

Youth Links

1st February 2021

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Apprenticeship

Apprentice Chef

Bimbadgen Estate is pleased to open up a number of opportunities for Apprentice Chefs to join the award winning team and expand on their career options.

ABOUT THE ROLE:

Working under the guidance of the Executive Chef and his kitchen leadership team, you will have the opportunity to:

- Experience working across casual and formal restaurants, weddings and large scale events
- Learn the art of menu planning & recipe card development
- Participate in food and wine pairings
- Learn how to maintain a high level of cleanliness within the kitchen
- Be exposed to all sections within the kitchen as your experience and knowledge grows

ABOUT YOU:

This is a full time Apprentice role within the Bimbadgen team. To be successful in this role, you will:

- Be currently enrolled in a Commercial Cookery course or ready to sign up for one
- Have a passion for food and cooking
- A team player attitude and be keen to understand food and beverage operations in their entirety
- Be well-groomed with a high standard of hygiene
- Be punctual and available to work flexible hours, including weekends and evenings
- Have your own reliable transport
- Be enthusiastic, and ready to learn!

ABOUT BIMBADGEN

Bimbadgen is a premium Hunter Valley winery and tourism provider. The Estate features a large winery operation, cellar door, accommodation, multi award winning Esca Restaurant, Woodfired Pizzeria, private function centre and large-scale events. Esca Restaurant is dedicated to the art of food and wine matching, with a modern focus on fresh local and home-grown produce. Bimbadgen proudly belongs to Mulpha International, with sister properties in the InterContinental Sydney, Hayman Island and Sanctuary Cove – providing greater opportunities for career growth for passionate and proven team members.

To find out more, visit: bimbadgen.com.au

1st Year Apprentice Automotive Technician

Mercedes-Benz Newcastle is part of a successful family owned multi-franchise dealer group operating across five locations within the Hunter.

We are looking for a motivated self-starter to join our busy Service team.

The main focus of an Apprentice Technician is to carry out a range of engine & mechanical tests, to diagnose, repair and service as detailed per product warranty guidelines, while training with qualified technicians.

The successful applicant will have:

- An interest in the Automotive Industry
- A willingness to learn
- Current NSW Driver's License
- The ability to work unsupervised and in a team
- Excellent communication skills

We offer:

- Full Time work in a well established business
- Excellent Conditions
- Great Environment

If you wish to apply please click on the button below and attach a copy of your resume and a cover letter

APPRENTICE BUTCHER

About us

We are a Wholesale/Retail Butcher Shop with a large customer base located on the Beautiful Mid North Coast.

Qualifications & experience

- Must be well presented, self motivated & reliable.

Tasks & responsibilities

- Customer Service
- Sausage Making
- Cleaning
- Order Preparation
- Knife Work



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.

Your new role

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

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Apprenticeship

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

About the Organisation

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

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

About the Opportunity

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

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

With your application, please provide the following:

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

Ideally the new team players will have the following:

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

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

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

Please use the "Apply Now" button

TRADIES! We are seeking dedicated electrical apprentices to join our team!

Solahart Newcastle is a dynamic Newcastle based solar business with massive growth and expansion plans and are seeking first, second, third and fourth year apprentices to join our team.

Our brand is synonymous with nothing short of great service to our clients and we need team members that demonstrate this throughout.

What we will provide you:

- Extensive training on all our products and equipment.
- Proven systems and processes to perform your work to a high standard.
- Dedicated work hours between 6.30am – 3.00pm + Overtime Monday to Friday.
- Competitive hourly rate.

Our expectations of you:

- Hardworking and able to work in a team.
- Able to work at heights on roofs and ladders.
- Able to work with battery power tools and hand tools.
- Desire to learn trade specific skills to both solar power and solar hot water installs. Solar Power experience preferable but not necessary.



Apprentice Carpenter

Guess Developments specialises in high end, bespoke construction working alongside some of Newcastle's top Architects. We have a proven track record of results, and we pride ourselves on delivering work of exceptional quality.

Due to high demand we are expanding our team, and we are now seeking a highly driven and motivated individual who has a positive attitude, and a keen eye for detail to join the Guess Developments team as a junior apprentice carpenter. This is a opportunity to join our dynamic team for exciting new projects around the Newcastle area, with an immediate start available.

Duties and responsibilities

- Communicate in a polite and professional manner at all times, and be able to follow instructions
- Willingness to work across wide variety of projects, and tasks
- High attention to detail
- Self-Motivated, and reliable
- Strong problem solving skills and be able to think on your feet
- Work well in a team environment
- Have great sense of humour
- Take pride in your work and show initiative
- Must be fit, strong and motivated for physically hard work
- Clean drivers licence with own reliable vehicle.
- Valid Construction White Card
- Basic hand tools is a preference, but not essential

Initially a successful candidate would be employed on casual basis, after the initial probation, we will be offering the right person the opportunity to join Guess Developments and become employed in a full-time roll including a competitive wage and employee benefits.

If you are interested in working within a positive, productive team & feel you have the skill set to compliment the Guess Developments team, then please send a detailed cover letter and resume outlining previous work experience to jay@guessdevelopments.com

1st Year Landscape Apprentice Or Labourer

Modern Edge Landscapes is a growing landscape construction company based in Newcastle and Lake Macquarie, specialising in building high end residential designs.

We deliver a high standard of works, with attention to details and quality finishes. Modern Edge Landscapes is looking to expand our team with an apprentice or labourer

The successful candidate will require the following:

- Own transport to and from job sites
- Be reliable, hardworking and motivated
- Have an eye for detail
- Take pride in their work
- Have initiative and be willing to learn
- White Card

Cover letter and CV can be emailed to liam@moderndedgelandscapes.com

Plumbing Apprenticeship

About the business and the role

Macs Industrial Pipework specialises in mechanical, industrial, commercial and maintenance plumbing. Mac's Industrial Pipework has been operating since 1973 and pride ourselves on efficiency and quality workmanship.

We are seeking an enthusiastic and eager 1st Year Apprentice to join our team.

To be a successful applicant you must have:

- NSW General Construction Induction Card
 - Manual Drivers Licence
 - Own vehicle
 - Basic hand tools
 - Reliable, hard working
- Work weekends if required.

Youth Links



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young people, bright futures

1st February 2021

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Apprenticeship



CROWNE PLAZA
HOTELS & RESORTS

#LifeAtIHG

1st Year Apprentice Chef - Crowne Plaza Hunter Valley

About the business

Do you want to turbo-charge your culinary career and work for a leading global company that offers great remuneration and benefits – including uniforms, global accommodation discounts and superb training – right here in the Hunter Valley?

Whether travelling for business or pleasure, Crowne Plaza Hunter Valley is the perfect location for any occasion. Located in the heart of the Hunter Valley, just over two hours north of Sydney and offering premier resort accommodation with breathtaking vineyard views. Our guests can dine in our Hatted restaurant Redsalt, perfect their swing on the 18-hole golf course, enjoy a game of tennis or basketball and indulge in renowned local wines and produce at our onsite restaurant and bars.

About the role

Crowne Plaza Hunter Valley is seeking a 1st Year Apprentice Chef on a Full Time basis. Rotating between our 3 state-of-the-art kitchens, you'll have the opportunity to develop and refine your culinary skills; creating fresh and on trend dishes in our Redsalt Restaurant, preparing delicious home-style meals in our Lovedale Bar and preparing and presenting banquet dishes for the largest regional Conference Venue in NSW.

Benefits and perks

- Become part of the global IHG family – opening a door to endless career opportunities, click here to find out more about us
- Uniform provided
- Free meal on shift
- Free onsite car parking
- Free rounds of golf at Crowne plaza Hunter Valley
- Crowne Plaza Hunter Valley Food & Beverage and Spa Discounts
- IHG Hotel Room discounts for all colleagues
- Training & development – we're passionate about growing our talent. We'll provide the training & development you need to succeed & progress into your next role
- As a team, we work better together – we trust and support each other, we do the right thing and we welcome different perspectives

Skills and experience

- Take pride in preparing and producing high quality food according to standard recipes
- Support the Kitchen team in delivering the highest level of guest satisfaction
- Experience in a commercial cookery environment, or be a passionate foodie looking to expand your career
- Strong communication skills
- Good attention to detail and be effective at time management
- Be available to work nights, weekends and/or public holidays

This Full Time opportunity is for someone who will be committed to both work and study, as you work towards the completion of a Certificate III in Commercial Cookery.

You must meet the legal requirements to work in Australia.



Electronics and Communications Apprentice - Mayfield West

- National reputable employer
- Newcastle Location
- Mentor provided for on the job support!

Enter an industry where your current strengths and skills are valued...

If you have good customer service skills, an ability to work as part of a team, a positive attitude and willingness to learn then MEGT and Honeywell Building Solutions (HBS) believe you may just be a perfect apprentice program candidate!

Being an HBS apprentice allows candidates with the right attitude to learn the technical skills required to gain a career in some of Australia's fastest growing industries - Heating, ventilation, and air conditioning (HVAC), security, life safety and energy management.

MEGT and Honeywell are looking for Electronics and Communications apprentices based in Newcastle.

What will you be doing?

- Electronics and Communications apprentices learn how to select, install, set up, test, fault find repair and maintain electronic equipment. Electronics and Communications apprentices also work with the systems that keep workplaces safe, secure, comfortable and energy efficient.

What's in it for you?

No experience within Electronics and Communications is necessary as both MEGT and HSB will teach you all that you will need to know in a positive and supportive environment. We will achieve this by providing you with;

- A dedicated HBS mentor to work with you in the field - providing you with 'on the job' support and experience
- A registered training provider that will teach you in a supportive environment
- A MEGT field officer dedicated to guiding and helping you through the apprenticeship

What we are looking for:

- Completed year 12 or equivalent.
- Pre-apprenticeship course is favourable.
- A driver's licence and your own reliable transport.
- Australian citizens or permanent residents can apply.

So, what are you waiting for?

If you would like to be part of a team that is committed to your safety, please express your interest online today so you don't miss this exciting opportunity.

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

megt.com.au



1st or 2nd Year Chef Apprenticeship - Pokolbin

Apprentice Chef

HTN is Australia's largest group employer of hospitality, tourism and food service apprentices. We are a trusted company who work with a network of highly successful businesses, restaurants and chefs to provide you with a unique opportunity to undertake a culinary career.

1st-2nd year Apprentice Chef – about the role

As an apprentice chef, you will work alongside qualified chefs assisting in all aspects of food preparation and presentation. This position provides the opportunity to learn and build experience in a commercial kitchen environment. We are looking for a passionate individual who is wanting to develop knowledge in commercial cookery. Most importantly working as an apprentice chef will give you the skills and knowledge to one day run your own kitchen!

Work Environment:

Peterson House is the first stop often taken when visiting the Hunter Valley wineries. Located at the gateway of the Hunter, the picturesque property is home to the largest array of sparkling wines in the region.

Apprentice Chef Responsibilities:

- You will learn the tricks of the trade and work with bigger quantities of food and a variety of seasonal ingredients
- Help prepare and cook dishes while training to be a full-time qualified chef
- Clean, maintain and store kitchen equipment appropriately
- Under supervision, you will operate kitchen equipment such as mixers, choppers, fryers, steamers and learn different knife and cooking techniques

Apprentice Chef Skills:

- Demonstrates good communication with energy and enthusiasm
- Seeks out opportunities to learn
- Demonstrates awareness and listens to feedback
- Recognises and respect relevant kitchen policies
- Shows initiative, flexibility & curiosity

Eligibility

To be eligible to work as an apprentice or trainee in NSW you must either have:

- Australian Citizenship
- Australian Permanent Residency
- New Zealand Passport Holder residing in Australia for more than six months
- Holds visa that is identified by Training Services NSW as being eligible

This position would also be suitable for individuals interested in cooking, kitchen hand and hospitality



Bakers & Apprentice Bakers

At Bakers Delight our vision is to be the most loved Bakery in every community. We've built our business through commitment to the quality of our product, the development of our people and by providing a delightful experience to all of our customers.

Bakers Delight are currently seeking Qualified Bakers, Baker's Assistants and Apprentice Bakers to assist with the busy New Year and Easter period at our Jesmond Bakery.

We are flexible in terms of days and hours worked and are open to Qualified Bakers and Baker's Assistants looking for Casual, Part-Time or Full-Time hours depending on your individual needs and schedule.

At Bakers Delight our baking staff are responsible for:

- Assisting in product preparation and baking.
- Baking and presenting quality product to meet changing customer needs.
- Coaching and supporting the development of Apprentices and Baker's Assistants.
- Maintaining the cleanliness and safety of the Bakery.
- Assisting the Production Manager with stock control and production expenses.
- Providing delightful customer service.
- Dough making.
- Oven work.
- Maintaining Bakery cleanliness to WHS Standards.
- Ordering stock and stocktake.

The ideal candidate will possess the following:

- Passion for baking.
- Proven baking experience (for Qualified Bakers).
- Ability to work a rotating roster.
- Excellent communication and time management skills.
- Ability to work in a fast paced and flexible environment.

Your customer service focus and ability to consistently show initiative in an efficient manner will help you succeed in this role. Excellent organisational and communication skills are a must!

You will be a reliable and self-motivated team player with a 'can do' attitude and hold excellent time management skills.

