Childcare educators thrive when they have an effective team, tell us about a time you worked well in a team?
5. Tell us about your favourite childhood memory?
6. What do you think your responsibilities will be while you are completing a traineeship at Jesmond Early Education centre?

Essential:

- Must be over 18 years of age
- Commitment to learn and study
- Excellent time management skills & ability to complete tasks on time
- Computer skills (Basic)
- Friendly and Professional manner
- Person who have completed a traineeship in any field of work are not eligible to apply
- Working with Children check
- Police Check
- Medical

Send a current resume, a letter addressing the above questions, your experience in the early childhood sector and 2 recent written references

To Jesmond Early Education Centre Inc
Attention Karen Murnane
To: jeeckaren@bigpond.com



Cert III Traineeship:

We are seeking a full time trainee to work in our centre to join our supportive and motivating team.

This is a great opportunity to gain a qualification whilst working in a most rewarding profession. Further career opportunities are available to successful applicants.

We provide a friendly atmosphere where you feel valued, appreciated and ideas are welcome. The suitable applicant will complete a Certificate III in children's Services whilst they gain hands on practical experience and mentoring from the existing team of educators.

You will need a great work ethic and be committed to completing the course as well as caring for young children

The successful candidate must be willing to be part of a team and show enthusiasm.

Demonstrate a passion for working with children and caring to their needs

Create a supportive, stimulating and secure learning environment for the children

Develop positive and caring relationships with the children and their parents.

This qualification is fully funded by the employer

You will need to apply for a Working with Children Check prior to commencement.

Don't miss this opportunity if you're looking to work for an organisation which offers a professional and supportive culture which HIGHLY values developing our employee's careers and future success in childcare.

If this sounds like you, hit the apply now button or send your resume

to: recruitment@bristolgroup.com.au

TRAINEESHIP: Certificate III in ECEC: Merindah Children's Centre Wallsend

Merindah Children's Centre, Wallsend is a community based not for profit preschool and early learning centre rated Exceeding in 7 QA's. Visit our website for more information about us at <http://www.merindah.org.au>

We are seeking an amazing Certificate III trainee who wants to learn to become a professional educator and be able to assist in delivering the best high-quality education and care.

Trainee position: Certificate 3 in Children's Services: 5 days per week (38 hours) commencing early July 2020

Essential Criteria

- A desire to be an educator (not a babysitter!)
 - Eligible to enter into a traineeship with no other Certificate 3 or higher qualification
 - Minimum 17 years old
 - Reliable, dedicated, with a 'can do' attitude
 - Proven ability to work within a team
 - Interest in a career in Early Childhood.
 - Award conditions & WWC check applies
 - A police check will be required if 18+
 - Fully vaccinated as per NSW Health recommendations with immunity confirmation
- The traineeship will be for a term of one year.

Applications **MUST** include an application letter addressing all criteria, a resume with 2 contactable referees.

All applications to resumes@merindah.org.au

You will be contacted if you are successful in being selected for an interview.

Closing Date: No later than 25/6/20.



Cert III Traineeship:

We are seeking a full time trainee to work in our centre to join our supportive and motivating team.

This is a great opportunity to gain a qualification whilst working in a most rewarding profession. Further career opportunities are available to successful applicants.

We provide a friendly atmosphere where you feel valued, appreciated and ideas are welcome.

The suitable applicant will complete a Certificate III in children's Services whilst they gain hands on practical experience and mentoring from the existing team of educators.

You will need a great work ethic and be committed to completing the course as well as caring for young children

The successful candidate must be willing to be part of a team and show enthusiasm.

Demonstrate a passion for working with children and caring to their needs

Create a supportive, stimulating and secure learning environment for the children

Develop positive and caring relationships with the children and their parents.

This qualification is fully funded by the employer

You will need to apply for a Working with Children Check prior to commencement.

Don't miss this opportunity if you're looking to work for an organisation which offers a professional and supportive culture which HIGHLY values developing our employee's careers and future success in childcare.

If this sounds like you, hit the apply now button or send your resume

to: recruitment@bristolgroup.com.au

TRAINEESHIP: Certificate III in ECEC: Merindah Children's Centre Wallsend

Merindah Children's Centre, Wallsend is a community based not for profit preschool and early learning centre rated Exceeding in 7 QA's. Visit our website for more information about us at <http://www.merindah.org.au>

We are seeking an amazing Certificate III trainee who wants to learn to become a professional educator and be able to assist in delivering the best high-quality education and care.

Trainee position: Certificate 3 in Children's Services: 5 days per week (38 hours) commencing early July 2020

Essential Criteria

- A desire to be an educator (not a babysitter!)
 - Eligible to enter into a traineeship with no other Certificate 3 or higher qualification
 - Minimum 17 years old
 - Reliable, dedicated, with a 'can do' attitude
 - Proven ability to work within a team
 - Interest in a career in Early Childhood.
 - Award conditions & WWC check applies
 - A police check will be required if 18+
 - Fully vaccinated as per NSW Health recommendations with immunity confirmation
- The traineeship will be for a term of one year.

