

# Youth Links

2nd November 2020

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## Future Choices Virtual Transition Expo for Students with Disability

# FUTURE CHOICES VIRTUAL TRANSITION EXPO FOR STUDENTS WITH DISABILITY

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Australian Government  
Department of Education and Training

# SUCCEED



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**THE FACTS**

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**APPRENTICESHIPS  
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YOUR WAY**

real skills for  
real careers

Vocational Education and Training Information Guide

# Youth Links



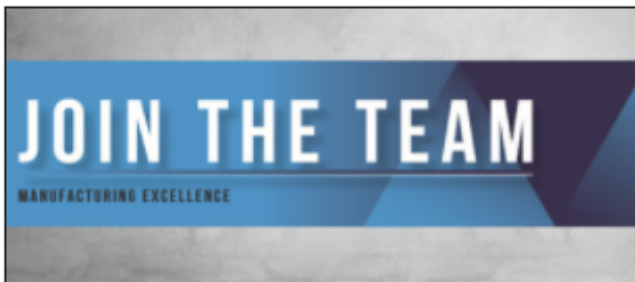
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## Apprenticeship



### Apprentice Opportunities 2021 | Tradesman

SRO Group is based in Heatherbrae (Newcastle) NSW and provides a comprehensive range of mechanical, electrical maintenance and manufacturing services to mining and other heavy industries. SRO Group is a subsidiary of Murray Engineering who are based in Western Australia and together, both companies are able to provide national coverage.

We are part of the Byrmeout Group and offers great job security, top industry rates and super paid on all hours worked.

We are looking for energetic and self-motivated people with strong work ethic, problem solving skills and a commitment to safety and personal development.

Gaining experience with industry and trade experts as we support you to complete your trade certificate, these great opportunities require commitment and a desire to learn and grow.

#### Apprentice Opportunities

- Electrician
- Boilermaker/Welder
- Roof Plumber
- Industrial Painter

#### Key Personal Attributes:

- Hold a current drivers licence
- Flexible, can-do attitude as well as the ability to follow instructions
- Excellent relationship skills and work well in a team environment
- A good listener who undertakes instruction in a constructive manner
- An energetic individual who shows initiative and commitment
- High commitment to safety
- Ability to pass pre-employment medical

If you have the required skills and passion and are interested in joining our growing team, click APPLY! Alternatively submit your CV in WORD or PDF format to [hr@srogroup.com.au](mailto:hr@srogroup.com.au)

Due to the high volume of applications received for our advertised positions, only those applicants who are shortlisted will be contacted. To those applicants not shortlisted, we extend our appreciation for considering SRO Group as a potential employer.



### 1st or 2nd Year Chef Apprenticeship - Balmoral

#### 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:

Set on Sydney's Balmoral Beach overlooking Middle Harbour, the much-loved Bathers' Pavilion combines beachside elegance with a 1920s art deco soul and Mediterranean charm. Bathers' is the perfect Sydney restaurant with a view for special occasions, life's celebrations, a family meal or even the ultimate beachside fish and chips.

Owners Ian Pagent and Jessica Shirvington deliver the best of Australian coastal dining, from beach snacks through to fine dining, across a variety of different spaces within the grand heritage building. All with spectacular views over Balmoral Beach.

It's classic. It's coastal. It's Bathers'.

#### 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

*\*Applications for this position are being handled by HTN \**

2nd November 2020

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## Apprenticeship



### Heavy Vehicle Automotive Apprenticeship

- National industry leading employer
- Gain a Certificate 3 in Automotive Mechanical - Heavy Vehicle
- Tuncurry Location

#### ROLE

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

MEGT RMS in conjunction with our Host Employer, are looking for a mechanically minded superstar! Our Host Employer has been operating for over 80 years in the waste, recycling, and industrial services throughout Australia. The Host Employer has a fleet more than 250 heavy vehicles they use in everyday operations.

As a 1st Year Heavy Vehicle Mechanic Apprentice, you will be working alongside and learning from highly experienced tradesmen. This position would suit a candidate that has a keen interest in trucks or large machinery, as you will be working on these daily.

Your duties will include and not be limited to;

- Repairing engines and associated engine components
- Service and repair hydraulic systems, steering and suspension
- Test and repair basic electrical circuits
- Use and maintain workplace tools and equipment
- Use of computer diagnostic equipment
- Ensure workplace is kept clean and tidy
- Use and maintain workplace tools and equipment

#### SKILLS & EXPERIENCE

To be considered for this opportunity ideally you will have:

- Drivers Licence (manual) and own transport
- Completed Year 12 High School Education
- Ability to demonstrate working in a team environment
- Superior Safety Awareness
- Work experience or completed relevant studies in automotive or engineering
- Basic understanding of mechanics and demonstrate an interest in this field
- Long term career goals to grow with the company

#### COMPANY CULTURE

Our Host Employer is one of the largest in their industry, with major contracts throughout Australia. This Host Employer is looking to offer the right candidate a step into a career that will lead to further opportunities within the company and gaining valuable on the job skills for the future. Excellent opportunity for someone who has a passion for the automotive industry, especially with the larger scale vehicles.

#### BENEFITS

- Receive a Trade qualification in Certificate 3 in Heavy Vehicle Automotive
- MEGT Field Officer for constant support in the Apprenticeship
- Uniforms and PPE provided

#### 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, along with completing a pre employment medical, including drug and alcohol test.

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

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

[megt.com.au](http://megt.com.au)

# Youth Links



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## Apprenticeship



### 1st Year Shopfitter Apprenticeship - East Lake Macquarie

Apprenticeship Careers Australia (ACA) is the leading employer of apprentices and trainees in the Hunter/ Central Coast and North Coast. We help mentor and support the next generation of apprentices through employment and vocational education pathways.

Apprenticeship Careers Australia, Newcastle/Hunter are searching for a motivated person to commence or recommence their Shopfitting Apprenticeship. Successful Applicants will have an awesome opportunity to complete their trade as a Shopfitter, working with our client, who has a long-standing quality reputation in the industry, in East Lake Macquarie. Our client designs cutting edge office and retail fit-outs (refurbishments and new fit outs) and their scope includes complete manufacturing and installation across the Hunter and Central Coast.

New or 2nd, 3rd Year displaced apprentices are encouraged to apply!

#### Shopfitter:

As a Shopfitting Apprentice you will be surrounded by crew to support you and be part of a large apprentice and trainee community. You will gain practical experience working in both the factory and on customer sites with our Shopfitting employer, whilst attending TAFE to complete your Certificate III in Shopfitting.

#### Daily duties may include:

- Work on Commercial office fit out projects, both refurbishments and new works;
- Perform duties on the factory floor along with office fit outs and installations on-site;
- Operate technology and machinery to manufacture and assemble furniture;
- Loading and delivering materials to site;
- Demolition and joinery installation on-site;
- Taking pride in a safe and clean workshop environment;
- Carry out accurate measurements and calculations as required;
- Apply basic levelling procedures;

#### Potential candidates considered will be:

- Australian or New Zealand Citizens or Permanent Residents;
- A current Apprentice Cabinet Maker, Shopfitter or Wood Machinist who has passed their TAFE subjects to date or a new commencement who may have completed an appropriate Cert II pre-apprenticeship course;
- Sound mathematical ability;
- A motivated and focussed individual willing to learn;
- Well-presented and reliable;
- Driver's licence and own Transport essential;
- White Card and Forklift Licence desirable.
- Be open to gaining experience in all facets of the Industry;

If you have the required skills and wish to recommence or have the passion to commence in the Shopfitting industry then apply now, we want to hear from you!

### 1st Year Apprentice Boilermaker

- Be part of an established Company with real career progression opportunities
- Job diversity
- Supportive team environment
- Earn while you learn!
- Pay Rates well above the Modern Award

Due to continued growth, IMF are seeking a hardworking and enthusiastic individual to join our team as a 1st year Apprentice Boilermaker.

Based in Rutherford, IMF has built a strong reputation on being able to Manufacture and supply a diverse range of Structural Steel products for the Mining, Oil & Gas, Manufacturing, and Infrastructure Industries.

This will not only create an interesting array of work, it will also allow you to gain the experience required to have a successful career in your chosen Trade.

You will work closely with qualified and experienced tradespeople, Supervisors, and even other Apprentices where you will gain the valuable skills & knowledge to ultimately secure your trade qualification (*Certificate III in Engineering - Fabrication Trade*).

Applicants must.

- Have the Motivation to succeed.
- Value teamwork and have a desire to learn from their peers.
- Have the ability to follow direction with excellent attention to detail.
- Be Reliable and Committed to building a long-term career,
- A current Driver's License is preferred, but not essential; and
- Completion of a relevant pre-apprenticeship course is advantageous, but not essential.

This is an outstanding opportunity to begin your career with an industry leader. It is the ideal role for someone who has a genuine desire to pursue a career in the Steel Fabrication Trade.

Please forward resumes to John Mackenzie –

[safetyandtraining@imfab.com.au](mailto:safetyandtraining@imfab.com.au)



## Mechanical Fitting Apprenticeship - 2020 Start!

### **Production:**

- Analyses work orders and blueprints to determine information such as material to be used, type of operations, and sequence of operations required.
- Visually inspects and listens to machines and equipment in operation to locate causes of malfunctions.
- Dismantles devices to gain access to and remove defective parts or equipment.
- Inspects and measures parts to detect wear, misalignment, or other problems.
- Inspects parts to determine salvage ability or method of repairing or reworking parts.
- Adjusts functional parts of devices and control instruments.
- Repairs or replaces defective parts.
- Installs special functional and structural parts in devices.
- Lubricates and cleans parts.
- Sets up and operates lathe, drill press, grinder, and other metalworking tools to make and repair parts.
- Operates cutting torch or welding equipment to cut or join metal parts.
- Reassembles parts.
- Paints machines or equipment when required.
- Cleaning, storing, and issuing of reclaimed parts.
- Starts machines and equipment to test operation following repair.
- Maintains records of repairs and tests.
- Repairs low voltage electrical equipment.
- Adheres to the companies quality management system.
- Cost effectively performs general installation, repair and modifications to fluid power systems in a timely manner.
- Analyses and resolves any issues with fluid power systems and recommends solutions.
- Ensures all fluid power documentation and schematics drawings are up to date.
- Be proactive in advising management of issues affecting this position.

### **Essential Criteria:**

- Reliable transport
- Current drivers licence
- Ability to problem solve
- Willingness to learn over and above the work requirements
- Mechanical Aptitude
- Demonstrate previous skills in selected trade
- Intermediate computer skills

### **Desirable Criteria:**

- Forklift Ticket
- Flexible to work overtime
- Demonstrated ability using hand tools

2nd November 2020

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## Apprenticeship

### Apprentice Sports Turf Management

#### About the opportunity

An exciting new opportunity has become available for a recent school leaver to commence an Apprenticeship in Sports Turf Management. Council is seeking an enthusiastic individual who is willing to learn and develop, enjoys working as part of a team and has a genuine interest in developing a career in sports turf management.

During this apprenticeship you will gain knowledge and broad hands on experience in a range of sports turf management skills to assist in sports field maintenance and minor improvement works, horticulture, and general maintenance and construction of parks and open spaces.

Key responsibilities will include:

- Assist in completing programmed works, including, but not limited to, the following;
- Installation & maintenance of automated irrigation systems.
- Routine & periodic maintenance of sports fields.
- Installation & removal of goals, linemarking in a timely manner.
- Laying turf, oversowing of playing fields for seasonal needs.
- 
- Assist in constructing and maintaining areas within the open space network including parks, park structures, park furniture, sporting fields, playgrounds and gardens cemeteries and trees within the open space network; and
- Undertake the safe operation and maintenance of plant and equipment such as chainsaws, dingo digger with attachments, wood chipper, hand mowers, zero turn ride on mowers, quick cut saw, compactors, brush cutters, small fuel driven roller, power tools, hand tools, concrete finishing tools, tractor and loader.

#### About you

- Basic knowledge of horticulture and parks and a genuine interest in developing a career in sports field and turf management area;
- Demonstrated effective verbal and written communication skills and sound literacy and numeracy skills;
- Demonstrated ability to effectively work in a team environment, participate in group situations, and encourage teamwork and cooperation;
- Demonstrated willingness to undertake training, learn new skills and trial and develop new work practices; and
- Current Class C drivers licence.

#### Remuneration

As per the Local Government (State) Award plus 9.5% superannuation

#### Benefits:

- 4-Year Apprenticeship
- 38 hours per week
- 19 day month/RDO scheme
- Picturesque Hunter Valley location!

**Applications Close: Friday 13 November 2020 at 11.30pm**

#### Who to Contact:

Stephen Hogan, Parks & Reserves Coordinator on [02 4993 4306](tel:0249934306)

#### How to Apply: Click "Apply for this job"

Before applying, please read the position description below.

[Position Description](#)

#### Pre-Employment Screening:

Please note, prior to an offer of employment being made, recommended candidates will be required to undertake a medical assessment (including drug and alcohol testing). Council may also complete a range of other pre-employment checks, such as references, employment history checks, working with children checks or a criminal record check.

*Guided by staff values of integrity, respect, teamwork, accountability and excellence, Cessnock City Council is indeed an attractive, thriving Council and employer of choice.*



## 2021 Engineering Apprentice - Pool Manufacturing

HunterNet Group Training in partnership with our host company are seeking a dedicated individual to join a pool manufacturing company in Tomago.

The successful candidate will be working for a long standing and reputable business who pride themselves on innovation, technology and design in manufacturing swimming pools to meet their client's needs. You will complete the Certificate III in Engineering – Composite Trades over four years while gaining on the job experience.

### **Apprentice Duties will include but are not limited to:**

- Inspect and identify required repairs on fiberglass pool shells
- Prepare surfaces for further work, e.g spraying, trimming, sanding and buffing
- Read and interpret plans
- Build custom attachments - plus and molds to meet specifications
- Installing flanges
- Joining, sealing and bolting components
- Read and interpret plans
- Build custom attachments, plugs and molds to meet specifications
- Follow all WHS policies and procedures
- Attend TAFE and maintain a high standard of work

### **Essential Criteria:**

- Exceptional attention to detail
- Ability to read and comprehend QC checklists and act according to the procedure
- Ability to keep workstation clean always, and prepare surfaces according to a strict procedure
- Hand tool skills
- Understanding of WHS and safety procedures
- Drivers licence and reliable vehicle

### **Desirable Criteria:**

- Experience in quality control and checks
- Experience with carpentry, spray painting or other trades
- Forklift licence
- White Card
- Certificate II in a relevant and recognised trade such as Engineering

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

As part of the recruitment process, suitable applicants will be required to complete pre-employment medical testing including drug and alcohol screening.

Due 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.*



## Apprentice Civil Construction

An exciting new opportunity has become available for a recent school leaver to commence an Apprenticeship in Civil Construction. Council is seeking an enthusiastic individual who is willing to learn, enjoys working as part of a team and has a genuine interest in developing a broad range of skills in general labouring whilst completing a Certificate III in Civil Construction.

Key responsibilities will include:

- Assist all construction teams with construction activities associated within the current and future construction programme work, including, but not limited to, the following;
- Road construction
- Stormwater drainage and pit construction
- Kerb & Gutter works
- Concrete footpath construction
- 
- Undertake the safe operation and maintenance of small plant and equipment, such as chainsaws, hand mowers, hand tools, brush cutters, battery and power tools and concrete vibrators;
- Assist with ensuring traffic at work sites is appropriately controlled in accordance with relevant legislative requirements and standards, including the placement of signs, lights and barriers; and
- Undertake works in accordance with all relevant quality, environmental and WHS requirements.

### **About you**

- Basic knowledge of labouring and construction duties;
- Demonstrated effective verbal and written communication skills and sound literacy and numeracy skills;
- Demonstrated ability to effectively work in a team environment, participate in group situations, and encourage teamwork and cooperation;
- Demonstrated willingness to undertake training, learn new skills and trial and develop new work practices; and
- Current Class C drivers licence.

### **Remuneration**

As per the Local Government (State) Award plus 9.5% superannuation

### **Benefits:**

- 4-Year Apprenticeship
- 38 hours per week
- 19 day month/RDO scheme
- Picturesque Hunter Valley location!

**Applications Close: Friday 13 November 2020 at 11.30pm**

### **Who to Contact:**

Robert Schreiber, Operational Surveillance Officer on [02 4993 4349](tel:0249934349)

### **How to Apply: Click "Apply for this job"**

Before applying, please read the position description below.

[Position Description](#)

### **Pre-Employment Screening:**

Please note, prior to an offer of employment being made, recommended candidates will be required to undertake a medical assessment (including drug and alcohol testing). Council may also complete a range of other pre-employment checks, such as references, employment history checks, working with children checks or a criminal record check.

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## Apprenticeship

### Apprentice - Heavy duty fitter/ mechanical

Universal Engineering are currently seeking a motivated individual to take on a Mechanical Apprenticeship. This position will be based in our Carrington based workshop where you will have the opportunity to be coached and mentored by our team and set yourself up for your career for life. Our experienced team includes specialists in Diesel Mechanics and Boilermakers and services a range of industries including marine and transport.

Our ideal applicant will be enthusiastic and have an affinity with mechanics. If you possess the following attributes we would like to hear from you:

- Current Driver's License;
- A strong attitude towards quality and safety;
- Willingness to learn;
- Strong communication skills;
- A commitment to team work; and
- The ability to show initiative.

This position offers full-time stability with a Monday to Friday, 7:00am to 3:30pm shift. Occasional weekend and site-based work will also be required.

Candidates should note that the worksite is a non-smoking site. Candidates should also be aware that as we operate in a high risk environment, ongoing drug and alcohol testing may be required.

This is a great opportunity to kick start your career.

To register your interest, please select the 'Apply' button to submit your application along with a cover letter to introduce yourself.

### Fitter/Machinist Apprenticeship - 2021

HunterNet Group Training are seeking a motivated individual to join their team as an Apprentice Fitter Machinist in the Newcastle area. This position will start in January 2021.

Working with our host company, who specialise in the heavy manufacturing mining industry, and hydraulic cylinder repairs, we are looking for motivated individuals with a strong work ethic who are interested in completing a Certificate III in Engineering - Mechanical 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:**

- Machine Operations - Lathe and CNC
- General Fitting & Machining
- Following WHS policies and procedures
- Attend TAFE and maintain a high standard of work

#### **Essential Criteria**

- Demonstrated interest and passion for the trade
- Strong mathematical and mechanical aptitude
- Ability to work in a team environment, and communicate with a wide range of people and demonstrate sound interpersonal skills
- Willingness to follow instructions, complete tasks, and ask for assistance when needed
- Punctual, honest and reliable
- Strong work ethic
- A commitment to adhere to safe work practices
- Commitment to the full term of the apprenticeship and study requirements
- Car 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.



## Fabrication Apprenticeship - 2021

HunterNet Group Training are seeking a dedicated individual to join their team as a Fabrication Apprentice in the Newcastle area. This position will start in January 2021.

Working with our host company, who specialise in the heavy manufacturing mining industry, and hydraulic cylinder repairs, 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:**

- Measure and interpret technical drawings
- Mark out jobs, set up machines, prepare materials, tools and fixtures for fabricating
- Assemble parts and structures
- Manipulate metal to fabricate parts
- Various welding techniques
- Finish products by cleaning, polishing and filing
- Following WHS policies and procedures
- Attend TAFE and maintain a high standard of work

### **Essential Criteria**

- Demonstrated interest and passion for the trade
- Strong mathematical and mechanical aptitude
- Ability to work in a team environment, and communicate with a wide range of people and demonstrate sound interpersonal skills
- Willingness to follow instructions, complete tasks, and ask for assistance when needed
- Punctual, honest and reliable
- Strong work ethic
- A commitment to adhere to safe work practices
- Commitment to the full term of the apprenticeship and study requirements
- Car 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.