If you are a team player and have a passion for baking, we strongly urge you to apply!

www.bakersdelight.com.au

1st February 2021

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Apprenticeship

APPRENTICESHIP - ROOF PLUMBING

We are currently seeking someone interested in completing an apprenticeship within the roofing industry. Ideally this person is a hard worker with a can do attitude and a quick learner. This position is outdoors and requires a lot of physical labour. Experience in the roofing industry or exposure to the construction industry is desired.

MUST HAVE THE FOLLOWING -

- White Card
- Current Drivers Licence
- Reliable Transport

This position is Monday to Friday start time 0630am. IMMEDIATE START. Please contact Gary on [0416269332](tel:0416269332) between 2pm - 5pm for further information along with a resume to Gbr46100@bigpond.net.au.

PLEASE DO NOT APPLY IF YOU DO NOT HAVE A LICENCE OR RELIABLE TRANSPORT AS THIS POSITION REQUIRES SOME TRAVEL.

APPRENTICESHIP - ENGINEERING FABRICATION/BOILERMAKER

- * Permanent Full Time Position
- * Work Within a Friendly and Supportive Team
- * Interesting and Challenging Role

SGM Fabrication & Construction is a progressive company located in Tomago, Newcastle, NSW. We are seeking an enthusiastic individual for a 2021 1st Year Apprenticeship, Certificate III in Engineering – Fabrication Trade.

Applications must include all relevant details relating to any previous work experience and copies of recent school reports.

Please submit your application by Wednesday 27th January 2021 to reception@sgmfab.com.au.

CHEFS, APPRENTICE CHEFS & KITCHENHANDS

About us

Medowie Social is the venue our town has been waiting for!! We are bringing great food, friendly service and a welcoming atmosphere to Medowie. We operate under the core values of Community, Integrity & Heart - we aim to incorporate these values into each decision we make within our business and encourage teamwork, inclusion and fun within the workplace.

Qualifications & experience

- CHEFS: CERT III COMMERCIAL COOKERY (OR EQUIVALENT)
- KITCHENHANDS: NONE
- APPRENTICE CHEF: A KEEN INTEREST IN CHEFFING, A GOOD ATTITUDE AND WILLINGNESS TO LEARN AND BE PART OF A TEAM

Tasks & responsibilities

- PREPARING, COOKING AND SERVING FOOD, CLEANING, STOCK ROTATION AND ORDERING.

Benefits

- APPROACHABLE MANAGEMENT
 - GREAT TEAM CULTURE
- OPPORTUNITIES TO GROW WITHIN YOUR ROLE & THE BUSINESS

Hairdressing - 1st Year Apprentice 2nd Year Apprentice & 3rd Year Apprentice

Bliss Hair Artists

in New Lambton Newcastle, are seeking an energetic and motivated 1st / 2nd & 3rd year apprentices to join the dynamic team at our busy salon. You need to have a genuine passion for hairdressing and be friendly, hardworking, honest and enjoy dealing with people. As well as acquiring a positive, mature mind set with a goal of a long term career in the hairdressing industry. Professional presentation is expected and you are required to be able to follow instruction, work under pressure and enjoy working as part of a team

Apprenticeship

Joinery Apprenticeship

MBA Group Training offers a unique alternative for school leavers, and delivers a scheme which ensures the sustainability of youth employment and training in the Central Coast, Newcastle and Hunter areas. We specialise in providing quality Building Industry Apprentices.

Joinery Apprenticeship Available in the Newcastle Area!

You must be able to follow instructions, work in a team environment and have an understanding of a Joiner's role on site.

To be successful in this role you will need to have the following skills and qualifications:

- Driver's license and vehicle.
- Commitment to a 4 year Joinery Apprenticeship;
- White Card (or willing to obtain); and
- Willing to attend TAFE to complete theory and Practical assessments.
- Hard Working with a can do attitude.

Please do not apply if you do not meet the criteria mentioned.

Please email applications through to mbagtp@mbagtp.com.au



Apprentice Chef - Lemon Tree Passage

HTN is Australia's largest group employer of hospitality, tourism and food service apprentices. We are a trusted company who work with a network of highly successful businesses, restaurants and chefs to provide you with a unique opportunity to undertake a culinary career.

About the role

We are looking for someone who is hard-working, organised, creative, and passionate about food and customer service. You will have the opportunity to work within a friendly and helpful team, whilst completing a Certificate III in Commercial Cookery

Work Environment:

Club Lemon Tree is located in the town of Lemon Tree Passage on the Tilligerry Peninsula in beautiful Port Stephens. Club Lemon Tree is a common place for bowlers, boaties, fisherman and families to relax and enjoy some great food and entertainment after a day in the sun.

The wonderful **Eats @ Club Lemon Tree Bistro** offers beautiful a-la-carte dining for your lunch or dinner needs.

Eligibility

To be eligible to work as an apprentice or trainee in NSW you must either have:

- Australian Citizenship
- Australian Permanent Residency
- New Zealand Passport Holder residing in Australia for more than six months
- Holds visa that is identified by Training Services NSW as being eligible

This position would be suitable for individuals interested in cooking, kitchen hand and hospitality

APPLY TODAY! * Applications for this position is being handed by HTN

Plastering Apprenticeship

We are a local business looking to expand our team we working entirely in the Newcastle Lake Mac and Maitland areas.

We only work on safe work sites and have a great work ethic.

We are currently taking expressions of interest for a 1st year apprentice to join of team. Would suit early school leaver.

Plastering work requires a lot of manual handling and as such you will need to be reasonably fit and healthy and have a strong work ethic and to be able to understand and carry out instructions.

Hold a current drivers License and own your own vehicle.

Sheet metal apprenticeship

About us

Family owned business in Cardiff NSW

Qualifications & experience

Here at Allsteel Cardiff we are looking for a motivated person to join our team to complete a sheet metal apprenticeship.



Light Fabrication Apprentice

HunterNet Group Training are seeking an enthusiastic individual to start immediately in Gateshead as a Light Fabrication Apprentice.

Working with our host company, who have developed a reputation as a quality provider in metal fabrication and now specialises in a variety of areas including transport, defence, underground mining, architecture and general fabrication.

We are looking for motivated individuals with a strong work ethic who are interested in completing a Certificate III in Engineering - Fabrication Trade. The successful applicant will complete this apprenticeship over 4 years while gaining on-the-job experience with a local engineering company.

As an Apprentice your main duties will include:

- Competently read and understand drawings and specifications
- Competently use electric hand tools
- Competently use trade related equipment
- Light steel and stainless steel fabrication
- Adhere to all company policies and procedures
- Any other tasks or activities as requested by management
- Provide evidence of qualifications and competencies as/when requested
- Maintain any equipment in a manner which ensures continuing quality standards are met
- Contribute to customer satisfaction at every opportunity – interact well with customers when communicating with them
- Actively participate in required training & education programs
- Ensure accurate completion of required documentation and maintain required records
- Following WHS policies and procedures
- Complete all competencies at TAFE

Essential Criteria

- Fabrication experience
- Self-motivated
- Reliable
- Passion for trade and desire to learn
- Drivers licence and reliable transport

To make an application for the position please send a cover letter and resume.

This position is subject to a medical and drug and alcohol testing.

Please be aware this is an entry level position and not suitable to someone who has completed a qualification equal to or higher than a trade apprenticeship.



Boilermaker Apprenticeship

Hunternet Group Training in partnership with Hedweld Engineering are seeking a dedicated individual to join their team in Mt Thorley as an apprentice Boilermaker.

Hedweld have established themselves as world leaders in the engineering, manufacture and export of high-quality outputs specifically designed to improve productivity, safety and efficiency in various industries.

This apprenticeship will allow the successful applicant to complete a Certificate III in Engineering – Fabrication while gaining on-the-job experience with a reputable company.

The duties of this role include, but are not limited to:

Production:

- Analyses work orders and blueprints to determine information such as material to be used, type of operations, and sequence of operations required.
- Determines requirements for jigs, equipment, and material.
- Recommends measures to improve production methods, equipment performance, and quality of product.
- Cost effectively performs general fabrication, machining, assembly and repair work in a timely manner.
- Ensures all work performed is to specification.
- Comply with company business system requirements such as Safety, Quality, Business management systems (i.e., PRONTO), schedules and production documentation.
- Pro-active in advising management of issues affecting this position.
- Effectively liaise with other staff to ensure all related operations functions smoothly.
- Ensures housekeeping is of a high standard.
- Keeps tools and machinery effectively maintained.
- Be responsible for the security of tools and equipment associated with the function.

Human Resources and WH&S:

- Maintain a positive team atmosphere and establish a good working relationship with all other staff members.
- Liaise with supervisor(s) and staff to ensure tasks are completed within cost, on time and to acceptable standard.
- Participate in any further education and upgrading of skills required for oneself and other team members through any courses that relate to your/their responsibilities.
- Actively participate in any team meetings relating to the operation and produce accurate information pertaining to the meeting.
- Upholds the organisation's commitment to Work, Health and Safety
- Contributes in achieving ongoing improvements to organisational safety, communication and morale
- Adheres to company policies and undertakes safe working practices and procedures.
- Ensuring the use of supplied PPE with oneself, team members, other employees, visitors and contractors (i.e. Helmets, glasses, goggles, gloves, boots, Hi-Vis Clothing, etc.)

Essential Criteria:

- Follow all WHS policies and procedures
- Ability to problem solve
- Willingness to learn over and above the work requirements
- Mechanical Aptitude
- Intermediate computer skills
- Drivers licence and reliable transport
- White Card

Desirable Criteria:

- Flexible to work overtime
- Experience using hand tools
- Demonstrate previous experience in selected trade
- Forklift licence



Hairdressing Apprentices ALL LEVELS & Colour Specialists

ABOUT CRYSALIS

Crysalis is a boutique salon escape nestled in the heart of Newcastle. A sensory experience from the moment you walk in, our passion is to nurture your heart and soul and give clients a total hair and body wellness experience.

We are committed to honing our craft so that clients receive exceptional results, every time. We want our clients hair and body ritual to be uncomplicated and easy, layered with divine therapeutic scents and leaving them feeling like the best version of self. Here at Crysalis we have a strong focus on supporting sustainable boutique brands through our salon space, curated retail selection and newly launch online store

THE ROLE

We currently have an exciting opportunity for APPRENTICES ALL LEVELS & COLOUR SPECIALISTS. We are looking for someone who shares our enthusiasm for wellness, luxurious and sustainable products, as well as being driven and organised to help our growing team.

Well suited to a person who enjoys working in a fast paced team setting, Working directly with clients and other team members. Has a love and passion for wellness, sustainability, hair, beauty and makeup.

At Crysalis, We are passionate about offering service that is friendly, relatable and inviting, so we are looking for someone who shares the same passion and values

This role is perfect for a person who is wanting a career as there is the opportunity to grow and develop new skills as our team, salon and store grows.

MAIN TASKS APPRENTICES

- Working along our existing salon team
- Provide exceptional customer service and build long lasting connections
- Performing tasks within the salon space to help both clients and the team
- Completing our in salon training program and Tafe on the path to completing an apprenticeship and becoming qualified in Hairdressing

WHAT WE ARE LOOKING FOR?

- Wanting to grow a career and progress as part of our team
- A willingness to learn and develop new skills
- High level of organisation, communication and motivation skills
- Strong customer service skills and build rapport with customers
- Passion and knowledge of wellness, beauty and fashion
- Attention to detail
- High level of personal presentation

BENEFITS

- Working in a beautiful environment
- Generous discounts and Incentives
- Apart of a warm and supportive team
- Tuesday – Friday 4 day roster
- Part Time & Full Time employment opportunities
- Closed Easter and 2-3 weeks over Christmas & New Year



Automotive Mechanic 1st Year Apprentice

About the role

Key Duties:

- Assist workshop staff to ensure duties are being carried out efficiently and accurately.
- Properly maintain materials, tools and equipment.
- Assist in the securing and lockup of vehicles that are under workshop control.
- Assist in cleaning and keeping the mechanical workshops and surrounds tidy.
- Attend and participate in all classes at an approved TAFE college as required in accordance with TAFE policies and regulations.
- Attend and complete relevant on-the-job training as required.
- Complete Certificate III in Light Vehicle Mechanical Technology.
- Strive to continuously improve team work, processes and effectiveness in the work area.
- Learn to apply OHS principles and practices within the workshop environment and ensure compliance with protective clothing equipment requirements at all times.
- Adhere to the 4WD Industries policies and management practices.
- Other duties as directed by workshop foreman

Benefits and perks

We're committed to providing a friendly, supportive and enjoyable work environment and we offer the following benefits:

- Full time position
- Excellent remuneration (negotiable)
- Family friendly to support a good work/ life balance
- Achievable and fair workload
- Brand new fully equipped workshop
- Central location with good amenities
- Immediate start available

Skills and experience

The successful applicant will have:

- An eagerness to learn the trade
- Good customer service skills
- Good work ethic
- The ability to work unsupervised
- Basic knowledge of motor vehicles
- Strong diagnostic skills and mechanical aptitude
- Good time-management skills
- Good communication skills
- Good attention to detail
- Good organisational skills
- Ability to maintain a neat and tidy work environment
- Current Australian driver's licence (essential)
- Excellent references



Plumbers & Apprentices Required

Looking for the right candidates that wish to excel their chosen career path.

Plumbers & Apprentices required.

Plumbers Wages

Pending region and trade qualifications

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

Plumbers & Apprentices -

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

Working with us :

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

What we ask from you:

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

The best part:

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

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

www.amurray.com.au

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

E-mail: hr@amurray.com.au

Youth Links



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young people, bright futures

1st February 2021

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Apprenticeship



1st Year Apprentice Boilermaker

THE APPRENTICESHIP

Do you have an eye for detail and work best with your hands? Are you drawn to working with metal and find yourself picturing how things are made and what you would do differently? A Boilermaker apprenticeship could be what you are looking for.