Applications **MUST** include an application letter addressing all criteria, a resume with 2 contactable referees.

All applications to resumes@merindah.org.au

You will be contacted if you are successful in being selected for an interview.

Closing Date: No later than 25/6/20.

29th June 2020

LIKE us on
Traineeship



Trojan Rail

A division of Trojan Recruitment Group

Locomotive Driver Trainer

About Trojan Rail:

With a new financial year comes a new and exciting phase of growth & opportunity for Trojan Rail.

As a wholly owned entity of Trojan Recruitment Group, Trojan Rail is focused on the delivery of training and train crew services to key clients within the rail transport industry.

We have grown an RTO that is now natural extension of our business and have recently been contracted to deliver Nationally Accredited Training. We have recently acquired key expertise within the business to support our Driver Trainers and enable their success.

About the role:

You will be delivering and assessing structured training programs for both Trainee Locomotive Drivers and experienced train crew through to qualified L4 Locomotive Driver status.

About you – you will possess:

- Certificate IV in Locomotive Driving (TLI42615 or equivalent)
- Certificate IV in Training and Assessment (TAE40116 or equivalent)
- Hold a current NSW safeworking qualification
- Experienced working as a Driver Trainer in mainline heavy rail environments
- Route competent for either NSW / Hunter Valley network system or Gunnedah
- Class C unrestricted driver licence
- Hold a current CAT 1 Rail medical
- Strong commitment to safety - demonstrate a positive attitude
- Facilitation – excellent presentation, interpersonal, verbal and written communications skills
- Apply best practice train management techniques competently to ensure efficient and safe train operations

Benefits

Trojan offers an attractive remuneration program and an extensive employee benefits program. This program includes benefits such as:
Unlimited learning: Extensive training and mentoring to help you gain valuable experience, knowledge and skills to take your career to the next level.

Great lifestyle: We have a high regard for work-life balance and prioritise a work hard/play hard culture.

Next Steps

If you are ready to join our National Rail Team click on the **APPLY button** and submit your resume along with a short cover letter outlining your suitability for the position.

If you have any further questions, please contact Trojan Rail on (02) 4989 8008.

Trojan Rail
[024089008](tel:024089008)

Trojan Rail

A division of Trojan Recruitment Group

Construction | Maintenance | Labour Hire

Junior Receptionist Traineeship

We are Newcastle and Lake Macquarie's' number one agency and we have a fantastic opportunity for someone to join our busy, high achieving and supportive environment.

The role will involve being the first point of contact as our phone receptionist assisting our clients and directing high volumes of calls to our Sales, Property Management and Administration teams, with the opportunity to complete a 12 month Traineeship in Business Administration.

LOVE Realty has a great culture with strong values that we display in everything that we do.

Our staff enjoy weekly rewards, an amazing office space with our own baristas, a culture of abundance mentality and some really lovely people to work with.

LOVE's why its to Improve Peoples Lives so if you have a positive disposition, are reliable in your attendance, and LOVE helping people this could be for you.

The role is full time on a roster that will incorporate Monday to Sunday with rotating shifts between our opening hours of 8am and 7pm.

Please apply with a resume and covering letter via SEEK



Sales and Marketing Traineeship

Based in the Newcastle region, this opportunity is perfect for someone wanting to learn the ropes of sales and marketing. Whilst completing a Nationally Recognised Qualification, you will work collaboratively with our sales and marketing team and be responsible for creating, editing and monitoring digital marketing campaigns, social media channels and creative blogs. You will also work directly on our digital sales and learning platform to assist potential students with enquiries and drive enrolments, as well as liaising with our team of professional development consultants and field officers to create engaging marketing material to help showcase our products and brand in the market.

This is an entry level position where you will manage competing priorities to tight deadlines. You will use creative skills to develop and implement marketing material consistent with our brand, use your initiative to identify innovative trends within the market and provide support to our business divisions to analyse key data insights. You will be working with technical, strategic and creative team members to ensure our deliverables are completed effectively, on time, and to budget.

About you

This is an exciting opportunity to start your career in sales and marketing! We can teach you everything you will need to know, but you need to bring a positive, fun and friendly attitude, high attention to detail, and a passion for creativity and design. Working in a fast-paced environment, you will be reliable, resilient and consistent, and an honest, open communicator. At Novaskill we value the importance of ongoing education so you will also be a lifelong learner, who will be keen to keep up to date with emerging digital trends and technologies. As this role requires a high level of digital literacy, experience using Adobe Creative Cloud (including Photoshop, Indesign, Illustrator, Premier etc.), WordPress, Google Marketing Platform (Ads, Analytics, Search Console, My business etc), management of social media accounts (Instagram, Facebook, Linked In), as well as video editing experience would be advantageous but not essential.

About us

Since 1980, Novaskill has been providing superior trainee and apprenticeship management and are a proudly non-for-profit Group Training Organisation. Our apprentices and trainees, host employers, internal employees, students and stakeholders can be assured of our dedication to supporting our communities and enriching people's lives through the provision of quality training and employment services.