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

## Apprenticeship

### APPRENTICESHIP

We are a well established Air Conditioning / Mechanical Services Contractor based in Beresfield. Performing work throughout the Newcastle and Sydney surrounds.

An exciting opportunity exists for someone looking to start an Apprenticeship in one of the following trades:

- Electrical
- Refrigeration
- Sheetmetal

This will be a great opportunity for you to be able to learn and grow to become a tradesperson. There will be on the job training provided by a fully qualified tradesman to guide you through your apprenticeship.

#### Essential Criteria

- Must be able to be part of a team, well mannered, presentable and reliable.
- A High attention to detail, capacity to learn and great work ethic
- Ability to follow instructions with a common sense approach
- Hold a current Drivers Licence and have own means of transport.

If you think you have what it takes and are interested in starting your career, please email a cover letter and an up to date resume

to [reception@nswaircon.com.au](mailto:reception@nswaircon.com.au)

### Waiters, chef/cook, apprentice

#### About us

The Deck restaurant is situated at Soldiers Point Marina. The restaurant seats approximately 80 people and is Family run, providing authentic Mediterranean food along with an expansive menu with plenty of variety. We are open for breakfast, lunch and dinner 7 days a week, providing dine in and take away service. We are looking for enthusiastic candidates to work in a fast pace team environment. Must be dynamic, willing to learn on the run and be a strong team player.

#### Qualifications & experience

- experience floor staff
- kitchen - cook
- kitchen - apprenticeship offered

#### Tasks & responsibilities

general kitchen duties, general dining floor duties

### Bricklaying Apprentice and Labourer

We are currently looking for a Bricklaying Apprentice and Labourer for continuous work around Newcastle, Maitland, Central Coast, Lake Macquarie and Hunter Valley areas.

Work experience or previous training in Bricklaying/ Block laying would be advantageous although not essential.

Must have current drivers licence, white card, and own transport.

If you are motivated, reliable and hard-working this is a great opportunity for you



### 1st Year Apprentice Fitter

Exciting new career opportunity for a 1st Year Apprentice Fitter in Maitland area. This position is working with a Manufacturing Specialist for Mining & Construction based products. The successful applicant will learn on the job to assemble, fabricate, maintain and repair various equipment within a workshop environment. Your work will incorporate hands on training on the job + TAFE every week.

#### What are we looking for?

- Commitment to fixed Term of Apprenticeship
- Certificate III in Mechanical Engineering - Fitter ( 4 year period)
- Motivated, enthusiastic and reliable applicant
- Self-motivated with a willingness to learn and follow instructions
- High level of safety focus within the workplace
- Mechanical aptitude
- Ability to learn on the job
- Have a friendly and positive can do attitude

#### Essential:

- Current drivers licence + Transport
- White card
- Year 11 or equivalent school leaver

If you are genuinely looking for a Fitting Apprenticeship, we encourage you to apply with a cover letter, resume including two (2) referees and your last two school term reports.

Only shortlisted candidates will be contacted for this exciting opportunity.

[www.recruitpersonnel.com.au](http://www.recruitpersonnel.com.au)



## Apprentice Boilermaker

Melrose Mobile Hydraulics is a manufacturing business specialising in Rail maintenance attachments, Hi-Rail Manufacturing & General repairs to construction machinery with a well-equipped workshop and mobile service Vehicles for onsite service and repairs, we are currently seeking a motivated and reliable 1st, 2nd or 3rd year Boilermaking apprentice to join our team of tradespeople, Located at our Edgeworth Workshop.

### **Qualifications & experience**

- 1st, 2nd or 3rd year apprentice (Previous experience in the trade preferred)
- Manual drivers licence (preferred)
- Forklift ticket (desirable)

### **Tasks & responsibilities**

- Welding & Grinding
- Fabrication
- Ability to work in a team environment as well as unsupervised
- Operating a forklift
- Positive attitude & Punctual

### **Benefits**

- Full-time position
- Above award wage for the right person
- 38 hours per week
- Monday- Thursday 7am-3:30pm Friday 7am-1pm

For further information visit our website: <https://melrosemobilehyd.com.au/>

Please email your resume  
to: [info@melrosemobilehyd.com](mailto:info@melrosemobilehyd.com) [link removed]

## Apprentice plant mechanic

Apprentice plant mechanic wanted for Hydraulic and hire workshop at Rutherford. Send resume to [sphire@bigpond.net.au](mailto:sphire@bigpond.net.au) . This vacancy has been filled, Thankyou to everyone who applied.

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**Apprenticeship**



## 1st Year Plant Mechanic Apprenticeship

My Gateway has an exciting opportunity available for a 1st Year Plant Mechanic Apprentice to join a well established national client based in the Thornton area. As part of the apprenticeship, you will complete a Mobile Plant Technology Certificate III.

Your duties will include:

- Repair, maintain, service plant and mobile equipment
- Repair and maintain tractors, bobcats and excavating equipment
- Working with highly skills tradesman
- Plus much more!

The successful applicant must be reliable, have a willingness to learn, motivated, ability to work within a team as well as unsupervised and have a genuine interest in the industry.

**What's In It For You?**

- On the job training in a full time position
- Gain qualifications
- Opportunity to work with the latest technology with an industry leading employer
- Get paid & start your career
- Full time position

Does this sound like what you have been looking for? Apply Now!

Only suitable applicants will be contacted.

[1800 993 200](tel:1800993200) [www.mygateway.org.au](http://www.mygateway.org.au)



1300 apprentice  
Helping people to succeed in their careers  
ensuring business to be successful

## 1st Year Parks & Gardens Apprentice - Maitland

### Apprenticeship – Parks & Gardens

1300apprentice currently have a fantastic opportunity for an individual to commence a Parks & Gardens Apprenticeship.

Throughout the apprenticeship, you will be undertaking a Certificate III in Parks & Gardens.

**Role:**

- 4 Year Apprenticeship.
- Based in the Maitland/Newcastle area
- 5 days per week plus additional overtime as required.

**Pre-Requisites:**

- Year 10 or 12 completion is preferred
- Interest in Horticulture
- Drivers Licence and Car

**Employed by 1300apprentice, we will provide you with:**

- A career mentor
- Stability and security in the industry
- Assistance with Registered Training Organisation/TAFE Enrolment and reimbursement of fees (Conditions may apply)
- Award wages and annual leave loading
- Register your traineeship with an Australian Apprenticeship Centre

Suitable candidates only will be contacted for an interview.

## Apprentice chef and Apprentice baker/ pastry chef

Son of a gun diner is a family owned business and is currently seeking and apprentice chef and also a apprentice baker/ pastry chef to join our team as we are increasing in Numbers and also getting ready for the summer/Christmas season.

Full time positions and will consider 1st to 3rd year apprentices. Must be open to a 7 day set roster, which is flexible and can be negotiated.

Early morning starts required for baking fresh daily menu items.

Must be motivated, passionate and keen to join a the team.

Please state which position your applying for when sending through expressions of interest.

Looking forward to hearing from you.

# Youth Links

2nd November 2020

LIKE us on  
**Apprenticeship**



## Apprentice Mechanical Fitter



- Be part of an established brand with real career progression opportunities
- Supportive team environment
- Earn while you learn!

At Programmed we are passionate about sourcing great local talent and providing our people with opportunities for growth and development. We have a long and proud history of employing apprentices in our business with many of our leaders having started their careers undertaking an Apprenticeship.

### The Role

Due to continued growth we are looking for hardworking and enthusiastic individuals to join our NSW (Hunter Mining Region) team as a **1st year Apprentice Fitter**, based in **Muswellbrook**. Working closely with experienced Fitters, Supervisors and even other Apprentices you will gain valuable skills & knowledge to ultimately secure your trade qualification (Certificate III in Engineering - Mechanical Trade).

As an Apprentice Fitter you will learn how to fabricate, assemble, maintain and repair various equipment and machinery, and will have exposure working in a workshop environment as well as various client sites. Your week will incorporate learning the trade at TAFE and receiving hands-on, on-the-job training.

We will invest in you over the four year apprenticeship so you can continue your career with us as a qualified Fitter and provide you with the opportunities to progress your career, with potential to move into Leadership roles such as a Site Supervisor or Operations Manager in the future. An apprenticeship can open up a world of possibilities.

### Skills and Experience

- Motivation to succeed and a willingness to learn;
- Values team work and has a positive attitude to working in a safe and productive manner;
- Ability to follow direction with excellent attention to detail;
- The ability to listen and understand customer and company requirements;
- Commitment to building a long term career;
- Completion of Year 10 or equivalent;
- A current Drivers License is preferred, but not essential; and
- Completion of a relevant pre-apprenticeship course is advantageous, but not essential.

This is an outstanding opportunity to begin your career with an industry leader. It is the ideal role for someone who has a genuine desire to pursue a career in the Industrial Maintenance industry.

**A January 2021 commencement is anticipated.**

### Who are we

Programmed Industrial Maintenance is a leading provider of industrial maintenance solutions to the mining, oil & gas, manufacturing, utilities and infrastructure industries, leveraging scale to deliver localised services efficiently. Working with Programmed Industrial Maintenance means you will become part of the Programmed family; a company that encourages career development, supports flexibility and cares about your personal wellbeing and safety.

### Our Commitment

**Programmed and PERSOLKELLY supports a workplace culture of zero harm and encourages this in all that we do.**

Programmed and PERSOLKELLY strives for diversity, inclusion and equality of our people. We seek a workforce that is representative of the communities we work in. We encourage people of all cultures, gender, age, sexual orientation or abilities to apply.

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

**zero/harm**

[programmed.com.au](http://programmed.com.au)

# Youth Links

2nd November 2020

LIKE us on  
**Apprenticeship**



## Apprentice Boilermaker



- Be part of an established brand with real career progression opportunities
- Supportive team environment
- Earn while you learn!

At Programmed we are passionate about sourcing great local talent and providing our people with opportunities for growth and development. We have a long and proud history of employing apprentices in our business with many of our leaders having started their careers undertaking an Apprenticeship.

### The Role

Due to continued growth we are looking for hardworking and enthusiastic individuals to join our NSW (Hunter Industrial Region) team as a **1st year Apprentice Boilermaker**, based in **Newcastle**. Working closely with qualified and experienced tradespeople, Supervisors and even other Apprentices you will gain valuable skills & knowledge to ultimately secure your trade qualification (**Certificate III in Engineering - Fabrication Trade**).

As an Apprentice Boilermaker you will learn how to cut, shape, assemble and weld steel and use and maintain a wide range of machinery, and will have exposure working in a workshop environment as well as various client sites. Your week will incorporate learning the trade at TAFE and receiving hands-on, on-the-job training.

We will invest in you over the four year apprenticeship so you can continue your career with us, with potential to move into Leadership roles such as a Site Supervisor or Operations Manager in the future. An apprenticeship can open up a world of possibilities.

### Skills and Experience

- Motivation to succeed and a willingness to learn;
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### Employee Benefits

Programmed and PERSOLKELLY offers a range of benefits to our employees including paid parental leave, great discounts with selected retailers and an Employee Assistance Program, which incorporates a tailored wellbeing initiative.

**Programmed and PERSOLKELLY supports a workplace culture of zero harm and encourages this in all that we do.**

Programmed and PERSOLKELLY strives for diversity, inclusion and equality of our people. We seek a workforce that is representative of the communities we work in. We encourage people of all cultures, gender, age, sexual orientation or abilities to apply.

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**zero/harm**

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# Youth Links

2nd November 2020

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**Apprenticeship**



## Apprentice Boilermaker



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As an Apprentice Boilermaker you will learn how to cut, shape, assemble and weld steel and use and maintain a wide range of machinery, and will have exposure working in a workshop environment as well as various client sites. Your week will incorporate learning the trade at TAFE and receiving hands-on, on-the-job training.

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- Ability to follow direction with excellent attention to detail;
- The ability to listen and understand customer and company requirements;
- Commitment to building a long term career;
- Completion of Year 10 or equivalent;
- A current Drivers License is preferred, but not essential; and
- Completion of a relevant pre-apprenticeship course is advantageous, but not essential.

This is an outstanding opportunity to begin your career with an industry leader. It is the ideal role for someone who has a genuine desire to pursue a career in the Industrial Maintenance industry.

**A January 2021 commencement is anticipated.**

### Who are we

Programmed Industrial Maintenance is a leading provider of industrial maintenance solutions to the mining, oil & gas, manufacturing, utilities and infrastructure industries, leveraging scale to deliver localised services efficiently. Working with Programmed Industrial Maintenance means you will become part of the Programmed family: a company that encourages career development, supports flexibility and cares about your personal wellbeing and safety.

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**zero/harm**

[programmed.com.au](http://programmed.com.au)

2nd November 2020

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## Apprenticeship



### Engineering Fitting & Machining Apprenticeship

- National industry leading employer
- Gain a Certificate 3 in Engineering Mechanical
- Tuncurry Location

#### ROLE

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

MEGT RMS in conjunction with our Host Employer, are looking for a mechanically minded superstar! Our Host Employer has been operating for over 80 years in the waste, recycling, and industrial services throughout Australia. The Host Employer has a fleet more than 250 heavy vehicles they use in everyday operations.

As a 1st Year Engineering Fitting & Machining Apprentice, you will be working alongside and learning from highly experienced tradesmen. This position would suit a candidate that has a keen interest in trucks or large machinery, as you will be working on these daily.

Your duties will include and not be limited to;

- Operation of trade related machinery (Lathe, Milling machines etc)
- Welding and measuring of equipment
- Reading drawing plans for work scheduled, assess suitable materials
- Assisting qualified tradesmen within the workshop as well as onsite
- Using hand and power tools
- Attending TAFE and working towards Certificate 3 in Engineering Mechanical
- Workshop housekeeping
- Use and maintain workplace tools and equipment
- Use of computer diagnostic equipment
- Ensure workplace is kept clean and tidy
- Use and maintain workplace tools and equipment

#### SKILLS & EXPERIENCE

To be considered for this opportunity ideally you will have:

- Drivers Licence (manual) and own transport
- Completed Year 12 High School Education
- Ability to demonstrate working in a team environment
- Superior Safety Awareness
- Work experience or completed relevant studies in automotive or engineering
- Basic understanding of mechanics and demonstrate an interest in this field
- Long term career goals to grow with the company

#### COMPANY CULTURE

Our Host Employer is one of the largest in their industry, with major contracts throughout Australia. This Host Employer is looking to offer the right candidate a step into a career that will lead to further opportunities within the company and gaining valuable on the job skills for the future. Excellent opportunity for someone who has a passion for the automotive industry, especially with the larger scale vehicles.

#### BENEFITS

- Receive a Trade qualification in Certificate 3 in Engineering Mechanical
- MEGT Field Officer for constant support in the Apprenticeship
- Uniforms and PPE provided

#### 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, along with completing a pre employment medical, including drug and alcohol test.

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

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

[megt.com.au](http://megt.com.au)

2nd November 2020

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## Apprenticeship



### 1st Year Apprentice Heavy Commercial Vehicle Technician

#### Heavy Vehicle Mechanic Apprenticeship

- National industry leading employer
- Gain a Certificate 3 in Automotive Mechanical - Heavy Vehicle
- Location - Rutherford, NSW

#### ROLE

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

MEGT RMS in conjunction with our Host Employer, are looking for a mechanically minded superstar! Our Host Employer has been operating for over 80 years in the waste, recycling, and industrial services throughout Australia. The Host Employer has a fleet more than 250 heavy vehicles they use in everyday operations.

As a 1st Year Heavy Vehicle Mechanic Apprentice, you will be working alongside and learning from highly experienced tradesmen. This position would suit a candidate that has a keen interest in trucks or large machinery, as you will be working on these daily.

Your duties will include and not be limited to;

- Repairing engines and associated engine components
- Service and repair fleet of side loader trucks, front lift trucks, hook trucks and trailers
- Test and repair basic electrical circuits
- Use and maintain workplace tools and equipment
- Use of computer diagnostic equipment
- Ensure workplace is kept clean and tidy
- Use and maintain workplace tools and equipment

#### SKILLS & EXPERIENCE

To be considered for this opportunity ideally you will have:

- Drivers Licence (manual) and own transport
- Completed Year 12 High School Education
- Ability to demonstrate working in a team environment
- Superior Safety Awareness
- Work experience or completed relevant studies in automotive or engineering
- Basic understanding of mechanics and demonstrate an interest in this field
- Long term career goals to grow with the company

#### COMPANY CULTURE

Our Host Employer is one of the largest in their industry, with major contracts throughout Australia. This Host Employer is looking to offer the right candidate a step into a career that will lead to further opportunities within the company and gaining valuable on the job skills for the future. Excellent opportunity for someone who has a passion for the automotive industry, especially with the larger scale vehicles.

#### BENEFITS

- Receive a Trade qualification in Certificate 3 in Heavy Vehicle Automotive
- MEGT Field Officer for constant support in the Apprenticeship
- Uniforms and PPE provided

#### 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.

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[megt.com.au](http://megt.com.au)



### Engineering Boilermaker Apprenticeship

- National industry leading employer
- Gain a Certificate 3 in Engineering - Fabrication Trade
- Tuncurry Location

#### ROLE

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

MEGT RMS in conjunction with our Host Employer, are looking for a mechanically minded superstar! Our Host Employer has been operating for over 80 years in the waste, recycling, and industrial services throughout Australia. The Host Employer has a fleet more than 250 heavy vehicles they use in everyday operations.

As a 1st Year Engineering Boilermaker Apprentice, you will be working alongside and learning from highly experienced tradesmen. This position would suit a candidate that has a keen interest in trucks or large machinery, as you will be working on these daily.

Your duties will include and not be limited to;

- Interpret technical drawing and perform engineering measurements
- Use of computer diagnostic equipment
- Perform soldering, welding and mechanical cutting
- Assisting tradesmen within the workshop with day to day duties
- Assemble fabricated components
- Repair, replace or modify fabrications
- Using hand and power tools
- Use and maintain workplace tools and equipment
- Ensure workplace is kept clean and tidy

#### SKILLS & EXPERIENCE

To be considered for this opportunity ideally you will have:

- Drivers Licence (manual) and own transport
- Completed Year 12 High School Education
- Ability to demonstrate working in a team environment
- Superior Safety Awareness
- Work experience or completed relevant studies in automotive or engineering
- Basic understanding of mechanics and demonstrate an interest in this field
- Long term career goals to grow with the company

#### COMPANY CULTURE

Our Host Employer is one of the largest in their industry, with major contracts throughout Australia. This Host Employer is looking to offer the right candidate a step into a career that will lead to further opportunities within the company and gaining valuable on the job skills for the future. Excellent opportunity for someone who has a passion for the automotive industry, especially with the larger scale vehicles.

#### BENEFITS

- Receive a Trade qualification in Certificate 3 in Engineering Fabrication Trade
- MEGT Field Officer for constant support in the Apprenticeship
- Uniforms and PPE provided

#### 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.

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[megt.com.au](http://megt.com.au)



### Automotive Electrical Apprenticeship

- National industry leading employer
- Gain a Certificate 3 in Automotive Electrical Technology
- Tuncurry Location

#### ROLE

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

MEGT RMS in conjunction with our Host Employer, are looking for a mechanically minded superstar! Our Host Employer has been operating for over 80 years in the waste, recycling, and industrial services throughout Australia. The Host Employer has a fleet more than 250 heavy vehicles they use in everyday operations.

As a 1st Year Automotive Electrical Apprentice, you will be working alongside and learning from highly experienced tradesmen. This position would suit a candidate that has a keen interest in trucks or large machinery, as you will be working on these daily.