Undertaking this apprenticeship will give you the opportunity to become a qualified in Boilermaker and earn your Certificate III in Engineering – Fabrication Trade

You will develop the skills in welding, thermal cutting equipment and fabrication techniques to assemble, repair and build different products made of metal or steel. You will work on products for the mining, freight rail, steel making, smelting, transport and other primary industries.

This position is located in Mount Thorley and you will be hosted with leading global manufacturer and supplier of differentiated consumable and capital products to the mining, transport, contract manufacturing and general industrial markets.

THE BEST BITS

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

WHO SHOULD APPLY

We're looking for motivated and driven applicants who are passionate about building a career within the fabrication trade. You will be ready to give 110% commitment to completing your trade to the highest standard, be enthusiastic to learn and able to follow instructions as well as take initiative. You will also be able to demonstrate maturity, respect and a 'safety first' attitude within an industrial workshop environment.

Must have's

- Drivers Licence
- Pass a pre-employment medical and Drug/Alcohol

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

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

migas.com.au
1300 464 427



Carpentry Apprentice

Are You the Person We Are Searching For?

Driven, Reliable, Enthusiastic and

Passionate for Building & Construction?

You will be working alongside a dynamic team, who always go above and beyond for our clients, in one of Australia's leading industries. SWW Building Group is a growing business in the Construction Industry, and we are on the hunt for one more superstar apprentice to join our team. SWW Building foundation was born 21 years ago when Sam worked alongside his Father building the family home. In this moment his inspiration and passion for construction was set alight. Today SWW Building is a thriving business where you will learn; new builds, extension's & additions, renovations, landscaping & excavation, heritage repairs, custom architecturally designed homes, storm water drainage, outdoor entertainment/living, custom joinery and insurance repairs. The sky is the limit to what you can learn and skills you can develop with SWW Building.

Does joining the SWW Building Team sound like your perfect career move??

Requirements for our Superstar;

- Completed minimum of Year 11 schooling
- Building experience
- Eye for detail
- Passion for building
- Driver's license
- Hold a valid White Card
- Be a team player
- Have the drive to succeed
- Completed year 1 of Carpentry apprenticeship
- Reliable, someone we can depend on
- Own basic hand tools

If this is you - Apply Now! Applications close - 25th January 2021

Email your Resume and a Cover Letter

to admin@swwbuilding.com.au [link removed] no later than 25th January 2021

Tell us the one thing you love about building, in your Cover Letter.

Youth Links

1st February 2021

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Apprenticeship

Apprentice Fitter Machinist - Immediate Start!

HunterNet Group Training are seeking an experienced individual to join their team as an Apprentice Fitter Machinist.

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

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

Position Duties:

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

Essential Criteria:

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

Desirable Criteria:

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

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

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

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

Experienced Apprentice Chef

CENTRAL CAFE KITCHEN

is offering opportunities for Apprentice Chefs who are serious about food and learning the best cafe cuisine and methods of running a successful commercial kitchen that has been operating for over 14 years.

Central provides fresh made on site food, breakfast lunch dinner, a noodle bar and a burger bar and our own inhouse pastry chef 7 days per week and also providing the food for all of the venues onsite incl. Baratzza, Sista Wrap, Go Go and Baby plus catering for functions within the hospital as required.

There is a lot to learn with the team at Central and our venue provides for a great foundation for becoming a solid knowledgeable chef.

Experience and passion for food is essential, punctuality, work ethic and respect is also essential for you to be a successful chef and employee representative of CENTRAL.

Further career opportunities are available within the group for those who demonstrate personal commitment and a positive attitude towards their skills and career.

Apply online via the seek link or email direct to;

recruitment@ashindustryconsulting.com.au

Youth Links

1st February 2021

LIKE us on



Apprenticeship

1st or 2nd year apprentice Chef

An amazing opportunity to be a part of a team in one of the Hunter Valleys most iconic restaurants. Learn in a happy environment from a highly skilled team of hard-working chefs.

The perfect applicant will -

- have own reliable transport (there is no public transport in the area)
- have previous experience in a kitchen
- be highly motivated & have a passion for food
- attention to detail
- be a strong team player
- be able to cope with working in a fast-paced environment
- be available to work 5 nights a week including weekends
- possess outstanding time management skills
- have an immaculate personal presentation

Please email your resume and cover letter to Amanda at dine@amandas.com.au

Qualified Chefs and apprentices needed - MEET Restaurant & Bar

About us

MEET Restaurant & Bar has been serving delicious all you can eat Brazilian barbecue food for over five years In Newcastle. After establishing themselves first at Honeysuckle, MEET quickly outgrew itself and moved into a New York industrial style 480sqm warehouse at Darby street in June 2019.

Our Food

The business grew and so did the menu. Now besides the all you can eat buffet they also serve a Share Plates concept of small and large plates, focused on local produce and cooked in a built-in brick barbecue.

The focus is shifting more and more to amazing Vegetarian and Vegan food to accommodate a growing market in Australia, and also to accompany our delicious selection of meats.

Positions available

We are looking for a fully qualified Chef (recently is fine), that is comfortable in all aspects of the kitchen, and can work in any section, as per head chef determination. We work with an ever changing team in terms of positions, so every chef needs to know each section.

We offer

A fun place to work with good balance of work and play, set days off and no split shifts. We have a casual position available for a qualified chef that can become full-time for the right person, and can turn into a junior Sous Chef, eventually. Also, we have an apprenticeship on offer.

What we are after

Hard working people that are reliable, and have pride in their work. Must love food and be interested in learning and experimenting with flavours. Must be clean, fast and well presented as we have an open kitchen.

Senior Stylist and 1st & 2nd Year Apprentice hairdresser

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

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

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

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

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

Senior Stylist / 1st & 2nd year Apprentice

Full time and part time position

Must be punctual, reliable and present well

Must have experience in high end salon

Works well in a team environment



Apprentice Field Service Technicians

About us:

Presidential Pty Ltd is a quality driven service company leading the dental, medical and animal health field. We have been in the Dental industry for some 30 plus years and are recognised industry leaders in our field with a large customer base and growing

About the role:

We are hiring enthusiastic people to join our Apprenticeship Program, which will see you gain practical 'in field' experience in carrying out preventative maintenance and repairs of electrical, mechanical and pneumatic dental and medical equipment whilst undertaking the Certificate III in Electronics and Communications

The role will also involve the fit out of new surgeries.

The role is predominantly field based attending dental surgeries and medical clinics however may on occasion also include repairs and maintenance duties for equipment sent to our workshop.

Some travel including overnight stays will be required.

To be considered for this role you shall possess the following:

- Year 12 pass marks in Maths, English and Science
- A commitment to following best practice Health and Safety requirements
- Attention to detail and strong problem solving skills
- Good communication, interpersonal and influencing skills
- Good mechanical aptitude
- A "can do" attitude and a willingness to travel and work flexible hours
- Proficient in use of Microsoft office suite
- Driver's license

Benefits:

- Training and working with Presidential's equipment experts
- A nationally recognised qualification at Certificate III level
- All TAFE, and training expenses are fully funded by Presidential
- Paid study days during TAFE semesters
- An exciting career - As our business grows, so do the opportunities for our people

Note applicants may be required to attend a pre-employment medical including drug and alcohol testing

Please apply via the seek link.

Applications without a cover letter will not be accepted or opened.

Only short listed candidates will be contacted

Youth Links

1st February 2021

LIKE us on
Apprenticeship



Engineering Mechanical Apprenticeship - Newcastle

Engineering Mechanical Apprenticeship (Fitter & Turner)

- Globally Recognised Employer
- Gain a Certificate 3 in Engineering Mechanical
- Newcastle location

THE COMPANY

MEGT RMS in conjunction with our valued Host Employer, are looking for a motivated, enthusiastic, and hardworking applicant who has a strong desire to build a career as an Engineer in the mechanical field.

Our Host Employer is one of the largest and most successful global, Australian-based public companies, operating in more than 50 countries, providing to customers in over 100 countries. Our Host Employer has evolved to become a worldwide manufacturer, supplier and service provider to mining, construction and infrastructure industries.

THE ROLE

As a 1st Year Engineering Mechanical Apprentice you will be working alongside and learning from highly experienced tradesmen. You will be working on equipment that will be used in various sections of the worksite. You will have the opportunity to develop your skills in a range of competencies with this Host Employer.

Your duties will include and not be limited to:

< > Basic understanding of engineering and demonstrate an interest in this field
Read, interpret, follow and communicate information on job instructions
Fabrication welding for all materials
Strong communication skills and be able to work well within a team
Demonstrate a passion for the engineering and mining industry
Use of hand and power tools
Superior safety awareness
Long term career goals and commitment to complete the apprenticeship
Basic understanding of engineering and demonstrate an interest in this field
Relevant work experience or studied relevant subjects at school
Strong communication skills and work well within a team
Demonstrate a passion for the engineering/mining industry
Superior safety awareness
Long term career goals and commitment to complete the apprenticeship
Reliable on the job, high initiative, and adaptability
Drivers licence and own transport
Receive a Trade qualification in Certificate 3 Engineering Mechanical
Uniforms and personal protective equipment provided
MEGT Field Officer for constant support in the Apprenticeship

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

megt.com.au

1st February 2021

LIKE us on



Apprenticeship



Electrical Fitting Apprenticeship - Newcastle

Electrotechnology Electrical Fitting Apprenticeship

- Globally Recognised Employer
- Gain a Certificate 3 in Electrotechnology - Electrical Fitting
- Newcastle location

THE COMPANY

MEGT RMS in conjunction with our valued Host Employer, are looking for a motivated, enthusiastic, and hardworking applicant who has a strong desire to build a career as an Electrical Fitter in the mechanical field.

Our Host Employer is one of the largest and most successful global, Australian-based public companies, operating in more than 50 countries, providing to customers in over 100 countries. Our Host Employer has evolved to become a worldwide manufacturer, supplier and service provider to mining, construction and infrastructure industries.

THE ROLE

As a 1st Year Electrical Fitting Apprentice you will be working alongside and learning from highly experienced tradesmen. You will be working on equipment that will be used in various sections of the worksite. You will have the opportunity to develop your skills in a range of competencies with this Host Employer.

Your duties will include and not be limited to:

- Fabricate, dismantle, assemble utilities components
- Solve problems in D.S circuits
- Fix and secure electrotechnology equipment
- Use drawings, diagrams, schedules, standards, codes and specifications
- Solve problems in single and three phase low voltage machines
- Arrange circuits, control and protection for general electrical installations
- Other reasonable duties as assigned by the Supervisor
- Use of hand and power tools

SKILLS & EXPERIENCE

To be considered for this opportunity ideally you will have:

- Basic understanding of electrotechnology and demonstrate an interest in this field
- Relevant work experience or studied relevant subjects at school
- Strong communication skills and work well within a team
- Demonstrate a passion for the engineering/mining industry
- Superior safety awareness
- Long term career goals and commitment to complete the apprenticeship
- Reliable on the job, high initiative, and adaptability
- Drivers licence and own transport

COMPANY CULTURE

Excellent opportunity for someone looking to gain high end training whilst on the job and attending TAFE. This Host Employer has excellent employee retention along with offering growth and progression for their employees.

BENEFITS

- Receive a Trade qualification in Certificate 3 Electrotechnology (Electrical Fitting)
- Uniforms and personal protective equipment provided
- MEGT Field Officer for constant support in the Apprenticeship

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.

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megt.com.au

Youth Links

1st February 2021

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Apprenticeship



CHEFS, APPRENTICE CHEFS & KITCHENHANDS

About us

Medowie Social is the venue our town has been waiting for!! We are bringing great food, friendly service and a welcoming atmosphere to Medowie. We operate under the core values of Community, Integrity & Heart - we aim to incorporate these values into each decision we make within our business and encourage teamwork, inclusion and fun within the workplace.

Qualifications & experience

- CHEFS: CERT III COMMERCIAL COOKERY (OR EQUIVALENT)
- KITCHENHANDS: NONE
- APPRENTICE CHEF: A KEEN INTEREST IN CHEFFING, A GOOD ATTITUDE AND WILLINGNESS TO LEARN AND BE PART OF A TEAM

Tasks & responsibilities

- PREPARING, COOKING AND SERVING FOOD, CLEANING, STOCK ROTATION AND ORDERING.

Benefits

- APPROACHABLE MANAGEMENT
 - GREAT TEAM CULTURE
- OPPORTUNITIES TO GROW WITHIN YOUR ROLE & THE BUSINESS



Apprentice Chef - Lemon Tree Passage

HTN is Australia's largest group employer of hospitality, tourism and food service apprentices. We are a trusted company who work with a network of highly successful businesses, restaurants and chefs to provide you with a unique opportunity to undertake a culinary career.

About the role

We are looking for someone who is hard-working, organised, creative, and passionate about food and customer service. You will have the opportunity to work within a friendly and helpful team, whilst completing a Certificate III in Commercial Cookery

Work Environment:

Club Lemon Tree is located in the town of Lemon Tree Passage on the Tilligerry Peninsula in beautiful Port Stephens. Club Lemon Tree is a common place for bowlers, boaties, fisherman and families to relax and enjoy some great food and entertainment after a day in the sun.

