

# Youth Links



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9th June 2020

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Australian Government  
Department of Education and Training

# SUCCEED

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Vocational Education and Training Information Guide

# Youth Links



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## 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!

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## Apprenticeship



### Molycop Apprentice Program 2021

Get hands on trade experience, be mentored by experienced trades people & work and learn in a supportive team environment.

Molycop is a global market leader in the manufacture and supply of grinding media, mining chemicals, and rail consumables. The company has built a strong reputation over many years for outstanding service, industry knowledge, and trusted supply. Molycop produces high-quality products with maximum durability, designed to resist wear and deliver exceptional performance to mining assets. These businesses supply direct to mining companies and manufacturing suppliers to the mining industry.

Molycop's twelve grinding media operations are strategically located around the world to service the growing global mining industry, particularly in copper, gold, and iron ore sectors. Molycop's locations are in Chile, Peru, Mexico, USA, Canada, Indonesia, Spain, and Australia.

The Railway Wheels & Forge business is an industry leader in high-performance rail wheels, axles and wheelsets, and has the ability to deliver its Comsteel range of products to both domestic and international markets.

The Molycop Australasia business employs around 600 staff and wages roles across operations in Waratah, Newcastle and Cilegon, Indonesia and competes in the global market with its' world class Rail and Grinding Media products. In delivering value to our shareholders, we know organisational strength comes from valuing different opinions, perspectives and embracing diversity in all its forms.

Molycop's Waratah site is made up of 4 business units; Grinding Media, Rail, Steelmaking and Bar Mill.

We are currently seeking 1st, 2nd and 3rd year apprentices for mechanical, electrical, fabrication and bricklayer trades to begin at the start of 2021!

Our 4 year Apprentice Program is based on the 70/20/10 development model, combining ongoing studies at Tafe with structured, practical on-the-job training to ensure a well-rounded and high level of development is achieved. The program also includes rotations across the multiple business units on site, allowing apprentices to gain exposure to a variety of different working environments and technical skills.

Molycop apprentices achieve a nationally recognised qualification after being trained by some of the most experienced engineers and tradespeople in the region. Working in an environment where safety is the highest priority, you will be part of a down-to-earth and open company with a friendly culture. You will have a supervisor to mentor you, as well as the support of your colleagues and peers to ensure your time on the Apprentice Program is a positive learning and working experience.

To be successful, you will have completed year 10 or higher, have a demonstrated interest in undertaking an apprenticeship and possess the energy and motivation to undertake 4 years of study and training. You'll be the sort of person who has a strong commitment to working safely and is able to work collaboratively within a diverse team.

This is an exciting opportunity to build your career with a global leader in mining consumables. With diverse operations in both Australia and internationally you can be sure that there are many opportunities both during and beyond your apprenticeship.

Apply now and set yourself up for an extraordinary career. Do real work with real outcomes right from the start of our Apprentice Program.

Note that the selection process will include ability and medical testing and face to face interviews.

Applications must include:

- A cover letter which introduces yourself and your reasons for applying- please note in your cover letter which field you are applying for (Mechanical/ Electrical/ Fabrication/ Bricklaying).
- Your resume including personal details, any relevant work history and your education level
- Copies of your last two years school reports/ TAFE results/ University results and evidence of any work related training

Applications close Friday 26th June 2020 at 12pm

We work smarter, appreciate diversity and never back away from a challenge. If that sounds like you, we'd love to hear from you.

Kayla Parker  
02-4974-0380

**MOLY COP**

# Youth Links



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## Apprenticeship

### 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](mailto:platinum.hair@hotmail.com)

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

All applications will be kept confidential!

9th June 2020

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## Apprenticeship

### Apprentice Electrician

C Mack Electrical are a family-owned Newcastle-based Electrical Contracting and Level 2 Accredited Service Provider Business providing 24/7 Electrical Services to the Newcastle, Hunter, Lake Macquarie, Central Coast and Port Stephens areas.

#### **About the role**

We are currently looking to employ a 1st or 2nd Year Apprentice to join our team. You will be working a 40 hour week (inclusive of 1 day attending TAFE) while embarking on an apprenticeship completing a Certificate III in Electro technology Electrical. You will be working closely with an experienced team of senior electricians on a wide range of electrical services such as Residential and Commercial works. As part of the team, you will contribute to the success of C Mack by offering exceptional customer services and pride in workmanship.

#### **Benefits and perks**

- All uniforms provided
- 1 RDO per month
- Possibility of Overtime
- Tool allowances
- A fantastic team environment

#### **Skills and experience**

##### **Essential**

- Completed high school studies (minimum year 10 or equivalent)
- Hold a current Australian driver's licence (Provisional Licence accepted)
- A strong commitment to TAFE work and attendance is a must
- Be reliable for full-time working hours of 7am-3:30pm Monday to Friday

- Willingness to complete inductions
- Good/strong digital literacy skills
- Open to possible overtime
- Work well within a team environment
- A good communicator who is organised, reliable and honest

##### **Desirable (but not essential)**

- NSW White Card
- Working Safely at Heights Certificate

#### **How to apply**

Interested applicants can forward their cover letter and resume by Tuesday the 20th of June 2019 to:

[hr@cmackelectrical.com.au](mailto:hr@cmackelectrical.com.au)

Any questions regarding your application or the available role can also be forwarded to Brooke at the HR email address.

Only those candidates shortlisted will be contacted for an interview. a police and employment background check will be conducted on the successful candidate.

### 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!

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## Apprenticeship

**BENGALLA**

**MIGAS**  
APPRENTICES & TRAINERS

### Apprenticeship Electrical 2020

- Entry level apprenticeships with Bengalla Mine
- Access to industry leading training at the Mining Skills Centre
- Four year, full time programme with community-minded local employer
- Achieve a nationally recognised Certificate III in Electrotechnology

#### The apprenticeship

Reporting to the Maintenance Supervisor, you will be mentored by qualified tradespeople over a four-year period to gain electrical knowledge and skills within the mining industry. Your involvement within the maintenance team will include efficient and continuous operation of all assets on a 24 hour, 7-day open cut mine site.

At the completion of the Apprenticeship, you will complete the Nationally Accredited qualification - Certificate III in Electrotechnology - Electrician (UEE30811).

On a day to day basis, your main responsibilities will include: Electrical repairs, maintenance, diagnostics, component change outs in field and workshop environments.

#### Essential requirements

- Current drivers licence or learner's permit
- Access to your own reliable transport to from site
- Possess strong mathematical aptitude with a minimum of Year 10 completion
- Comfortable working at heights and in a physically demanding environment
- 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
- Be committed to completing and passing all practical and theory-based study requirements of your Apprenticeship

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.

**About Bengalla Mine;** Bengalla has long been a part of the upper Hunter Valley and is committed to investing in the region through creating jobs and supporting the local community. It is a single pit, open cut mine using a dragline, truck and excavator method to keep the site operating 24 hours, seven days. As a busy and highly productive site, a range of practical skills are required to keep the mine operating safely and smoothly.

All Bengalla Apprentices undertake a six-month Mining Skills Program at the Centre, in conjunction with Hunter TAFE, to develop valuable technical skills, including welding, electrical, automotive, and training in financial awareness, health and nutrition, personal fitness, communication skills and road safety awareness.