Your duties will include and not be limited to;

- Specialising in auto electrical systems on heavy and light vehicles and plant equipment
- Use of electronic diagnostics systems to diagnose electrical faults
- Maintenance of audio, alarm, radio, GPS, locks, windows, security systems and hydraulics
- Assisting tradesmen within the workshop with day to day services and breakdowns
- Using hand and power tools
- Workshop housekeeping
- Use and maintain workplace tools and equipment
- Use of computer diagnostic equipment
- Ensure workplace is kept clean and tidy
- Use and maintain workplace tools and equipment

#### SKILLS & EXPERIENCE

To be considered for this opportunity ideally you will have:

- Drivers Licence (manual) and own transport
- Completed Year 12 High School Education
- Ability to demonstrate working in a team environment
- Superior Safety Awareness
- Work experience or completed relevant studies in automotive or engineering
- Basic understanding of mechanics and demonstrate an interest in this field
- Long term career goals to grow with the company

#### COMPANY CULTURE

Our Host Employer is one of the largest in their industry, with major contracts throughout Australia. This Host Employer is looking to offer the right candidate a step into a career that will lead to further opportunities within the company and gaining valuable on the job skills for the future. Excellent opportunity for someone who has a passion for the automotive industry, especially with the larger scale vehicles.

#### BENEFITS

- Receive a Trade qualification in Certificate 3 in Automotive Electrical Technology
- MEGT Field Officer for constant support in the Apprenticeship
- Uniforms and PPE provided

#### 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.

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[megt.com.au](http://megt.com.au)

# Youth Links

2nd November 2020

LIKE us on  
**Apprenticeship**



**BannistaBuilt - Custom Cabinets & Joinery**

20 October at 07:44 · 🌐

...

Seeking an Apprentice Cabinetmaker/Joiner 🧑🔧

BannistaBuilt builds all kinds of custom cabinetry and joinery from built in bookshelves, fireplaces niches to laundries and kitchens so I am looking for someone with an interest in cabinet making / joinery.

I do everything in house from design and drafting to cutting, building, and installing each job so the role is hands on and as time goes on, you'll learn every aspect of the job.

Check out BannistaBuilt's Facebook page and Hipages profile to see the kind of work I do and reviews from clients.

Car licence not essential to start but a solid understanding of physical work is. 😊

If you or someone you know is very interested in the role have them get in touch.

Cheers Brett





## Apprentice Flooring Layer

JT Flooring Warehouse is located in Gateshead, NSW. We are a retail flooring warehouse & cover flooring installations throughout Newcastle, Hunter Valley & Central Coast.

We are searching for an **extremely hard working** candidate to begin a 4 year apprenticeship and on going full time role through our rapidly expanding company. Ideally suited to a school leaver or candidate under the age of 20yrs.

**MUST HAVE MANUAL DRIVERS LICENCE & OWN TRANSPORT. A 'can do' & 'have a go' attitude is a MUST!!**

The candidate that we are looking for will live local in Newcastle who is hard working, dedicated & all be WILLING to learn all aspects of our trade.

### **The Role**

Residential & business projects

Carpet, vinyl and floating floor installation

Vehicle maintenance, Floor prepping, Warehouse duties

Based at Gateshead NSW with travel required throughout Hunter

Valley, Lake Macq & Central Coast areas (in our work vehicles)

Some overtime may be required to fulfil job role responsibilities

### **Skills, Experience & Requirements**

Previous experience in flooring or trade area desirable but not essential

Manual Drivers licence essential

OH&S White Card essential

Own reliable transport to and from work.

### **About Us**

A small family run business with over 25 years experience in the industry. We are expanding and require an all rounder apprentice to join our company for the duration of their apprenticeship and foreseeable future.

### **Apply if you are:**

Hard working & reliable . This role will also require some strength as there is heavy lifting involved.

Intuitive with fantastic attention to detail & speak up if there is something that you think needs attention

Eager to learn all areas.

Confident with good people skills as you will be frequently inside customers homes & speaking directly with our clients

Able to work extremely well under pressure & deadlines

Local to Gateshead or surrounding suburbs

### **The offer**

Full-time salary package including super.

Please submit CV and a short introduction about yourself and how you'd be a valuable member of our team and why you want to complete a flooring installations apprenticeship.

**Applications close 5pm Friday the 20th of November 2020 or prior if position is successfully filled. Only shortlisted applicants will be contacted.**



## Air Conditioning and Refrigeration Apprenticeships

### COMPANY

Onsite Air Conditioning and Refrigeration Pty Ltd is a Maitland based company in the lower hunter valley. We service various clients in homes, offices, mine sites and constructions sites

### ROLE

We currently have apprenticeships available for the right people to join our team.

After successfully completing the four year apprenticeship you will gain a Certificate 3 in Electrotechnology - Air Conditioning and Refrigeration

We are offering a fulltime positions for immediate start including a company supplied uniform, work boots and PPE

In this Apprenticeship your duties will include the following;

- Construction and Installation of all types air-conditioning systems including refrigeration, and electrical works.
- Assist in routine and preventive maintenance as well as repairs to commercial refrigeration systems, heating and air conditioning systems.
- Hand and power tool use.
- Working safely at heights
- Superior safety awareness
- Working with highly skilled and qualified team members

### SKILLS & EXPERIENCE

- Previous work exposure in a another business, hospitality, or customer service environment
- Studied electronics, engineering, maths subjects at school would be desirable
- Excellent communication and interpersonal skills
- Reliable on the job, high initiative, and adaptability
- Drivers licence and own transport

### COMPANY CULTURE

We are a small family run business with highly experienced and mature tradesmen to learn your trade with.

### HOW TO APPLY

If you are ready to learn a trade with a company who are chasing reliable, honest and committed individuals - hit the apply now button.

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 and assessment.

Applications close 30th October 2020

# Youth Links



2nd November 2020

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young people, bright futures

## Apprenticeship



**THE CONVENT**  
ESCAPMENT GROUP LUXURY HOTEL  
HUNTER VALLEY

### Fine Dining Apprentice, Commis & Demi Chefs

#### About the business

Situated within the vineyards of the Hunter Valley is our award winning Restaurant Circa1876 and our award winning luxury boutique hotel The Convent. Circa1876 provides a modern Australian fine dining menu that is inspired by local estate grown produce from our own onsite organic kitchen gardens to local farmers and producers within our community. The menu is ever changing and inspired by the seasons offerings.

As a team member you will play a key role within the group, gain exposure to different cooking techniques, ongoing creativity through our ever changing menu utilizing fresh produce from our on site kitchen garden along with our own bee hives. Play a part in menu creations and work alongside a strong, happy and fun team of like minded professionals.

#### About the role

To be successful for this role you will be an enthusiastic and passionate chef who loves what you do.

#### Benefits and perks

Join a strong & happy award winning team & Hatted restaurant

\* Autonomy & creative freedom

\* Onsite kitchen gardens

\* Work with high quality produce

\* Fantastic work/life balance

\* Generous salary

\* Career progression

#### Skills and experience

We are looking for:

- Demonstrated experience in fine dining a la carte and function work preferred but not essential
- Cert III or above in Commercial Cookery
- Passion driven for delivering outstanding high quality food
- Proven ability in developing within a small team of chefs
- Dedicated, disciplined, passionate & creative team player



**LILIANFELS**  
FINE RESTAURANT  
HUNTER VALLEY



**P**  
PARKLANDS  
HUNTER VALLEY



P | +612 4998 4999

E | [hr@theconventhuntervalley.com.au](mailto:hr@theconventhuntervalley.com.au)

W | [www.theconventhuntervalley.com.au](http://www.theconventhuntervalley.com.au)

A | 88 Halls Road Pokolbin NSW 2320



### Chef Apprenticeship - 1st, 2nd or 3rd Year

#### 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.

#### 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:

- HTN Apprentice chefs have access to variety of kitchens in restaurants, hotels, cafés, catering companies, clubs and other independent food service contractors. We work with you to find your perfect fit.

#### 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

# Youth Links



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2nd November 2020

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## Apprenticeship



### Junior Apprentice Bakers - Banjo's Bakery Café Glendale

#### Junior Apprentice Bakers

Banjo's Bakery Café Glendale

#### Full Time

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

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

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

Weekend and public holiday work will be required.

#### Your key roles and responsibilities will include:

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

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

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

### 1st Year Apprenticeship

We are seeking a 1st /2nd Year Apprentice for a full time position in our busy salon in Lake Macquarie . No experience necessary , just your enthusiasm and passion for hairdressing

Please email resume with photo .

### APPRENTICE - SCALE TECHNICIAN 1st Year ( Electronics Technology)

#### About the business

#### NEWCASTLE WEIGHING SERVICES PTY LTD

Newcastle Weighing Services Pty Ltd is a market leader in the Australian Weighing Industry specialising in the supply, installation, calibration and maintenance of weighing equipment since 1976. Employing over 40 staff at our Newcastle head office, we are a customer focused organisation and are seeking a 1st year apprentice to join our team.

#### About the role

This is a four (4) year apprenticeship, which includes formal training at TAFE, one day per week for three (3) years. You will complete a Certificate III in Electronics & Communications. The successful applicant must be motivated and demonstrate academic achievement to complete the formal training required.

#### To be successful in this position

- have an interest in electronics and electrical principals
- be well presented
- be motivated
- take pride in all facets of your work
- be committed to the study requirements
- be prepared to take direction
- learn new skills

#### How to Apply

At Newcastle Weighing Services, we have a positive, diverse, and supportive culture comprised of good people. This is a fantastic opportunity to join a company in a secure and exciting role. If this sounds like the position for you, please apply now or contact us for more information. To apply for this position please email a covering letter and resume to The Business Manager, [renaim@nws.com.au](mailto:renaim@nws.com.au). Applications close Monday 5:00pm, 26th October 2020

2nd November 2020

LIKE us on



## Apprenticeship

### 1st or 2nd YEAR APPRENTICE HAIRDRESSER

#### About Kouture Hair Artistry

We are a well-established Award winning, professional and friendly salon that prides itself in providing exceptional customer service that gives our clients an experience they keep coming back for as well as outstanding hair.

The salon trades Wednesday - Saturday, we offer exceptional up to date in salon Training as well as Tafe & Courses.

#### What we are looking for

- Any level of Apprentice, New and existing.
- A fun, Bubbly person who has a passion and love for the hair industry.
- A strong work ethic and takes pride in personal presentation.
- Reliable, punctual, honest and trustworthy.
- Confident, competent, self-motivated and outgoing.
- We understand not all people have experience or may not be on the level of on floor skills they require, we are here to grow you as a person in the hair industry!

We offer:

- Bonuses and incentives.
- A beautiful salon, with a warm and welcoming atmosphere.
- Friendly, talented and supportive team members. We are like a family!
- Ongoing training.
- Great clientele.
- Knowledge and skills to grow your career.
- A long term Position in the salon.

#### Does this sounds like you?

Get involved- Click the APPLY Button to submit your application. All applications are 100% confidential.

### Roof Plumbing 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.

#### Roof Plumbing Apprenticeship Available in the Newcastle Area!

You must be able to follow instructions, work in a team environment and have an understanding of a Roof Plumber'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 Roof Plumbing 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](mailto:mbagtp@mbagtp.com.au)

### Roof plumber, labourer and apprentice

Experienced metal roofing tradesman or labourer required for work around Newcastle and Hunter Region.

Also seeking a new apprentice to learn the trade.

Work will range between residential, commercial and maintenance . A keen eye for detail and a good attitude is a must.

If interested please call me on

[0406 572 624](tel:0406572624)



## TEFOL Apprenticeships for 2021 - Expressions of interest

Do you have a good work ethic and attention to detail?

Do you wish to join an organisation where you will be an integral part of a team?

Is ongoing training and support throughout your career important?

Is having flexibility and understanding from your employer essential to you?

**IF SO THEN TEFOL IS READY TO WELCOME YOU TO THE TEAM!!**

### **An Overview of Tefol**

As an organisation with over 80 employees, Tefol Pty Ltd is a leading transport and mining service organisation based at Rutherford and Muswellbrook in the Hunter Valley, and Mackay in Queensland. Led by an experienced management team and supported by a team of some of the most experienced technicians, engineers and tradespeople in the industry, this family based company has solid foundations built on core values, fairness and most importantly care for each other.

### **About the Roles**

Tefol is after motivated and driven people who are willing to learn and grow with the company as apprentices in 2021. All of our apprentices at Tefol play a crucial role in the business. They are responsible for the safe, effective and efficient service, overhaul and repair of a variety of mining equipment and transport machinery for our respected clients.

### **Roles available in 2021**

Tefol is currently seeking expressions of interest for apprentices in relation to the below trades for both of our sites.

- **Fitter/Machinists**
- **Boilermakers**
- **Automotive Electricians**
- **Electrotechnicians**
- **Electricians**

### **Selection Criteria**

- Completion of relevant pre-trade competencies and/or previous work experience in the above roles will be looked upon favourably, however is not essential
- Be well presented and take pride in your work
- Possess strong communication skills and the ability to work as part of a team
- Possess a can-do attitude and work ethic
- Commitment to completion of relevant trade qualifications
- Awareness of Workplace Health and Safety (WHS) requirements
- Current driver's licence, P1 or above

**When submitting an application, applicants must advise which position they are applying for. Applicants not advising a desired trade will NOT be shortlisted.**

Please submit a resume **and** cover letter as to your suitability for these positions.

**Applications close on the 21st of November 2020.**

*All applications will be treated in the strictest of confidence. Applications should be made to the attention of **HR Officer, Tefol Pty Ltd**, and emailed in Word or PDF format to [hr@tefol.com.au](mailto:hr@tefol.com.au)*



### Apprentice Painter

#### About the business

Join a well established growing family Painting Company.

We have both male and female employees.

Mainly New Homes Construction Industry.

Work Area from the Central Coast to

Newcastle-Hunter Region

#### About the role

Permanent part Time Painting Apprenticeship over 4

- 6 years Pro rata

Interested in having a trade career in Painting.

No Experience Necessary

Immediate Start

Non-Smoker

Your role will be learning everything that is involved with painting from the beginning in preparation stage to end with a freshly finished painted house inside and out.

- Preparation (Filling, Sanding, Sweeping)

- Applying Paint (Rolling, Brushing, Spraying)

- Cleaning

-Tafe Attendance in cert 3 painting and decorating

#### Benefits and perks

Job Security

Great Opportunities Long Term

Working in a Team Environment

All Tools Supplied

#### Skills and experience

No Experience required. Everything will be taught to fill the role.

Will need to have or get a Certified White Card (Construction Induction Safety Certificate).

Drivers License (L's or P's preferred).

Please include on application Date of Birth and

Address (suburb)

### Senior Hairdresser/ 1st year apprentice

#### About us

We are a boutique salon in the heart of Nelson Bay.

We have a great clientele of all ages and services. Our

team is awesome! Not just with their amazing training

but personalities and quality of service. So we are

looking for someone to join our close bubbly team. If

you are an experienced hairdresser or looking for an

apprenticeship contact us now

#### Qualifications & experience

- Senior Hairdresser
- 1st year apprentice

#### Tasks & responsibilities

- All aspect of hair with the ability to learn some beauty treatments

#### Benefits

- If targets are reached bonuses are given.

- Above award wage if you bring a clientele

If you have a great resume or a set of skills that we don't currently offer a higher hourly rate is definitely negotiable

2nd November 2020

LIKE us on



**Apprenticeship**

## Beauty Therapy Apprentice

We are a passionate, friendly and knowledgeable team of beauty therapists driven by our industry's growth and change. We provide our clients with the very latest in technology and results driven treatments. Our highly skilled therapists provide a memorable service, delivering sophisticated treatment solutions whilst allowing clients to relax and unwind in comfort.

Our salon is looking for a warm, friendly, energetic and like-minded apprentice to join the team. Do you want to start a career that is rewarding field and work amongst a supportive team in a friendly environment. At Indulgences we understand and value our team, we listen and want to work closely together allowing you to develop and grow into a skilled therapist, providing additional on the job training along side the TAFE component.

Established in 2004, Indulgences is proud of our exceptional service and reputation. Nestled in the heart of The Junction our modern, sun lit salon is a great location close to cafe's, shopping and beaches.

What we can provide you:

- Endless learning opportunities with on the job training in treatments, products and machinery.
- Friendly team and enjoyable working environment.
- Modern uniforms supplied.

Applicant needs to:

1. Have a work ethic that reflects the highest level of personal presentation, customer service and professionalism.
2. Be reliable, motivated and able to follow tasks to completion.
3. Be a flexible team player with strong verbal communication skills.
4. Have excellent computer skills, a good understanding of social media marketing and friendly phone manner.

Applications **MUST** include a cover letter, introducing themselves, outlining accomplishments and previous work history and why they should be considered.

## QUALIFIED CHEF AND APPRENTICE WANTED FOR BUSY CAFE IN HUNTER VALLEY

**CAFE ENZO** is a family run cafe/restaurant that has been established since 1996. We are situated in the stunning Hunter Valley (Pokolbin).

We are currently seeking an **EXPERIENCED CHEF** with a passion for quality food and produce with the ability to produce consistent food in a busy, fast paced kitchen.

To be successful for this role, it is essential that you are;

- motivated, professional and reliable
- can work as part of a team, with or without supervision
- have excellent food knowledge

An exciting opportunity also exists for a reliable, motivated and enthusiastic **APPRENTICE** chef with a passion for food to join our kitchen team. The right person for this role will possess a can do attitude and be able to multi task and work well with others in our fast paced Pokolbin establishment.

If you are ready to be a part of a great team environment, then this role is for you!

Please **APPLY NOW** or send your resume through to [hello@enzohuntervalley.com.au](mailto:hello@enzohuntervalley.com.au)

We look forward to hearing from you!

### NATIONAL SALON & SPA RECRUITMENT

#### Apprentice Hairdresser



Langdon Hair Warners Bay, NSW are seeking a 1st or 2nd Year Apprentice Hairdresser. We are a very high end salon, and we do a very high volume of hair extensions clients.

If you have either started your career, or want to continue your career, and are excited about hairdressing, this is the role you have been waiting for.

The Salon is closed Sunday and Monday.

#### Does This Sound Like You?

- Passionate about hairdressing
- Wanting to learn and grow your career
- Friendly, with a happy personality
- Hardworking

#### Then We Offer:

- The opportunity to grow your career
- Convenient parking

So take this step today, and join the highly successful and long running Colour And Extensions Specialists at Langdon Hair!

Our Facebook page is:

<https://www.facebook.com/LangdonHairWyong/>

**Please note:** No overseas applications and only short listed candidates will be contacted for an interview.

Please forward your resume and press **Apply for this Job**.



#### Chef Apprenticeship

*Career opportunity to join our acclaimed Agri-dining restaurant.*

Margan Wines & Restaurant have a position available for a Apprenticeship to join our talented and passionate team at Margan. Our food style is seasonally inspired and menus are created around the estate grown produce from our one acre kitchen garden, orchard, chickens, bees, lambs and olive groves.

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

The position offers a friendly work environment with a great opportunity to work with an exceptional team.

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

Please forward a cover letter and resume through the Seek link

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

[accounts@margan.com.au](mailto:accounts@margan.com.au)  
or Phone [0265791317](tel:0265791317)



#### 1st year Apprentice Cabinet Maker

We are hiring 1st or 2nd year apprentice to join our growing kitchen manufacturer business, relevant industry preferred. Immediate start. Feel free to email your resume to [info@newcastlekitchenmagic.com](mailto:info@newcastlekitchenmagic.com)

# Youth Links



**careerlinks**  
young people, bright futures

2nd November 2020

LIKE us on



## Apprenticeship

### 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 Baker

You will be a team player who: takes pride in your work; has loads of energy and enthusiasm; has a positive approach to work and life; is respectful toward others and; is ready to make a serious commitment to your chosen career as a baker.

We will provide you with: an outstanding career opportunity; a supportive team environment and; excellent training and support.

No previous baking experience is required. We are looking for someone with high quality behaviours and determination to succeed.