This year, we are celebrating 40 years, and welcome the interest to join us!

We offer an attractive remuneration package that includes 10.5% superannuation contribution and leave loading, and discounted health insurance. In addition, we focus on work/life balance by offering the option of a 9-day fortnight (full time staff), paid company days off over Christmas, and salary sacrificing.

Apply now!

This position needs to be filled as soon as possible. If you believe you have the necessary skills and would like to be a part of our dynamic team, please apply now with your resume and cover letter addressing the selection criteria.

For more information about this position, please contact our HR Team, on [\(02\) 4906 6700](tel:0249066700) or email us on CareersI@novaskill.com.au.

To be considered for this position, we require a cover letter to accompany your resume.

We are a proud equal opportunity employer and encourage all persons to apply. All successful candidates will be required to undertake an Australia Federal Police Check prior to commencing employment. Unfortunately, due to the high volume of applications, we are only able to contact shortlisted candidates.

This position has been deemed a "child-related" role therefore will require applicants to present a current Working with Children Check clearance prior to commencement.

Novaskill's vision is to have a diverse workplace that welcomes employees of all backgrounds that will ultimately bring a range of benefits to our organisation. We encourage Indigenous applicants to apply.

Youth Links

29th June 2020

LIKE us on
Traineeship



Early Education - Traineeship

Eleebana Children's Centre is a 38 place family owned and operated childcare centre in Eleebana. We have a position available for a Full Time Trainee to join our professional team for 12 months while studying and working.

All our staff and management have wonderful experience in children's services and all are highly qualified.

Our Trainee position is an entry level position and you will have the opportunity to work with all age groups within a friendly and professional environment.

The successful applicant will need:

- * To be willing to study independently
- * Excellent written and verbal communication skills
- * A bright, bubbly and outgoing personality
- * Must be able to work as part of a team
- * Be self motivated and able to work unsupervised.
- * Flexibility and a hard working nature

You must be eligible to work in Australia.

To apply for the role, please send your resume, with a cover letter - outlining why you are the best candidate for this role, addressing the suitability criteria - to the email address below. Applications received without the cover letter, including the details above, will not be considered.

Only successful applications will be contacted for interview.

Joseph Purcell

eleebanachild@optusnet.com.au

Trainee Position - Certificate III Early Childhood Education & Care

Do you want to make a difference in the lives of children?

Are you ready to start a rewarding career in Early Childhood?

Cameron Park Early Learning Centre is a well-established, highly reputable Early Childhood service, catering for 94 children per day, ages 6 weeks to 6 years.

We are currently seeking a motivated and dedicated candidate to fulfil a full-time, Certificate III Traineeship position commencing immediately.

As a Certificate III Trainee within our service you will be required to:

- Complete a Working With Children Check before commencing position
- Study via correspondence during work hours and after hours
- Commit to a 12 month contract with our company
- Attend a monthly, half hour staff meeting on a Thursday evening

The successful candidate will be welcomed into a friendly and supportive team environment.

No experience necessary, however, passion, dedication and a solid work/study ethic are a must. Please email cover letter, full resume and 2 current references to: catherine@cpelc.com.au

Applications close Friday, 19th June 2020.



Traineeship certificate III early education and care

We are a privately owned and operated family business with service owners/ approved provider on site every week. We have been in industry for almost 30 years, proudly serving the community.

About the role

We are seeking a highly motivated, responsible candidate to join our team for a 12 month traineeship contract.

The successful applicant will be of a mature nature with a keen sense to work efficiently and supportive of the team as well as diligent towards their studies to ensure that all regulatory and policy requirements are met.

Benefits and perks

We are diligent in our practice of supporting all team members in a way to support and manage their roles, responsibilities and work/life balance. We are a flexible and professional team seeking a likeminded and responsible candidate.

Skills and experience

Traineeship certificate III early education and care

The applicant will need to obtain a working with children check and enrol in the certificate III of early education and care. We are also seeking those who are punctual, pro active, reliable and enthusiastic.

Early Childhood Trainee

We are seeking a motivated and enthusiastic person to join our dedicated team of educators.

Applicants will complete a Certificate III in Children's Services and gain hands on practical experience working in a quality service

The position will commence in July 2020 and go for 12 months.

ESSENTIAL SKILLS

Must be 18 years of age or older.

Have a desire to learn and a joy of working with children.

Highly motivated and show initiative.

Be able to work as part of a team Have effective written and oral communication skills.

Applicants who have commenced or completed a Certificate III in any course may not be eligible.



Traineeship - Cert III in Early Childhood

Imagine Early Learning is a small network of family owned and operated centres in the Newcastle and Lake Macquarie area. For more information please visit our website www.imaginechildcare.com.au

We are inviting applications from people who are passionate about working in the Early Childhood sector.

The traineeship will involve working alongside experienced and trained educators to deliver educational programs to children aged 0-5 years.

This is an ideal opportunity for a young person looking to commence a career in Early Childhood, or a mature age applicant looking for a career change.

The traineeship is full-time for 12 months.