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 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](http://migas.com.au)  
1300 464 427



 **NEW HOPE**  
GROUP

**BENGALLA**

**MIGAS**  
APPRENTICES & TRAINERS

### Apprenticeship Plant Mechanic 2020

- Entry level apprenticeships with Bengalla Mine
- Access to industry leading training at the Mining Skills Centre
- Four year, full time programme with community-minded local employer
- Achieve a nationally recognised Certificate III in Mobile Plant Technology

#### The apprenticeship

Reporting to the Maintenance Supervisor, you will be mentored by qualified tradespeople over a four-year period to gain mechanical knowledge and skills within the mining industry. Your involvement within the maintenance team will include efficient and continuous operation of all assets on a 24 hour, 7-day open cut mine site.

At the completion of the Apprenticeship, you will complete the Nationally Accredited qualification - Certificate III in Mobile Plant Technology (AUR31216).

On a day to day basis, your main responsibilities will include: Mechanical maintenance, repairs servicing works, fuelling of mobile and fixed plant machinery.

#### Essential requirements

- Current drivers licence or learner's permit
- Access to your own reliable transport to from site
- Possess strong mathematical aptitude with a minimum of Year 10 completion
- Comfortable working at heights and in a physically demanding environment
- 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
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## Apprenticeship

### Indigenous Opportunities | BHP 2021 Apprenticeship Program | QLD & NSW

#### About the Role

We are seeking diverse and talented 1st year applications for our **2021 Apprenticeship Program** across BMA Queensland and BHP New South Wales Operations. For commencement in early 2021, we are offering a number of residential positions available in Moranbah, Dysart, Blackwater, Hay Point, and Muswellbrook.

This is an outstanding opportunity for both school leavers and mature aged candidates to develop a dynamic and fulfilling career. The program is delivered to develop cultured, engaged, highly skilled and work ready apprentices to the business, via structured practical and theoretical training competencies.

On completion of your 4 year apprenticeship, you will have earned a trade qualification that is recognised globally.

Nationally Accredited trades Certificates being offered may include:

- Automotive Electrical (Certificate III in Automotive Electrical Technology)
- Electrical (Certificate III in Electro Technology Electrician)
- Diesel Fitting (Certificate III in Mobile Plant Technology)
- Mechanical Fitting (Certificate III in Engineering - Mechanical Trade)
- Boilermaking (Certificate III in Engineering Fabrication Trade - Boiler Making/Welding)
- Refrigeration Mechanic (Certificate III in Air-conditioning and Refrigeration)
- Plumbing (Certificate III in Plumbing)

#### About You

These opportunities are available for enthusiastic and motivated individuals wanting to obtain a trade and embark on a career within in the mining industry, this is a chance to be apart of something big!

We are eager to engage with people who have a genuine interest their chosen trade and come from a diverse range of backgrounds. We are looking for individuals that are adaptable, positive, and open to exploring the world of mining whilst learning something they have a demonstrated passion for.

As residential roles, apprentices will be required to live within in a safe distance from our Mine sites aligned with our Fatigue Management policies. Please note accommodation and travel is not provided for these positions.

The ideal candidate we are seeking will:

- Demonstrated interest in their chosen trade through work experience and / or hobbies and interests.
- An overriding commitment to health, safety, environment responsibility, and sustainable development.
- A strong desire to learn and develop a range of new skills associated with your chosen trade.
- Motivation to achieve individual and team goal and objectives with a willingness to actively contribute to attain results.
- Hold a current Australian Drivers License (Learner and Provisional accepted)

#### Prerequisites for 2020 Year 12 Leavers:

- Mechanical trades is a minimum Year 12 pass in Mathematics & English
- Electrical trades is a minimum Year 12 pass in General Mathematics / Q Smart Mathematics (QLD), Advanced Mathematics (NSW), and English

#### Supporting a diverse workforce

BHP acknowledge that we operate on the traditional lands of Barada Barna, Gaangalu, Yuwibara, Widi, Wonnarua people. We recognise the traditional rights to maintain the cultures, identities, traditions, and customs on their country, and strongly encourage their job seekers to apply. At BHP, we recognise that we are strengthened by diversity. We are committed to providing a work environment in which everyone is included, treated fairly and with respect. We are an Equal Opportunity employer and this position will only be open to Aboriginal or Torres Strait Islander applicants. The filling of these positions is intended to constitute an equal opportunity measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and section 105 of the Anti-Discrimination Act 1991 (QLD) and 8(1) of the Racial Discrimination Act 1975 (Cth), and s 126 of the Anti-Discrimination Act 1977 (NSW).

Providing employment opportunities for Aboriginal and Torres Strait Islander people is an important part of our 2017 – 2020 Reconciliation Action Plan (RAP). For more information about our RAP, please visit our website.

We know there are many aspects of our employees' lives that are important, and work is only one of these, so we offer benefits to enable your work to fit with your life. These benefits include flexible working options, a generous paid parental leave policy, other extended leave entitlements and parent rooms.

#### Important

**The safety of BHP's people and our candidates is our number one priority. Due to the unfolding circumstances of COVID-19 and the Government regulations in place to deal with the pandemic, your working location and/or roster as advertised in this advert may be temporarily subject to change whilst the government regulations are in place. This is to ensure the health safety of our workforce, and to implement effective social distancing measures. These changes if applicable will be discussed at screening and interview stage.**

Application close 12PM AEST on Wednesday June 17th 2020. Please note late application will not be accepted.

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## Apprenticeship

### [BHP 2021 Apprenticeship Program | QLD & NSW](#)

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As residential roles, apprentices will be required to live within a safe distance from our Mine Site aligned with our Fatigue Management policies. Please note accommodation and travel is not provided for these positions.

The ideal candidate we are seeking will:

- Demonstrated interest in their chosen trade through work experience and / or hobbies and interests.
- An overriding commitment to health, safety, environment responsibility, and sustainable development.
- A strong desire to learn and develop a range of new skills associated with your chosen trade.
- Motivation to achieve individual and team goal and objectives with a willingness to actively contribute to attain results.
- Hold a current Australian Drivers License (Learner and Provisional accepted)

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We know there are many aspects of our employees' lives that are important, and work is only one of these, so we offer benefits to enable your work to fit with your life. These benefits include flexible working options, a generous paid parental leave policy, other extended leave entitlements and parent rooms.

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## Apprenticeship

### Apprentice Plant Mechanic

Kentan Machinery Apprenticeship 2021

Entry Level - Plant Mechanic

*Kentan Machinery is a leading player in the provision and maintenance of Agricultural and Construction equipment in the Newcastle, Hunter Valley and Taree areas. With a focus on quality, product knowledge, internal development and customer service, we have achieved an enviable reputation in the market and been a consecutive winner of the much coveted "MTA NSW Farm Machinery Dealer of the Year" award.*

If you are completing School or are seeking a new career, the Kentan Machinery Apprenticeship Development Program will set you on the path to a fulfilling and rewarding career. This apprenticeship commences in January 2021 but we would like a start date ASAP to induct the selected candidate into the business prior to the apprenticeship start date.