**Bakers Delight**  
We're for real.

**Bakers Delight**  
We're for real.



### 1st Year Apprentice Baker - Bakers Delight GreenHills & Rutherford

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

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

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

Please forward your resume to [bd.maitland@bigpond.com](mailto:bd.maitland@bigpond.com).

[www.bakersdelight.com.au](http://www.bakersdelight.com.au)

### Apprentice Plasterer

With increased work volume and ongoing work I think it's time to put on an apprentice

I'm after someone who is looking for a career not just a job!

The company's we work for have high expectations of us and adding someone to our team must be able to handle constructive criticism, work in a fast pace environment and uphold consistent standard of quality

To be successful for this position you must be

- Reliable and trustworthy
- A efficient worker
- Has a car and license
- White card

If you are interested please call me for further information I'm also open to tradesman to apply too

2nd November 2020

LIKE us on



## Apprenticeship

### Apprenticeship in Cert 111 Engineering/Mechanical

#### About us

Newcastle Hydraulics is a locally owned and operated business specialising in design, manufacture, repair and sales of hydraulic equipment with onsite contracts.

#### Qualifications & experience

- Completed HSC
- Interest in Mechanical Trade
- Aptitude in Science and Mathematics
- Current Drivers Licence and reliable transport
- No experience necessary
- Must be reliable, motivated and punctual with a strong work ethic

#### Tasks & responsibilities

- 4 year apprenticeship with weekly day release for TAFE
- On the job experience working in the fluid power industry
- Working in a team environment involved in the repair of cylinders, pumps and motors
- General housekeeping duties

### Apprentice Electrician. Valley Wide Electrical

Valley Wide Electrical is a diverse and well respected electrical contracting company based in Singleton NSW. We work across a wide range of the electrical field including:

- Coal Mines and Coal Handling & Preparation Plant's
- Domestic, Commercial, Industrial and Real Estate work.
- Solar System installations and maintenance (Clean Energy Council Accredited).
- Auditing and compliance inspections and reports.

#### About the role

We currently looking for suitable people to join our team as Electrical Apprentices. The position is open to people new to the electrical trade as well as existing 1st, 2nd, 3rd or 4th Year electrical apprentices. School leavers and persons seeking adult apprenticeships are welcome to apply.

#### About you

You must be:

- A highly motivated and energetic individual with a genuine interest in becoming an electrician and see Aking a diverse apprenticeship
- Committed to Safe Work Practices and following of procedures.
- Able to work in a logical and organised manner
- Reliable, punctual and customer focused
- A person with strong communication skills
- Able to meet the physical needs of the role
- Be licenced to drive a manual vehicle (Provisional Licence is acceptable)
- Committed to completing an electrical apprenticeship
- Eligible to work in Australia
- Ability to pass a pre-employment medical including drug & alcohol test

#### How to apply

- Apply through SEEK.
  - Upload a cover letter detailing why you want an Electrical apprenticeship with Valley Wide Electrical and what you will bring to the team.
- Upload an up to date Resume including your full work history, relevant qualifications, school results, names and contact details of referees.

### 1st year Apprentice Hairdresser

If you are enthusiastic and passionate about hairdressing, we'd love to welcome you as our newest Kokie!

Working alongside an incredible team of talented stylist in a fun and friendly cultured salon. You will be provided with constant training, mentoring, support and encouragement to be the best version of you!

Does this sound like you? If your'e ready to begin your career in Hairdressing with a wonderful team in a beautiful salon please email your cover letter, resume, and photo of yourself to [corrin@kokohairdressing.com.au](mailto:corrin@kokohairdressing.com.au) or pop into either our Kotara or Georgetown salons to say hello!

# Youth Links

2nd November 2020

## Apprenticeship

LIKE us on



### Chef's, Apprentice Chef's & Cook's

Honeysuckle Social is seeking to fill a role within the kitchen department in its Newcastle venue

#### **The successful applicant will have:**

- Relevant Qualifications or undertaking Apprenticeship
- Hardworking and dedicated to career progression
- Ability to work in a fast paced, high volume kitchen environment.
- No compromise attitude in standards.
- A Team player with a positive attitude toward team culture.

This is a magnificent opportunity to be part of an established team at an iconic location.

#### **Job benefits and perks**

- A brand new unique and fun venue
- Fantastic long-term opportunities within an expanding company
- Various shifts & hours available in a rotational roster system - straight day shifts, split & weekends off.

The opportunities are endless!

If you would like the opportunity to develop and progress with Group MI and have the chance to be part of the atmosphere that makes us so unique, apply today!

To apply, please submit a copy of your cover letter and resume.

### Metal Roofing Apprenticeships

We are looking to expand our current team.

We are based in Newcastle with the majority of our work in the Hunter, Port Stephens, Central Coast and north to Port Macquarie.

The apprenticeship is four years during which certificate IV in metal roof plumbing will be completed at TAFE NSW.

We require candidates who are reliable and are able to take directions and work well in small teams. Experience is not essential as full training will be provided.

Manual drivers licence, and safety induction card essential.

Working Safely at Heights would be preferred, but not essential. Training will be provided.

Please contact Belinda on [0400628036](tel:0400628036)

Send applications/resume to [belinda@otr.com.au](mailto:belinda@otr.com.au)

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

Bliss Hair Artists

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



### QUALIFIED CHEF AND APPRENTICE WANTED FOR BUSY CAFE IN HUNTER VALLEY

**CAFE ENZO** is a family run cafe/restaurant that has been established since 1996. We are situated in the stunning Hunter Valley (Pokolbin).

We are currently seeking an **EXPERIENCED CHEF** with a passion for quality food and produce with the ability to produce consistent food in a busy, fast paced kitchen.

To be successful for this role, it is essential that you are;

- motivated, professional and reliable
- can work as part of a team, with or without supervision
- have excellent food knowledge

An exciting opportunity also exists for a reliable, motivated and enthusiastic **APPRENTICE** chef with a passion for food to join our kitchen team. The right person for this role will possess a can do attitude and be able to multi task and work well with others in our fast paced Pokolbin establishment.

If you are ready to be a part of a great team environment, then this role is for you! Please **APPLY NOW** or send your resume through to [hello@enzohuntervalley.com.au](mailto:hello@enzohuntervalley.com.au)

We look forward to hearing from you!

### Apprentice Cabinet Makers Wanted

We are seeking out of trade Apprentice Cabinet Makers who are looking to continue their apprenticeship with a number of local reputable business across **Port Stephens, Newcastle and Maitland area**. Our host employers have more than 40 years in the industry and are on the hunt for ambitious individuals to continue to deliver exceptional customer services to their customer base. This role will require you to be working as part of a team on high end custom joinery projects and in addition will be working in the factory and on site if needed.

To be considered for these positions you must be a 1st, 2nd, or 3rd year cabinet maker apprentice with demonstrated experience with machinery including panel saw, edgbander, and CNC is preferred. Experience in working in a cabinet making factory is advantageous. Candidates will need to have their own tools, a driver's licence, and reliable transport. Candidates who have experience spray painting, ideally within the industry are encouraged to apply.

#### About us

Since 1980, our company has been providing superior trainee and apprenticeship management and are a proudly non-for-profit Group Training Organisation. Our apprentices and trainees, host employers, internal employees, students and stakeholders can be assured of our dedication to supporting our communities and enriching people's lives through the provision of quality training and employment services. This year, we are celebrating 40 years, and welcome the interest to join us!

#### Apply now!

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

Please note: If you do not meet the above selection criteria, or you do not provide us with a cover letter, you will not be considered for this position. Unfortunately, due to a high volume of applications, we are only able to contact shortlisted candidates.

### Apprentice Plumber

Apprentice plumber needed for new cottage work. Must have licence and white card.

## Traineeship

### Indigenous Digital Service Representative Trainee | Service NSW | Warners Bay

#### About Maxima Group Training

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

#### 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.

#### The Opportunity

Maxima in conjunction with our client, are seeking a proactive and motivated Aboriginal or Torres Strait Islander to join a rapidly growing service centre team as a Trainee Digital Service Representative. We are looking for someone who is passionate about delivering positive customer service through the use of online technology. You will be assisting and educating customers with online transactions as well as promoting the adoption of digital services.

This is an exciting opportunity to undertake paid practical experience whilst completing a (fully paid) nationally recognised Certificate III in Customer Engagement over a 12 month period. During this time, you will be working full-time, Monday to Friday with a minimum of 38 hours per week.

National traineeship wages and conditions apply.

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

- Create a positive relationship in all interactions maintaining a professional and friendly manner and ensuring client satisfaction as a priority
- Promote the adoption of digital services and educate users
- Identify the purpose of the customer visit and assist with digital queries appropriately
- Refer customers to appropriate channel for out of scope transactions and action complaints using appropriate channels of support
- Develop and maintain a sound knowledge of information resources particularly in the digital space
- Contribute to improve the efficiency of work processes and the implementation of changes in the workplace

#### Skills and Knowledge

- Ability to provide high quality customer service in a fast-paced environment
- Have excellent written and verbal communication skills
- Confidence to handle challenging situations and resolve enquires in a calm and focused manner
- Flexible and adaptable during times of change to contribute to the team's strategic goals
- Display resilience and courage to manage and prioritise time and tasks effectively
- Intermediate experience using technology (computers/telephones/software packages)

#### How to Apply

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

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

Only shortlisted applicants will be directly contacted.

Applications close Tuesday 10th of November 2020

### Digital Service Representative Traineeship Warners Bay

#### Who you'll be working with...

#### About Service NSW

Service NSW is an award-winning NSW government initiative delivering improved one-stop services for government customers. Service NSW has been shaped by our customers - who want easier and more online access to government services and a single point of contact.

Service NSW delivers more than 800 transactions - including driver licences, birth certificates, Seniors Cards and Fair Trading licences through one digital service, one phone number and a network of one-stop shops.

#### About HVTC

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

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

So what are you waiting for?

#### What you'll be doing...

Service NSW is a customer focused organisation, passionate about delivering a great customer experience, every day in every way. Their mission is to simplify the way customers do business with government and to transform their customers' experience through excellent service and quality at an optimal cost to serve.

You will complete a [Certificate III Customer Engagement](#) over 12 months through a combination of formal training with a Registered Training Organisation (RTO) and practical on-the-job experience with the Service NSW.

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

- Provide and deliver services in a timely, accurate and efficient manner, consistent with Service NSW vision, mission and values
- Undertake administrative work to support the provision of service delivery as required
- Persuade, assist and educate customers to transact online using relevant technology
- Make effective use of records, information and knowledge management functions and systems
- Refer customers to the appropriate channels of service by understanding a variety of policies and procedures

#### What you'll bring to the table...

- Ability to provide high quality customer service in a fast paced environment
- Excellent verbal and written communication and interpersonal skills
- Commitment to full term of the traineeship and study requirements
- Intermediate experience using technology (computers/telephones/software packages)
- Strong time management with ability to prioritise duties and multitask
- Confidence to handle challenging situations and resolve enquires in a calm and focused manner
- Flexible and adaptable during times of change to contribute to the team's strategic goals
- Successfully pass a National Police Check

#### What to do next...

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

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

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

Applications close Tuesday 10th November 2020

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

# Youth Links

2nd November 2020

LIKE us on  
**Traineeship**



## Hospitality Trainee - Front of House

### FOH - Hospitality Trainee

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

As a Trainee you will work alongside qualified chefs and front of house staff assisting in all aspects of front of house servicing. This position provides the opportunity to learn and build experience in a hospitality environment. We are looking for a passionate individual who is wanting to develop their skills and gain a nationally recognised, Certificate III in Hospitality.

### 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.

### Responsibilities:

- Under supervision, you will learn all aspects of Front of House operations whilst also helping out in the kitchen at times.

### 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**



**NEWCASTLE  
KNIGHTS**

## Administration Trainee

### About us

The Newcastle Knights are an Australian professional Rugby League Football Club based in Newcastle, New South Wales. The Knights compete in Australasia's rugby league competition, the National Rugby League (NRL) premiership.

The Knights are owned by The Wests Group Australia, a Newcastle owned and operated (not for profit) membership based organisation. We pride ourselves on offering exceptional entertainment, accommodation and dining venues across our five clubs and three Hotels, as well as state of the art health clubs.

### About the Position

The nib Newcastle Knights are currently seeking an Administration Trainee to support their Sales and Client Services Team. This opportunity is key to supporting game day delivery. Responsibilities will include:

- CRM maintenance
- Assist with proposals
- Assist with contract development
- Client liaison

This position is primarily Monday to Friday, with evening and weekend game day availability also required during the NRL season.

### About you

The ideal candidate will be team player with a passion for administration and supporting others. You will be confident, organised, willing to learn, and demonstrate strong communication skills.

### Essential criteria:

- Have completed year 12
- Prior experience in administration or a customer facing position (such as retail or hospitality)
- Excellent communication skills both written and oral
- Sound Computer Literacy (Microsoft Word, Excel & Outlook)
- Drivers license and reliable transport
- Willingness to undertake, and commitment to complete, the required Certificate in Business Administration

### What we offer

You will complete a business administration traineeship, a nationally recognised qualification. On offer with the Knights is a dynamic working environment and opportunity for career and professional development within a supportive, fun and energetic team. We can offer excellent employee benefits including discounted gym memberships.

Feel you have the talent The Knights are looking for? Apply now!



RECRUITMENT@WESTSNEWCASTLE.COM.AU

WWW.WESTSNEWCASTLE.COM.AU/CAREERS



## Certificate 111 Traineeship and Certificate 111 Casual Educators

We are seeking an enthusiastic and motivated full time trainee to join our team at Bolton Point Child Care Centre, commencing in January 2021.

Our Centre is a not for profit community based Child Care Centre caring and educating for children aged 0-5 years of age. Our hours of operation are Monday to Friday 7.30 to 5.30 for 48 weeks a year.

We are situated in a lovely position near the lake which is a great opportunity for community involvement and fun learning opportunities for the children. We have a supportive Management Team who prioritise staff growth and wellbeing.

### **Essential Requirements:**

- Must be 18 years of age and over
- Able to commit to a 12 month study placement.
- Current Working with Children's Check.
- Able to work flexible hours
- Genuine desire to enter the Early Childhood Industry and a commitment to complete the training.
- Be professional, enthusiastic, motivated and reliable.
- Excellent verbal and written communication skills
- Be able to work within a team.
- Basic computer skills

### **Desirable Requirements:**

- Previous experience working with children
- 

Please include a resume and cover letter with your application outlining why a traineeship in Early Childhood Education is a career path you wish to take, showing any recent experience working with children. Applications need two contactable referees. Applications can be emailed to The Management Committee at [bpccc@bigpond.com.au](mailto:bpccc@bigpond.com.au).

Candidate can only apply if they have not previously completed a Certificate 3 or higher in any course or trade.

### **Casual educators**

We are also seeking casual certificate 111 educators to join our team. If you are looking for some casual employment please send your resume and cover letter to the email address below.

The successful applicant will be required to complete a working with children's check prior to gaining employment at the centre.

All applicants must address the essential criteria in a cover letter and include a resume with 2 contactable referees. Applications can be emailed to The Management Committee at [bpccc@bigpond.com.au](mailto:bpccc@bigpond.com.au).

**Applications close: Friday 16th November 2020**



## Traineeships (2): Early Childhood Education - Certificate III

Merindah Children's Centre, Wallsend is a community based not for profit preschool and early learning centre. We are seeking an enthusiastic, reliable and happy Certificate III trainee who wants to learn to become a professional educator.

### **Trainee position: Certificate 3 in Early Childhood Education and Care**

**Hours:** 5 days per week (38 hours) commencing preferably from November/December 2020.

#### Essential Criteria

- Eligible to enter into a traineeship with no other Certificate 3 or higher qualification
- Minimum 17 years old
- Is dedicated, has a 'can do' attitude with a positive disposition and oozes initiative
- Proven ability to work within a team
- Genuine Interest in a career in Early Childhood.
- Agrees to be and stay fully immunised and have evidence of immunity as recommended by NSW Health
- Award conditions & WWC check applies
- Police check will be required for any applicants over 18 if successful.

The traineeship will be for a term of one year.

**Applications MUST include an application letter addressing all criteria, a resume with 2 contactable referees to [resumes@merindah.org.au](mailto:resumes@merindah.org.au)**

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

Closing Date: 15/11/20 or until the right applicant is selected. Interviews will be held progressively.

Visit our website for more information about us at <http://www.merindah.org.au>

## Childcare Trainee

We are a boutique family run 39 place childcare centre. We have a strong experienced team of educators who are highly motivated, passionate and skilled. We are seeking an applicant who is interested and passionate about early childhood education and obtaining a Certificate III in Early Childhood Education and Care.

### **About the role**

You will complete your Certificate III in Early Childhood Education and be monitored by a team of professional educators

This is a full time position in which you will work on the job plus receive study time to support you in achieving this qualification.

As an educator you are expected to be an active member of the Lakeside Creative Minds team.

This includes...

- Developing strong and meaningful relationships with educators, children and parents
- Implementing and upholding the policies and procedures of Lakeside Creative Minds
- Working collaboratively with other staff members
- Ensuring all study and training requirements are up to date and complete on time

### **Skills and experience**

To be successful in this roles you will...

- Be passionate about educating and caring for children from 18 months to 6 years.
- Be able to work as part of a team and take directions from others.
- Contribute to that team.
- Be committed to study and dedicated to learn through experiences.
- Be neat and tidy in appearance.
- Have good time management skills along with clear communication and language skills with the confidence to speak with educators, children and families.
- Hold a current Working with Children's Check (or be willing to gain one).
- Please send a resume and cover letter



## Business Traineeship (BSB30115 Certificate III Business)

An exciting opportunity for multiple Business Administration Trainee's for multiple industries, including finance, medical and general business. All our roles are fast-paced environments where you would be providing support to senior staff. We are seeking applicants that are reliable, confident, well presented, can work well in a team and are hard working.

Throughout our traineeships you will be hosted with one of our reputable host employers, who are searching for their next great employee that can work together as part of a high performing team. During this traineeship you will gain skills and knowledge in general administration duties which may include reception duties, customer service- answering calls and handling queries and data entry

To be considered for this position candidates must meet the following criteria:

- Driver's license and reliable transport essential
- Have complete HSC is preferred but not essential
- Excellent communication skills both written and oral
- High level of organisational skills
- Basic understanding of Microsoft suite - excel, word and outlook
- Previous experience in not essential but would be beneficial

Please submit your application with a Resume and Cover Letter to be considered. Indigenous Australians are encouraged to apply.

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

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

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

Please note: If you do not meet the above selection criteria, or you do not provide us with a cover letter, you will not be considered for this position.

Unfortunately, due to a high volume of applications, we are only able to contact shortlisted candidates

# Youth Links

2nd November 2020

LIKE us on  
**Traineeship**



## Traineeship - Bluebird Fern Bay

Looking to start your career in Childcare?

Come and join us at Bluebird Fern Bay.

We currently have permanent part-time traineeships available at our Bluebird Fern Bay Centre with hands-on training, we support you to complete your Certificate III in Childcare.

This is a great opportunity for school-leavers, mothers wanting to go back to work or those looking for a career change!

No prior experience is necessary. Just a love of working with children.

We offer you:

- Hands-on training to complete your Cert III in Child Care
- Time during work hours to complete your studies
- Attractive employee benefits
- A uniform
- Staff conferences and career development seminars
- Ability to progress your career when you have completed your traineeship

And best of all, we are a supportive, creative and fun team.

What do you need for a traineeship with us at Bluebird Fern Bay:

- A desire to educate children
  - Ability to complete your Cert III via correspondence
  - Working with Children's Check
  - Permanent residency in Australia
  - Have the flexibility to work rotating rosters across our opening hours
- If you want to be part of a creative, friendly team, apply for one of our traineeships and start your journey to making a difference to a child's education.

## Trainee Property Officer

Looking for an entry level trainee based Property Officer,

This position will suit someone eager to learn from experienced property managers and assist with day to day duties including:

- Open homes and enquiries
- Application processing
- Routine inspections
- Arranging maintenance

No experience required and willing to undertake further training to become a licensed Real Estate Agent.