Eligible candidates will need to demonstrate the following skills:

- Not hold a prior qualification that is Certificate III or above in any field in the last 7 years;
- Excellent written and verbal communication skills;
- Exceptional work ethic and commitment to work as a part of team;
- Ability to work flexible hours
- Genuine desire to enter the Early Childhood Industry and a commitment to complete the training.

To apply please click the 'Apply Now' button and submit your cover letter and current resume. Position closes 22nd June 2020. Please note that the closing date is indicative only and may close earlier if necessary. Therefore we urge you to apply as soon as possible.

ECT| Room Leaders| Educators| Trainees

Come and join a great team culture where you play an integral role in shaping how we influence the lives of children.

We are looking for interest in the positions of ECT, Room Leader, Educators and Trainees who are passionate about early childhood education and care and have experience in the sector. Our Educators build and maintain positive relationships with children, families and the local community and most importantly you will make a difference to the lives of the children in our care.

The position is suitable if you hold:

- You must hold the relevant qualifications, or actively working towards
- Have a strong working knowledge of the National Quality Framework
- You are committed to providing high quality education and care for children
- Able to work collaboratively in a team environment
- Current WWCC, Child Protection, First Aid and CPR qualifications

If this sounds like you, then apply now!

Please note, only shortlisted candidates will be contacted.



Trainee Locomotive Drivers

About Us:

One Rail Australia is one of Australia's leading rail-based logistics partners, delivering value through customer service, operational excellence and innovation. Our number one priority is to deliver for our customers safely – when and where they need it. We operate in South Australia, the Northern Territory which includes the Tarcoola-to-Darwin rail line, Queensland and New South Wales, including the Hunter Valley. We provide tailored solutions across a diversified commodity mix of minerals and agriculture.

About the Role:

One Rail Australia have an exciting opportunity for multiple Level 1 Driver Trainees to join the business. The positions will be based in Newcastle and will commence September 2020.

One Rail Australia will support you through and provide you with all the comprehensive training you need to become a successful fully Qualified Locomotive Driver. Upon completion of your training contract, which will take approximately 2 1/2 – 3 years, you will be able to operate a locomotive and provide operational support to ensure the safe and efficient working of short haul train movements throughout the Newcastle region. You will also be provided with a very competitive pay rate which increases as you progress through the traineeship program until you become qualified, as well as many other great benefits.

About You:

Previous industry experience is not a requirement of this role; however, it is essential that you are able to demonstrate the following:

- Sound mechanical aptitude.
- Above average numeracy and literacy skills.
- Excellent problem solving skills and the ability to troubleshoot challenges as they arise.
- Proven ability to maintain high levels of concentration for long periods of time.
- Dedicated commitment to safety including working within stringent safety protocols and procedures at all times.
- Ability to work a 24/7 roster including night shifts, weekends and public holidays.
- The ability to work as part of a team and the rail community.
- Hold an unrestricted motor vehicle licence.

The Process:

As part of One Rail Australia's recruitment and selection process, short listed applicants will be required to:

- Successfully complete and pass literacy, numeracy, mechanical comprehension and concentration testing.
- Provide a recent national criminal history check & provide recent referees.
- Successfully complete and pass a Category 1 pre-employment health assessment.
- Provide a Current C Class or higher Drivers Licence.

To apply, submit your resume and cover letter as a single document. Applications close June 19th 2020.

One Rail Australia Pty Ltd is an Equal Opportunity Employer.



Human Resources Traineeship

Who you'll be working with...

HVTC Hunter is an expert in the employment and training of apprentices and trainees. We believe skills change lives and that apprenticeships and traineeships can open doors to incredible careers. This is why we partner with businesses to match the right person with the right career.

During your traineeship, you'll be employed by us and complete on-the-job training with HVTC Hunter in the Rutherford office. We'll provide you with ongoing mentoring and support to help you achieve your career goals and unleash your true potential.

So what are you waiting for?

What you'll be doing...

You will complete a [Certificate IV Human Resources](#) over 24 months through a combination of formal training with a Registered Training Organisation (RTO) and practical on-the-job experience.

Throughout your formal training and practical experience in the workplace, you will:

- Support the recruitment and selection of apprentices and trainees
- Source new candidates using a multitude of channels
- Screen candidates face-to-face and over the phone
- Conduct reference checking
- Maintain records and data entry
- Create induction documents
- Draft job advertisements
- Deliver quality customer service, via phone, email and face to face
- Assist with screening, booking interviews and on-boarding of candidates for the HVTC PaTH Program
- Carry out other duties that are within the limits of trainee skills, competence and ability

What you'll bring to the table...