The wonderful Eats @ Club Lemon Tree Bistro offers beautiful a-la-carte dining for your lunch or dinner needs.

Eligibility

To be eligible to work as an apprentice or trainee in NSW you must either have:

- Australian Citizenship
- Australian Permanent Residency
- New Zealand Passport Holder residing in Australia for more than six months
- Holds visa that is identified by Training Services NSW as being eligible

This position would be suitable for individuals interested in cooking, kitchen hand and hospitality

APPLY TODAY! * Applications for this position is being handed by HTN



Office Administrator Trainee

Business Admin Traineeship, Maryville NSW

MEGT (Australia) Ltd makes Apprenticeships and Traineeships happen. If you are looking at starting your career, a Traineeship is a great way to receive training and skills while you are working.

The Company

Viatek is a services-based organisation comprising of two divisions, Viatek Managed Print Services and Viatek Technology, providing business solutions across all aspects of Print, Information Technology and Communications.

Established in 1984, Viatek is proudly Australian owned and operated. With 19 offices across regional and metropolitan areas, our experienced, local teams are committed to providing innovative solutions to help your business maximise productivity and drive down costs.

The Role

This position reports directly to the Branch Commercial Manager and is responsible for being a positive and welcoming first point of contact for our branch. You will hold the duty for answering the phones and general administration task, as well as continuously evolve and therefore the responsibilities and tasks listed are non-exhaustive.

Some of your duties will include:

- General Admin tasks
- Answering phones and responding to customer requests, transferring calls to the appropriate staff member
- Enter and receive consumables orders into eAutomate using validation techniques where required
- Meter collection using a variety of methods. All collected meter readings will be entered into eAutomate with care and precision

The Perks of the Job:

- Practical experience while working towards a cert III in Business
- Ongoing and personal support by a dedicated MEGT Field Officer
- Access to MEGT's Employee Assistance Program
- Ability to achieve professional success with a well-established company

What do you need to succeed?

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

If you have the following, we would love to hear from you:

- A strong command of MicroSoft Office
- Enthusiasm and commitment to continuously learn and develop
- Outstanding written, verbal and communication skills
- Positive work ethic and punctuality
- Professional and detail oriented
- The ability to work the occasional overtime shift (covered by the appropriate penalty rates)
- A personal vehicle and DL would be of benefit

The application process will be swift, so if this sounds like the role for you, hit the 'apply' button now and send your resume to MEGT today! For any questions call Rania 0447 376 181

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

Junior Customer Service Trainee



About Us

Häfele is the international hub for Furniture & Architectural hardware. We are a market leader in our industry and have been finding better ways for more than 90 years. From small beginnings as a local specialist hardware business in Germany, we have grown into a family owned multinational company with offices globally and a market leader in Australia.

This is an outstanding opportunity to be part of a motivated friendly customer service team.

The role

Your day will fly by as you

- Answer sales calls
- Process customer's orders, pricing, delivery requests and other enquiries
- Promote good relations with customers and prospective customers
- Provide advice on planning, installation and operation of our quality products
- Support our external sales team

About You

- An enthusiastic, friendly team player
- Exceptional problem solving and analytical skills
- A recent school leaver (year 11 – 12) residing in the Newcastle area
- Excellent computer and communication skills
- Attention to detail, self-motivated and confident

Benefits and Opportunities

- A quarterly flexi day
- Attractive salary

To submit your application, please click on the "Apply for this job" button below.

A National Police Check (issued within the past 6 months) is required as part of the recruitment process. Evidence of your Right to Work in Australia will be requested.

Please note Häfele Australia Pty Ltd operates a direct sourcing model so no agency introductions. Only shortlisted candidates will be contacted.

Enquiries to recruitment@hafele.com.au are welcome!

HÄFELE




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1st February 2021

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Traineeship



ADMINISTRATION TRAINEE - INFRASTRUCTURE SERVICES

Full Time - 2 year Fixed Term Contract

Scone

About Us
The Upper Hunter region, known as the horse capital of Australia, provides a quality rural lifestyle on the edge of the magnificent Hunter Valley wine regions and within easy range of Newcastle and Sydney. The Upper Hunter is a vibrant, thriving and friendly rural community encompassing the towns of Scone, Merriwa, Murrumbidgee and Aberdeen. Our pristine unspoiled landscape is picture perfect and supports many well developed equine and agricultural industries. The area boasts an extensive range of recreational activities and a full range of quality educational, cultural, social and sporting services.

The Role
Council is seeking an enthusiastic and motivated individual to undertake the above position. The Administration Trainee – Scone will assist the Infrastructure Support Officer to provide quality customer service and administration support whilst developing knowledge, skills and abilities through the completion of Certificate III in Business Administration.

What You Will Need
All applicants must possess basic ability in Microsoft Office programs, effective communication skills and good teamwork and interpersonal skills. Experience in accurate data entry skills and a current unrestricted driver's licence are desirable.

Salary Range
The salary range for this position is \$338.60 - \$688.80 per 35 hour week, in accordance with Council's salary system. Other conditions are in accordance with the Local Government (State) Award and Council's policies and procedures.

Closing Date
4pm on Monday 15th February 2021.

Enquiries and Further Information:
Peyton Wilks, HR Trainee on [02 6540 1120](tel:0265401120).

How To Apply
All applications must be submitted and the key selection criteria addressed online by the closing date by clicking "Apply for this job" or through Council's website - upperhunter.nsw.gov.au

135 Liverpool Street, Scone
PO Box 208, Scone NSW 2337
P: [02 6540 1100](tel:0265401100)
E: council@upperhunter.nsw.gov.au
UPPERHUNTER.NSW.GOV.AU

Trainee - Business Administration

About the business

DK Heavy Plant Services are a family owned and operated company providing mechanical, light/heavy fabrication and electrical services to a range of clients including major Mining Organisations

About the role

Working in a dynamic and fast paced office environment, you will be responsible for providing administrative support to Senior Management and the Administration Team. You will be the first point of contact for clients and visitors so exceptional customer service will be pivotal to this role.

Your Key Duties:

- Answering phones and greeting visitors
- General Data Entry
- Maintaining Office Supplies
- Copying and scanning documents into our Management Systems
- Diary Management

Skills and experience

This position would suit a school leaver or someone seeking a change in direction.

Our ideal candidate will possess the following:

- Excellent written and verbal communication skills
- Ability to multi task and work well in a busy team environment

Be committed to completing a 12 month traineeship



Business Services Traineeship

Looking to start a career in Business Services? HunterNet Group Training are seeking an enthusiastic individual to join their team as a Business Services Trainee.

Working with our host company, we are looking for a motivated individual who is interested in completing a Certificate III in Business Services. The successful applicant will complete this traineeship over 12-months while gaining on the job experience with a nationally recognised company.

What's in it for you?

- A full-time job
- Paid study time
- 12-month contract
- Gain a nationally recognised qualification
- One on one mentoring and support

The duties of this role include, but are not limited to:

- Respond to all inbound calls
- Handle customer inquiries via email and phone
- Greet walk-in customers
- Book in customer quotes, reworks and installations
- Enter quotes in Myob
- Receipting of payments into Myob
- Processing of credit cards
- General filing and scanning

Who should apply?

- Highly driven and motivated
- Have an eye for detail with a high level of accuracy
- Work well in a team environment
- Exceptional customer service skills
- Experience using Microsoft Office including Outlook, Word and Excel
- Committed to completing practical and theory-based study requirements of a 12-month traineeship
- Hold a current driver's licence with reliable transport
- Follow all WHS policies and procedures

To make application for the position please send through a cover letter and resume.

This position is subject to a medical and drug and alcohol testing.

Please be aware this is an entry level position and not suitable to someone who has completed a qualification equal to or higher than a certificate III.

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

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



Business Administration Traineeship

Buildcert is a well-established, progressive and innovative building certification company, with offices strategically located to service the Central Coast, Newcastle, Hunter Region, Mid North Coast, South Coast and Sydney regions. We are a solutions-driven company providing exceptional performance, customer service and value to a broad range of clients for all classes of commercial, industrial and residential developments. An exciting opportunity exists to join our Administration team with a traineeship based in our Newcastle office. To apply for this role, you should be committed to starting a long-term career in administration, be proactive and willing to learn, and have the ability to develop positive working relationships with our staff and client base.

Duties and Responsibilities

Including but not limited to:

- Answering incoming calls and directing accordingly/taking messages;
- Front of house reception role;
- Processing incoming and outgoing mail;
- Photocopying, faxing and distributing documents as required;
- General workplace housekeeping;
- Running errands such as collecting the post;
- Welcoming visitors into the office;
- Basic data entry;
- Contacting organisations via telephone and email;
- Communicating with clients and candidates as necessary;
- Providing support to the Client Services team; and
- Other necessary administrative duties.

In addition, you will be required to:

- Complete a Certificate III in Business Administration, in conjunction with on-the-job training;
- Be reliable, enthusiastic and punctual; and
- Dress in corporate attire.

Essential Attributes

The successful candidate will have:

- Basic to intermediate computer skills;
- Strong attention to detail and accuracy;
- Sound communication skills (written and verbal);
- The motivation to learn new things and follow verbal and written instructions;
- The ability to work autonomously and in a team;
- A current NSW drivers licence; and
- The ability to perform at a high standard in a fast-paced environment.

If you would enjoy working as part of our dynamic and friendly team of professionals, while contributing to the ongoing growth and development of our organisation, please apply with both covering letter and resume by **COB February 8, 2021**.



DIPLOMA/CERT III IN CHILDRENS SERVICES & TRAINEESHIP CERT III POSITIONS

TRAINEESHIP

Do you want a challenging but very rewarding career?

Are you caring and nurturing and love children?
Have you thought about joining the child care industry?

Appletree Early Education & Preschool are looking for a special candidate to join our wonderful team at Barnsley. We currently have positions to start immediately.

School leavers this is the perfect opportunity to secure employment now, to start after your HSC!

Appletree is a family owned business and we take great pride in the quality of care and learning we offer.

If you are keen to pursue your career in the childhood industry and are friendly; happy; mature in your attitude; want to be part of a dynamic team; not afraid to get your hands dirty; have a neat and tidy appearance and possess an enthusiastic work ethic - then we would love to meet you!

As a trainee you will undertake the Certificate III in Early Education & Care course with TAFE over 12 months whilst working with us full time.

You do not need any prior qualifications although

Cert IV Business Trainee

Hunternet Group Training in partnership with Maxwell Engineering are seeking a dedicated individual to join their team in Cardiff as a Business Trainee.

Maxwell Engineering maintains a leading position as a supplier of precision machining and fabrication services, to the mining, rail, defence and other associated manufacturing industries.

This traineeship will allow the successful applicant to complete a Certificate IV in Business Services while gaining on-the-job experience with a reputable company.

The duties of this role include, but are not limited to:

- Answer phones and direct enquires to appropriate person
- File documents
- Process documentation for the job management system
- Provide admin support for remote processing of payroll and accounts
- Assist with on boarding of new employees
- Manage stock of office supplies
- Assist employees with administration tasks
- Adheres to company policies and undertakes safe working practices and procedures

Essential Criteria:

- Available to work 8:30am-2:30pm Monday to Friday
- Competent using Microsoft Office - Outlook, Word & Excel
- Experience using office telephone systems and multi-function printers
- Good time management skills
- Organised and high attention to detail
- Drivers licence and reliable transport

Desirable Criteria:

- Completed Certificate III Business
- Experience in an office environment
- Experience using Ostendo and MYOB

To make application for the position please send through a cover letter and resume.

This position is subject to a medical and drug and alcohol testing.

Please be aware this is an entry level position and not suitable to someone who has completed a qualification



Trainee - Hospitality

We are currently seeking an enthusiastic and customer service orientated individual who is looking to start their career in the Hospitality Industry.

As a hospitality trainee you will learn industry skills on the job whilst completing a certificate III in Hospitality over a full time working period.

We are looking for an individual with a positive attitude and someone who is willing to learn and develop their skills within the industry. If you are looking to start your career by gaining hands on skills and a passion to learn all facets of venue hospitality we want to hear from you.

To be considered for this role, you must be 16 years or older and have no prior qualifications at a certificate III or higher.

To be successful in this role, you will possess:

- An interest in hospitality and hospitality administration
 - Customer service and/or hospitality experience
 - Enthusiastic and motivated attitude with a strong work ethic
 - Excellent personal presentation and communication
 - Ability to maintain high workloads and meet deadlines while remaining calm and effective under pressure.
- Please note weekend work is essential in this role.



Pest Control Technician - Trainee

Rentokil has an excellent opportunity for a customer service focussed trainee Pest Control Technician who enjoys building and maintaining relationships! We will get you qualified and licenced while you work. Work autonomously, with domestic and commercial clients, inspecting premises, eliminating pests, building rapport with clients. This is a full-time permanent role based in Newcastle and the successful candidate will report to the Local Service Manager.

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
- Pest Management License (preferred)
- The ability to work independently to achieve set targets
- Strong customer service skills
- 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
- Safety equipment to perform your duties.
- Ongoing learning and development

If you see yourself providing the best customer service and enjoy the process, **please hit Apply!**

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

1st February 2021

LIKE us on
Traineeship



Certificate 111 Trainee

The Little Unicorn Centres on Honeysuckle currently seeks to employ a full-time Certificate 111 TRAINEE. The trainees will undertake a Certificate III in Early Childhood Education and Care, with the contract period being for 12 months.