About you:

- Positive attitude
- Willingness to listen and learn
- Wanting a career in Real Estate.



## **Hospitality Trainee**

### **FOH - Hospitality Trainee**

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**

As a Trainee you will work alongside qualified chefs and front of house staff assisting in all aspects of front of house servicing. This position provides the opportunity to learn and build experience in a hospitality environment. We are looking for a passionate individual who is wanting to develop their skills and gain a nationally recognised, Certificate III in Hospitality.

### **Work Environment:**

- The Royal Federal Hotel is a classic country pub steeped in history. The staff are welcoming and locals love to share a story or three. The pub is a 'must visit' attraction for all visitors to the region.

### **Responsibilities:**

- Under supervision, you will learn all aspects of Front of House operations whilst also helping out in the kitchen at times.

### **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!**



## Trainee Administration Assistant

iCoordinate is an NDIS Support Coordination business located in Thornton NSW.

At iCoordinate our team are passionate about working with people to assist them to have the flexibility, choice, control and freedom to live their best life.

Our team provides a holistic, coach-approach to Support Coordination for NDIS participants.

### **Applicant duties and responsibilities include but not limited to:**

- Front reception
- Answering incoming calls and directing accordingly/taking messages
- Incoming and outgoing mail
- Data Entry
- Photocopying, emailing, binding and distributing documents as required
- Filing and archiving
- Provide administrative support to our team
- Assist in the preparation of necessary documentation
- Booking of client appointments where necessary
- Communicating and updating of database and communication with the team
- General workplace housekeeping

### **Essential Attributes:**

- Have an interest in carrying out general office duties
- Confident client service
- Eligible for this traineeship i.e. have not completed a traineeship before
- Computer literacy (word/excel/office)
- Strong attention to detail and accuracy
- Demonstrated excellent communication skills

### **In addition, you will be required to:**

- Complete a relevant Tafe Qualification, in Business Administration or Disability
- Current NSW Drivers Licence
- Be reliable, enthusiastic and punctual

This role is suited to both school leavers and candidates who have some junior administrative or equivalent school TVET experience. The successful candidate will be employed initially as a trainee on a full-time basis for 12 months.

Remuneration will be in line with the Clerks – Private Sector Award 2010 (MA000002) and National Training Wage.

### **How to apply**

Submit CV and cover letter (essential)

# Youth Links

2nd November 2020

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**Traineeship**



## Are you our next Business Administration Trainee?

### About the Opportunity

Maitland City Council's traineeship program is a fantastic way to kick-start your career and gain professional experience in local government!

Commencing in January 2021, for a period of one year, our three **Business Administration Trainees** will undertake general administration tasks across Council. The primary purpose of this traineeship is to give successful candidates an opportunity to gain exposure to multiple areas across Council including:

- Planning and Environment
- Infrastructure & Works
- Strategy, Performance & Business Systems

As a Business Administration Trainee you will do two six month rotations within the above areas. You will gain an insight into the unique operations of each department, assist with enquires and requests from internal and external customers, and provide assistance on a variety of projects.

This traineeship provides an opportunity for the successful candidate to gain practical on the job experience, whilst also obtaining tertiary qualifications through TAFE NSW. Maitland Council will provide you an opportunity to develop your skills, knowledge, and experience across a range of administrative functions across Council.

### About you

To be successful in this role you will possess:

- Eligibility to complete a traineeship (please read role charter to make sure you are eligible before applying)
- Positive attitude to team work
- Effective verbal and written communication skills
- Willingness to learn and demonstrated initiative
- Provisional or full licence by the commencement of employment (January 2021).

This role will be suitable for those who have recently completed high school, as well as any candidates who may be looking for a change of career and an opportunity to gain experience in local government!

### You will need to:

- Click 'Apply Now'
- Address the selection criteria and provide relevant examples
- Upload a covering letter
- Upload a copy of your resume including copies of school reports (if applicable) and driver's licence

The trainee wage rate and eligibility criteria are attached to the role charter for information.

### Benefits

This is a temporary full time role with a salary range of \$17,305 up to \$35,204 per year + 9.5% p.a. super depending on age/years out of High School. Council also covers the cost of all TAFE fees and gives trainees access to staff benefits such as fitness passport.

### Questions?

If after reading the role charter you have any questions, please contact Human Resources on [02 4934 9749](tel:0249349749).

Applications close: **Sunday 15 November 2020**

Please note, prior to an offer of employment being made, recommended candidates will be required to undertake a medical assessment (including drug and alcohol testing). Council also completes a range of other pre-employment checks which may include reference checks, employment history checks (past 5 years), psychometric testing or a criminal history check. For more information about the recruitment process, visit our website and search 'work with us'.

### What happens next?

Once applications close, we will review all candidates' details against the selection criteria and will be back in touch with you to advise the status of your application and if selected for interview the next steps in the process.

For more information or to apply online  
visit [maitland.nsw.gov.au/work](https://maitland.nsw.gov.au/work)





### Junior Accounts Traineeship

- Gain a Certificate 3 in Accounts Administration
- Rewarding Career Opportunity
- Cardiff Location

#### ROLE

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.

This is an excellent opportunity for a junior looking to pursue a career within the financial services industry. A great opportunity to start your career in business whilst working with a collaborative, vibrant and energetic team. Our Employer values and supports their clients, to assist with their business success. You will be personable, friendly, professional, respectful, and confident on the phone, a fast learner and have high attention to detail. As a Trainee, you will complete a Certificate 3 in Accounts Administration over a 12 month period (and paid!), with the opportunity for career progression with the company.

Your duties will include and not be limited to;

- Be the first point of contact for all client queries
- Bank and account reconciliations
- Prepare management reports
- Compile insurance and workers compensation documents
- Reconciliation of Monthly BAS
- Processing invoices
- Answering and directing incoming phone calls
- Monitor and respond to emails
- Use of computer systems (MYOB and Microsoft programs)

#### SKILLS & EXPERIENCE

To be considered for this opportunity ideally you will have:

- Drivers Licence and own transport
- Intermediate computer literacy (Microsoft Word, Excel and Outlook)
- High attention to detail and numeracy skills
- Excellent communication, written and interpersonal skills, along with a positive attitude
- Committed and able to complete the 1 year Traineeship

#### COMPANY CULTURE

Our Host Employer is a business who supports their clients with setting goals to assist with achieving a business plan and reaching it. Our Host Employer believes when the collective beliefs, values and attitudes of the business align with the client's vision, success is inevitable.

#### BENEFITS

- Receive a Certificate 3 in Accounts Administration
- MEGT Field Officer for constant support in the Traineeship

#### HOW TO APPLY

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

The first stage of the selection process will involve a phone interview and only successful applicants will be contacted. Final interview stage will be an onsite interview with the Host Employer.

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

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



### Child Care Traineeships

#### About the business

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

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

#### About the role

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

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

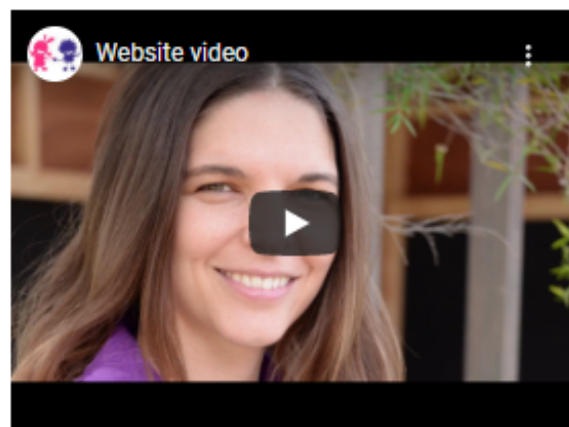
#### Benefits

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

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

#### Skills and experience

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



# Youth Links



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young people, bright futures

2nd November 2020

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## Traineeship



### Educator (Certificate III Trainee)

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

Full-time contract for 12 months

Based within our Newcastle based Early Learning Center

Commencing early January 2021

#### What will you do?

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

This trainee role will provide the successful applicant with:

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

#### A little bit about us

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

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

#### What is required?

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

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

#### What are you waiting for? APPLY NOW!

You must have the right to live and work in Australia

No third party applications

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

[www.samaritans.org.au](http://www.samaritans.org.au)



### Trainee Automotive Technician Newcastle

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

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

#### About us ...

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

#### About the Role ...

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

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

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

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

#### About you ...

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

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

#### Essential skills & competencies:

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

#### Experience and Qualifications:

- Automotive or Retail experience
- High School certificate

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

**APPLY NOW!!**



## Business Administration Traineeship – Certificate 3

Are you looking to kick start your career in the business industry while completing a formal qualification? This is your chance! We are offering an excellent opportunity for a business administration traineeship at SRH Milk Haulage, based at Rutherford.

### **What You'll Be Doing;**

- Reception duties, meet and greet customers
- Daily use of the Microsoft Office Suite
- Data entry
- Assisting with payroll
- Organising the incoming and outgoing mail
- Answering and directing phone calls
- Filing, scanning, and archiving
- Maintain business records on the computer systems
- Design and produce business documents using Microsoft programs
- Ensuring the reception is kept tidy
- Undertake other administrative duties as trained and directed

### **Key Selection Criteria;**

- Previous exposure in a business, retail or customer service environment
- Studied or an interest in business, accounting or human resources
- Admirable Computer Literacy (Microsoft Word, Excel & Outlook)
- Excellent communication and interpersonal skills
- Reliable on the job, high initiative, and adaptability
- Drivers licence and own transport

### **What's in it for you?**

- Receive a qualification whilst being paid in the job, Certificate 3 in Business Administration
- No weekend work, office hours are Monday to Friday
- National recognised qualification at NO cost to you

Our ideal candidate will be enthusiastic, eager to learn and have a strong desire to develop a career in their chosen traineeship.

### **How to apply**

Send your resume and cover letter to: [admin@srhmilk.com.au](mailto:admin@srhmilk.com.au), applications close Friday 30th October 2020.



## Administration Officer Traineeships (Business)

### Multiple positions available (Newcastle)

Our apprenticeship team is looking for a number of Trainee Administration Assistants to work within our Newcastle office. This opportunity will allow you to learn and provide administrative support and contribute to the overall success of this dynamic team.

### Key responsibilities of the position

- Checking documentation and data entry lodgement completed in a timely manner
- Ensure contractual compliance of record keeping processes.
- Assessment of eligibility criteria against guidelines
- Maintaining files, updating records,
- Manage internal and external enquiries and provide accurate information by phone or in written form
- Work as part of a wide team
- Processing of Apprenticeship training contracts
- Actioning claims for payment
- Varied role – Training will be provided

### Key skills and attributes

- Willingness and ability to develop good verbal and written communication skills
- Willingness and ability to develop administrative and computer skills
- Ability to learn and provide excellent customer service
- Capability to be organised and task focused
- Ability to multitask whilst maintaining good attention to detail
- Willingness and ability to work with people with diverse backgrounds and needs
- Willingness and capacity to complete traineeship requirements in a desired timeframe
- Team work approach

### Benefits and Culture

- VERTO offers a rewarding role with career path opportunities and promotes a supportive team and work environment.
- We are committed to work/life balance and professional development opportunities along with providing excellent employee benefits.
- VERTO offers an attractive remuneration package (including base salary, superannuation and access to generous salary packaging) plus 5 weeks annual leave.

### How to Apply

•  
To apply please click on 'Apply for this job'. Your application should consist of;

An up to date resume tailored to suit this role including the following information which is required so we can assess your eligibility to undertake a traineeship

- Full name including any previously known names
- Date of Birth
- Student ID number (if applicable)
- Highest level of schooling completed & year completed
- Formal qualifications currently or previously undertaken & the year these qualifications were obtained
- Names and current phone numbers of 2 referees including a recent supervisor if available

The successful applicant will be required to provide a Working with Children Check and National Police check



## Real Estate Sales Trainee

### About us

We are a family business based in Lake Macquarie. We are located in a growth area of the Hunter Valley with exceptional potential to earn good money. Join the team now to benefit from our expertise and exposure.

### Qualifications & experience

- Traineeship CPP41419 Certificate IV in Real Estate Practice, undertaken over 12 months. This allows the trainee, upon completion, to apply to NSW Fair Trading for a Class 2 Real Estate Licence.\*\*Please provide cover letter with application\*\*

### Tasks & responsibilities

- Cold Calling
- Open homes
- Listing
- Buyer inspections
- Prospecting
- Data Entry
- Negotiating

### Benefits

- Achieve a nationally accredited qualification
  - Learn valuable workplace skills
  - Receive comprehensive training
  - Flexible study options to suit learning needs
- Become part of a dynamic team

## Trainee - Junior Administration Assistant

An opportunity exists in our company for a enthusiastic Trainee Office administration assistant to join our team. Novolec Electrical Services is a long established electrical company with an extensive client base.

The successful applicant will require strong communication skills and be able to work both unsupervised and in a team environment.

You will gain experience in the workplace with all office administration while completing your Certificate III in Business Administration.

Responsibilities include:-

- Answering of the phones.
- Job maintenance and reporting.
- Spreadsheets and word processing
- Customer service
- Maintaining business resources
- Accounts payable and receivable
- Data entry
- Workplace health and safety
- ...and much more

### Skills and experience

To be successful in this role, you will have:

1. Completed Year 12 or have administration experience;
2. Great written and verbal communication skills;
3. Attention to detail.

Employment conditions and wages will be in line with the Clerks – Private Sector Award 2010 (MA000002) and National Training Wage



## Customer Service Trainee

Camplify is one of Australia's most exciting startups. We help owners of all types of RVs hire them out to people looking to go on amazing holidays.

In this role you will work with a team of young customer service professionals to help our customers with the use of the Camplify platform.

If you are excited by providing excellent customer service, want to help solve problems for your customers, and love helping people, this could be your new role.

**Applications will only be accepted through our careers portal; <https://www.camplify.com.au/careers>**

You will learn from our senior manager and other team members how to provide amazing service experience, and to delight customers.

Undertaking this 12-month traineeship will allow the successful candidate to complete the Certificate III in Business Administration whilst working full time.

### **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

### **Please apply for this role if you;**

- Passionate about travel
- Energetic and driven
- Australian Citizen / Permanent Resident (due to standard traineeship requirements.)
- Want to be involved with a fun team environment
- Can demonstrate a passion for customer service
- Sound communication, interpersonal and computer skills
- Willingness to undertake the required Certificate in Business Administration qualification online and within the term of the role
- Ability to work in a dynamic team environment in an efficient and cooperative manner
- Completed Year 10 or equivalent by end of 2020

### **Must Have;**

- Some level of customer service experience.
- A desire to start your career and a passion to grow and develop in a team of high performers.
- Want to be involved with a fun team environment
- An attention to detail and ability to review and reflect
- Not afraid to embrace a phone based role

### **Benefits of this role include;**

- Fixed salary
- Flexible roster

### **Nationally recognised certification with all costs covered**

Applications will only be accepted through our careers portal; <https://www.camplify.com.au/careers>



## Trainee Visitor Centre Officer

If you are a highly motivated individual with a passion for tourism in the Hunter Valley, this is the role for you! Council is currently seeking a Trainee Visitor Centre Officer to provide effective and efficient tourism services and information to the Hunter Valley Visitor Information Centre visitors and stakeholders, while ensuring the highest standard of customer service. During this traineeship, you will also be required to complete the required studies for your Certificate IV in Travel and Tourism.

The position is a 2 year temporary opportunity.

As a member of the Economic Development and Visitor Information Centre team you will also be required to:

- Provide high quality customer service to all stakeholders including members of the public, tourism operators, and government authorities;
- Process the sales of merchandise and other fees and charges within Hunter Valley Visitor Centre. Respond to telephone, social media & email enquiries in a timely and efficient manner;
- Undertake general administration duties such as filing, preparation of correspondence, preparation of promotional materials, preparation of reports and submissions and maintaining and ordering stocks of promotional material and merchandise; and
- Assist with the preparation of daily reconciliation and merchandise transactions whilst maintaining the highest levels of confidentiality and security.

### **About you**

- Minimum completion of Year 10 or equivalent with passes in English and the ability to undertake a Certificate IV Traineeship in Travel and Tourism (studying online);
- Genuine interest in Tourism and Customer Service;
- Demonstrated ability in the use of Microsoft Office, email and internet;
- Demonstrated ability to communicate effectively both verbally and in writing; and
- Demonstrated positive attitude to teamwork, willingness to learn, and demonstrated initiative.

### **Remuneration:**

Trainee Rates as per the Local Government (State) Award 2020 plus 9.5% superannuation

### **Benefits:**

- 2 Year Temporary Opportunity
- 35 hours per week
- 19 day month/RDO scheme
- Supportive learning environment
- Picturesque Hunter Valley location!

**Applications Close: Friday 30 October 2020 at 11:30pm**

### **Who to Contact:**

Melissa George, Visitor Centre Coordinator on [02 4993 6710](tel:0249936710)

### **How to Apply: Click "Apply for this job"**

Before applying, please read the position description below.

[Position Description](#)

### **Pre-Employment Screening:**

Please note, prior to an offer of employment being made, recommended candidates will be required to undertake a medical assessment (including drug and alcohol testing). Council may also complete a range of other pre-employment checks, such as references, employment history checks, working with children checks or a criminal record check.

*Guided by staff values of integrity, respect, teamwork, accountability and excellence, Cessnock City Council is indeed an attractive, thriving Council and employer of choice.*



## Trainee Vehicle Sales Consultant

### About the Role

We are looking to engage a highly motivated individual seeking to develop a career in the Automotive Industry. Our **Kloster Hyundai** dealership enjoys a high level of inquiry generated by an excellent reputation and being part of a large dealership group.

The ideal candidate will like to achieve and will be determined to succeed. They will possess exceptional communication skills and a strong desire to help customers. Professional experience of working within a sales and/or customer service environment would be an advantage.

### The must haves:

- Customer service focused
- Outgoing personality
- Strong communication skills and confidence to deal with people on all levels
- Ability to work effectively within a team environment
- **MUST** be able to work weekends
- **MUST** have a current Australian drivers licence & own transport
- **MUST** be able to drive a manual vehicle

### What we offer:

- A rewarding career within a well-known and respected business
- A supportive and dynamic team environment
- Access to a range of career development and advancement opportunities
- An excellent salary and benefits package

This role will be a challenging, yet rewarding career choice and will allow the right individual to be mentored and supported throughout their journey.

### About Us

The Tony White Group is one of Australia's largest family owned automotive dealers with 30+ years experience and employs over 1500 professionals who work hard to ensure customer satisfaction and the company's success.

We aim to recruit, train, and retain an Industry-leading, diverse, and motivated team of professionals.

With the opportunities presented by our multiple brands, diversity of roles and range of locations, recruits to our business will find the opportunity to increase their skills, knowledge, experience and versatility within the organisation.

If you think you'd be a great fit for the Tony White Group and you want to work with the best in the Industry, we'd love to hear from you!

### To Apply

Together with your resume, you should include a covering letter addressing the above criteria demonstrating your suitability to this position.



## Trainee Vehicle Sales Representative

We are the Cessnock Automotive group and we are growing!

We are a family owned and operated group of dealerships with an unbeatable reputation for customer relationships, a terrific staff culture and located just 35 minutes from Newcastle, we are also passionate about our people & cars!

We strive to work towards developing high achievers and future leaders in the sales and automotive industry. We will work with the right candidates and help build their skills in sales, communications and leadership, so we are looking for exceptional people who fit the bill.

We offer a supportive team environment that gives you the mentoring, training, advancement opportunities and the resources and environment you require to excel in the company.