To be successful in this role, you'll need to meet the following selection criteria:

- Genuine interest in recruitment and selection
- Flexible, with the ability to prioritise tasks in a fast-paced environment with competing demands
- Results driven attitude
- Confident, clear & concise written & verbal communication skills
- Outstanding attention to detail
- Excellent administration skills including the use of Microsoft Office suite
- A positive attitude towards taking on tasks, big and small
- Committed to working collaboratively within a diverse team
- An honest, punctual & reliable work ethic
- P1 drivers' licence or above

It will also help if you have:

- Certificate III in Business Administration or equivalent
- Experience in an administrative based role

What you'll get in return

As well as a fun, supportive and inclusive environment where you'll be challenged and given room to grow, you'll also receive:

- Rostered Days Off (RDO) entitlements
- Annual Leave Loading 17.5%
- Employee Assistance Program (EAP)
- Access to Corporate Gym & Health Insurance Rates
- Corporate uniform (after your probation period)

What to do next

To apply for this role, click the 'Apply for this job' button and then follow the steps to complete your application. You can also apply online at www.hvtc.com.au by clicking on 'Vacancies' and selecting the relevant position, then the 'Apply Online' button at the bottom of the page.

All applications require a resume and cover letter addressing the selection criteria.

If you have any questions about this role please contact Kiara Nicoll or Rebecca Sparks on [02 4932 4222](tel:0249324222).

Applications close Friday 19th June 2020

As a recognised 2019 Diversity Champion HVTC are committed to Equal Employment Opportunities, Ethical Practices, and the principles of Cultural Diversity. We encourage applications from all members of the community, including people from indigenous backgrounds, women seeking non-traditional trade opportunities and mature aged people.



HVTC skills change lives

hvtc.com.au

- Recruit and manage apprentices and trainees • School-based options
- Psychometric testing • Short and long term labour hire
- Workforce management • Short courses for job seekers

ABN 45 002 226 619

Tweed, Northern Rivers, North Coast, North West, Mid Coast, Hunter, Sydney, Illawarra, Southern Tablelands, Shoalhaven, South Coast

29th June 2020

LIKE us on
Traineeship



IT Technical Help Desk Traineeship

- Are you IT Tech savvy? Do you have a keen interest to be a customer focused individual?
- Complete a Certificate 3 in IT, Information, Digital Media and Technology
- Newcastle CBD Location

ROLE

MEGT RMS in conjunction with our Host Employer, Pegasus are looking for a junior technical orientated Superstar! This Traineeship is within the Support Division, and we are looking for an enthusiastic, hands on individual who thrives on a challenge and would enjoy working for a progressive technology business. As a Trainee, you will complete a Certificate 3 in IT, Information, Digital Media and Technology over a 12 month period (and paid!), whilst gaining valuable hands on industry experience in a fast paced and supportive team environment. Pegasus services a variety of industries, within this role you will assist on the Support Desk and be exposed to some of the largest companies within Australia supporting their use of the Pegasus solution.

Your duties will include, but not be limited to;

- Provide application and systems support to clients, diagnosing problems and investigation of queries
- High volume customer service via phone, email and face to face interactions
- Opportunity to assist in hardware maintenance works and setup
- Complete standard tests/diagnostics on systems
- Assisting other technical teams when required
- Undertake other basic system duties as trained and directed

SKILLS & EXPERIENCE

- Previous exposure in a customer service environment
- Studied ICT, IT, Physics, or Business or Retail subjects at school would be desirable
- Problem solving mindset and solutions orientated
- Accuracy and high attention to detail
- Intermediate Computer Literacy (Microsoft Word, Excel & Outlook)
- Literacy in Web based software
- Excellent communication, interpersonal skills and presentation
- Reliable on the job, high initiative and adaptability
- Drivers licence and own transport

COMPANY CULTURE

Pegasus are a progressive, inclusive, growing software house that offers a unique career opportunity within the IT scene. As they own and develop their software in house, career path ways are constantly developing. We employ a range of industry experts within IT, Infrastructure, Security and application design creating an outstanding opportunity for anyone looking to learn and grow in this area.

BENEFITS

- Receive a qualification whilst being paid in the job, Certificate 3 in IT, Information, Digital Media and Technology
- Office operating hours 7am-7pm shifts are within this time period
- MEGT Field Officer for constant support in the Traineeship

HOW TO APPLY

If you are ready to take your career to new heights and are ready to join a company who are looking to hire the industry's best and brightest talent - simply hit 'Apply' now and send your resume to MEGT today.

The first stage of the selection process will involve a phone interview and only successful applicants will be contacted. Final interview stage will be an onsite interview with the Host Employer. The successful applicant will also be required to complete a full medical examination including drug and alcohol testing.

MEGT (Australia) is a Child Safe and Equal Opportunity employer committed to child safety and providing a work environment that values diversity and inclusion

Should you have any questions or would like more information regarding this position, please contact Amber Gillett on [0408 352 883](tel:0408352883).

megt.com.au

29th June 2020

LIKE us on
Traineeship



Indigenous Customer Service Trainee | Westpac | Singleton

- Aboriginal and Torres Strait Islander Traineeship Program
- Career development in retail banking and sales
- Gain a nationally recognised Certificate III in Financial Services

About Maxima Group Training

Maxima is a not-for-profit national employment services and training organisation, working in partnership with small and large businesses across Australia. We have a successful 30 year history delivering employment outcomes for people of Aboriginal and Torres Strait Islander backgrounds, with approximately 280 Aboriginal and Torres Strait Islanders currently placed in Indigenous Traineeships.