The successful applicants must:

- * Possess a Working with Children Check (WWCC) or willing to obtain one
- * Be willing to combine study components with workplace experiences to obtain qualifications
- * Be willing to work rotating shifts and assist all educators willingly
- * Possess good written and verbal communication skills
- * Be able to work with a team and follow instructions from all educators
- * Possess a passion for working with children and a willingness to learn.

Exemplary trainees may have opportunity for future full time employment, upon completion of traineeship.

Year 12 School leavers are welcome to apply.

Applications must be emailed
to: amy@thelittleunicorn.com.au

They must include a cover letter and resume and must be submitted via email. WWCC number and drivers licence number must be included in application.

Concreting Traineeship

MBA Group Training offers a unique alternative for school leavers, and delivers a scheme which ensures the sustainability of youth employment and training in the Central Coast, Newcastle and Hunter areas. We specialise in providing quality Building Industry Apprentices and Business Administration Trainees.

Certificate III Concreting Traineeship Available in the Newcastle & Hunter Area!

You must be able to follow instructions, work in a team environment and able to communicate with fellow staff and the public.

To be successful for this traineeship you must be:

- Hold a current Drivers licence and have your own vehicle;
- Well presented;
- Willingness to learn;
- Excellent work ethic;
- Ability to work alone or as a team player;
- Fit and healthy
- Be punctual and show initiative;

APPLY NOW for this great opportunity!

Please do not apply if you do not meet the criteria mentioned.

Submit applications to:

Email: mbagtp@mbagtp.com.au

Fax: [\(02\) 4950 9311](tel:(02)49509311)

Post: PO BOX 266 HRMC NSW 2310

Due to the high volume of applicants only suitable candidates will be contacted if required for an interview.

**We see
potential.**

maxima

Administration Traineeship | Service NSW | Newcastle | Indigenous Identified

The Opportunity:

Maxima in conjunction with our client, are seeking a proactive and motivated Aboriginal and/or Torres Strait Islander to join a rapidly growing administration team as a Trainee Administrative Support Officer.

This is an exciting opportunity will see you working full-time across a 12-month period to gain a nationally recognised Certificate III in Business Administration. Get practical, on-the-job experience, paid study and continuous mentoring to kickstart your career.

Our Client:

Our client Service NSW is an award-winning NSW government initiative delivering improved one-stop services for government customers. Service NSW has been shaped by their customers - who want easier and more online access to government services and a single point of contact. They are passionate about building a culture where reward and recognition are at the heart of their team environment.

Duties:

- Answer incoming and outgoing enquiries
- Monitor and respond to mail and email correspondence
- Provide administration support with document processing, copying, scanning, and filing
- Conduct financial transactions
- Using relevant industry-based computer packages including Microsoft office
- Additional adhoc administrative duties including banking, office supplies ordering

About You:

- Exceptional communicator, written and verbal
- Fantastic attention to detail
- Friendly and welcoming nature
- Great computer and typing skills
- A "can do attitude" and a willingness to learn
- Ability to stay organised and meet deadlines

How to Apply:

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

Complete the online application form and attach a copy of your resume and cover letter outlining your suitability for the available role.

Only shortlisted applicants will be directly contacted.

National traineeship wages and conditions apply.



Trainee (Early Childhood Assistant)

Why Choose Gowrie NSW?

We put our Employee experience at the forefront and are proud to have consistently achieved above industry average Employee Engagement results. In becoming a member of the Gowrie family, you will have access to the following benefits:

- Get paid to learn and grow within our market leading purpose driven organisation
- We will provide dedicated support for your professional development through mentoring and qualifications
- Build a career in childcare providing you with job stability, growth, flexible working hours and a great sense of job satisfaction
- We recognise your talent and offer a competitive salary
- Be part of a supportive working and learning environment
- Uniform provided and allowance paid

About Gowrie NSW

A leader in early and middle childhood for 80 years, Gowrie NSW is a purpose organisation providing a range of education and care, family support and professional development programs to the early and middle childhood sector across NSW and ACT. We are a growing organisation and employ many dedicated professionals, we offer excellent rewards and recognition, a supportive working and learning environment, and opportunities for professional development and continued learning.

The Role

A fantastic opportunity has arisen for an individual passionate about childcare to embark on a Traineeship in Certificate III Early Childhood Education & Care & join our team at our fantastic centre Gowrie NSW Mayfield Early Education & Care Centre. This is an excellent opportunity to be supported in your study whilst gaining invaluable hands on experience & mentoring from qualified educators.

The role will entail:

- Assisting in the preparation and implementation of an educational program and activities.
- Developing a stimulating, fun and educational learning environment.
- Assisting with managing children's needs, for example feeding and sleeping.
- Meeting the health and safety needs of all children.

About you

To be eligible for our trainee role you must:

- Be over 17 years of age, an Australian citizen/permanent resident.
- You must be willing to obtain a Working with Children Check.
- You must have a genuine love for children and want to nurture them and help them to learn and grow.
- Have excellent communication skills
- Have a bubbly and outgoing personality
- Have a love for working with children

Next steps

If you can demonstrate that you can meet the above criteria we look forward to hearing from you. Please click on the "Apply Now" button below!

We are an Equal Opportunity Employer.





Security Screen Installation Trainee

HunterNet Group Training in partnership with Zee are seeking an enthusiastic individual to join their team as a Security Screen Installation Trainee.

Undertaking this 36-month traineeship will allow the successful candidate to complete the Certificate III in Blinds, Awnings, Security Screens and Grilles.

What's in it for you?

- A full-time job
- Paid study time
- Gain a nationally recognised qualification
- One on one mentoring and support

The duties of this role include, but are not limited to:

- Completion of all practical and theory-based components of the three-year traineeship
- Follow all WHS policies and procedures
- Liaising with customers
- Assist with installation of Crimsafe security mesh
- Assist with installation of various security screens and decorative doors
- Working on domestic and commercial sites
- Assessing jobs and writing quotes
- Travelling between clients to install products
- Manual handling
- Use of various tools and equipment

Who should apply?

The ideal candidate will be an enthusiastic individual with the ability to prioritise multiple tasks, be self-motivated and displays initiative.

Essential Criteria:

- Drivers licence
- Reliable transport
- Committed to completing practical and theory-based study requirements of three-year traineeship
- Follow all WHS policies and procedures
- Some familiarity with hand tools
- Excellent attention to detail
- Strong communication skills

To make application for the position please send through a cover letter and resume.

This position is subject to a medical and drug and alcohol testing.

Please be aware this is an entry level position and not suitable to someone who has completed a qualification equal to or higher than a certificate III.



Trainee Real Estate Agent

Looking for a change in 2021?

Full Time - Trainee Real Estate Agent, This position would suit a mature person to work within our close team unit at LJ Hooker Cessnock.

The Role...

You will learn all aspects of real estate, administration, property management and sales you will support, and in-turn be taught the art of Real Estate by our highly experienced staff and business owners with ongoing training with our award winning network.

Your initial day-to-day activities will include:-

- Client prospecting;
- reception
- Assisting in developing marketing materials; including letterbox dropping
- Handling prospective buyer and rental enquiries;
- Regular property visits
- Processing rental applications
- Networking;
- Assisting with open homes and inspections;
- Database management;
- Opportunities to assist with ingoing and outgoings
- Opportunities to assist with listing properties for sale and rent
- General administration.

As you develop and display increasing competence in these areas your responsibilities will evolve, resulting in you becoming a fully-fledged Agent.

Required Skills...

- Exceptional communication and organisational skills;
- Accuracy and attention to detail;
- Advanced multi-tasking skills;
- The ability to follow systems and structure;
- The ability to learn fast;
- Own car and drivers licence is essential;
- Previous and proven administration skills
- experience in car or retail sales will be an advantage;
- The ability to engage and negotiate with others.

This position would suit a mature person, looking for a long term career.
Applications close 20th February 2021.



ISUZU TRAINEE SALES CONSULTANT

Suttons is recognised as Australia's leading and most trusted family owned and operated automotive retail group. We aim to be the benchmark in elevating the customer experience to a whole new level, further enhancing our reputation as an iconic and trusted brand.

About The Role

Gilbert and Roach Newcastle have an exciting opportunity available for an enthusiastic and driven person to join our dynamic New Isuzu Truck Sales team as a sales trainee. No truck sales experience is required, just a desire to be part of a successful team and a commitment to building a career in truck sales and the trucking industry. We will provide on-the-job training to set you on the path to deliver exceptional sales results and deliver exceptional customer experience.

SKILLS AND EXPERIENCE

- Ability to work in a team environment
- Strong communication & Organisational skills
- Truck knowledge or Truck back ground would be an advantage.
- Professional presentation
- Current NSW Driver's License
- Self-motivated and driven individual
- Computer, written and numeracy skills
- Current LR or MR driver's license would be an advantage

BENEFITS

- Management supported environment
- Training to develop your sales and industry skills
- OEM product training
- Salary and commission structure
- Friendly fun working environment where you will want to come to work
- Long term career options for the right candidate

If you are looking for a long term career and future, working with the best in the truck industry and you believe you have what it takes to succeed please send your resume and cover sheet high lighting your experience.

CULTURE

- A collaborative team environment that values excellence and is committed to customer care.
- A friendly family culture where you will be given the chance to build lasting relationships.

Professional

Responsive

Innovative

Dependable

Exceptional

If these values align to who you are and you believe you are the person for the job, then apply today!



CERTIFICATE III - TRAINEESHIP 1 YEAR CONTRACT

About the business

Hamilton Child Care Centre is a not for profit, community based long day care centre in Hamilton catering for 36 children each day. We are a unique educational space where older and younger children 0 to 5 learn and play together in our federation house. We are a well-known and highly regarded service looking for someone who is passionate, motivated and interested in beginning their career in the early childhood profession.

About the role

As the trainee you will be provided with 'hands-on' experiences learning about children's education and care routines as well as completing daily tasks. You will also learn about programming and planning for young children following the centre philosophy and Australia's National Quality Framework.

Benefits and perks

A great work/life balance 5 hours per day, allowing you ample time to complete your studies.

Training will be provided through TAFE NSW and you will be supported through your studies by qualified, experienced and dedicated professionals.

We are close to Beaumont St, the main street of Hamilton, Broadmeadow Railway Station, and public transport.

Be part of a supportive team and work closely with educators, children and our families.

Skills and experience

A passion and interest in young children, how they learn and develop.

Honest, reliable and good work ethic.

The ability to work collaboratively within a large team environment.

Traineeship in Dental Assisting

About us

We are a long established specialist orthodontic practice in the Newcastle area. We focus on providing exceptional care and service to our patients. Please deliver cover letter and CV in person to the practice: Aziz-Sahu Khan Orthodontics Landmark Building 215-217 Pacific HWY Charlestown NSW

Qualifications & experience

- This position would ideally suite a recent school leaver (completion of high school year 10 or above)
- Good written and verbal communication skills
- Ability to work in a small team
- Capacity to learn new skills and receive constructive feedback
- Able to follow instructions with attention to detail
-

Tasks & responsibilities

- Chairside dental assisting
- Sterilisation
- Reception duties

Benefits


TAFE training costs covered

1st February 2021

LIKE us on



Traineeship



Warehousing Traineeship - Hunter Valley NSW

Who we are
As a nationally recognised training organisation, Programmed Training Services helps you become fully qualified by offering a range of apprenticeship and traineeship opportunities.
At Programmed we are committed to creating a safe and inclusive environment which values and respects diverse styles, backgrounds, experiences and perspectives.
We welcome and encourage women, people of Aboriginal and Torres Strait Islander descent and people from diverse backgrounds to apply.

What we are looking for
Programmed in conjunction with Thiess Mt Owen are currently seeking candidates wanting to pursue a Warehousing career. This is a 2 year traineeship arrangement working in the Mt Owen site store. The store is the Hub of the mine site and is a very busy environment
Thiess Mt Owen are located 20mins west of Singleton.
This traineeship will suit an individual who is
* Safety Focused
* Highly motivated and a self-starter
* Hard working, flexible and reliable
* Ability to work in a fast paced demanding and high pressured environment
* Team Player
* Ability to problem solve
* Basic computer skills
* Ability to lift up to 15kgs
* Forklift license would be desirable but not essential
* Driver's License is Mandatory

In return we will offer you:
* A Nationally Recognized Qualification - Certificate III Warehousing
* 24 month Traineeship
* Paid full-time wages - 9 hour shift (min 35 hour week)
* Flexible start times rotating from a 6.30 am start and 9.30 am
* On the job training working alongside qualified and experienced stores people in the industry
* Ongoing coaching, mentoring and support
* A safe, positive and energetic work environment
* Annual Leave, Sick Leave and Public Holiday pay for the duration of the apprenticeship
* Training course paid for
* Kick start to a career pathway in the industry

If this position is what you are looking for please apply now. This position will require the successful applicant to undergo an order 43 coal board medical including drug & alcohol testing.

Who we are
As one of Australia's largest employers, we work with great companies all around Australia and New Zealand to give you the best opportunities to work when and where you want to.

At Programmed, we are committed to creating a safe and inclusive environment which values and respects diverse styles, backgrounds, experiences and perspectives.

We welcome and encourage women, people of Aboriginal and Torres Strait Islander descent and people from diverse backgrounds to apply.

So it's over to you. If you would like to join our team, please APPLY now.