### **Responsibilities**

- Develop exceptional knowledge on the vehicles offered
- Understand customers objectives, buying criteria and decision-making processes
- Form long-term business partnerships with customers
- Identifying and exceeding the needs of customers by providing in-depth advice and service
- Assisting customers in the selection and purchase of their dream vehicle
- Conducting product demonstrations, preparation of vehicle deliveries and helping customers with their services and parts requirements post-sale.
- Maintaining the presentation of the yard

### **The benefits to you**

- We understand people want a career, not just a job – so we offer an attractive salary, supported with a terrific commission structure and the chance to earn even more as your experience and career grows.
- Dynamic and Supportive Work Environment
- Career Progression and Personal development
- On the job, in-house training tailored to the individual, by industry leaders

### **About you**

- Current and valid driver's license and able to drive manual transmission
- Exceptional communication and customer service skills
- Willingness to learn and be part of a team environment
- Reliable, organised and well presented
- High motivated and ambitious
- Computer literacy skills
- Great attention to detail
- Desire to progress, grow and learn within your career

If this sounds like the career path for you then we really want to hear from you today. Applications in the first instance should be to Patrizia Coluccio on [patriziac@cessnockautomotive.com.au](mailto:patriziac@cessnockautomotive.com.au) all applications will be handled with the strictest of confidence.



## Junior Trainee Office Administrative Assistant

This role will be offered as a full-time traineeship position Monday to Friday reporting to the Office Manager.

Prior experience is not essential as all training will be undertaken during the traineeship. This role would ideally suit a HSC graduate who is keen to secure a career in administration.

We require an immediate start on these positions thus applications will be vetted daily for suitable candidates

## Experienced & Trainee Salesperson - Cardiff

OzCar is looking to employ an Experienced Salesperson.

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

What can OzCar offer that most cannot?

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

What you must offer!

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

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

## Sales & Marketing Trainee

Working under the General Manager, this role will be instrumental in assisting with the development and execution of the Marketing, Digital, Sales and Events strategy for Tulloch wines.

Tulloch Wines has been crafting wines and experiences that reach beyond the bottle and across four generations for over 125 years, creating better lives of Wine, Food, Family & Friends.

### **THE JOB REQUIRES:**

**Marketing & Events** - coordination of our full calendar of on and offsite events focussing on organisation and participation. This will include coordination of event participation forms, stock delivery, promotion, team briefing and can involve attending events. Previous hospitality experience with an eye for detail would be advantageous.

**Marketing Assistance** - an understanding of digital and social media principles to help drive our digital and social media strategies, driving on-line sales revenue and traffic and website maintenance. The role will require an understanding and practical knowledge of digital marketing trends and activation. Exposure to these environments would be highly regarded.

**Wine Club sales** – you will be highly involved in wine club direct-to-consumer wine sales via telephone, email and website. A highly structured and process driven environment would see a well organised team member with the ability to multi-task excel in this area.

**Cellar Door Sales**- will involve face to face customer interaction at our award-winning cellar door, delivering our range of tasting experiences and selling wine and club membership to the general public. Basic wine education will be provided.

This role may include the requirement to travel to and attend of our events throughout Australia. This role is full time (5 days) and includes weekend work. It is a requirement of this role to hold a valid RSA certificate.

It is anticipated that this role will be highly sought after so make sure you stand out from the crowd. To apply forward resume, cover letter outlining why this is the role for you and a copy of your current drivers license.



## 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).
- Position based in Mt Hutton
- Drivers License desirable as some travel may be required between our 7 centres.

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

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

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

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

**Applications with no cover letter will not be considered.**

## Traineeship - Optical Dispenser

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

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

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

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

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

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

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

# Youth Links

2nd November 2020

LIKE us on



## Traineeship



**careerlinks**  
young people, bright futures



### Trainee Environmental Health Officer

#### About the position

The Trainee Environmental Health Officer will assist in administering Council's food safety, environment and public health obligations under the direction of the Senior Environmental Health Officer. This includes inspections of food premises, hairdresser and skin penetration premises and on site sewer management systems.

You will work closely with other professionals within Council; engineering, town planning, finance and sustainability roles. This is a good chance to learn about local government.

#### About us

Muswellbrook Shire is one of NSW's most dynamic local government areas. For over four decades it has been at the heart of the State's energy industry; with two of NSW's base load power generators located in the Shire, Bayswater and Liddell. Muswellbrook Shire's coal industry exports 25% of NSW's thermal coal, it is the home of the two largest thoroughbred horse studs in the southern hemisphere and is a growing destination for visitors.

Muswellbrook Shire Council is a vibrant workplace with a commitment to excellence in all facets of its operations, and is committed to employee welfare and development.

#### About you

This is an exciting opportunity to complete a 2 year Traineeship undertaking a Certificate IV in Local Government (Health and Environment). The salary range will be dependent upon traineeship conditions. To be successful in this role you must possess:

- Higher School Certificate or Equivalent;
- Current NSW Drivers License;
- A requirement of this role is to complete a Certificate IV in Local Government (Health and Environment)
- Developed communication, literacy, numeracy and computer skills
- Demonstrated Interest in gaining a career in Health and Environment
- Demonstrated experience and/or capability to deliver the Job Specific Key Accountabilities (outlined in position description)
- Demonstrated Fundamental Key capabilities as defined in the Key Capabilities Table (outlined in position description).

#### Further Information and to Apply

For more information on this position, please refer to the attached [Position Description](#), Council's Careers website, or contact Claire Rozema, Senior Environmental Health Officer on (02) 6549 3883.

#### To apply:

1. Complete the application form below, including providing responses to the mandatory questions required. Unfortunately, an unfinished application can't be retrieved to finish at a later date. Please keep your responses concise.
2. Attach your Resume and a covering letter where indicated.
3. Click 'Apply'.
4. You will receive an email confirming your application has been submitted.

Applications close on 27 October 2020.

Visit [www.muswellbrook.nsw.gov.au](http://www.muswellbrook.nsw.gov.au) or contact 02 6549 3700

"To do what is best for our community through leadership, excellent service and encouragement of sustainable development"



### Trainee Store person - Rutherford

#### Enjoy a career with Beaumont Tiles!

- Be part of our growth
- Dynamic, supportive and successful teams
- Must be available Saturdays (on a roster basis)
- Immediate start

As a Trainee Store person at Beaumont Tiles Rutherford, you will be providing warehouse service at a very high standard to ensure customers are 'delighted' and 'excited' about their experience with us every time.

Reporting to the Store Manager, your day to day work will mainly focus on various warehouse duties such as customer pick-ups, receiving and packing deliveries, stock control and providing service to trades, retail customers and builders. You will also contribute to the store warehouse, managing stock levels, loading and unloading stock in vehicles, packing deliveries and maintaining the overall look of the warehouse.

#### THE CHALLENGE

The challenge for you is to bring positivity and energy to the team, be motivated to succeed and learn and constantly develop your industry knowledge so that you are a true expert in your field.

Your infectious passion for service will naturally generate demand, interest and excitement for Beaumont's customers and inspire them with an outstanding "experience" every time.

#### THE SKILL SET

- Stores experience in a retail, sales and service environment ideal but not essential
- Proven abilities in achieving and exceeding targets
- Outstanding communication and interpersonal skills
- Administrative skills and technologically savvy
- Physically able for the loading and unloading of heavy products
- Drivers licence is essential
- Forklift licence is desirable
- Excellent written and verbal communication skills

#### THE PERKS

- Career development and training
- Flexibility in a fun and collaborative work environment

#### THE TEAM

Apart from offering the opportunity to work with a recognised national company that offers career development, family-friendly culture and environments, the Beaumont Tiles stores, sales and customer service teams are driven and dedicated to meeting the needs of the customer.

#### THE BEAUMONT TILES STORY

Beaumont Tiles is Australia's biggest retailer of tiles and bathroom ware with over 100 outlets across most states. An innovative market leader, Beaumont Tiles buyers travel the globe to bring back the best in tiles, stone and bathroom ware. Beaumont Tiles has company owned and franchised stores servicing trade, home builders and renovators, and the commercial sector. [www.tile.com.au](http://www.tile.com.au)

#### Enjoy your work with Beaumont Tiles!

No Recruitment Agencies please

Rutherford 2320 NSW





## Engineering Trainee

HunterNet Group Training Company in partnership with our host company are seeking a dedicated individual to join the team as an Engineering Trainee in Warners Bay.

Working with our host company, we are looking for a motivated individual with a strong work ethic who is interested in completing a Certificate II in Engineering. The successful applicant will complete this traineeship over 12 months while gaining on-the-job experience.

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

- Gain knowledge of safety equipment locations, fire hoses, extinguishers, exits and muster areas
- Gain knowledge of the factory layout and departments, and product identification
- Provide customer service
- Strap post and rail packs and place in the storage area
- Strap and pack battens and rainwater goods
- Measure quickly and accurately using a ruler and tape
- Measure and cut sheets according to size
- Manoeuvre vehicles into position for loading and unloading
- Ensure loads are correctly placed and secured to avoid damage to the truck or goods
- Perform required daily prestart checks on vehicles/plant and report any defects/faults
- Carry out basic vehicle maintenance including purchasing fuel and oil as required
- Drive vehicles to their destination and unload/load in a cost-effective manner
- Monitor fuel and oil usage, tyre wear, etc. of their allocated vehicle and trailer
- Abide by all road safety laws and rules
- Adhere to all company policies and procedures
- Commitment to attending and completing all requirements of TAFE

### **Essential Criteria**

- Sound attention to detail
- Sound verbal communication and interpersonal skills
- Ability to work effectively in a team environment
- Abide by safety requirements in the workshop
- Drivers Licence

### **Desirable Criteria**

- Flexibility to work a rotating roster
- Basic electrical and mechanical knowledge
- Forklift licence

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 Certificate II in Engineering.

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



## Warehouse Traineeship!

Are you an enthusiastic and eager individual, interested in gaining valuable hands on experience whilst completing a Certificate III in Warehouse & Storage?

MRAEL have an exciting opportunity for you!

Our client, Konnect Fastening Systems is a growing organisation that believes in empowering their people through training and development.

### Key Responsibilities:

Team members are responsible for the effective and efficient operation of the inwards and outwards goods area. This involves maintaining strong stock management, as well as processing, packing and dispatching of customer needs. Additionally the warehouse trainee is to assist other internal staff for the servicing of customer needs through telephone and counter sales enquiries.

### Sales

- Front Counter Sales
- Telephone Sales
- Processing Orders
- Quoting
- Canvassing and promoting new business

### Stores

- Picking
- Packing
- Despatch
- Cycle Counting

### Clerical

- Daily Cash up
- Reconciliation

### Requirements

- Must be an Australian citizen / resident.
- Genuine interest and willingness to work
- Intermediate Computer Skills
- Ability to complete manual handling tasks
- A positive quick learning attitude
- Reliable and punctual
- Excellent communication skills - Written and Verbal
- Motivated to complete your studies

High level of attention to detail If this sounds like you, we would love to hear from you! To apply for this position, you **MUST**: Head to our website at: <https://www.mrael.com.au/index.php/your-career/vacancies> and view JOB ID 4191.



## Business Administration Trainee

An exciting opportunity for multiple Business Administration Trainee's for multiple industries, including finance, medical and general business. All our roles are fast-paced environments where you would be providing support to senior staff. We are seeking applicants that are reliable, confident, well presented, can work well in a team and are hard working.

Throughout our traineeships you will be hosted with one of our reputable host employers, who are searching for their next great employee that can work together as part of a high performing team. During this traineeship you will gain skills and knowledge in general administration duties which may include reception duties, customer service- answering calls and handling queries and data entry

To be considered for this position candidates must meet the following criteria:

- Driver's license and reliable transport essential
- Have complete HSC is preferred but not essential
- Excellent communication skills both written and oral
- High level of organisational skills
- Basic understanding of Microsoft suite - excel, word and outlook
- Previous experience in not essential but would be beneficial
- 

Please submit your application with a Resume and Cover Letter to be considered.

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

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

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

Please note: If you do not meet the above selection criteria, or you do not provide us with a cover letter, you will not be considered for this position.

Unfortunately, due to a high volume of applications, we are only able to contact shortlisted candidates



## Reception Nurse - Trainee

Dr Paws is located between Westfield shopping centre and Kotara Home Makers Centre. We're 500m from the historic Fernleigh bike track and within 10 kilometres of Newcastle's central business district and numerous picturesque surf, swimming beaches and ocean baths.

### **About the role**

Dr Paws Veterinary Clinic Kotara is looking for a motivated and customer service focused Trainee Receptionist to join our team.

This will be a traineeship position and the applicant will need to meet the Australian Traineeship guidelines.

The ideal applicant will have outstanding customer service, strong communication skills and great time management skills are essential.

We believe in best practice and have an emphasis on staff training, protocol development and retaining our staff, but also to achieve a positive work/ life balance.

Clinic culture and working relationships are important to us. Often in small working environments, staff become like family and we aim to look after each other, be supportive of one another and encourage growth.

The clinic is open Monday – Friday 8am-7pm, Saturdays 9am-2pm. Closed on Sundays and Public holidays. This role will involve a Saturday Rotation.

Due to the high volume of applications only shortlisted applicants will be contacted.

### **Skills and experience**

Overview of Key skills and traits for this role include:

- Bright and bubbly personality
- Will need to be willing to enrol into a Certificate II animal studies via Tafe NSW online.
- Highly organised with great time management and administration skills
- Works well in a team and also autonomously
- Prides themselves on customer service
- Answering phones and booking in clients
- Flexibility, enthusiasm and a positive attitude
- Ability to multitask
- Reliable
- Willing to learn all things surgery
- Confidence in all things reception and patient care

Please note this is a Reception position only.



## 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: [honeysuckle@thelittleunicorn.com.au](mailto:honeysuckle@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.

## Early Childhood Traineeship

If you are enthusiastic, dedicated, determined and able to think outside of the box then this position is for you.

### ***Traineeships***

At creative childcare we are interested in growing and developing our staff and we currently have the need for a trainee at our modern centre in Kotara. There are many benefits of working in early childhood and you get to work with our experienced staff who will provide on the job training and mentoring.

### **What we are looking for:**

We are looking for someone to join our amazing team that is committed to having a career in early childhood. Someone who understands our philosophy of providing a safe, secure and happy environment where children foster a sense of wonder, fun and excitement in an atmosphere of love, acceptance and learning.

### **What we have on offer:**

training and development  
Wonderful team  
Modern centre

If this sounds like a role you would be interested in, please apply online with your resume and cover letter by Friday 30th August, 2020. Please outline in your cover letter 3 reasons why you would like a career in early childhood.



## Retail Traineeship - Aaron Henry Optometry

Aaron Henry Optometry provides comprehensive optical services to the people of Muswellbrook and surrounding communities. We are proud of our reputation as a trusted optometry practice that delivers first class service in a warm and friendly environment.

Our practice is equipped with state-of-the-art technology to ensure that we are detecting and diagnosing eye conditions as early as possible. In addition to our first-rate technology, our practice is staffed with the very best people.

### About the Role

We have a full-time traineeship on offer, which cover Retail and Optical Dispensing which means you will be building customer service, fashion, retail and optical skills to help our patients look their best and provide the best vision outcomes.

### About You

We are looking for someone who likes fashion and helping people but most importantly wants to learn and build a new career. We are a ProVision member so have access to a great online learning system which you will use to build your knowledge as well as hands on training in practice.

You will work well within a team, be adaptable to different personalities and Optometry needs and take part in team meetings and training requirements. You have great communication skills and are willing to go the extra mile to ensure a great experience and best outcomes for our patients every time.

If you are a school leaver looking for a career or someone looking for a change in direction, we would love to hear from you.

To apply for the role, please click on the "Apply Now" Button below by the XXXX. Ensure you upload a current resume.  
Muswellbrook 2333 NSW

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

Lake Macquarie Educational Preschool is a purpose-built Long Day Care Centre and Preschool. We Educate and Care for children from 6 months to 6 years. We are seeking an enthusiastic and hardworking individual who has a passion to work with young children.

LMEP employs only the best qualified and experienced staff to educate and care for children. These staff will support you through your journey to ensure an enjoyable experience.

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

Applicants must undertake a working with children check. Previous applicants will need to reapply.

### ESSENTIAL SKILLS

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

### DESIRABLE SKILLS

- Computer skills
  - Flexible in type of work and hours of duty
  - Like a variety of work
  - Seek a career in the Early Education and Care Industry
  - Have undergone a working with children check
- All applicants must address the **essential** and **desirable** criteria in a *covering letter*, along with a *resume*'.

APPLICATIONS CLOSE; Friday the 13th of November 2020 Email: [employment@lmep.com.au](mailto:employment@lmep.com.au)  
Attention: Carolyn



## Early Childhood Trainee - Bolwarra

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 a Certificate III in Early Childhood Education and Care trainee who is excited to learn and is passionate about Early Childhood Education and Care.

The trainee positions is available at our Bolwarra 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:**

- \* The position will be up to 37.5 hours per week Monday to Friday in a variety of shift start and finish times.
- \* Wages paid at CSE Level 1.1 (\$19.94/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 Early Childhood Educator (Cert III) - Cardiff

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.

**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.

### **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.

### **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](mailto:EE.HRMailbox@stnicholasmn.org.au).

**Applications expire: 9am, Friday 30 October 2020**



## Early Childhood Trainee

Winners of the 2019 Hunter Local Business Award for 'Outstanding Early Childhood Centre', Hunter Early Childhood Centre is a community owned and not-for-profit organisation providing quality education and care for children ages 6 weeks to 6 years. Supported by the board of directors, HECC works to provide a quality educational childcare and preschool to families in Newcastle in a safe and secure environment that focuses on family partnerships, child centered practices and sustainable initiatives.

### **About the role**

We are looking for an enthusiastic educator wanting to obtain their Certificate 3 - Early Childhood Education and Care through on the floor workplace training.

#### **The role includes;**

- Full Time contracted employment for a 12 month term
- On the floor experience as you work toward your qualification
- Gain experience in all aspects of the service operations from day to day engagement with children, programming and documentation, food preparation and cleaning duties
- Supported off the floor time to complete study
- A workplace mentor to support you and provide feedback

### **Benefits and perks**

- Supportive management team and leadership
- Supportive team culture
- Parking on site
- 4 day working week with rostered day off each week
- Paid lunch break

### **Skills and experience**

- Working With Children Check
- Be a flexible and reliable team member
- Be able to work between the hours of 7am - 6pm Monday to Friday
- Love educating and supporting children through their early childhood years
- Ability to work collaboratively with a team of highly experienced educators
- An all rounder with the focus on positive child and family relationships

If you have a positive attitude are flexible and wanting to come on board with Newcastle's longest operational childcare centre, we would love to hear from you!



## Business Administration Traineeship

Insight Building Services is a Newcastle based construction company delivering high quality Office Fitouts, Building Refurbishments and New Build Construction Projects from design through to completion.

### About the role

**Be paid to complete a Certificate III in Business Administration!**

While working full-time at Insight, you will undertake extensive training in:

- Reception duties
- Spreadsheets and word processing
- Customer service
- Maintaining business resources
- Accounts payable and receivable
- Payroll
- Data entry
- Marketing
- Fleet management
- Workplace health and safety
- ...and much more

### Benefits and perks

You will be working Monday to Friday in our beautiful Adamstown office space within a supportive, fun and energetic team. We have plenty of free parking and are a stone's throw from Westfield Kotara. Employment conditions and wages will be in line with the Clerks – Private Sector Award 2010 (MA000002) and National Training Wage.

### Skills and experience

To be successful in this role, you will have:

1. Completed Year 12 or have administration experience;
2. Great written and verbal communication skills;
3. Attention to detail; and
4. Have a drivers licence and reliable vehicle.

### Apply now

Send a professionally structured email to [mail@insightbuildingservices.com.au](mailto:mail@insightbuildingservices.com.au). The email should demonstrate your writing ability and address each of the 4 'Skills and experience' requirements. Please attach your up-to-date resume only.