Your Host Employer

Westpac is Australia's first and oldest bank operating for over 200 years and also one of its largest. Westpac Group provides personal, business and corporate banking services, as well as superannuation, investment and wealth management services. Westpac offers its employees many opportunities for career progression and skills development in the banking and financial sectors.

The Opportunity

This position provides Aboriginal and Torres Strait Islanders an opportunity to engage with their local community as a Bank Teller. As the face of Westpac Bank, you will provide customer service, conduct banking transactions, assist with general enquires and market Westpac products and services.

National traineeship wages and conditions apply.

Day-to-day duties will include, but not be limited to:

- Provide face-to-face customer service in branch to personal and business customers
- Pitch sales of Westpac Group products and services and refer specialist enquires
- Produce financial reports, transaction summaries and balance sheets
- Assist management and team with daily administrative tasks
- Conduct banking transactions, cash handling and EFTPOS

Skills and Experience

- Focus on achieving sales targets and exceeding KPIs
- Have a sound mathematical and financial acumen
- Exhibit a passionate and positive work attitude
- Demonstrated customer service experience
- Ability to utilise financial computer software and systems
- Great verbal and written communication abilities

Benefits

- Participate in Westpac's Best Banker Programme to obtain professional qualifications
- Align yourself with a strong and nationally recognisable brand
- Obtain a nationally recognised Certificate III in Financial Services
- Job security and career development opportunities
- Work alongside supportive colleagues and management
- Innovative and progressive office environment
- Be a part of a career, not just a job

How to Apply

Please note that you must identify as Aboriginal or Torres Strait Islander descent to be eligible for this role.

To apply, complete the online application form and attach a copy of your resume and cover letter outlining your suitability for the available role.

Only shortlisted candidates will be contacted directly.

Applications close Friday 12 June 2020

Trainee Sales & Trainee Administrative Assistant

About us

Great opportunity to work for a well respected, growing Real Estate business who are committed to providing excellence in customer service.

Qualifications & experience

- Certificate of registration or currently training
- Current Australian drivers license and a reliable car
- Excellent communication skills both written and verbal
- Professional and courteous phone manner
- Excellent attention to detail and time management
- Punctual and immaculate personal presentation
- Competent computer skills
- Possess a strong work ethic
- An enthusiastic friendly attitude

Tasks & responsibilities

- Trainee Agent Roll
 - Assist with open home inspections after hours and Saturdays
 - Telephone prospecting to current database/ Handling buyer enquiries
 - Door Knocking/ Letterbox drops
 - Trainee Admin Assistant Roll
 - Maintaining the front office
 - Assisting clients and answering phones
 - Coordinating listing and sales files
- General administrative duties





Labourers/Junior Fencing Installers - Casual to Permanent Roles

About the business

Established in 2016, Ifence is a fast growing dynamic company manufacturing commercial and retail fencing and automated gate technology. We are the leading supplier and installer of fences and gates for businesses and homeowners in the Newcastle and Hunter region.

About the role

Working out of our Cardiff facility as well as on-site locations throughout Hunter Region and Sydney, you will join a growing team of installers focused on both our commercial and domestic segments. The positions require individuals who are motivated, energetic, punctual and well organised with excellent communication skills. You will spend time learning the job in a buddy system, learning from experienced installers. Job requires general labouring and pick-up/delivery responsibilities working in a team environment and individually. Your goal is to prove yourself and move into a permanent role within a 3 month period.

Successful applicants will have a career path into installers or estimating/sales roles in the company within 1-3 year time frame.

Key responsibilities and duties include the following:

- Assisting installers on all labouring tasks
- Assisting installation of fencing and gates ranging from colour bond, slats, timber, glass as well aluminium and steel gates
- Demolishing and removal of existing fences and gates as well as clearing sites
- Experience in measuring and estimating helpful but not essential
- Experience in installing fences but not essential

Benefits and perks

A competitive annual salary based on performance, attitude and skill after 3 month casual/probation period. Its an opportunity to be part of a growing company.

Skills and experience

A well presented, proactive, energetic and motivated person who can work autonomously and in a team environment. Positive and committed individual with excellent communication skills.

- Customer focused
- Labouring experience
- Vehicle Licence a must

Folk Lift and truck licences would be ideal but not essential



JUNIOR LEGAL RECEPTIONIST

This entry level position is an ideal career starter for a junior receptionist in the legal area. If you have an outgoing personality, enjoy meeting people, and have a professional presentation, this is the role for you.