To learn more about working with Programmed, we encourage you to visit our website.

zero/harm
programmed.com.au

Certificate III Traineeship, in Early Childhood Education and Care

Belmont Community Child Care Centre is a not for profit Early Childhood Centre working with children and families from birth to school age. The centre has been established for over 30 years and has a strong presence in the Lake Macquarie Community. We are committed to providing quality educational programs in a fair and equitable way in accordance with the National Quality Framework

This position is a temporary full time (38 hours per week) for 12 months only, entailing both practical and theory based training. The position will commence in February 2021

Please attach a cover letter addressing the below.

Essential Criteria

- Must be over 18 years
- Self motivated and passionate about learning
- Some prior experience working with children 0-6 years
- Independent learner with sound literacy and numeracy skills
- Understanding of working in a team environment
- Computer literacy skills
- Cover letter

Belmont Community Child Care Centre is committed to achieving a diverse workforce and strongly encourage applications from Aboriginal and Torres Strait Islander people".

This position is subject to a cleared Working with Children's Check

Wages are in accordance with relevant award

An eligibility list will be kept for a period of six months

Only suitable applicants will be contacted

Applications Close Friday 22nd January 2021

Applications sent by clicking apply button

Youth Links

1st February 2021

LIKE us on
Traineeship



Club Traineeship

Full-time Club Trainee positions

Are you passionate about hospitality and see it as a career for you? Do you want to earn while you learn?

Singleton Diggers is looking for passionate hospitality enthusiasts to join our full time trainee program. Our program provides intensive hands-on experience across two Clubs including food & beverage, functions, and gaming. Other important aspects of the program are; safe work practices and customer service experience to name but a few.

Our Hospitality Traineeship incorporates the nationally recognised qualification SIT30713 Certificate III in Hospitality, equipping you with all-round skills and knowledge required to work in the dynamic career of Hospitality.

What we are looking for;

- * A passion for hospitality
- *Enthusiasm and initiative
- *Attention to detail
- *Flexibility and adaptability
- *Willingness to commit to a minimum of a 12 month traineeship
- *No previous qualification higher the Certificate II in any field
- *Must be over 18 years of age at commencement of employment

Applications close Friday February 5, 2021

Email your cover letter and resume to:

Subject line; HR Department - Traineeship
enquiries@singletondiggers.com.au [link removed]

Childcare Traineeship

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

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

About the position:

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

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

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

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

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

Applications with no cover letter will not be considered.



Laboratory Techniques Trainee

HunterNet Group Training are seeking a dedicated individual to join a locally recognised manufacturing facility as a Laboratory Techniques Trainee.

This three-year traineeship will allow successful candidates to complete a Certificate IV in Laboratory Techniques while gaining on the job experience with a reputable company.

Position Duties:

- Assist in the maintenance all Quality Assurance documents.
- Assist in the planning, developing and undertaking of quality audits and analyses activities to ensure individuals and teams comply with established internal controls, quality assurance systems, legislation, policies and procedures.
- Conduct quality assurance investigations of non-conforming processes, including identifying underlying causes, and developing and coordinating recommended corrective actions.
- Together with Managers and Team Leaders, identify and analyse quality assurance gaps and any associated training and development needs to continuously improve the products
- Assist in the development and maintenance of quality assurance systems including the development of quality checklists, procedures, processes, supporting tools and techniques.
- Ensure quality assurance records and information are collated and analysed on a regular basis and records are maintained.
- Assist in the preparation of detailed audit records summarising audit observations, findings, conclusions, any proposed new quality controls and any follow-up actions to be taken.
- Work collaboratively with other staff to identify quality assurance gaps and implement corrective action.
- Encourage and develop a culture of high performance, professionalism and continuous improvement, and identify opportunities and solutions to improve product delivery.
- Follow all Work, Health and Safety policies, procedures and work instructions, safe work method statements and risk assessments.

Essential Criteria:

- Ability to work rotating shifts when required
- Accuracy, numeracy and literacy skills
- Ability to work alone and in a team
- Ability to read micrometers and verniers
- Ability to distinguish colours
- Good understanding of workplace health and safety across the plant
- Excellent attendance record
- NSW Drivers Licence and own transport

Desirable Criteria:

- Forklift licence
- Desirable experience and ability to use measuring tools and equipment

To make application for the position please submit a cover letter and resume.

This position is subject to a medical and drug and alcohol testing.

Please be aware this is an entry-level position and not suitable for someone who has completed a qualification equal to or higher than a Certificate IV Laboratory Techniques.

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

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

1st February 2021

LIKE us on
Traineeship



Trainee Property Manager

Maison Property Management is a boutique real estate business that specialises in residential houses and share accommodation in the Newcastle and Greater Hunter areas.

We are seeking a Trainee Property Manager to learn and assist with the professional management of properties on our rent roll. As this is a Trainee position, no experience is necessary - but those with experience will not necessarily be excluded. Full training through a Registered Training Organisation will be paid for, for the successful candidate.

The role includes;

- Data entry
- Conducting inspections
- Conducting home opens
- Processing applications
- Preparation of tenancy documents
- Advertising properties
- General assistance to the Principal and Property Managers

The ideal candidate will have:

- Strong initiative
- Exceptional computer skills
- Self motivated and organised
- Excellent communication skills
- Commitment to personal professional growth and development
- Possess a strong proactive work ethic
- Ability to work within a team
- Immaculate presentation and well groomed
- Current Driver's license

We will provide all the necessary training and mentoring you will need to succeed in your role. We will provide development opportunities with the view of progressing you in the future to the position of Property Manager, entrusted with managing your own portfolio.

If you have the skills and attitude to excel in our team, **APPLY NOW!**

Pest Control Technician - Traineeship

Our client is a leader in their industry with over 90 years of reliable, safe and professional service. Although a global company, they operate from more than 36 branches across Australia and New Zealand, offering superior localised service in line with global best practice standards to meet client needs.

Due to growth, we're on the hunt for a highly ambitious and motivated individual with a passion to kick-start their career within the Pest Control industry. As a Pest Control Technician Trainee, you will gain hands on experience within the field and learn from some of the best technicians in the industry, you will also complete your theory qualifications and gain your Pest Control Licence with the opportunity to further your studies in other areas of pest control.

As part of your traineeship, you will learn to:
Provide high quality pest control services in a , professional manner

- Communicate pest solutions to customers to solve their pest problems
- Efficiently manage your assigned route through product and equipment inventory, customer records and effective communication with customers
- Gain an understanding of compliance and safety requirements.

What we're looking for:

You'll have a passion for everything bugs, insects and anything creepy crawly!!!

- A strong desire to build your career within the pest control industry
- Ability to communicate professionally
- A problem solver
- Trustworthy, reliable with the ability to work unsupervised
- Positive and customer focused attitude
- Current driver's license
- Willing to learn

Attractive base salary + opportunity for overtime

- Company vehicle + phone
- Commission on leads
- Opportunity for career progression, training and development

Youth Links

1st February 2021

LIKE us on
Traineeship



Childcare Trainee

The Hub: Preschool & Early Education Academy has multiple trainee positions available starting January 2021.

The Hub Preschool & Early Education Academy (LDC service operating 51 weeks of the year from 6.30am-6.30pm)

Your skills and qualifications should include:

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

Your key priorities will be to:

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

Only selected applicants for interview will be contacted.

If you think that this position is for you and you are 18 or over please apply as below:

To be considered for the Position at The Hub: Preschool and Early Education Academy please email a cover letter and resume to admin@thehubpreschool.com.au

Certificate III Traineeship in Early Childhood Education and Care

Harrison St Early Education Inc. is a community based not for profit early childhood service that provides education and care for children 0-6 years.

The Service is rated Exceeding and is licensed for 53 children per day operating 49 weeks of the year from 7.30 am to 6.00 pm (closing for 3 weeks over the Christmas period).

This is a full time position for 12 months and the successful applicant will be required to work Monday to Friday commencing 8th February 2021.

You must have genuine enthusiasm and passion for the profession and a strong commitment to high quality care and education of children 0-6 years.

Excellent working conditions including paid lunch breaks in a friendly environment with ongoing support while you train on-the- job.

You will be required to obtain a Working With Children Check and be 18 years or older. Resumes should include any previous work experience, two referees from previous employment, highest level of schooling and qualifications achieved in any vocation (applicants must not hold a certificate 3 or higher qualification).

Please note: The NSW Government is offering **fee-free traineeships** for employers and eligible jobseekers under the Smart and Skilled program.

As part of our employment screening process the successful applicant will be required to sign a Prohibition Notice Declaration for Prospective Staff Members and obtain a Working With Children Check.

Please submit your application on SEEK to include -

- A cover letter that outlines your suitability for the trainee position
- Your resume/CV outlining work experience, skills and qualifications



Business Administration Traineeship

Headquartered in California, USA, with offices all around the globe, HireRight is the industry's preeminent background screening company, providing innovative solutions for customers. Formerly known as PeopleCheck, HireRight's Australian office is based in Boolaroo, NSW with clients spread throughout Australia and overseas.

At HireRight, we pride ourselves on providing our team members with a comfortable, fast-paced and fun environment and look for employees that are committed, hardworking and reliable.

Duties and Responsibilities

We are seeking a person willing to undertake a 12 month Business Administration Traineeship to assist the relevant departments in carrying out administrative tasks, including but not limited to:

- Answering incoming calls and directing accordingly/taking messages;
- Filing, archiving and the maintenance of HireRight AU's destruction process;
- Processing incoming and outgoing mail ;
- Photocopying, faxing and distributing documents as required;
- General workplace housekeeping;
- Running errands such as collecting the post;
- Welcoming visitors into the office;
- Basic data entry;
- Accessing multiple databases to complete background checks for Researchers;
- Contacting organisations via telephone and email;
- Communicating with clients and candidates as necessary;
- Providing support to the Client Services team; and
- Other necessary administrative duties.

In addition, you will be required to:

- Complete a Certificate III in Business Administration through REACH for Training, in conjunction with on-the-job training;
- Be reliable, enthusiastic and punctual; and
- Dress in corporate attire.

Essential Attributes

The successful candidate will have:

- Basic to intermediate computer skills;
- Strong attention to detail and accuracy;
- Sound communication skills (written and verbal);
- The motivation to learn new things and follow verbal and written instructions;
- The ability to work autonomously and in a team;
- A current NSW drivers licence; and
- The ability to perform at a high standard in a fast-paced environment.

Additional information

- The traineeship reports to all Senior Staff and Management
- The traineeship is full time (37.5 hours per week, based on a 7.5 hour day)
- Be available to work various shifts between the hours of 8am to 6pm Monday to Friday;
- The traineeship will occur over a 12 month period
- The successful candidate will be subject to background screening and additional selection criteria

1st February 2021

LIKE us on
Traineeship



Trainee Administration Assistant, Newcastle

Our Newcastle office currently has an exciting opportunity for an entry level Administration Assistant to join our team on a full time permanent basis. This position is suitable for someone with minimal office experience looking to commence a career in office administration. A Traineeship may be offered for this position.

The successful applicant will be responsible for providing introductory level administration support throughout the office.

Key responsibilities will include:

- The set-up of meeting and training rooms
- Maintenance of kitchen facilities, including cleaning of equipment
- Ordering of kitchen supplies
- Ordering stationery supplies and maintaining print rooms
- Binding and preparation of documents
- Basic word processing
- Reception relief
- Ad hoc support duties as required in a professional office environment

What you will bring to the team:

To be considered for this position you will need to be self-motivated, enthusiastic and a dedicated team player with a strong "can do" attitude. With a professional demeanour you will have a good eye for detail and an ability to prioritise your workload.

Key to your success will be your ability to demonstrate a strong service orientation, finely tuned communication skills and a positive work ethic.

Why GHD?

Being the best we can be is in our culture.

We are a family of smart, innovative and creative problem solvers. In our employee-owned company, everything feels like it matters more. Challenge us and help us come up with new solutions to ensure water, energy and urbanisation are made sustainable for generations to come.


Our commitment to you

Commitment is a powerful word that defines how we do business, how we serve our clients and how we care for one another. We will support your needs by giving you the tools to do your best work and then recognise achievements. We will set your curiosity free to allow brilliant minds to do their best work. We will invest in new ideas, removing barriers where we can. Finally, we will encourage you to collaborate with thousands of diverse people across our global business.

Who we are

We are committed to solving the world's biggest challenges in the areas of water, energy and urbanisation. GHD is a global professional services company that is a leader in engineering, construction and architectural expertise. Established in 1928, we remain wholly owned by our people. We are 10,000+ diverse and skilled individuals, yet we are proudly 'One GHD' across more than 200 offices, spanning five continents - Asia, Australia, Europe, North and South America, and the Pacific region. Delivering extraordinary social and economic outcomes, we are passionate about building lasting relationships with our partners and clients.

Interested? Apply now with your CV and Cover Letter.

GHD is committed to providing Equal Employment Opportunities and invites applications from all nationalities, genders, and cultural backgrounds, including Aboriginal and Torres Strait Islander peoples. 

We respectfully ask that no agency resumes be presented at this stage.

#LI-BJ1



www.ghd.com

WATER | ENERGY & RESOURCES | ENVIRONMENT | PROPERTY & BUILDINGS | TRANSPORTATION



1st February 2021

LIKE us on



Traineeship



Information Technology Traineeship

- Warners Bay Location
- Earn while you learn
- Take the first step in your IT career

Are you smart, curious and ready to work hard for a rewarding career in IT? The Microsoft Traineeship Program gives budding technology professionals the opportunity to build an exciting career in IT through on-the-job (and paid!) work experience.