What we seek in our apprentices:

- Minimum Year 10 Maths and English;
- Technical aptitude and a mechanical interest;
- Self-motivated with a responsible attitude and mature outlook;
- Strong commitment to a structured on site workshop and off site training program;
- Ability to work within a team environment;
- Drivers Licence is mandatory (minimum P plates).

What we can offer you:

- Sponsored Certificate III training at TAFE;
- Extensive technical and business skills training program;
- Safety equipment and protective uniformed clothing for work purposes;
- A strong team culture focused on your success and career growth.

How to Apply:

To apply for an Apprenticeship opportunity with Kentan Machinery, please send your application via email to [craig@kentanmachinery.com.au](mailto:craig@kentanmachinery.com.au).

Please remember, you must be available to start ASAP even though the apprenticeship does not start until January 2021.

To all of you who sent through your resume, we appreciate your interest but due to the high volume of applicants, we will not be contacting you unless we feel you may be suitable for the position.

### Painting & Decorating Tradesmen and Apprentices

R. Baxter Painting & Decorating are currently seeking full-time tradesmen and/or apprentices who are well presented with a personable manner in addition to an excellent work ethic and willingness to work in both a small and medium sized team environment for a variety of clientele and for a range of projects including residential, industrial, shopping centres, schools/Tafes and various other government and insurance work. Applicants with a current Driver's Licence will be considered favourably. Due to our clients' requirements, the successful candidate/s will need to have a Criminal History Police Check in order to undertake work for our business. Above Award rates will be paid to the right candidate/s.

### Apprentice Baker

1st year Apprentice Baker required for immediate start. We have a position available for an enthusiastic, passionate & driven individual looking to start a career with us at Bakers Delight Wallsend. Daily tasks will include learning all aspects of baking bread, daily cleaning tasks, customer service & more. Work on a full time rotating roster, includes weekend & shift work, must have own reliable transport. Starting an apprenticeship with Bakers Delight can be very rewarding as it opens the door to many opportunities.

9th June 2020

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## Apprenticeship

### APPRENTICE LIFT ELECTRICIAN

#### **The Job**

On-the-job and TAFE Training to achieve Certificate III in Electrotechnology - Electrician (UEE30811).

Working in a two or 4-man crew to install lifts & hoists.

You will be supported and mentored by a team of qualified tradespeople to gain electrical knowledge and skills within the lift industry.

#### **The Candidate**

Current or Entry Level Apprentice Electrician. Motivated and diligent team player, with attention to detail.

Strong mathematical aptitude with minimum Year 10 completion.

Current clean driver's licence (Provisional ok) and Police Check record.

Must be prepared to travel, in 2-man crew, to job sites Mon to Fri in the company van.

Keen and genuine interest in your chosen trade and the lift industry

#### **Remuneration**

Apprentice Award Wage, Tool Allowance, Living Away from Home Allowance, Travel Allowance, + 9.5% Superannuation.

#### **About Us**

**Harwel Lifts & Hoists** is an Australian-owned lift and hoist designer and manufacturer, employing 29 staff. Whilst the factory is based in Gloucester, the bulk of our installation work is carried out on the Mid North Coast to the Greater Sydney Area. We also install in Canberra, Victoria and the Greater Brisbane area.

***If you're interested in this exciting opportunity, please submit your CV and a brief cover letter.***

*For more information about us please visit [www.harwellifts.com.au](http://www.harwellifts.com.au)*

### Senior and Junior Hairdresser's

Are you looking to get into a dynamic salon with a creative team and highly skilled hairdressers.

Are you someone that has a bubbly personality and loves making others feel good.

We are seeking an individual who is passionate about the fundamentals of hairdressing, and eager to develop their artistic and creative skills. You will also have a commitment to working in a team environment, being punctual and reliable.

About you:

- Good communication and customer service skills
- Well presented & fashion minded
- Pays close attention to detail
- Motivated
- Friendly
- Positive attitude to learning
- Able to work within a close-knit team
- Australian Citizen / Fluent in English

If you feel you are right for this position and would like to join our team, we would love to hear from you.

Job Type: Full-time, Part-time, Casual

- Flexible hours
- Above award wages!
- Training and development provided and encouraged!

Beautiful salon!

9th June 2020

LIKE us on



## Apprenticeship

### Apprentices All Levels

Now Hiring

Apprentices // All levels

Senior Stylists // All levels

Nestled in the heart of Newcastle, we are a conscious + sustainable salon with a high level of commitment when it comes to educating, nurturing and inspiring our team. Growing our salon family and helping people achieve their goals is something that is important to us as an entire salon team

We believe in creating a lifestyle for our industry. Operating Tuesday - Friday and closing between Christmas & New Year We create a team that is fulfilled in all aspects.

We are passionate about our education and all extra education opportunities are provided and we offer many opportunities to develop and grow.

Whether you are looking for a career change and are starting out in the industry or you have years of industry experience under your belt, we would love to hear from you

Part Time & Full Time Employment Opportunities  
Please feel free to check out our social media or website to get a feel of who we are and If Crysalis will be your ideal Salon Home  
[instagram.com/crysalis\\_loves/](https://www.instagram.com/crysalis_loves/)  
[crysalis.com.au](http://crysalis.com.au)

You can also pop into our new salon at  
166 King Street Newcastle

We look forward to hearing from you  
x Katya & The Crysalis Beauties

### Apprenticeship - Engineering Mechanical

Our client Turn 2 Marine Engineers P/L is a private, locally owned Business who provides engineering services to marine, mining and industrial sectors.

They are offering the opportunity to support a 1st or 2nd year Mechanical (Fitting/Machining) apprentice in their Workshop based in Carrington NSW. This is a new position being offered with the successful candidate working towards obtaining a Certificate III in Engineering (Trade).

You will be encouraged to be hands on and develop a wide variety of skills over the duration of the Apprenticeship period, to enable you to perform mechanical tasks to a high standard.

The candidate we are seeking:

- Will have a genuine interest in Mechanical, Fitting and Machining.
- Has a good Maths and English aptitude.
- Is willing to work in a team environment and learn.
- Holds a current Drivers Licence.
- Is reliable and able to be flexible to work overtime and weekends if required.
- Holds a Forklift Licence (desirable).
- Able to pass random D&A testing,
- Is proactive in workplace safety.

If you are interested in working with a great team, apply today with cover letter and resume!

# Youth Links



9th June 2020

LIKE us on  
**Apprenticeship**



## 2021 Apprenticeships-Electrical, Mechanical & Metal Fabrication

AGL Energy

★★★★☆ 3.2 overall rating (261 employee reviews)

[More jobs from this company](#)

### There's never been a better time to be at AGL

It's an extraordinary time for the energy sector. A time of complex challenges and unprecedented opportunities.

At AGL we have the scale, resources and ambition to take the lead and make real the possibilities the future holds. We're renewing and expanding our portfolio of sources and products to make them more sustainable, reliable, affordable and useful for all Australians.

That's what we call progress. To achieve it, we're bringing together people with unique stories, perspectives, and talent - and we need yours too.