About Us. We are a locally owned, rapidly growing law firm with offices in Newcastle and the Central Coast. Our vision is to deliver exceptional service and outcomes to our clients. We provide legal services in a range of areas including medical negligence, family law, public liability, workers compensation, motor vehicle accidents and wills and estates including estate disputes. The successful candidate will be selected on their suitability to meet our criteria so please ensure you address our requirements in your application:

- Excellent verbal and written communication skills
- Prior experience in an office environment
- Proven organisational skills and a strong willingness to learn
- Proficiency in typing with very good attention to detail
- IT savvy with working knowledge in MS Word, Excel, Powerpoint and Outlook
- Adobe Creative Suite knowledge is desirable
- A keen interest in social media and marketing would be an advantage
- An interest in law or completion of legal studies subject during HSC would be highly regarded
- Successful school results in core subjects
- Current driver's license

You will be mentored to achieve great results in your new role, which will include:

- Answer incoming calls, take messages, and redirect calls as required
- Meet and greet clients and visitors and ensure the highest level of first impressions is maintained
- Collect and monitor mail and deliveries
- General office duties including filing and photocopying
- Administrative duties as directed
- Organise and monitor appointments
- Monitor and shop for office supplies
- Liaise with suppliers
- Provide support to the Marketing Manager
- Assist in organising functions and other events

The position will be offered on a permanent basis offering 32 to 38 hours per week, Monday to Friday with a salary range of \$25,787 - \$32,799 per annum plus superannuation.

Sound like you? If you are looking for a long-term career with a progressive law firm and you have a strong desire to succeed, please apply now. Applications via the link only please.

Attach your resume and a supporting letter as to why you are the right person for this role.

Applications will be considered immediately, and the position will remain open until a suitable candidate is appointed.



Administration Clerk - Gateshead

Solo Resource Recovery is a family owned and operated business, supplying waste removal and recycling services throughout Australia. A great opportunity has become available for an experienced administration clerk to join our growing Gateshead team. Would you like to join our team?

Your responsibilities will include:

- Answering incoming calls
- Data Entry
- Communication with drivers via the two way
- Processing of drivers daily run sheets
- Preparing council reports; weekly and/or monthly
- Liaise with the Council
- Assisting Operations Supervisor
- Other general administrative duties as requested

It is important that you have:

- Excellent customer service & communication skills
- Attention to detail & high level of accuracy in data entry
- Professional phone manner
- An energetic, positive and have a "can do" attitude
- Ability to work both independently and in a team environment
- Computer literacy skills; word, excel & outlook
- Ability to problem solve

As per our application process, successful applicants will be required to undergo a Pre-Employment Medical including drug and alcohol test, and provide a current driving history.

If you believe you have the skills we require and are looking for a great career opportunity then simply click on "Apply" to send your letter of application and a current resume.

Please note – ONLY SHORT LISTED APPLICANTS WILL BE NOTIFIED

29th June 2020

LIKE us on
Part Time



Junior Receptionist Traineeship

We are Newcastle and Lake Macquaries' number one agency and we have a fantastic opportunity for someone to join our busy, high achieving and supportive environment.

The role will involve being the first point of contact as our phone receptionist assisting our clients and directing high volumes of calls to our Sales, Property Management and Administration teams, with the opportunity to complete a 12 month Traineeship in Business Administration.

LOVE Realty has a great culture with strong values that we display in everything that we do.

Our staff enjoy weekly rewards, an amazing office space with our own baristas, a culture of abundance mentality and some really lovely people to work with.

LOVEs' why its to Improve Peoples Lives so if you have a positive disposition, are reliable in your attendance, and LOVE helping people this could be for you.

The role is full time on a roster that will incorporate Monday to Sunday with rotating shifts between our opening hours of 8am and 7pm.

Please apply with a resume and covering letter via SEEK

Junior Administration Assistant

ABOUT THE ROLE

This Junior Administration Assistant position will give the successful applicant the opportunity for full time employment, whilst working with an experienced team and developing your skills.

Your duties and responsibilities will include:

- Assist the Executive Assistant with day-to-day tasks
- Data entry
- Booking appointments for financial advisers
- Collating advice documentation
- Communicating with external product providers
- Lodgement of superannuation and insurance applications or alterations
- Assisting with client enquiries
- Answering and directing incoming calls
- General administration duties, with assistance of reception duties when required

WHAT YOU NEED TO BE SUCCESSFUL IN THIS ROLE

We are looking for a team player who is passionate, honest and motivated to build a career while maintaining positive and rewarding relationships with our valued clients. Confidence to handle a variety of situations is essential with a passion to learn and grow. You will need:

- Exceptional attention to detail
- Willingness to learn, able to take initiative and self-motivated to grow
- Highly organised with time management skills and the ability to prioritise work load
- Have excellent verbal and written communication skills
- Ability to use online technologies including Microsoft office suite
- Customer service focus and great interpersonal skills
- Previous administration experience advantageous but not essential

If you are someone who thrives in a fast paced role and are looking to be a valuable member of a successful, reputable company please click the 'APPLY FOR THIS JOB' button to send through your resume and cover letter explaining why this role is of interest to you. Please note only shortlisted applicants will be



Part-Time Administration Assistant

We are seeking a part-time administration assistant to join our civil/ structural engineering consulting practice. The position offers the following;

- family-friendly school hours (12 hours per week, ideally spread across 4 days);
- convenient office location in Charlestown, NSW; and
- excellent work environment with a great team.

About Skelton Consulting Engineers

We are a small team of engineers providing civil and structural consulting services to architects, building designers, builders, developers and property owners in the Newcastle, Lake Macquarie and Hunter areas. We pride ourselves on providing efficient, innovative and quality design services.