HOT TIP: There will be no need to attach a cover letter because you will have included everything we need to know about you in the email.

***Applications submitted through the Seek website will not be considered for the role. No employment agencies please.***

# Youth Links

2nd November 2020

LIKE us on  
**Traineeship**



## Aged Care Traineeship- Cessnock, Maitland, Singleton & Muswellbrook

Novaskill, in partnership with Calvary, are recruiting for multiple fulltime aged care trainees in Cessnock, Maitland, Singleton and Muswellbrook. Eligible applicants will have the opportunity to enter the ever growing and developing Aged Care industry, by participating in our pre-vocational program in Certificate III in Individual support (Ageing) with the potential to transition into a fulltime paid traineeship.

"Calvary is a charitable Catholic not-for-profit organization, with a focus on Retirement and Aged Care facilities. Calvary operates across six states and territories within Australia. Our mission is to provide health care to the most vulnerable, including those reaching the end of their life. We provide aged and community care, acute and sub-acute health care; and specialist palliative care and comprehensive care for people in the final year of life"

As part of our recruitment process applicants will need to be committed to undertaking our 10-day pre-vocational training program held on site at Calvary, as well as complete 90 hours of unpaid practical placement. Upon completion successful candidates will obtain a statement of attainment in Certificate III individual Support (Ageing) and will have the opportunity to progress through to a full-time traineeship as an Assistant in Nursing with Calvary.

To be suited to this role candidates will meet the following criteria:

Have reliable transport

Have a genuine interest in building a career in Aged Care

Dedicated to completing required training

Ability to participate in 90 hours of unpaid practical placement

Please note, for applications to be considered include resume and covering letter.



## Trainee Automotive Technician Central Coast

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

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

### About us ...

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

### About the Role ...

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

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

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

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

### About you ...

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

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

Essential skills & competencies:

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

Experience and Qualifications:

- Automotive or Retail experience
- High School certificate

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

**APPLY NOW!!**

2nd November 2020

LIKE us on  
**Traineeship**



## Trainee Receptionist

Local Building and Joinery company looking for an enthusiastic Junior for a 12-month Trainee Receptionist position.

Applicant duties and responsibilities include but not limited to:

- Front reception
- Answering incoming calls and directing accordingly/taking messages
- Incoming and outgoing mail
- Photocopying, emailing, binding and distributing documents as required
- Filing and archiving
- Provide support to our technical team
- Assist in the preparation of proposals
- Booking of client consultations
- Communicating and update of records with the team
- General workplace housekeeping
- Other necessary administrative duties

Essential Attributes:

- Have an interest in carrying out general office duties
- Confident client service
- Eligible for this traineeship i.e. have not completed a traineeship before
- Computer literacy (word/excel/office)
- Strong attention to detail and accuracy;
- Current Drivers Licence

In addition, you will be required to:

- Complete Certificate II in Business Administration in conjunction with attending TAFE
- Be reliable, enthusiastic and punctual

Please send your Cover Letter & Resume

to: [reception@mrwbuilding.com.au](mailto:reception@mrwbuilding.com.au) [link removed]

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

## 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](http://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 08/11/2020. Please note that the closing date is indicative only and may close earlier if necessary. Therefore we urge you to apply as soon as possible.



## Financial Services Traineeship

Are you a fan of numbers? Do you love helping people? Do you like the idea of working with a multi-award-winning Team, providing support to clients in a wide range of industries?

Do you want to work in a firm that has a great culture, the opportunity for growth and is committed to your career development?

If so, this might be the best thing you have read today.

Our firm is offering the opportunity to get paid to learn, while you gain valuable, hands-on experience in the accounting industry and achieve a Certificate III in Financial Services all at the same time via a traineeship and based from our Warners Bay office, working Monday to Friday.

For our team members, there is no sitting on the sidelines nor are there any princesses so to be considered for this role you must have excellent communication skills, a keen desire to get involved and have a professional presentation.

The responsibilities of the role include, but are not limited to, the following:

- Meeting and Greeting clients & guests;
- Assistance with financial statement preparation;
- Budget and cash flow planning;
- Client presentations;
- Business Activity Statements;
- Income Tax Returns;
- Admin support to management & staff;
- Day to day office tasks and General Administration duties

You will need to possess the following:

- A driver's licence;
- A high level of maturity and awareness, not necessarily age-dependent;
- An ability to communicate in a clear, concise and confident manner;
- The ability to follow instructions;
- A passion for exceptional customer service;
- Proven organisation and time management skills;
- Strong attention to detail;
- Ability to handle confidential and sensitive information;
- A positive and flexible approach to all tasks;
- Proficient and working knowledge of Microsoft Office applications including Outlook, Excel and Word;
- Above all, a desire to learn

\*\* Experience with Xero and cloud-based solutions, even better. Previous accounting and tax experience are desirable but not essential.

We are not your typical old-school accounting firm. If you enjoy meeting people and want to build quality relationships with our clients, then this is the firm for you. However, if you would rather sit in a cubicle, then look elsewhere, that's not how we roll.

If you like things to be organised, take pride in making sure everything is just right and if this sounds like a place you would like to work, then don't be shy, please apply.

Please note that only successful individual applicants will be contacted. Get in quick because interviews will start straight away.



## 20 x Care Worker Trainees (Aged and Disability)

At Opal Aged Care, they know that companies don't succeed, people do. Opal's main purpose is to bring joy to those they care for and their values of Compassion, Accountability, Respect and Excellence reflect that CARE is at the heart of everything they do.

Opal Aged Care is one of Australia's largest aged care providers, with 74 homes across four states and employs a team of over 8,000 nationally. They are looking for 10 new staff to bring into their Hunter based facilities who will commence work as Assistant in Nursing trainees.

### **About Solid Holistic Care:**

Solid Holistic Care was originally founded by an experienced Registered Nurse. It is a fast-growing company providing patient-centred care for client's living with a disability and/or elderly people in their own homes.

They provide services for clients across the Newcastle, Lake Macquarie and Maitland region with a view to expanding into the Upper Hunter Region

At present, They are seeking up to 10 new passionate and caring individuals who will add value to our team.

### **About the roles:**

As an Aged Care worker or Disability support worker your daily duties may include:

- Personal care duties including showering, feeding and toileting clients
- Helping build and maintain strong relationships within the business and with clients
- Cleaning, laundry and meal preparation
- Adhering to health and safety guidelines and policies and procedures
- Assisting with leisure activities and social engagements.
- (For Solid Holistic) assisting with internal mobility and transportation when required.

### **About you:**

To be successful in this role you must have:

- Strong customer service skills with the ability to build rapport and establish relationships;
- Caring and empathetic attitude towards the elderly and/or vulnerable persons;
- Reasonable level of fitness in order to perform the manual handling aspects of the role;
- Demonstrated ability to work independently or as part of a team,
- Reliable worker with good organisational and time management skills;
- Willingness to undergo a National Police background check;
- Willingness to obtain the latest 2020 Flu Vaccination.
- Driver's license and own transport (if applying for Solid Holistic Care)

### **To be eligible for this program you must be;**

- 18 years or older & no longer at school;
- living in the Newcastle or lower Hunter region;
- Australian or NZ citizen, or permanent resident;
- Hold a current driver's license and have your own transport;
- MUST NOT have already completed the CHC33015 Certificate III in Individual Support.

# Youth Links

2nd November 2020

LIKE us on  
**Traineeship**



## Receptionist

A fabulous front of office opportunity has become available in a busy, enthusiastic Real Estate Agency for an energetic hard working junior who's interested in a career in Property Services.

Our Agency is based in Swansea and has a full Sales Team with our own comprehensive in house Marketing Department, a Property Management Team and Administration staff. The right person will be able to progress through to any department within our Agency from this trainee reception role.

We are not looking for someone with experience, were looking for someone with a bubbly personality, who is an excellent communicator and has a background in customer service. Applications from School leavers would be welcomed.

The successful applicant will be prepared to complete the relevant training for the role through online courses as part of your employment. You will have great reading, writing and mathematical ability, an eye for detail and a great sense of humor. This person will be mature beyond their years and be able to work in a busy office environment that strictly adheres to all privacy and confidentiality guidelines.

If this sounds like you, please send your resume and cover letter to us. Your cover letter should list any spelling or grammatical errors you have found in this ad ... yep, we're already checking your attention to detail! (Hint: there's at least three errors, bonus points if you pick up the 4th!)

## 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](mailto:catherine@cpelc.com.au)

Applications close Friday, 23rd October 2020.

# Youth Links

2nd November 2020

LIKE us on  
**Traineeship**



## Business Administration Trainee

Looking to start a career in Business Administration? HunterNet Group Training in partnership with Bluewater Stainless are seeking an enthusiastic individual to join their team as a Business Administration Trainee.

Undertaking this 12-month traineeship will allow the successful candidate to complete the Certificate III in Business Administration whilst working full time.

### **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:**

- Answering phones
- Taking enquiries and entering leads into CRM
- Ensuring CRM is updated accurately
- Ensuring all communication is passed onto the relevant staff members
- Administration tasks relating to our Safety Software
- Making up job folders
- Keeping reception area and showroom tidy (once it is finished being built)
- Filing and scanning
- Learn the use of the invoicing features of Xero
- Stationery and general consumables management
- Appointment setting and reminders
- Exceptional customer service both internally and externally
- Support with some HR functions such as induction documentation
- Mail and banking duties
- Organising catering for staff events when required

### **Who should apply?**

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

### **Essential Criteria:**

- Google Suite and Microsoft Office experience
- Drivers licence
- Reliable transport
- Participate in team building activities
- Growth mindset

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.*

# Youth Links

2nd November 2020

LIKE us on  
**Casual**



## RALPH LAUREN

### Casual Sales Associate - Myer Menswear Charlestown

Globally, the Ralph Lauren Corporation is a leader in the design, marketing and distribution of premium lifestyle products in four categories: apparel, home, accessories and fragrances.

Be a part of a new team as we continue to expand in New South Wales! Ralph Lauren is looking for a driven and enthusiastic sales professional to join our newly opened concession at Myer Menswear Charlestown. This position will be on a fixed term contract until 29th March 2021 with a possibility of being extended or the position made permanent.

#### Responsibilities:

- Provide exceptional customer service
- Assist clients with selection of merchandise
- Develop strong commercial relationships with clients
- Responsible for achieving and exceeding personal sales targets
- Prepare and maintain stock on the sales floor

#### Skills and Experience:

- 2 years experience in customer service and/or sales in store environment
- Proven track record in sales
- Enjoys working in a team, being co-operative and supportive to fellow members
- Is a confident and comfortable in making autonomous decisions when required
- Able to demonstrate strong communication skills
- Well groomed individual with a good understanding of trends, fashion and competition
- Is able to demonstrate flexibility and innovation in reacting positively to changing work demands.

Please note you will be expected to work a mix of weekdays and weekends.

### Casual Warehouse Assistant / Pick Packer in Sandgate

A business in Sandgate is seeking a casual Warehouse Assistant / Pick Packer (up to 20 hours per week) to join our team.

To be considered for this role you should:

- Have at least 6 months of experience as a Warehouse Assistant / Pick Packer
- Have Australian work rights

### Junior Casual Labourer - Metal Work

Your new company:

Spartan Doors has recently grown from a local, specialised manufacturer to now supplying commercial, industrial and residential construction projects across the entire eastern seaboard. Our new, larger manufacturing facility was opened in September 2015 and our growth has seen this new and important role created.

You will be working in a fully catered workshop environment as part of an operations team fabricating custom industrial and commercial steel door & frame products.

To be successful in this role you will need the following technical levels:

The successful applicant will be punctual and reliable, pay particular attention to quality and cleanliness, be willing to learn and apply new techniques, systems and materials, and above all, be a team player. In turn, we will provide everything needed for a successful apprenticeship and career.

1. Be able to communicate proficiently through speaking and writing English
2. Trade level Mathematics skills (year 10 minimum)
3. Woodwork, metalwork (or similar) subject completion (year 10 minimum) preferred but not essential
4. Demonstrated IT literacy
5. It would be beneficial to have car licence but not essential

What you need to do now:

Please apply via Seek before the below close date.

Applications close 14th November 2020.

[www.spartandoors.com.au](http://www.spartandoors.com.au)

# Youth Links

2nd November 2020

LIKE us on  
**Casual**



## Poultry Production Christmas Casuals

APG Workforce is a national employer of choice supplying a flexible workforce to industries who promote safety and well being as priorities.

Located in Beresfield, Newcastle NSW.

Positions for our Christmas casuals will COMMENCE MID NOVEMBER 2020

Please follow the below application process to apply:

To apply for these positions please register your online application directly via our website by cut/paste the below link

<https://register.apgworkforce.com.au/apghire/>

Choose - APG Newcastle Branch

Job Applying for - Beresfield Christmas Casuals

### About the Positions:

We are on the search for people for our clients peak production period

Duties overall would include operating and maintaining machinery, pallet jacks and conveyor belts, labelling, wrapping, packing, weighing, marinating, palletising stock, cleaning, - the all-round general processing of raw and cooked chicken and turkey products on a production line working within a large team in a factory environment. Morning and Afternoon shifts available

To succeed we would require you to show:

- Drivers licence and own reliable transport to get to work
- Proven recent work history including 2 work references will be required upon application
- **You MUST be available to work right through November-December-January (peak period)**
- Previous experience in a similar fast paced position working with food and/or a manufacturing/factory environment preferred but not essential
- A strong understanding of WHS
- No birds, chickens or pigs at home (quarantine regulation)
- Be flexible for shift work on a weekly roster including some weekends, overtime and on call/short notice
- Be physically fit with no restrictions for repetitive manual handling duties including heavy lifting
- Ability to stand and perform fast paced tasks for upto 12 hour shifts
- Be comfortable working in a cold environment while handling raw and cooked poultry products
- Have a hardworking attitude and be 100% reliable
- **THOSE HOLDING WORKING HOLIDAY VISAS ARE ENCOURAGED TO APPLY**

### What's in it for you:

- **Good casual hourly pays rates from \$25.18 p/h for day shift** (additional loadings apply for afternoon shifts)
- Work close to home
- Know when your working - weekly roster sent out each week
- No split shifts
- Full uniform, PPE and onsite training provided
- Free onsite parking and canteen facilities
- Casual ongoing work for the right people who prove themselves to be reliable

Please apply through link at top of page.

APG Workforce Newcastle Branch ph [4965-2556](tel:4965-2556)

APG Workforce is a national employer of choice supplying a flexible workforce to industries who promote safety and well being as priorities.



AUTHORIZED DEALER



## Christmas Casual - NIKE Charlestown, Hornsby & Erina Fair

*Our goal is to be Distinctive, Authentic and Connected in everything we do and to create the Ultimate Customer Experience with everyone we meet!*

Are you looking to gain some experience in a fast-paced retail environment and work with one of the worlds most renowned sporting brands? If so, we have a number of exciting opportunities to join our team as a Christmas Casual Sales Specialist in our NIKE store in Charlestown, Erina Fair & Hornsby, NSW.

### Who Are We?

Retail Prodigy Group holds the master retail franchise for NIKE stores across Australia and New Zealand together with the distribution rights for U.S. brands, TOMS. With a current portfolio of 46 NIKE stores we are a team of talented and passionate retailers, committed to setting a new benchmark in retail.

### The Role:

Reporting to the Store Management Team, you will play a vital role in helping your store achieve sustainable sales growth through consistently delivering the *Ultimate Customer Experience*. You will exhibit and align yourself with RPG's values; CARE, COACH, ENERGY, ACCOUNTABILITY and INNOVATE. As an ambassador of the brand, you will represent NIKE with a positive athletic spirit. Our goal is to be authentic, distinctive and connected in everything we do. It's not enough to just be present. You need to care, engage and educate our customers with your knowledge, passion and excellent service standards. Your healthy lifestyle and enthusiasm for fitness will inspire your team and customers.

### What's in it for you?

- Be part of a winning team with a fun culture!
- World class product and brand training.
- Generous discounts across our 2 brands, NIKE & TOMS, along with NIKE uniform and incentives.

Just do it; take your career to the next level!

**Please note** - Christmas Casuals will be required throughout the Festive Season from mid November 2020 to January 2021 so availability to work over this period is a must! Christmas Casuals that can demonstrate strong performance and success during this period will have the opportunity to apply for ongoing Sales Specialist positions in our stores where vacancies are available.

Applications close soon, with interviews likely to take place in mid-October.

We CARE, we COACH, we have ENERGY, we are ACCOUNTABLE and we INNOVATE!

For more opportunities within our Nike stores visit:

<http://careers.rpgcareers.com.au>

*Residency Note: To be eligible to apply for this role, you must be an Australian or NZ citizen or have an appropriate visa to live and work in Australia. Further information can be obtained from the Australian Department of Immigration.*

We are an accessible workplace.

# Youth Links

2nd November 2020

LIKE us on  
**Casual**



## Casual Retail Assistant

### About us

We are a newly established business experiencing high growth in the area of indoor plants and pots. We look to provide essential customer service to all our plant loving customers to help them create their own Oasis in their beautiful homes.

### Availability

**Include in your resume availability of hours otherwise if not stated your resume wont be looked at.**

**Bring your resume in store (Store hours 10am to 4pm, contact [0421828430](tel:0421828430) for after hours drop off of resume) for potential immediate start. In store resumes will be prioritised.**

### Tasks & responsibilities

- Enthusiastic customer service with some knowledge of indoor plants is essential.
- Stock display, organisation and replenishment
- Taking payments with POS system.
- Plant maintenance and keeping store tidy.
- A willingness to learn and adapt.

### Qualifications & experience

- Knowledge of indoor plants is greatly beneficial
- Great customer service with attention to details
- Communication and problem-solving skills
- An eye for interior design.
- Time management, organisation and strong attention to detail

### Benefits

- High potential for permanent role.
- Great atmosphere to work in.
- New and exciting business with room to grow. 10% store discount to get all your plant and pot needs.

## Takeaway Shop Assistant (Newcastle, NSW)

- We have a great opportunity for a **Takeaway Shop Assistant** around **Newcastle**.

We are advertising this position on behalf of a great business that values diversity and inclusion, and is looking to hire someone with a disability or mental health condition.

If this sounds like you then apply now!

### About the Role:

Serve customers by welcoming them, taking and serving orders, etc.

- Assistant with several shop duties (as needed)
- General shop maintenance

### About You:

Customer focused with good communication and interpersonal skills

- Can walk bend and stand for extended periods
- Comfortable in a fast-paced environment

For AimBig Employment, helping people is our number one priority. Whether it's a physical (musculoskeletal) injury, a mental health issue, a disability or a health condition, our speciality is you and your capacity to work. That's why we look at the whole 'you' to help you back to work in a job that's right for you.

**Take the first step into a great job today – APPLY NOW to let us help you on your journey to meaningful work!**

For application enquiries, you may call [1300 346 555](tel:1300346555).

# Youth Links

2nd November 2020

LIKE us on  
**Casual**



## Retail Sales Assistant

Foodworks East Maitland is small family owned supermarket that prides itself on providing the local community with a great range of fresh food and every day essentials along with outstanding customer service.

The store has just undergone major renovations and has a casual position of approximately 30-38 hours per week available for the right person.

### **About the role**

A typical shift at FoodWorks East Maitland is fast paced and varied. Our retail assistants are responsible for providing outstanding customer service to our local community, they enjoy building rapport with local customers whilst providing them with grocery essentials and fresh produce. Daily tasks include serving customers using POS technology, maintaining fresh produce to the highest standard, filling shelves with weekly deliveries and ensuring that the store is kept clean and tidy at all times. Our retail assistants have an eye for detail and are highly motivated to keep the supermarket running successfully.