At AGL, we believe progress is powered by our people. Let us empower you to make a positive difference and help bring progress to life.

### About the Company

Proudly Australian, AGL Energy is one of the leading integrated energy companies and the largest ASX listed owner, operator and developer of renewable energy generation in the country.

### The Roles

We are currently recruiting for highly motivated people to join our team and undertake an Apprenticeship in the areas of Electrical, Mechanical (Fitting & Machining) or Metal Fabrication.

### Our Apprentices receive:

- A nationally recognised Trade Qualification, gained within a broad learning environment
- The opportunity to work for a supportive Company that is renowned for developing outstanding Apprentices
- The ability to learn in a team oriented and supportive environment

### To be successful, you'll have:

- Completed Year 10 or equivalent prior to the end of 2020
- A demonstrated interest in your nominated trade
- A willingness and ability to participate in potential shift work
- A strong commitment to safety

### Submit your application, ensuring to include:

- Your Cover Letter and Resume, clearly outlining your relevant qualifications, experience and nominated trade

If you are a school leaver your last 2 school reports will be requested throughout the recruitment process, Aptitude testing will also form part of the overall selection process.

**Applications close on Sunday 28th of June.**

Please direct any queries to Hiari Pearce at [HPearce@agl.com.au](mailto:HPearce@agl.com.au).

### About Us

Proudly Australian for more than 180 years, AGL operates a diverse generation portfolio supplying energy to 3.7 million customer accounts. We have a passionate belief in progress and a relentless determination to make things better for our communities, customers, employees, the Australian economy and our planet.

Our goal is to make energy simple, fair and transparent and we're continuing to innovate to enhance the lives of Australians now and into the future. It's an extraordinary time for the energy sector and we need extraordinary people to meet the challenges.

We're bringing together people with unique stories, perspectives, and talent - and we need yours too. Let us empower you to make a positive difference and together we'll bring progress to life.

At AGL all employees are encouraged to be themselves and to bring their whole selves to work every day. We encourage applications from Aboriginal and/or Torres Strait Islander people, people living with disability, culturally and linguistically diverse people and people of the LGBTI+ community, including transgender, gender diverse, and intersex people. AGL has a commitment to maintain a diverse workforce, so welcomes the opportunity for applicants to share their lived experiences but recognises that some applicants may not wish to disclose, so that option is supported.

Click the "Apply" button to submit your application.

# Youth Links



**careerlinks**  
young people, bright futures

9th June 2020

LIKE us on



## Apprenticeship



### Who We Are

WesTrac is one of the world's largest Caterpillar dealers with more than 15 locations across NSW/ACT and over 1500 employees.

At WesTrac our primary focus is our people and we put a strong emphasis on nurturing the very best talent and providing our employees with the support and tools they need to succeed. We live by our values of Safety, Pride, Accountability, Respect & Customer.

WesTrac is an Equal Opportunity Employer and welcomes applicants of all ages, genders and backgrounds. Individuals currently undertaking an apprenticeship are encouraged to apply.

### About the WesTrac Apprenticeship Program

We are seeking expressions of interest for Apprenticeships in the following trades

- Plant Mechanics
- Fitter Machinists (Mt Thorley Only)
- Spray Painters (Tomago Only)
- Auto Electricians (Tomago Only)
- Boilermakers (Mt Thorley Only)

The 2021 intake has vacancies available in the following locations:

Tomago (Newcastle), Hunter Valley (Mt Thorley), Bathurst, Dubbo, Casula (Sydney) and Tamworth.

An Apprenticeship with WesTrac equips you with both theoretical knowledge and hands-on learning with exposure to a wide range of CAT Machinery as well as business functions. You will develop the skills and knowledge needed to become an expert in your chosen discipline and have the ability to learn from some of the best in the field. At the end of your Apprenticeship you'll have a nationally recognised trade and a wealth of experience to ensure you can tackle anything that's thrown at you.

As a WesTrac Apprentice you will receive the very best training and support to aid in your development as a Tradesperson. You will also receive:

- Uniforms + Welcome Pack
- Invitation to our Graduation Gala night
- Laptop and on-line learning platform
- Access to Fitness Passport
- Subsidised tool kit and discounted tool box insurance
- Discounts on CAT, Apple, JB Hi-Fi, Blackwoods + loads more
- Discounted health insurance
- Accommodation during off-site training periods
- Option to compete in our Apprentice of the Year competition
- Prospect of completing a dual trade at our onsite RTO

### How to Apply:

To be considered for these exciting opportunities you must submit an online application before the closure date. Applicants need to be over 16 years of age by January 1st, 2021 and have a driver licence or the ability to arrange travel to and from work each day and to Tomago periodically for training. Mature aged applicants are encouraged to apply.

You will be prompted to upload a current resume, covering letter and will need to answer a short series of application questions. In your covering letter tell us why you're interested in your chosen trade, why you want to be part of our WesTrac Family and what you hope to do once you're Trade Qualified. We would also love to hear about any training or projects you have completed that are related to the trade you're applying for.

We receive a high volume of applications so it's important you put detailed information in your application and ensure your contact details are correct. You will be kept informed of the status of your application via email and we encourage you to check your inbox regularly during the application period.

### Further information:

Applications close Friday June 26th at 5:00 PM. The first stage of assessment is an online skills test that will be sent to you within 2 weeks after your application submission. Be sure to check your junk and spam folders for the assessment. Individuals who do not complete the online assessment within the specified time frame will be unable to progress to the next stage.

# Youth Links



**careerlinks**  
young people, bright futures

9th June 2020

LIKE us on



## Apprenticeship



### Who We Are

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- Access to Fitness Passport
- Subsidised tool kit and discounted tool box insurance
- Discounts on CAT, Apple, JB Hi-Fi, Blackwoods + loads more
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You will be prompted to upload a current resume, covering letter and will need to answer a short series of application questions. In your covering letter tell us why you're interested in your chosen trade, why you want to be part of our WesTrac Family and what you hope to do once you're Trade Qualified. We would also love to hear about any training or projects you have completed that are related to the trade you're applying for.

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### Further information:

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9th June 2020

LIKE us on



## Apprenticeship

### Apprentice

Glencore, one of the world's largest natural resource companies, has mechanical and electrical apprenticeships on offer across their Australian Coal Operations, commencing in January 2021.

Our Queensland Coal Operations across the Mackay and Emerald regional coalfields are offering apprenticeships in Electrical, Metal Fabrication/Mechanical (dual trade), Plant Mechanic/Mechanical (dual trade) or Auto Electrical/Plant Mechanic (dual trade).

Whilst our Coal Operations in the Hunter Valley and Mudgee regions of New South Wales are offering apprenticeships in Electrical, Mechanical (Open Cut / Underground) or Auto-Electrical.

About our apprenticeships:

Our four-year Apprenticeship Program will allow you to:

- Develop skills, experience and knowledge to become a qualified tradesperson
- Access to onsite and offsite TAFE training
- Learn from leaders in their field

About you:

If you are an enthusiastic and motivated person with a commitment to achieve, coupled with a focus on safety, ability to work in teams and good communication skills, we would like to hear from you!