Working with partners MEGT and TAFE NSW, the Microsoft Traineeship Program helps you take the first step in your IT career. While MEGT will be your legal employer, you'll be placed with one of Australia's leading businesses. You'll gain IT knowledge, practical work experience, and professional connections to help you accelerate your future career in IT.

Not only that, you'll work towards a Certificate IV in Information Technology delivered by TAFE NSW. You'll be able to take this nationally accredited qualification with you wherever you go! The Microsoft Traineeship Program will also see you gain some of the latest cloud computing Microsoft certifications as part of the Azure Administrator Certification Track.

Can you answer YES to one or more of these questions?

Are you:

- A recent school leaver or someone looking to change their career to IT?
- Naturally curious, keen to learn and a great communicator?
- Genuinely passionate about technology and driven to build a career in IT?
- Ready to commit to the Microsoft Traineeship Program for up to 24 months?

The Microsoft Traineeship Program is taking applications NOW!

You will gain:

- In-demand, industry recognised knowledge and experience
- A platform to build a successful career in IT
- Personalised mentoring throughout your training

What are you waiting for?

Successful candidates will be required to complete TAFE studies and assessments as part of gaining their Certificate 4 in Information Technology.

Please note applicants will be required to undertake a relevant industry pre-screening assessment.

Apply now!

Please note, we are unable to take enquiries by phone. Please email any questions

By submitting your application, you are providing your consent for your personal information to be shared with the partners involved in the Microsoft Traineeship Program

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

megt.com.au

Receptionist & Trainee Dental Assistant

Qualifications & experience

- Customer service experience. Dental experience not essential.
- Good written command of English.
- Proficiency with Microsoft Word, experience with Microsoft Excel.
- Positive attitude, well-presented, polite, punctual, helpful, going above and beyond for customers and the team.
- Willingness to learn new skills, able to accept constructive feedback in order to improve.
- Ability to multi-task, ability to handle stress and conflict in a positive manner, ability to thrive in a high-paced environment.

Tasks & responsibilities

- Making appointments.
- Putting through payments.
- Answering phone, email and in-person queries.
- Sterilizing instruments and cleaning (training provided).
- Dental chairside assisting (training provided).

Benefits

- Assistance with obtaining Certificate III in Dental Assisting offered to the right candidate.
- Opportunity to transition to full-time for the right candidate.
- A stepping stone to many career opportunities.
- Pay rate depends on level of experience and existing qualifications.

Our normal business hours is 9am-5:30pm
Monday-Friday.



Trainee Early Childhood Educator

Our point of difference

St Nicholas Early Education prides itself on core values of care and compassion, and offer assurance of quality management and practices throughout our centres. St Nicholas Early Education adopts a best practice approach in care and education to ensure it has a positive reputation in our community.

St Nicholas Early Education are now offering multiple opportunities as a Trainee Early Educator across a number of services including Newcastle West and Maitland.

The position

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

This position will be offered on a full time, maximum term appointment for a period of twelve (12) months.

How will you stand out from the crowd?

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

Essential Criteria:

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

In return, you will receive access to a range of benefits, including:

- Award winning mentor and development programs
- Supportive leadership team to assist you through your traineeship journey
- Bishop's Leave, which is three days of additional leave between Christmas and New Year annually.
- Working within a larger Diocesan organization, the second largest employer in Newcastle region. Which opens up opportunity for advancement within St Nicholas, and perhaps other agencies of the Diocese.
- Corporate benefits, including EAP, Flu injections, reduced gym membership, reduced healthcare, amongst others.

Apply Now

If you are committed to start your career in Early Child Care, we would love to hear from you.

To apply, please hit the apply button now!

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

Applicants for positions at St Nicholas Early Education are not required to be Catholic, all applications will be selected on merit against criteria.

For further information please contact St Nicholas Early Education via email EE.HRMailbox@stnicholasmn.org.au.

Applications expire: 5:00pm, 19 January 2021



Trainee Pest Technician

Pest Management Technician – Traineeship (2 yrs)

We are a progressive pest management company based in the Hunter Valley that offers its employees a friendly, safe and supportive work environment.

We are a 100% locally owned and operated company, servicing the Hunter region, and are expanding our services to the Newcastle and Lower Hunter regions.

CPR Pest Management Services has an exciting opportunity for an enthusiastic and reliable person to join their team. The role will include training in pest management for cockroaches, spiders, ants, rodents, fleas and other pests; pre & post construction work; termite inspections and treatments, termite baiting system installation and maintenance; and customer service. Initially the role will require the trainee to attend customer sites accompanied by and under the instruction of our experienced and licensed technicians, progressing to unaccompanied site visits to perform pest treatments and servicing when fully qualified. We are committed to equal employment opportunities.

This position requires a person who:

- is willing to undertake and commit to training and assessment in 'Cert III Pest Management (NSW)' in order to obtain their pest management licence
- holds a current driver's licence
- is able to take instruction
- has an ability to communicate clearly, both verbally and written
- is able to demonstrate organisational and time management skills
- shows attention to detail

This position will suit a well-presented, reliable and motivated individual looking to join a dynamic team. No experience in pest management is required.

CPR Pest Management Services will offer:

- a competitive salary
- uniforms
- work car, phone & iPad
- in-house training on the latest pest management techniques and products
- a positive team culture

CHILDCARE TRAINEESHIP

A Magical Time Children's Centre Kotara is looking for a fun, energetic person to complete a traineeship in childcare.

We are a childcare centre providing childcare and preschool for children aged from 6 weeks to 6 years.

The successful applicant will be required to work Monday to Fridays in a professional environment.

You will need to be committed to study and dedicated to learn through experience whilst maintaining a high work ethic.

Resumes must include:

1. Your date of birth
2. Your highest level of schooling
3. Any prior qualifications

This position is an entry level position and is perfect for school leavers.

Please submit your resume to Renae Carey via email at enquiries@amagicaltime.com.au.



Project Management and Business Traineeships - Newcastle

Apprenticeship Careers Australia (ACA), in partnership with the NSW State Government, have recently launched the NSW Infrastructure Traineeship program. The program has been designed for Trainees seeking to commence a career in the rapidly growing Infrastructure industry, with multiple roles available across the Newcastle region. This two-year traineeship program combines TAFE studies with practical experience working for NSW Government agencies and private sector industry employers.

You'll earn while you learn and gain important practical experience that employers love! No experience is necessary to apply, you just need to be a school leaver and motivated to commence one of the following qualifications:

- Certificate IV in Business
- Certificate IV in Project Management Practice

Building your pathway to success

If successful, you'll be walking into a paid, stable job that will open up a wide range of career options upon completion!

- 2 years full-time paid work, whilst studying 1-2 days per week
- Nationally recognised Certificate IV qualification from TAFE NSW
- Vital workplace experience you can take anywhere
- Nothing to pay for your qualification, and no debt!
- February 2021 start – so you can enjoy your summer first!
- Available in metro and regional areas

If the above sounds like you, we encourage you to apply at:

<https://www.apprenticeshipcareers.com.au/Infrastructure-Traineeships>

Applications close shortly so get in quick! **Apply now!**

For more information or to have a chat about this opportunity, call us on **0406 428 906** or email us at nswtraineeships@apprenticeshipcareers.com.au

2019 and 2020 Year 12 Graduates are encouraged to apply!

[apprenticeshipcareers.com.au](https://www.apprenticeshipcareers.com.au)

Apprenticeships Traineeships School Based Mentoring

Administration Traineeship

About BMT Tax Depreciation

BMT Tax Depreciation is an experienced, innovative and leading company who specialise in the preparation of tax depreciation schedules.

What does this actually mean?

When a building gets older and items within it wear out, they depreciate in value. We create reports that allow investors to claim those deductions as expenses in their annual tax return.

We pride ourselves on maximising depreciation deductions for the investor, the quality of our report, our ability to meet fast turnaround times and the continuing development of alliances with some of the biggest real estate and development companies in Australia. Operating nationally, BMT is one of the largest Quantity Surveying companies in Australia.

About the role

We are looking for someone highly motivated, enthusiastic and customer focused to undertake a 12-month Business Administration Traineeship with BMT.

During your Traineeship you will complete a Certificate III in Business Administration while gaining exposure to BMT operations through a variety of administrative duties. You will be responsible for:

- Answering incoming calls and coordinating queries across all departments
- Photocopying, scanning and distributing documents as required
- Ongoing maintenance and monitoring of an email inbox
- General workplace housekeeping and support duties
- Data entry using our internal software and the Microsoft Office Suite
- Assisting with gathering property information such as construction completion dates, land values, plans, etc
- Other duties as requested and designed to broaden your development

You will be supported through your development with study time provided within work hours and potential ongoing employment following completion of the traineeship for the right person.

About you

To be considered for this position, you would ideally have:

- Full time availability – Monday to Friday
- Sound knowledge of Microsoft Office
- Excellent customer service skills and focus
- Strong attention to detail and the ability to perform in a fast-paced environment
- A current NSW Driver's License

To be successful for this opportunity, candidates must not already hold an existing Certificate III or higher in Business Administration or similar.

Why BMT? What's in it for you?

At BMT we are a fun, passionate workplace, we strive for excellence, continued education and development, and we love what we do. At BMT we offer:

- Strong people focused culture
- Opportunities for continued growth and career progression
- Free on-street parking
- Great company events and social celebrations
- Generous employee facilities and complimentary amenities

How to apply

- To submit your application please apply online using the link below or email hr@bmtqs.com.au
- Your application should include a CV and covering letter addressing why you're right for BMT.
- If you would like to know more about BMT Tax Depreciation please visit our website www.bmtqs.com.au

Youth Links

1st February 2021

LIKE us on
Traineeship



Junior Real Estate Traineeship

About us

Dalton Partners New Lambton is an award winning business that prides itself in providing exception customer service with an aim to provide property solutions and make dreams come true. We pride ourselves on our positive team culture where each team member is treated with respect, know that they are not just a number and that their opinion counts.

Qualifications & experience

- NSW Drivers Licence.
- Willingness and a can-do attitude.
- Friendly, helpful and welcoming disposition.
- Immaculate personal presentation.
- Have a bright and bubbly phone manner so that people can hear the smile in your voice.
- Positive approach to tasks and each new day.

Tasks & responsibilities

- Office duties such as answering phones.
- General support to both the Property Management and Sales teams.
- Assisting Property Management department with documentation, inspections and reports.
- Assisting Sales Team with day to day tasks.

Benefits

- Opportunity to complete a Traineeship and obtain a Certificate in Property Services whilst working with a supportive team.
- Working with a team that genuinely enjoy coming to work.
- Positive Office Vibe.
- Genuine growth opportunity.
- Use of a company car whilst at work.

Junior Office Assistant Traineeship

About us

We are seeking a vibrant active person to join our team at Wobble-Tee Water Efficient Sprinklers at Wangi Wangi. Wobble-Tee Manufacture, wholesale and promote our own Australian Made domestic sprinklers. Our sprinklers are sold all around Australia through AGnVET, AIRR, Bunnings, CRT, Elders, Home Hardware, Nutrien Ag, Mitre 10, Pursehouse Rural, Thrifty Link, True Value, Tuckers and many independent stores. Wobble-Tee is a small family business with a friendly supporting environment to work.

Qualifications & experience

- Basic computer skills with Microsoft Office, Edge and Chrome.
- Self motivation, reliability, confident phone manner.
- On the Job training provided.

Tasks & responsibilities

- Reception, answering phone calls and emails.
- Processing and dispatch of orders.
- Monthly accounts receivable and payable.
- Data entry.
- Stock control.
- Payroll.

Benefits

- Business Administration Traineeship Certificate 3 or 4 with NSW TAFE.
- Ongoing training and support.



Precast Traineeship

About the Role

Reporting to the Production Manager, the purpose of these roles are to learn to efficiently and accurately complete a range of precast concrete tasks.

Key Responsibilities

- Day to day general workshop cleaning
- Provide assistance to concreters, finishers and trades
- Learn all aspects of the precast concrete industry
- Other duties as directed by the Division and Production Managers

Requirements

- Previous concrete experience preferred, however not essential
- Must be eligible to participate in and undertake a traineeship (Certificate III in Concreting)
- Be self-motivated with a strong attention to detail
- Excellent people skills; the ability to converse with all levels within an organisation
- Good verbal and written communication skills
- The ability to multitask, problem solve and organise activities with good time management
- Ability to work as part of a team and be accountable for your own actions
- Be approachable and relatable
- A friendly and helpful nature, with a can-do attitude
- Willingness to learn and undertake training
- Committed to developing your skills with training and personal development
- A genuine interest in concreting and precast, with an outlook for a long term career in this industry
- Have a valid driver's licence

PLEASE NOTE: The successful applicant will be required to undertake a full pre-employment medical including a drug and alcohol test.

Benefits & Culture

Our client offers the successful candidate:

- A unique opportunity to work within a strong and multi-faceted team
- A permanent role
- Gain valuable work experience, combined with on the job training and support to successfully complete an accredited qualification

Youth Links

1st February 2021

LIKE us on
Traineeship



Traineeship - Cert III in Early Childhood & Childcare

Imagine Early Learning is a small network of family owned and operated centres in the Newcastle and Lake Macquarie area. Each one of our centres provide a perfect environment to jump-start your career in Early Childhood.

We are inviting applications from people who are passionate about working with young children. As a trainee, you will work alongside a team of qualified and experienced educators whilst studying towards a Certificate III in Early Childhood & Care.

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;
- Be reliable and ability to work flexible hours;
- Genuine desire to enter the Early Childhood Industry and a commitment to complete the training.