### **Our successful applicant will:**

- \*Be energetic, enthusiastic and passionate about providing outstanding customer service.
  - \* Have strong communication skills, the ability to follow instructions and show initiative.
  - \*Be punctual, reliable & hard-working
  - \* Be willing to work some weekends & public holidays on a rotating roster
  - \* Desirable but not essential is experience working in a food retail store
  - \*Desirable but not essential is experience as a barista within a fast paced environment, providing quality coffee for take away customers
- If you think your skills and experience are a good match to this position please send your resume along with a cover letter to [philoo7@bigpond.net.au](mailto:philoo7@bigpond.net.au)  
Only successful applicants will be contacted.

## Part Time Sales Assistant | Glendale

Prouds the Jewellers is part of Australian history, founded in 1903 and successfully growing with 240 stores nationwide. We are market leaders with a legacy. We are a dedicated group of people who believe and invest in one another.

Add a sparkle to your career by working for one of the **Largest Jewellery Retailer's in the World.**

We require a result-driven and passionate **Part-Time Sales Assistant** with a keen interest in the Retail and Jewellery World to join our **Prouds Store in Glendale.**

This is an exciting opportunity to prove your skills by:

- Providing exceptional customer service.
- Optimising sales targets, budgets and KPIs.
- Demonstrating exceptional merchandising and housekeeping standards.
- Administering repairs, returns and ticketing stock.

We require:

- Top performers who are focused on delivering top quality customer service and selling techniques every time.
- Initiative and a strong work ethic.
- A proven track record of great sales results.
- Team members with great flexibility and availability.
- Retail experience essential.
- Experience in jewellery an advantage.
- Must be available weekends and late nights.

Our team members enjoy working for our company because they love the atmosphere, team environment and the great staff perks that are available. If this sounds like a role you would be interested in applying, **please apply online now!**

**As part of the JPL Recruitment process, the successful applicant/s will be required to complete a National Police Criminal History Check from the relevant State and/or Territory he/she resides in before they receive an Employment offer.**

Please allow up to two weeks for application processing. If you are however unsuccessful we thank you for your application.

*The JPL Group is an Equal Opportunities Employer.*



## Optus Sales Associate Hunter Valley

Are you someone that:

- Wants to learn new skills and abilities as part of your job?
- Enjoys working as part of a team?
- Loves to hit targets and get bonuses?
- Wants to be rewarded and have fun at work?

This is an exciting time to be at Optus, we are so much more than just being a traditional telco, we have new challenges and opportunities for those looking to join our team on this journey. Are you looking to take your exceptional customer service approach in a new direction, within an organisation that can offer you opportunity and a career path?

At Optus we are passionate about the potential for new ideas and new approaches to improve people's lives and we're looking for Sales Associate who feel the same. We are currently looking for Casual Sales Associate who is looking for a career or lifestyle change to join our team.

We are looking for someone to join our team that:

- Has a positive attitude
- Takes initiative
- Is teachable & willing to learn
- Is willing to put in the hard work required to be part of an award winning team

The role:

As a Sales Associate, you will be the face of our store and the essence of our customer's experience. You will provide customers with the ultimate service experience through your can-do attitude, sense of fun and dedication to both our customers and our brand. You will be able to tell each customer's story by asking the right questions and listening to, and truly hearing them, and do everything in your power to ensure every customer leaves our store happy!

What you'll need to have:

We are looking for reliable people who have valuable work and life experience and are ready to put those skills to use. You don't need to understand phones and networks; we'll give you all of the training and development needed. We are more interested in your communication skills rather than your technical knowledge. You will have an interest in telecommunications. You will be a champion of our vision and values. You will be an exceptional communicator with excellent presentation. You're a listener and relationship builder, who can problem solve in a fast paced environment. You will have a current Australian driver's licence with your own reliable transport. You will be willing to work weekends as well as engage in training outside of our core trading hours.

If this sounds like something you're interested in, please send through your resume. Your cover letter will have the following information to be accepted for an interview:

One paragraph explaining why you want to work with Optus and why you think you would like this job.

- Information about yourself
- Any sales/retail experience
- A recent headshot to identify yourself

# Youth Links

2nd November 2020

LIKE us on  
**Casual**



## Casual Café / Restaurant All-rounder in Hamilton

A restaurant in Hamilton is seeking a casual Café / Restaurant All-rounder (up to 30 hours per week) to join our team.

To be considered for this role you should:

- Be available at least 1 day at weekends
- Have at least 1 year of experience as a Café / Restaurant All-rounder
- Have Australian work rights

## Casual Café / Restaurant All-rounder in Toronto

A restaurant in Toronto is seeking a casual Café / Restaurant All-rounder (up to 20 hours per week) to join our team.

To be considered for this role you should:

- Be available at least 1 day at weekends
- Have at least 2 years of experience as a Café / Restaurant All-rounder
- Have Australian work rights

## Casual Café / Restaurant All-rounder in Newcastle

A café in Newcastle is seeking a casual Café / Restaurant All-rounder (up to 20 hours per week) to join our team.

To be considered for this role you should:

- Have at least 3 years of experience as a Café / Restaurant All-rounder
- Have Australian work rights

## Casual General Labourer in Heatherbrae

A business in Heatherbrae is seeking a casual General Labourer (up to 40 hours per week) to join our team.

To be considered for this role you should:

- Have at least 1 year of experience as a General Labourer
- Have Australian work rights

## Casual Barista in Swansea

A café in Swansea is seeking a casual Barista (up to 30 hours per week) to join our team.

To be considered for this role you should:

- Be available at both days at weekends
- Have at least 1 year of experience as a Barista
- Have Australian work rights

## Junior Casual Labourer - Metal Work

Your new company:

Spartan Doors has recently grown from a local, specialised manufacturer to now supplying commercial, industrial and residential construction projects across the entire eastern seaboard. Our new, larger manufacturing facility was opened in September 2015 and our growth has seen this new and important role created.

You will be working in a fully catered workshop environment as part of an operations team fabricating custom industrial and commercial steel door & frame products.

To be successful in this role you will need the following technical levels:

The successful applicant will be punctual and reliable, pay particular attention to quality and cleanliness, be willing to learn and apply new techniques, systems and materials, and above all, be a team player. In turn, we will provide everything needed for a successful apprenticeship and career.

1. Be able to communicate proficiently through speaking and writing English
2. Trade level Mathematics skills (year 10 minimum)
3. Woodwork, metalwork (or similar) subject completion (year 10 minimum) preferred but not essential
4. Demonstrated IT literacy
5. It would be beneficial to have car licence but not essential

What you need to do now:

Please apply via Seek before the below close date.

Applications close 14th November 2020.

[www.spartandoors.com.au](http://www.spartandoors.com.au)

## Recruitment Consultant - Entry Level Role

- REAL Opportunity for Career Progression
- Rewarding Role In a Positive Work Environment
- Training Provided!

*recruitnow! is a specialist recruitment business, working together with candidates and clients on both temporary and permanent roles. We are frequently described as being 'easy to deal with', being a professional team that shows transparency, commitment and diligence throughout the complete process. Talk to us with confidence!*

As the name suggests, recruitment is our core business, however as 360 degree Consultants we do so much more than recruitment. We build and foster business relationships, drive sales, consult and source candidates for both casual and permanent roles with our valued clients.

We are currently looking for a Recruitment Consultant trainee to join our team in Wickham. To be successful, you will ideally possess at least 12 months experience working within a sales-based position in the service industry. We are seeking self-motivated individuals, with the ability to work autonomously.

Being highly driven, your focus will be to consolidate on existing client relationships as well as developing brand new ones. Portraying a winning attitude and always showing transparency in your dealings with all stakeholders of the business is a must.

As a sales motivated individual, your personality will play a major part in promoting the company. You will have strong communication skills and a proven track record of being able to build and maintain strong business relationships.

In return, a competitive salary, generous commissions and tools of the trade will be offered to the successful person. This is an excellent chance to establish a long-term career with real rewards and a high earning potential. For a confidential discussion, please contact Liam Bown on [021 4961 4600](tel:02149614600).

So what are you waiting for? Let **recruitnow!** help you get the role you have been searching for! To apply, simply click **APPLY NOW!**

Time for a change  
[www.recruitnow.net.au](http://www.recruitnow.net.au)

**recruitnow!**



*Pizazz*

## JUNIOR

Pizazz has a position open for a highly motivated **junior** girl between age of 15-16yr to take on a full time position as a Trainee.

You will be trained in all aspects of the fashion, retail and online industry, photography, fashion coordination sales, stock control, dispatching online products ect.

The successful applicant would have to be self motivated and keen to learn. If you think you are perfect for the job, please send your details to the email below!

## POSITION

**CONTACT@PIAZZBOUTIQUE.COM.AU**



## Junior Administration

Hunter Pods Pty Ltd, based in Thornton, is a leader in the manufacture and supply of polystyrene pods used in the Building and Construction Industry.

An opportunity has become available to join this vibrant, professional team as a Junior Administration Traineeship. The position is offered as a 12 month Traineeship.

As you are the first point of contact, it is essential that you are an excellent communicator, friendly and attentive. Your main duties will include, but not be limited to:

- Answering all incoming calls
  - Greeting all customers.
  - Mail, banking and running errands
  - Filing - upkeep and maintenance of all filing systems
  - General administration functions, using Microsoft Word and Excel
  - Assisting the Senior Administration/Accounts Staff
- The successful applicant will be a positive, proactive and friendly person possessing:

Drivers Licence (Manual)

Willingness to learn and be flexible in a changing environment

The ability to maintain strict confidentiality and display initiative

Please send all applications through to [admin@hunterpods.com.au](mailto:admin@hunterpods.com.au).

# Youth Links

2nd November 2020

**Full Time**

LIKE us on



## Administration Assistant

Saddingtons Garage Doors is seeking an enthusiastic and experienced employee to join our Broadmeadow administration team.

Required duties will include but not limited to the following:

- Accounts payable assistance, including entry of invoices, preparing/batching invoices for payment & receipting goods
- Purchasing, liaising with suppliers, preparing customer orders for invoicing
- Keeping record of employee time sheets for payroll processing, preparing contractor invoices for payment
- Assist the Operations Manager as required
- Assist with general administration

You will have previous experience in a similar role and will possess the following key skills:

- Intermediate to Advanced skills in Excel
- Excellent oral and written skills
- The ability to work autonomously and as part of a team
- Excellent analytical and numerical abilities
- A high level of accuracy and a keen eye for detail
- Willingness to continually develop own skills and improve internal processes

If you feel you have the required skills and relevant experience please forward a cover letter and your CV.

## Junior Dental Nurse

Our modern and comfortable dental premises are located in Muswellbrook. We provide dental services to all areas of the Upper Hunter Valley including Muswellbrook, Denman, Merriwa, Aberdeen and Scone.

### **Qualifications & experience**

- No experience required

### **Tasks & responsibilities**

- Do you want to be a Dental Assistant? THE HAPPY TOOTH MUSWELLBROOK & SCONE IS HIRING!!! A rare and exciting career opportunity has opened for, a Fulltime Dental Assistant to join our amazing team. To be successful in this role you must have excellent people skills, good attention to detail and work well within a team environment. Keen initiative and problem solving skills are also a great advantage.

## Receptionist

A fabulous front of office opportunity has become available in a busy, enthusiastic Real Estate Agency for an energetic hard working junior who's interested in a career in Property Services.

Our Agency is based in Swansea and has a full Sales Team with our own comprehensive in house Marketing Department, a Property Management Team and Administration staff. The right person will be able to progress through to any department within our Agency from this trainee reception role.

We are not looking for someone with experience, we're looking for someone with a bubbly personality, who is an excellent communicator and has a background in customer service. Applications from School leavers would be welcomed.

The successful applicant will be prepared to complete the relevant training for the role through online courses as part of your employment. You will have great reading, writing and mathematical ability, an eye for detail and a great sense of humor. This person will be mature beyond their years and be able to work in a busy office environment that strictly adheres to all privacy and confidentiality guidelines.

If this sounds like you, please send your resume and cover letter to us. Your cover letter should list any spelling or grammatical errors you have found in this ad ... yep, we're already checking your attention to detail! (Hint: there's at least three errors, bonus points if you pick up the 4th!)



## Junior Warehouse Assistant

### About the Role

We have an opportunity for a highly motivated junior to start a warehousing career within our team at Kloster Parts in Wickham. Our parts distribution centre has an excellent reputation and is integral to our customer experience.

This opportunity is suited to candidates looking to enter the workforce with no/limited skills. Our ideal candidate will have a track record of being reliable and be willing to hit the ground running when they come on board!

### The responsibilities:

- Achieving customer service and inventory accuracy
- Receiving and dispatching duties
- Ensuring that all policies and procedures are followed at all times
- Maintaining compliance with safety standards
- Ensuring all work areas are kept tidy and in clean status

### Must haves:

- A current unrestricted NSW driver's licence and ability to drive a manual

### Other things we'd like you to have:

- A strong work ethic
- A positive attitude and enthusiasm to succeed
- Forklift licence (desirable)
- Passion to learn and continuously develop
- Good communication and interpersonal skills
- Confidence, reliability, honesty and flexibility

### About us

**Tony White Group** is one of Australia's largest family owned automotive dealers. With 30+ years' experience, we employ over 1500 professionals who work hard to ensure customer satisfaction and our Group's success.

We aim to recruit, train, and retain an Industry-leading, diverse and motivated team of professionals.

With the opportunities presented by our multiple brands, abundance of roles, and range of locations, recruits to our business will find opportunities to increase their skills, knowledge, experience, and versatility within the Group.

### To Apply

Together with your resume, please include a covering letter addressing your suitability for this position.



## Junior Dental Nurse

### About us

Our modern and comfortable dental premises are located in Muswellbrook. We provide dental services to all areas of the Upper Hunter Valley including Muswellbrook, Denman, Merriwa, Aberdeen and Scone.

### Qualifications & experience

- No experience required

### Tasks & responsibilities

- Do you want to be a Dental Assistant? THE HAPPY TOOTH MUSWELLBROOK & SCONE IS HIRING!!! A rare and exciting career opportunity has opened for, a Fulltime Dental Assistant to join our amazing team.

- To be successful in this role you must have excellent people skills, good attention to detail and work well within a team environment. Keen initiative and problem solving skills are also a great advantage.

## Junior Receptionist

Working for HV Aluminium in our busy, thriving office with a family like atmosphere. We build home improvements like the Paradise Rooms and Eclipse Opening Roof throughout Newcastle, Port Stephens and the Hunter Valley. We have been in business for over 40 years now.

Our receptionist is an all-rounder who helps to keep everyone working together and equipped with all the necessary customer communication.

### Duties involve

- Reception, point of first contact with phone calls and in person.
- Showing customers our products
- Banking, mail
- Data entry for accounts
- Database management
- All basic office duties

To be successful in this role you will meet these criteria

- Friendly, welcoming and inclusive personality
- Focussed customer service attitude
- Class 1a drivers licence
- Higher School Certificate
- Proficient with Microsoft Office
- Enthusiastic with a can do attitude
- Attention to detail
- Fast learner
- Very good communicator
- Experience in working as a team member
- Awareness of what is happening around you
- Good memory

Communication skills, attention to detail, personal confidence and team awareness are essential in this job. If you want to add your skills to our team please apply ASAP (no later than close of business on Friday 30th October 2020). If you have any further questions please do not hesitate to contact our office on [02 4903 3300](tel:0249033300).

2nd November 2020

LIKE us on



**Full Time**

find out  
what's next.



## Junior Administration Assistant

We have an exciting full time temporary to permanent opportunity for a Junior Administration Assistant to start in a career changing role based in Singleton. Learn the ropes and grow your professional support skills within a fantastic team as part of a national business with endless opportunities for growth.

### What we are looking for:

The Junior Administration Assistant and office all-rounder is required to provide support to the management team, internal and external customers daily.

- Meeting and greeting clients
- Taking messages, information and details of callers and directing information to relevant stakeholders
- Scanning, faxing and emailing of incoming and outgoing mail
- General administration duties
- Copying, scanning and filing of paper and digital files
- Actively assisting the team to ensure efficient work practices are maintained

### Do you have what it takes?

- Are you someone who is willing to get your hands dirty by doing a variety of tasks around the office?
- You have a can do attitude and show initiative
- Previous administration experience in an office environment
- Your phone manner is professional and you are confident speaking on the phone to our clients
- Proficient across Microsoft office Suite
- You have excellent attention to detail
- Are you self-motivated, pro-active and diligent?
- You can work autonomously, yet enjoy working as part of a team

### The Opportunity

Join our client's busy Singleton team who are known as hardworking yet a bubbly bunch of down to earth people. They will provide a supportive and safe environment to help develop, motivate, engage and challenge you for the better.

### HOW TO APPLY?

If you're interested in this opportunity, please click the 'Apply' button now to be considered for this position. Only shortlisted candidates will be contacted for interview this week.

At Randstad, we are passionate about providing equal employment opportunities and embracing diversity to the benefit of all. We actively encourage applications from any background.

[randstad.com.au](http://randstad.com.au)



## Junior Warehouse Assistant

We have an opportunity for a highly motivated junior to start a warehousing career within our team at Kloster Parts in Wickham. Our parts distribution centre has an excellent reputation and is integral to our customer experience.

This opportunity is suited to candidates looking to enter the workforce with no/limited skills. Our ideal candidate will have a track record of being reliable and be willing to hit the ground running when they come on board!

### The responsibilities:

- Achieving customer service and inventory accuracy
- Receiving and dispatching duties
- Ensuring that all policies and procedures are followed at all times
- Maintaining compliance with safety standards
- Ensuring all work areas are kept tidy and in clean status

### Must haves:

- A current unrestricted NSW driver's licence and ability to drive a manual

### Other things we'd like you to have:

- A strong work ethic
- A positive attitude and enthusiasm to succeed
- Forklift licence (desirable)
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**Tony White Group** is one of Australia's largest family owned automotive dealers. With 30+ years' experience, we employ over 1500 professionals who work hard to ensure customer satisfaction and our Group's success. We aim to recruit, train, and retain an Industry-leading, diverse and motivated team of professionals. With the opportunities presented by our multiple brands, abundance of roles, and range of locations, recruits to our business will find opportunities to increase their skills, knowledge, experience, and versatility within the Group.

### To Apply

Together with your resume, please include a covering letter addressing your suitability for this position.



## Admin/Receptionist Role

Bottrell Business Consultants are recruiting a RECEPTIONIST / ADMINISTRATION ASSISTANT to join our Newcastle East Team.

Brand New Office - 45 Hunter Street, Newcastle. Beautifully Designed New Office Fit Out.

The Role

- \* Being our Client Champion.
- \* First Point of Contact for Clients,
- \* Using Technologies such as Xero, MYOB, Excel, Word, Outlook, Zoom & Get Timely.
- \* Answering & Directing Client Calls, Emails & Faxes,
- \* Scheduling Meetings & Appointments for the Director, Advisors.
- \* EFTPOS & Cash Handling
- \* Time Management

About Bottrell

We are passionate about assisting and supporting a diverse range of businesses - Builders, Construction, Medical, Legal & Real Estate.

Our objective is to achieve suitable & ethical profit margins, business growth and financial freedom.

Our Business Group Includes the following:-

- \* Accounting, Taxation & Advisory
- \* Business Coaching & Mentoring
- \* Financial Planning
- \* Website Development, Marketing
- \* Business Growth Solutions

Join the industry market leader and be mentored and trained by the best in the industry.

Join a team that embraces Innovation, Entrepreneurship and Passion.

At Bottrell we don't follow the CROWD – they follow us!!

We require an Receptionist & Administration Assistant to join our existing team in our Newcastle Office..

Full Time Role.

These are new positions within the Bottrell Group - New Location.

Requirements:

- Looking to Studying or about to commence Cert IV Admin/Bookkeeping
- Must be a team player
- Must be competitive with the drive to Win!!
- Strong communication, IT and time management skills

Whats on Offer:

- Exceptional training and study support
- Social, passionate team
- Fast track your career and be mentored by the best

Applications close 31st November