Candidates must have completed at least Year 10 by the end of 2020 to be considered. Mature age candidates are welcome to apply.

Benefits:

- Earn while you learn
- Work alongside highly-skilled tradespeople
- Strong career pathways for your future

How to apply

Click Apply Now!

You will be asked to upload your cover letter, resume and copies of the last two (2) years of School reports, TAFE or University results or evidence of work related training (*for mature age candidates*).

You will be informed of your progress throughout the selection process.

Applications Close online Sunday 21 June 2020.

9th June 2020

LIKE us on



## Apprenticeship

### Hairdresser - 1st Year Apprentice

#### WE ARE

- Teresa's Hair & Beauty Salon
- A Loreal Salon
- Located in the Waratah Village Shopping Centre
- No Sunday trade

#### IF YOU

- Need a change
- Are passionate about hairdressing
- Are self motivated
- Are willing to be trained
- Are neat and well presented
- Need a challenge

#### THEN WE WANT YOU

Please submit your Resume with a covering letter.

List any salon experience.

### Apprenticeship Cert III in Parks and Gardens

#### About us

Saving Time Pty Ltd, based in Charlestown NSW is a leading gardening, mowing and handyman business servicing Lake Macquarie, Newcastle and the Lower Hunter areas. Our company services participants on the NDIS, private clients and the elderly on various packages. A welcoming team who are committed to providing quality work ensures our employees have great job satisfaction.

#### Qualifications & experience

- Higher School Certificate or equivalent.

#### Tasks & responsibilities

- Attending to client garden needs; weeding, pruning, hedging, spraying, re-potting, performing garden makeovers.
  - Attending to client lawn care; mowing, snipping, blowing down.
  - Liaising where necessary with the client to receive instruction and guidance on what tasks are required in their garden.
  - Work professionally in a team.
  - Adhere to WHS procedures.
- Adhere to safe chemical handling.

## Roof Plumbing Apprenticeship

- Newcastle Hunter Area
- Drivers Licence & Transport Required

Send Resumes to [mbagtp@mbagtp.com.au](mailto:mbagtp@mbagtp.com.au) with the Subject "Roof Plumbing Apprenticeship".





### 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.

9th June 2020

LIKE us on



## Apprenticeship

### Apprentice Maintenance Fitter

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.

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- 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.
- Engineering-Mechanical trade pre-apprenticeship or similar
- Prior experience in the trade (Mechanical fitter TA/labourer)
- Experience with fault finding and maintenance on a production line
- Fault find and service pneumatic components
- Fault find and service hydraulic components
- Fault find and service steam components
- Experience with industrial refrigeration systems
- Tig and stick welding

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.



## Apprenticeship

### 1st Year Apprentice and salon assistants

#### About the Business and The Role

A rare opportunity has risen for 1st year Apprentices and salon assistants to join our team. We are a thriving, busy salon about to move into a BEAUTIFUL, BRAND NEW new salon space located in Newcastle.

We have been operating for over 12 years and always keep the salon & tools up to date and modern.

We are passionate about caring for our clients and consistently giving them the best hair and body service in town.

Sculpt Hair and Body is renowned for its exceptional, hairdressing, great customer service and beautiful salon environment.

#### The Role

Our busy salon needs team members who are organised, honest and professional. We would love to help you grow in a role that becomes a rewarding career by offering incredible training both in salon and externally with our brand partners.

We offer opportunities to grow yourself within our highly motivated and driven team

#### Skills Needed

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

#### JOB PERKS

- 2 days off in a row
- One week annual leave at Christmas time
- You get your hair done for FREE every 6 weeks by one of our talented team
- Great STAFF DISCOUNTS on the BEST hair products
- You get to work in an AMAZING BRAND NEW salon
- Excellent company culture

If you love people, creativity & working in a friendly, fast paced environment Sculpt Hair and Body is the place for you

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

Please email your resume to [info@sculpthair.net.au](mailto:info@sculpthair.net.au) or drop your resume into the salon at 581 Glebe Road Adamstown

Previous applicants need not apply



### Tradesman or Apprentice Painter

SAGE Painting is a trusted and reputable painting business serving Newcastle and the Lake Macquarie area. Our team have built a strong presence in the community by providing outstanding customer service and quality workmanship.

Renowned painter Sean Hersee and his team are the best in the business with many years of painting experience. Sage is passionate about our clients, and we consider painting an art form; whether it be working on a new house, a residential home, a shopfront or a commercial office.

#### The Role

We have an exciting position available for a Tradesman Painter or Apprentice Painter to join our team. Working with a group of passionate tradesmen, you will be involved in the preparation and painting of residential and commercial projects.

#### *Our Values*

Professional - In our approach to every job we do and every customer we engage

Attitude - Is always positive, so we always deliver a positive customer experience

Innovative - In our methods, our equipment and our approach to each home

Noticeable - We take pride in our finished homes and enjoy working in various locations

Timeliness - By spending the right time and delivering on time for each house we decorate

#### Skills & Experience

- Australian working rights
- Ability to work autonomously
- Current white card
- Australian drivers license
- Access to a reliable vehicle
- Self-motivated and driven to provide outstanding workmanship

#### How to Apply

If this sounds like an opportunity you would be interested in, please click 'apply for this job' via SEEK with your attached resume and cover letter.

9th June 2020

LIKE us on



## Traineeship

### 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](http://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.

9th June 2020

LIKE us on  
**Traineeship**



## Business Administration Trainee

We know drilling....

CH<sub>4</sub> Drilling was established as a Drilling Services company in 2016, to provide underground in-seam drilling to coal mines along the east coast of Australia. We promptly gained contracts in New South Wales and Queensland which enabled us to quickly prove ourselves to be a quality supplier of UIS drilling services and establish a strong reputation for drilling efficiency and technical ability as well as employee fairness and inclusivity.

As a Business Administration Trainee, you will be joining a high performing team and will be based at Hexham Head Office.

What we are looking for....

Your proactive attitude to your traineeship and a driven work ethic will see you as a much-valued employee in line with CH<sub>4</sub> Drilling's Values and 'can do' attitude. You will value this rare opportunity to gain a Certificate III in Business Administration over a 12-month period and will commit to the competencies and learning plan for the duration of the traineeship.

You will have the motivation to build your career and a willingness to uphold and practice CH<sub>4</sub> Drilling's performance requirements, be a solid team player with great communication skills and will be available to work Monday to Friday each week during normal business hours.

Your key responsibilities ....

- Provide administrative support to meet CH<sub>4</sub> Drilling facilities and operational needs, ensuring a high attention to detail.
- Assist with enquiries and requests from internal and external customers in an efficient and courteous manner.
- Coordinate and organise all travel requests in relation to the business and employee uniforms.
- Organise the administration aspects of fleet vehicles, including registrations, fuel cards, reporting requirements, etc.
- Organise the reconciliation of credit cards.
- Project work and support as required.
- Data entry and record keeping.

What you need....