The Position

We are looking for a part-time administration assistant to assist with file set-up, printing, filing, invoicing, office administration, Xero reconciliations and managing accounts receivable. It is anticipated that you would work closely with the practice manager and principal engineer.

Skills and Experience

The ideal candidate will:

- have strong typing skills and be proficient in Microsoft Word and Excel;
- have experience with Xero accounting software (although this is not essential);
- have excellent communication and organisational skills;
- be an enthusiastic team player; and
- be keen to work part-time across 3 or 4 days.

Applications should be forwarded to admin@skeltonconsulting.com.au by 5pm on 28 June 2020

Youth Links

29th June 2020

LIKE us on
Part Time



FIND THE ALDI IN YOU

Retail Assistant - 20h per week Mayfield

At ALDI, our people are the key to our success.

We're looking for high energy team members who love to keep active and busy. A Retail Assistant at ALDI needs to be able to thrive in a fast paced, team environment and always be willing to go the extra mile for their customers and team. The role is physical in nature, so you'll need to enjoy hands-on work and meeting deadlines. Our shifts can start at 6am some mornings, and finish at 10pm others, so being flexible and available for those shifts is important. Being available to work any 5 out of 7 days is also something we are looking for. Finally, prior experience in a fast paced, retail environment will be viewed favourably; however a positive attitude and hardworking spirit are an absolute must.

What's in it for you?

- Market leading remuneration - \$25.31 per hour*
- Be a part of a leading international retailer
- Career opportunities in our rapidly growing store network including progression to Store Management Trainee
- Extensive training and development.
- Rotating roster and guaranteed contracted hours.
- 4 weeks annual leave
- Work alongside friendly and supportive colleagues

You will be responsible for:

- Maintaining and replenishing stock storewide
- Operating manual pallet moving equipment
- Merchandising stock storewide
- Serving and assisting customers in a professional and efficient manner
- Operating tills and calculating change manually

*Hourly rate for Retail Assistants over 18 years of age.

Office Assistant

Gymnastics Direct is Australia's leader in online sales of gymnastics equipment. We are a family business with a loyal and growing base of customers that has been in business since 2006.

Our growth in recent years means that we need to expand our team. We are looking for someone capable of working as a part of a team who is dedicated, enthusiastic and able to work under pressure at peak times of the year.

Job requirements include, but are not limited to; attending to customer enquiries, handling logistics bookings, updating website and social media platform communications and various incidental communication activities.

Gymnastics knowledge is useful, but not essential, as is an understanding of graphic art, using photoshop and other web based applications.

Gymnastics Direct is a relaxed and flexible working environment, and we like to think, a great place to come to work. If this job sounds like you, please send your CV and application so we know who you are.



Gardener/Junior Gardener

Torryburn Stud is expanding rapidly and we are seeking a Gardener or a Junior Gardener to join our busy team.

The successful applicant will join a small, friendly and cohesive team with a passion for excellence and be involved in a diverse range of tasks.

THE ROLE:

The position of Gardener/Junior Gardener will report directly to Torryburn Stud's Head Farmer.

The successful applicant will be required to undertake the following tasks:

- Ideally you will have a minimum of 2 years in a similar role. However, we will consider applicants with qualifications with a genuine passion for gardening or a Junior looking for a traineeship or to develop skills.
- Ongoing liaison with, and taking direction from, the Head Gardener
- Any facet of gardening as required, including but not limited to, soil improvement, fertilizing, mulching, watering and irrigation, mowing, planting and planning, hedging, landscaping, brush cutting and tree maintenance, general maintenance and handyman skills.
- plant and equipment maintenance - (highly desirable but not essential)

THE SUCCESSFUL APPLICANT

(SKILLS & CULTURAL FIT):

The successful applicant will possess the following attributes:

- A willingness to work both individually and within a team
- A self- starter who is fit, hardworking and has a high level of attention for detail
- An ability to meet deadlines
- A willingness to maintain the best possible standards at all levels and in all workplaces
- An ability to communicate in a professional manner with all staff, management, visitors and owners
- An ability to demonstrate initiative and a willingness to go "above and beyond", to present the farm and gardens to the highest standard at all times

It is hoped you live within 45 minutes of the East Gresford area.

THE SUCCESSFUL APPLICANT

(EXPERIENCE):

The successful applicant will ideally have experience in one or more of the following areas:

- Experience in a similar role and a demonstrated passion for gardening
- Specific experience working in a garden is essential.

ABOUT TORRYBURN STUD:

Torryburn Stud, is a boutique thoroughbred stud steeped in Colonial history, nestled in gently rolling hills near Gresford, in the beautiful Paterson Valley.

The Stud encompasses approximately 1200 picturesque acres with advanced safe fencing, specialised water management and irrigation, improved pastures, as well as an historic homestead and facilities, surrounded by meticulously maintained gardens and lawns.

HOW TO APPLY:

Applications for this rewarding opportunity should be forwarded to torryburnaccounts@cornishgroup.com.au