To find out more about Imagine Early Learning & Childcare, please visit our website:

www.imaginechildcare.com.au

To apply please click the 'Apply Now' button and submit your cover letter and current resume. **Please note that applications without a cover letter will not be considered.**

Position closes 18/01/2021. 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.

Trainee Position - Certificate III Early Childhood Education & Care

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

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

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

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

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

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

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

No experience necessary, however, passion, dedication and a solid work/study ethic are a must. Please email cover letter, full resume and 2 current references

to: catherine@cpelc.com.au

Applications close Friday, 22nd January 2021.



Certificate III Business Administration Assistant Traineeship

Australian Training Company has an opportunity to commence a Business Traineeship Certificate 3 or 4 with our Host employer in Broadmeadow (Hunter region). The organisation is the peak body for water safety in NSW, offering high quality training in CPR, First Aid and Aquatics. Join this energetic, young team and kick start your business administration career now.

This is a full time entry level position working a 35 hour week Monday to Friday. Earn while you learn.

The role will include responding to customer enquiries via phone and email, booking courses, data entry, filing, other general admin tasks and assisting the training team with coordinating and providing course materials.

The successful candidate must be reliable, enthusiastic, have excellent communication skills, enjoy working in a team and be willing to learn. Candidates who have recently completed school with administration or customer service experience are encouraged to apply. An interest or experience in the sport industry is highly desired.

Real Estate Traineeship - Certificate IV in Real Estate Practice

Are you seeking a Real Estate Traineeship and are you passionate about Property Management? If so, Century 21 Charlestown wants to speak with you.

About you (essential):

- You are committed to client satisfaction;
- You are committed to embracing technology;
- You are systemised, organised and reliable;
- You have strong communication skills both written and verbal;
- You are dedicated to on-going study and training;
- You are goal orientated;
- You take pride in your personal presentation;
- You have strong attention to detail;
- You have an understanding of database management;
- You are committed to setting and completing actions;
- You have a strong desire for success;
- You have commenced or are about to commence your studies in Certificate IV in Property;
- You have a current NSW driver's license & your own transport.

Preferable:

- You have studied Business Administration

This is a unique opportunity to commence a Real Estate Career and is ideally suited to school leavers.

APPLY NOW by sending your resume and cover letter outlining why you are seeking a career in property management to applications@c21charlestown.com.au.



Early Childhood Trainee

Tillys Play and Development Centres are a family owned business that has been providing high quality care and education for children birth to 12 years since 1994.

We are currently looking for two Certificate III in Early Childhood Education and Care trainees who are excited to learn and are passionate about Early Childhood Education and Care.

The trainee positions are at our Rutherford centre as we are increasing our educator to child ratios to be above regulatory requirements.

Mature age applicants encouraged to apply.

Working with us will see the following benefits:

- * Two positions available between 22 and 38 hours per week Monday to Friday in a variety of shift start and finish times.
- * Wages paid at CSE Level 1.1 (\$20.29/hour)
- * Learn from a team of dedicated educators to create a stimulating, positive and inclusive environment.
- * A nurturing work environment that encourages personal and professional development.
- * Tillys Play and Development centres are highly regarded and renowned in the industry for our commitment to providing exceptional care and education to children and for giving extensive support and opportunities to all our staff.
- * Complimentary uniform.
- * Replaced time off the floor for study
- * Excellent facilities and resources.
- * Laptops/computers and iPads in each room for educators.
- * Monthly staff incentives including free movie tickets and gift vouchers.
- Paid team meetings.
-

Essential Requirements

- * Must flexible with shift times and days available
 - * Passion, enthusiasm and a strong commitment to high quality care and education
 - * A commitment to learning and completing your studies
 - * Be enthusiastic, motivated, professional, flexible, and reliable
 - * You must be committed to your professional development (dedicated on the job study time, training programs, workshops and team networking are also provided)
 - * Ability to form and maintain professional relationships with families, children and other Educators
 - * Current Working with Children Check - we can help you with this before you start
 - * Professional standard of written and verbal communication
- You must include in your application a short cover letter outlining why a traineeship in this industry is a qualification you would like to pursue.

Thank you for your interest, we will contact you if we are able to invite you for an interview.

Only shortlisted candidates will be contacted.



Trainee Finance & Insurance Consultant

you have a passion for talking to customers?

If this sounds like you, there is a great career opportunity in the automotive retail industry as an F & I Trainee (Finance & Insurance).

As an F & I Trainee we will provide you full support and ongoing training on a full-time basis to reach your Finance goals in one of our state of the art dealerships. In this role you will gain recognised job skills including accreditation, all whilst being paid to learn with placement in one of our AHG dealership sites. The perfect candidate for this role will be highly motivated with a genuine invested interest of selling a range of Finance and Insurance products to our valued guests. It is envisaged that you have previously worked in Retail sales, Hospitality or Banking / Finance.

We offer:

The opportunity to expand your knowledge and grow your career

- Strong corporate support and training
- Friendly culture, challenging role
- Attractive remuneration package

Here is why you should join Australasia's largest automotive retailer:

Having recently merged with the ASX listed company AP Eagers, we are now part of one the fastest growing, exciting and dynamic dealership groups in Australia and New Zealand. Our operations span over 300 dealerships across Australia and New Zealand you will have endless career opportunities for all types of roles.

We offer our people extensive training and development opportunities with access to a range of employee benefits including discounted gym memberships, health insurance, vehicle purchasing and service discounts.

If you think this role will help you achieve your career goals. Than look no further. Apply now!

Eagers Automotive is an equal opportunity employer that values diversity in the workplace.

JUNIOR ADMIN ASSISTANT

We are looking for an energetic, vibrant, highly organised and confident individual to join our team with the potential to grow!

- Full Time Position
- Fantastic Company Culture
- Obtain Business administration Certificate III

We are seeking a professional and self-motivated individual to join us in our Newcastle Office as a junior admin assistant and to undertake Business Administration Certificate III.

This role will be fast-paced and challenging. You will be an excellent communicator and able to think quickly on your feet. You will have a passion for the role with a positive and hardworking attitude. You must also be extremely reliable and dependable, a team player that is honest and approachable.

To be successful in this role, you will have the following:

- Team player attitude, eagerness to learn and self-motivated
- Corporately presented, professional and personable
- Proactive and diligent work ethic
- High attention to detail
- Excellent organisational and time management skills.

If this is you, and you want to join a hardworking and successful team, please send your resume with cover letter through today.



Junior Administration Assistant

Macquarie Manufacturing is a progressive company specialising in the mining and process engineering fields. Our mining sector product lines range from mass produced support equipment through to the design, manufacture, commissioning & support of fully integrated monorail systems. We are leading-edge suppliers of underground monorail systems throughout Australia & abroad, with our innovative systems in high demand.

Our growing and dynamic company is currently inviting applications for:

Junior Administration Assistant

This is an exciting position as a part of our dedicated team offering an opportunity to fulfil a diverse range of responsibilities and work in a fast-paced and varied role.

This position offers:

- Permanent full-time employment
- Competitive wage
- The opportunity to work within a supportive team environment
- The opportunity for training and advancement

Your responsibilities will include (but not limited to):

- Administration support: entering timesheets and material on to jobs through our ERP system, data entry, filing, archiving, creation of reports and general office duties
- Front reception duties: Taking incoming calls and enquiries, greeting visitors and meeting room setups
- Assistance with the preparation of documentation for Quality Assurance

To be successful in the position you must meet the following requirements:

- Certificate III in Business Administration or relevant experience
- Minimum one-year experience in a Business environment
- Current Driver's licence
- Competent in Microsoft Excel, Word and Outlook
- Team player attitude, eagerness to learn and self-motivated
- Corporately presented, professional and personable
- Proactive and diligent work ethic
- High attention to detail
- Excellent organisational and time management skills.
- Experience in a Manufacturing environment preferred but not essential

Applications close Friday 12th February at 5pm.

Applications should be addressed to the General Manager and include all relevant detail relating to experience and a minimum of two referees.

The successful applicant must be able to pass a pre-Employment Medical including a Drug and Alcohol Test.





quality makes the difference

Junior Parts Assistant

MITSUBISHI / VULCAN FORKLIFT TRUCKS

MLA Holdings Pty Ltd is a leading Forklift supplier to the Australian Material Handling Market. We are the exclusive Australian importer and distributor of Mitsubishi & Vulcan Forklift Trucks.

MLA Hunter is seeking a person with an interest in heavy equipment parts and a positive can-do attitude.

The successful person will be self motivated, be able to work independently within a team environment and have excellent written and verbal communication skills.

Reporting directly to the Parts Manager, this role will support the daily operations of the Parts Department to ensure customer needs are fulfilled.

Duties include:-

- Receiving daily deliveries
- Picking & packing orders in a timely & accurate manner
- Unpacking & checking incoming stock
- Assisting in stock control in warehouse and vans
- Assisting Service Team when required

Intermediate/Advanced computer literacy is essential, along with intermediate skills in Word and Excel.

This is an entry level role and on the job training will be provided.

Apply Now for immediate consideration!

FIND THE ALDI IN YOU



ALDI Singleton 2021 Retail Assistant - 20 hours PW

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

ALDI offer a supermarket experience that is like no other in Australia. Where else can you walk into a supermarket wanting to buy bread and milk and walk out with a trombone?

Luckily, to be a Retail Assistant at ALDI you don't need to be an expert trombone player. You will need to love to keep active and busy because our Retail Assistant role is so much more than sitting at a till. As a Retail Assistant at ALDI you'll be operating machinery, filling shelves, cleaning, checking product quality and tidying special buys. You don't need to be the Hulk, but the role is physical in nature, so you'll need to enjoy hands-on work!

Our shifts can start as early as 6am and finish as late as 10pm, so it's important that you have access to reliable transport to get to and from work safely. Being available to work any 5 out of 7 days is also something we are looking for. It's great if you have prior retail experience, but we are also keen to hear from people from a range of different industries like hospitality, fast food, manufacturing, logistics or even child care. Regardless of what industry you come from a positive attitude, a hardworking spirit and the willingness to learn are what we are really looking for.

What's in it for you?

- Market leading remuneration - \$25.75 per hour+penalties*
- Be a part of an international retailer
- Career progression opportunities in our growing store network
- Extensive training and development
- Rotating roster with an average of 20 hours per week
- 4 weeks annual leave
- Work alongside friendly, passionate and supportive colleagues

You will be responsible for:

- Ensuring shelves are fully stocked with products
- Cleaning and maintaining store standards
- Operating manual pallet moving equipment
- Merchandising stock storewide
- Serving and assisting customers in a professional and efficient manner
- Operating tills and calculating change manually

If you're still reading and like what you see, go and put in your application with ALDI! (When you're done with your trombone lesson of course)

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

FIND THE ALDI IN YOU



2021 Retail Assistant - 20 hours PW

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

ALDI offer a supermarket experience that is like no other in Australia. Where else can you walk into a supermarket wanting to buy bread and milk and walk out with a trombone?

Luckily, to be a Retail Assistant at ALDI you don't need to be an expert trombone player. You will need to love to keep active and busy because our Retail Assistant role is so much more than sitting at a till. As a Retail Assistant at ALDI you'll be operating machinery, filling shelves, cleaning, checking product quality and tidying special buys. You don't need to be the Hulk, but the role is physical in nature, so you'll need to enjoy hands-on work!

Our shifts can start as early as 6am and finish as late as 10pm, so it's important that you have access to reliable transport to get to and from work safely. Being available to work any 5 out of 7 days is also something we are looking for. It's great if you have prior retail experience, but we are also keen to hear from people from a range of different industries like hospitality, fast food, manufacturing, logistics or even child care. Regardless of what industry you come from a positive attitude, a hardworking spirit and the willingness to learn are what we are really looking for.

What's in it for you?

- Market leading remuneration - \$25.75 per hour+penalties*
- Be a part of an international retailer
- Career progression opportunities in our growing store network
- Extensive training and development
- Rotating roster with an average of 20 hours per week
- 4 weeks annual leave
- Work alongside friendly, passionate and supportive colleagues

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FIND THE ALDI IN YOU



Aldi Mt Hutton Store Assistant - 15 HOURS PER WEEK

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1st February 2021

LIKE us on
Part Time



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.

Entry Level IT Support

The role

This is a role for someone wanting to begin or advance their IT career. This not a role for someone who thinks they might like to give IT a go.

This is role for someone who wants to do work that matters. This is not a role for someone who just wants a pay cheque.

This is not an easy role. At times you need to achieve good client outcomes with competing priorities.

Often a job well done will be its own reward.

Upon joining the team, you will help support our clients and their IT systems. Additionally, you will be looking for ways to improve, document and automate IT processes.

WHAT WE'RE LOOKING FOR

Intrinsic values - we don't train for this, it's already in you

- Integrity.
- A desire to help.
- A natural problem solver.
- A hunger to continually learn.
- A meticulous nature.
- A genuine care for what you are doing and who you are doing it for.

A desire to build a solid career.

REQUIREMENTS AND SKILLS

- Customer service experience.
- Experience working as part of a team.
- Outstanding written and oral communication skills.
- A current NSW Drivers Licence.

A motor vehicle (mileage paid for work travel)

DESIRABLE BUT NOT ESSENTIAL

- IT support experience.
- Prior MSP experience.
- Microsoft Office 365 experience.
- Basic networking experience.
- Basic Cybersecurity experience.
- Microsoft Server experience.

If this is you, we can't wait to meet you. Apply today along with a cover letter outlining why you are perfect for our team.