- A positive and professional attitude in dealing with all customers, consistently projecting a positive image of the CH<sub>4</sub> Drilling.
- Outstanding organisational skills and the ability to handle multiple projects/tasks simultaneously.
- Eligibility to undertake a Certificate III Traineeship in Business Administration.
- Genuine interest in the business administration profession and a commitment to the traineeship.
- Effective verbal and written communication skills.
- Ability to prioritise tasks in a fast-paced environment, while handling interruptions as part of the routine.
- Attention to detail and the drive to get things 'right the first time'.
- Strong team player, willing to help out and assist others when needed.
- Self-starter approach to work, with an eagerness to consistently meet and exceed objectives and take on more responsibility.
- Proficiency in Microsoft Office suite.
- Driver's licence.

What you will receive in return....

- Full time traineeship with nationally recognised qualification
- Above Award salary
- Support to undertake training relevant to your role
- Annual/personal leave entitlements.

We are an ambitious team looking to lead from the front. We have a strong vision to create an unbreakable team culture based around safety, innovation, family and accountability.

Applications close 18 June 2020.

9th June 2020

LIKE us on  
**Traineeship**



## 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.

# Youth Links



**careerlinks**  
young people, bright futures

9th June 2020

LIKE us on



## Traineeship



### 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](http://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](http://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



9th 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](http://megt.com.au)

9th June 2020

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## 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

### Childcare Traineeship (Cert III)

Lambton Early Learning Centre is an architecturally award winning family owned and operated Centre. Lambton ELC provides a high quality educational programs in a beautiful caring, nurturing and fun environment.

This is an excellent opportunity for someone looking to complete Certificate III in Early Childcare and Education while gaining valuable hands on experience in a Centre that is rated as exceeding the national standards.

Applicants will need:

- Working with children's check, or willing to apply for one.
- Excellent teamwork skills.
- Great communication skills.
- Passion for childcare.
- Willing to work full-time.
- Willing to commit to a 12 month contract.

Please email a 1 page resume to Alicia:  
[alicia@lambtonearlylearning.com.au](mailto:alicia@lambtonearlylearning.com.au)



# Youth Links



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9th June 2020

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## Traineeship

### Electronics Traineeship

- Are you looking to kick start your career in Electronics?
- Do you have what it takes to be a part of a diverse and fast passed team?
- Do you have a passion for high quality work?

NEPEAN Power is a market leader in the design, manufacture and overhaul of specialized electrical equipment for mining and industrial business across Australia for the last 25 years.

NEPEAN Power is currently accepting applications for an Electronics Trainee, we are looking for someone who takes pride in their work, well presented, punctual, takes workplace safety seriously & must have a strong willingness to learn new things.

#### What's on Offer:

- Excellent opportunity to get on the job experience whilst you learn & gain a qualification!
- Great work/life balance
- Exposure to high quality projects
- Above award wages!

#### You will gain the skills to:

- Assemble electronic components
- Conduct quality tests
- Set up and maintain electronic devices
- Repairing basic electronic apparatus faults

#### Ideally you will have:

- A genuine interest in expanding your knowledge and interest in electronics
- A strong focus on Workplace Health & Safety.
- Computer savvy and are familiar with the use of basic Microsoft Office applications (e.g. Word, Excel, etc.)
- Excellent communication and well-developed interpersonal skills.
- A driver's license

#### To be considered for this role you will need to provide the following:

- Cover letter – introducing yourself and your reasons for applying.
- Resume – including personal details, education, work experience and details of at least 1 reference
- Copies of any qualifications achieved.

If you feel you have what it takes with an enthusiasm to excel at this challenging and exciting role then please forward your application/resume addressed to:

Att: Human Resources

[hr.power.nsw@nepean.com](mailto:hr.power.nsw@nepean.com)



### Warehousing Operations Traineeship

#### THE COMPANY

Our Host Employer has 2 fantastic entry level positions to undertake a full-time Customer Service, Internal Sales and Warehousing Traineeship based in either Wickham or Beresfield. This Host Employer aims to continually build on their reputation for quality and reliable engineering products and accessories with an insistence on providing excellent customer service. This is a great opportunity to take your first step into a sales and warehousing career with a stable and profitable national company offering progression into an Internal Sales related position upon completion of the 2-year traineeship.

#### THE ROLE

Our client has a supportive and structured training program to ensure your success in this new role. Come and join this exciting program!

- Customer service both over the phone and face to face
- Stocktake and pick packing items
- Receiving and dispatching goods
- Loading and unloading deliveries
- General Warehouse and showroom housekeeping
- Process sales orders and arrange the dispatch and administration of products and services sold
- Merchandising of stock
- Ensuring commitments to customers are met
- Operating a walk behind forklift (after training)
- Undertake other administrative duties as trained and directed

#### SKILLS & EXPERIENCE

- A valid manual driver's licence with a clean driving record
- Mechanically minded
- Exceptional communication, time management, organisational, numeracy & literacy skills with a "can do" attitude and a neat presentation
- The ability to follow instructions and work with a sense of safety and reliability to deliver excellent customer service in a fast-paced environment.
- High attention to detail and accuracy

#### COMPANY CULTURE

Excellent opportunity for someone looking for development and progression into an Internal Sales role. Further training and qualifications on offer once completed the Traineeship also.

#### BENEFITS

- Receive a qualification whilst being paid in the job, Certificate 3 in Warehousing and Logistics. Once completed this qualification, the possible opportunity to undertake further study to a Certificate 4 in Business or Management.
- No weekend work, office hours are Monday to Friday
- 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.

Should you have any questions or would like more information regarding this position, please contact Amber Gillett on [02 4989 8099](tel:0249898099).

9th June 2020

LIKE us on



## Traineeship



### Child Care Traineeships

#### 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.



### 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 based 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](http://www.samaritans.org.au)

# Youth Links



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## Traineeship



### Child Care Traineeships

#### Child Care Traineeship

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- 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.



### Pest Control Technician - Licenced / Trainee

We will get you qualified and licenced while you work. Work autonomously, working with domestic and commercial clients, inspecting premises, eliminating pests, building rapport with clients.

##### Duties

- Inspecting client premises thoroughly for any sign of termites
- Carrying out measures as required to eliminate the pests
- Identifying sales leads in the region where possible
- Building rapport with and communicating with clients regarding the eradication and prevention process
- Developing and maintaining long term customer relationships

##### Requirements

- Full Manual Australian driver's licence
- The ability to work independently to achieve set targets
- Ability to communicate to internal stakeholders and clients both orally and in writing
- Manage, maintain and build upon client relationships
- Ability to pass pre-employment medical, references and police checks

##### Benefits

- Job Stability,
- A fully maintained company vehicle and a mobile phone
- Uniform and on the job training
- Leads incentive scheme
- Safety equipment to perform your duties.
- Generous everyday discounts for yourself and your family
- Ongoing learning and development

##### ABOUT THE COMPANY

Rentokil Initial provides services that protect people and enhance lives such as pest control, plants and washroom hygiene. We're a government accredited learning organisation, so if you are career driven and want to progress, the good news is we like to promote from within. We will also get you qualified and licenced in Pest Control while you work.

# Rentokil

A division of **Rentokil Initial**  
Protecting People. Enhancing Lives.

[careers.rentokil-initial.com.au](https://careers.rentokil-initial.com.au)

# Youth Links



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## Traineeship

### OzCar - Trainee Used Car Sale Position

OzCar is looking to employ a Trainee Used Car Salesperson.

OzCar is one of Australia's biggest and most innovative used car retailers.

What can OzCar offer that most cannot?

- 19 years in business.
- Over 800 vehicles to sell from.
- Quality vehicles with a money back guarantee.
- Minimum 30 web enquiries per week.
- Minimum of 20 face to face sales opportunities per week.
- Access to ongoing, industry best sales training.
- Access to our world 1st Sales APP.
- Goal driven, winning culture.
- Advancement opportunities
- Excellent commission package. (Once training probation is completed)

What you must offer!

- Great customer service.
- Willingness to learn as we will provide on the job training.
- Willingness to go the extra mile.
- Motivation to succeed.
- Drivers licence.

Car selling experience is not essential, in fact we prefer non car industry applicants who don't have any bad habits.

So if the above is what you have been looking for please call Lucky on [0473 355 151](tel:0473355151) or email [dp.cardiff@ozcar.com.au](mailto:dp.cardiff@ozcar.com.au)

### 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](mailto:recruitment@bristolgroup.com.au)

# Youth Links



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## Traineeship

### Traineeship - Optical Dispenser

The position involves dispensing optical appliances, customer service, sales and administration. Working between the two practice locations (Lake Macquarie and Hunter Valley), the successful applicant will be required to complete Certificate IV in Optical Dispensing.

This course contains primarily maths and science subjects woven around the optical industry.

As a part-time position, rostered Saturday work will be included.

Previous experience in retail/customer service would be beneficial, no optical experience is required.

To be successful in this role you will need to have;

- An interest in providing a high level of customer service
  - Good verbal communication skills and numeracy
  - Ability to work with machinery and keen eye for detail
  - A strong work ethic, be self motivated and pro-active
  - Good computer skills including social media
- Exceptional personal presentation and interpersonal communication skills are essential for this position.

Please send your resume, including any experience, along with a cover letter detailing why your application should be considered and what you will bring to this position.

### Junior Trainee Spare Parts/Warehouse Person

4wd Industries is a fast paced, four-wheel drive focused business located in Rutherford, NSW. Our small team has over 100 years of experience with four wheel drives. Due to rapid growth, we are seeking a junior to join our close knit team to assist with our warehouse and parts duties.

#### **About the role**

Your duties will include, but will not be limited to:

- receiving daily deliveries
- unpacking and checking incoming stock
- picking and packaging orders in a timely and accurate manner
- stock control and checks
- conversing with customers
- maintaining a tidy work environment
- assisting workshop personnel with required parts
- movement of larger items around the warehouse

#### **Benefits and perks**

On the job training and coaching is provided. We are seeking a Junior who will be provided with a traineeship following the probationary period. This role is for a traineeship for the right employee. There is also a chance of advancement into a management or sales based role.

#### **Skills and experience**

What we are looking for:

- a positive and respectful attitude.
- someone with a hunger to learn about automotive parts and accessories.
- an individual who can perform in a fast paced, but rewarding environment.
- confidence using a computer.
- the ability to work effectively unsupervised.
- forklift ticket an advantage but not a necessity.

If this sounds like you please send your resume to [jodie@4wdindustries.com.au](mailto:jodie@4wdindustries.com.au)

9th June 2020

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**Traineeship**



## Receptionist-Trainee Certificate 3 Business Admin or Real Estate (Agency) Cert 3

We are currently seeking an individual that is polished, presents immaculately and has a warm and welcoming personality and is a qualified barista.

We are a forward thinking agency with around 50 team members who do things differently. We feel the right personality and fit for this position would be currently working in a service industry such as hospitality, retail or a school leaver that has an established work ethic, is mature and a fast learner.

The role is essentially customer service comprising of telephone and front of house reception with basic admin. tasks. There is on offer, a Certificate 3 in Business Admin which would require your commitment to complete within 12 months.

This is a business that is open 8am to 7pm Monday to Friday, 8.30am-5.30pm Saturday, Sunday and some Public Holidays. Interested candidates would need to be available to meet these opening times on a roster.

The position is full time, and offers a 5 day roster, (with a rotation roster sharing early and late shifts, Saturday and Sundays with our current team members).

You will be surrounded by a team of outstanding and supportive people and an environment where working hard and having fun go hand in hand. The knowledge you will learn of the real estate industry, will provide you with the ability to advance your career should you choose to.

If you would like to join a team who achieve outstanding results, have an amazing culture, work hard and are hugely successful then we would love to meet you.

You will need to have

- Basic computer skills, Microsoft Office ( Outlook ,Word ) and we will train you on our software.
- Spelling and grammar are extremely important..
- Ability to be a master the juggling of competing priorities (this is definitely going to be a necessary skill).
- Have an insatiable LOVE of people with a desire to make them feel like the most important person in the world.
- Have a bright and bubbly phone manner, so people can hear the smile in your voice.
- The ability to make barista quality coffee
- A positive, self regulating , "leave your personal emotional stuff at the door" approach to each new day.
- Immaculate, refined, neat and tidy appearance, (consider the way flight attendants present).

To find out more please forward your resume with a brief summary of why this sounds like the perfect role for you marked Admin, to [careers@loverealty.com.au](mailto:careers@loverealty.com.au)



# Youth Links



9th June 2020

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## Traineeship

### ECT| Room Leaders| Educators| Trainees

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

We are currently seeking expressions for full and part time positions of ECT, Room Leaders, Educators and Trainees in the Hunter region. We believe that dedicated and enthusiastic educators create the highest quality of care and education. We look for people who will bring character, ethnicity and passion to our centres, providing children with a truly meaningful start to their lives.

Selection Criteria:

- You must hold the relevant qualification
- Current WWCC, Child Protection, First Aid and CPR qualifications
- Your love of working in a team, as an inspirational member of the team.
- Encourage and maintain an outstanding quality standard throughout the service
- Become part of the local community by building solid, positive relationships with parents, colleagues and children
- Demonstrated commitment to Early Childhood Education profession including sound knowledge of the NQF

If your excited by the opportunity, please **APPLY NOW!**

Please note, only shortlisted candidates will be contacted.

### Trainee Certificate III in Early Education and Care (Junior)

Lake Macquarie Educational Preschool is a purpose-built Long Day Care Centre and Preschool. We Educate and Care for children from 6 months to 6 years.

We are seeking an enthusiastic and hardworking individual who has a passion to work with young children. LMEP employs only the best qualified and experienced staff to educate and care for children. These staff will support you through your journey to ensure an enjoyable experience.

Positions are available for a Trainee Certificate III under the Children's Services Award 2010. The position is for 12 months only.

Applicants must undertake a working with children check.

Previous applicants will need to reapply.

#### **ESSENTIAL SKILLS**

- Must be over 18 years of age.
- Able to work as part of a team.
- Have effective communication skills.
- Have experience interacting with children.
- Highly motivated and show initiative.
- Healthy and Energetic
- Must have your own reliable transport

#### **DESIRABLE SKILLS**

- Computer skills
- Flexible in type of work and hours of duty
- Like a variety of work
- Seek a career in the Early Education and Care Industry
- Have undergone a working with children check

All applicants must address the **essential** and **desirable** criteria in a *covering letter*, along with a *resume*'.

**APPLICATIONS CLOSE;** Friday the 12th of June 2020

Email: [employment@lmep.com.au](mailto:employment@lmep.com.au)

Attention: Carolyn

9th June 2020

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**Traineeship**



## Traineeship Administrator (Coordinator)

THE DANIELS ASSOCIATES OF AUSTRALASIA PTY LTD

### About the Role

Daniels Associates is a registered training organisation and is looking to fulfil an existing position of Traineeship Coordinator.

Our NSW Training Services team is looking for an Traineeship Coordinator to work in our Newcastle office in a part time role. In this role you would be required to provide administrative support to ensure the smooth and timely data entry of learner information, enrolments and related quality documentation. Your strong attention to detail, excellent communication skills and capacity to be challenged on a daily basis are all part of this role.

Persons with current VET industry experience in a similar role will be strongly regarded for this position. This position is not suitable for person with trainer/assessor backgrounds. Flexible hours to suit mother returning to work or looking for a family/work balance.

### Remuneration

Highly competitive salary  
Flexible hours to be negotiated on commencement. Role is initially 2-3 days per week.

### Key skills and attributes

Excellent communication skills  
Capacity to be organised and focus on meeting deadlines  
Ability to manage own work role and manage external partners in an administrative capacity  
Possess strong administrative, computer literacy including Word and Excel and database skills  
Desirable - Knowledge of Vocational Education Sector programs and Registered Training Organisation programs – but not essential

### How to Apply

Please lodge all applications on Seek.  
Please do NOT send emails and do NOT contact us directly.  
Emails will NOT be considered.  
Please provide 2 current referees.

Close date: 9.00 am Friday 29th May, 2020

9th June 2020

LIKE us on  
**Traineeship**



## Certificate III Business Administration Traineeship

Smart Training & Consulting Group (RTO ID 91785) is currently seeking a Business Administration Trainee to support our expanding training operations throughout Newcastle, Central Coast and the Hunter. Based in the Maitland area, this is a permanent part-time position, 30 hours per week.

The successful applicant will be a motivated self-starter, who will provide a professional first point-of-contact and a high level of customer service to all internal and external stakeholders. They will be responsible for a full range of office duties and administrative functions relating to the delivery of compliant, high quality training.

### **What are we looking for?**

- Willingness to undertake Certificate III in Business Administration as a trainee.
- Excellent verbal and written communication skills
- The ability to work as part of a fast paced team
- Time management skills
- Exceptional customer service skills
- Excellent personal presentation
- A desire to learn new skills

**If this sounds like you, please hit apply now to complete your application.**

Your application must include a resume and a cover letter that **clearly addresses the above criteria**. Applications that do not address the criteria will not be considered.

**Applications close: 5pm Thursday 21st May 2020.**

Smart Training & Consulting Group supports diversity and equal opportunity in the workplace

Shortlisted applicants will be required to undergo pre-employment checks, including a Police Check and a Working with Children Check

# Youth Links



**careerlinks**  
young people, bright futures

9th June 2020

LIKE us on  
**Traineeship**



## Junior Office Trainee

Air Extreme Air conditioning require the services of a full-time Junior Office Trainee located at our office in Gateshead.

The position is offered as a 12 month Traineeship in Certificate III in Office Administration.

As you are the first point of contact, it is essential that you are an excellent communicator, friendly and attentive.

Your main duties will include, but not be limited to:

- ⇒ Answering all incoming calls
- ⇒ Greeting all customers.
- ⇒ Internal & external correspondence
- ⇒ Filing - upkeep and maintenance of all filing systems
- ⇒ General administration functions, using Microsoft Word and Excel
- ⇒ General Data entry

The successful applicant will be a positive, proactive and friendly person with a willingness to learn.

Please forward your resume to Dianne via email to:

[admin@airextreme.com.au](mailto:admin@airextreme.com.au)

## Childcare Trainee

The successful candidate will study on-the-job towards a Certificate III in Early Childhood Education and Care. You will learn the essential skills to become a high quality educator and be mentored by experienced team members who will guide and support you in completing your qualification.

We are a privately owned centre located in Warner's Bay and have a tight-knit team that have worked together for 3+ years. We pride ourselves on providing quality care for children and creating amazing relationships with our families.

Successful applicants will;

- Be able to take direction
- Work well in team settings
- Bring enthusiasm and a positive energy
- Be reliable and committed
- Have excellent written and verbal communication skills
- Show initiative and have a professional attitude



## Casual

### Factory Junior - Roofing Products

- Locally owned & operated steel manufacturing company
- Fast paced work environment
- Casual, 30-40 hours per week
- View to 'Full Time' employment for the successful candidate

#### About the Role

Working with a great group of people, Thornton based Steel manufacturing company, Steeline Hunter, is seeking a dedicated person to become part of our team. Excellent opportunity for long term employment in the role of machine operator manufacturing roofing products.

#### Duties & Responsibilities

- Manufacturing to precise specifications
- Managing demanding workload/fast paced work flow

#### Skills & Experience

- Forklift license desirable (non-essential)
- High level mechanical aptitude and mental arithmetic required

#### About the Company

Steeline is a trusted group of Australian-owned metal roofing and steel building product specialists. We locally manufacture and distribute a range of quality steel structures – from roofing and fencing to skylights, patios and sheds

# Youth Links



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9th June 2020

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**Part Time**

FIND THE **ALDI** IN YOU



## Aldi Retail Assistant Newcastle

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.

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.

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

9th June 2020

LIKE us on



**Part Time**

## Administration Support

Join our growing team! If you can multi-task, while maintaining a welcoming and friendly nature with clients and colleagues, this could be a great fit for you.

### **WHO WE ARE:**

Our business is one of the very few family-owned and operated accounting firms in Newcastle, owned for 25+ years by local Novocastrians. We're looking for a candidate that fits in well and shares similar values of family, honesty & loyalty; somebody who likes to have fun and join in with regular team bonding events. The position is for 2 days per week or 15 hours per week (on Tuesday, Wednesday or Thursday).

Our small team manages a growing and dynamic client base, requiring quick thinking and dynamic individuals to maintain our high standards of customer service.

### **Key skills & experience preferred (but not essential):**

- Experience in an office environment OR roles that require strong customer service abilities.
- A love of technology and a willingness to learn
- Experience with Microsoft Office; Outlook, Word, Excel
- Strong organisational and multitasking skills
- Shared sense of family values, honesty, loyalty, and a desire to give back to the community
- Fun, energetic personality
- Strong team player and communicator

### **Role will include, but not limited to:**

- Phone, email and mail correspondence management
- Appointment scheduling
- Filing (manual and electronic)
- Banking
- Maintaining office presentation
- Welcoming clients through the office
- General administration duties

If this sounds like you, please email your cover letter and resume (including at least 2 professional references) to [adminsupport@garis.com.au](mailto:adminsupport@garis.com.au) or contact us through the seek application button above.

9th June 2020

LIKE us on



**Part Time**

## 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](mailto:torryburnaccounts@cornishgroup.com.au)