



## My Journey Virtual Expo

This unique expo will remain open for the next 3 months to allow students interested in pursuing a Vocational pathway the opportunity to explore their options.

WEDNESDAY 22ND & THURSDAY 23RD JULY

# MY JOURNEY VIRTUAL EXPO

12:00PM - 8:00PM

REGISTER  
[WWW.MYJOURNEY.VFAIRS.COM](http://WWW.MYJOURNEY.VFAIRS.COM)

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Education

**BASAIR**  
AVIATION COLLEGE



Transport  
for NSW



ATWEA COLLEGE  
UNLOCKING POTENTIAL

# Youth Links

3rd August 2020

**BASAIR**

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## BASAIR

AVIATION COLLEGE

THE DREAM IS WITHIN REACH.

1

AUSTRALIA'S LARGEST PILOT COLLEGE. EST 1991

3<sup>rd</sup>

LARGEST FLEET BEHIND QANTAS AND VIRGIN

100s

ALUMNI FLYING FOR MAJOR AIRLINES WORLDWIDE

142

CASA APPROVAL - HIGHEST TRAINING STANDARD

94%

EMPLOYMENT RATE (FIR GRADUATES)

85%

EMPLOYMENT RATE (MECIR GRADUATES)

### NO FINANCIAL OBSTACLES

VET student loans are available to cover tuition fees\*. Basair is proud to offer a Combined Course which fully qualifies students for a career in the airlines without any out of pocket tuition fees.

### NO ACADEMIC OBSTACLES

There is no ATAR requirement for entry to the Commercial Pilot Licence course. At Basair, we focus on instilling the principal of continual improvement; teaching students to become more effective learners as they master the art of flight.

### NO SOCIAL OBSTACLES

Female students thrive in our college and there is a high demand for female pilots in the industry. Basair encourages diversity and welcomes people of all cultural backgrounds, genders and sexual orientations/identities.

RISE ABOVE. BECOME SOMETHING MORE.

# #AIMHIGH

ENQUIRE TODAY AT [BASAIR.EDU.AU/ENQUIRY-FORM](https://basair.edu.au/enquiry-form)

BASAIR AVIATION COLLEGE

BASAIR.AVIATION

[BASAIR.EDU.AU](https://basair.edu.au)

\*VET student loans are only available to those who meet the eligibility criteria. Failing tests and repeating Units of Study may cause tuition fees to exceed the VSL cap, resulting in out of pocket expenses. VET student loans give rise to a HELP debt that continues to be a debt to the Commonwealth until it is repaid.

# Youth Links

3rd August 2020

**Succeed**

LIKE us on



Australian Government  
Department of Education and Training

# SUCCEED



WHAT IS VET?  
**THE FACTS**

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

PLUS  
**HELPFUL  
HINTS**

**QUALIFICATION  
PATHWAYS**

**INDUSTRY INSIGHTS**

**APPRENTICESHIPS  
& TRAINEESHIPS**

**YOUR CAREER  
YOUR WAY**

real skills for  
real careers

Vocational Education and Training Information Guide





## Senior Hairdresser & 1st/2nd/3rd Year Apprentice Hairdresser

Our client HERMOSA is looking for a highly motivated and creative Senior Hairdressers & 1st/2nd/3rd Year Apprentice Hairdressers to join their professional team, in their New Salon located in Stockland Greenhill's Shopping Centre, East Maitland, NSW.

EXCITING & MODERN NEW SALON!

YOU WILL BE GIVEN EXTENSIVE TRAINING!

If you are looking to work in a funky, fun salon, with an amazing team and receive great benefits and training, then this could be the perfect position just for you!

About You:

- Must have good communications skills
- You are well groomed, with a sense of current fashion trends
- You have a friendly, positive personality

The successful applicants should have the following experience:

- Fully qualified, confident and competent in all aspects of hairdressing (Senior role)
- Ability to work in a fast paced working environment
- Ability to work in a team environment
- Available to work Thursday evening and Saturday as required

Does This Sound Like You?

- Friendly, positive personality
- Passionate and committed to the hairdressing industry
- Takes responsibility and is accountable
- Reliable, on time and honest
- Fluent in English with good communication skills

For The Right Candidate, You Will Receive:

- In house training.
- Performance Incentives
- Ongoing bonuses
- Great working conditions
- Work with a great boss
- Work with a friendly team

Please Note: You will need to be an Australian citizen to apply for this position.

To apply for this position press 'Apply for this Job' and attach your Resume and Cover letter.



## Apprentice Painter 1st year

Paint.it Solutions Pty Ltd is an energetic and dynamic young painting contracting company which provides complete painting solutions to our clients (i.e. domestic and commercial) who are located in the Central Coast, Newcastle and the Hunter Valley

### **About the role**

This position will allow a successful application to complete a Certificate III in Painting and Decorating while gaining on-the-job experience with a reputable painting company.

### **Skills and experience**

- Good work ethic.
- Good communication skills.
- Punctual.
- High level of attention to detail.
- Work well within a team.
- Genuine interest in pursuing a career as tradesman qualified painter.
- Construction induction white card would be highly regarded.
- Drivers licence and own vehicle (essential).

### **Job benefits and perks**

- Award wages paid.
- Tafe fees & associated materials fully reimbursed.
- Uniform and tools will be provided.

### **How to Apply**

Click the Apply button to submit your application:

Please ensure your CV or cover letter include your current residential address and details of any painting experience you have had.

Due to the high volume of applications we are anticipating only successful applications will be contacted.

## 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.

## ELECTRICAL APPRENTICESHIP

We are seeking applications for Electrical Apprentices, who may have been made redundant in Years 3 and 4 of their Apprenticeship to commence with our company.

### **ESSENTIAL:**

- Enrolled in TAFE
- Completed modules to date
- Looking to complete your apprenticeship
- Excellent Presentation
- Strong interpersonal & communication skills

If you are interested in learning, committed to acquiring a trade and working in a team environment please apply.

You will be provided with on-the-job experience working for a well established local company.  
**THE MANAGER**

PO BOX 248 MUSWELLBROOK NSW 2333  
PH: [0265 432560](tel:0265432560) for enquiries



## Chef Apprenticeships - Newcastle and Hunter Valley

### 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

## Apprentice Panel Beater

### About the business

Jackson Bros is a busy medium sized Smash Repairers that does work on all passenger and light commercial vehicles.

### About the role

Know how to change a tyre? Know what to grab when asked for a 10mm spanner? We are looking for someone with some experience with vehicles and an interest in working on them.

You might be looking to become a first year apprentice and have helped work on vehicles in the past.

You might be a first or second year apprentice looking for a workshop where you can be a part of the team, have a varied role, learn on the job with training through the MTA and like the idea of some overtime.

### Benefits and perks

Start at 7:30am and finish at 4pm

Opportunity for overtime

Great central location

### Skills and experience

#### Must Have:

- Manual Drivers License- DO NOT APPLY if you do not have this, you will not be considered.
- Good Attitude and work ethic - do you want to come to work each day and learn?
- Working rights in Australia
- Honesty & Reliability
- Ability to work approx. 8 hours on your feet in a very physical role

#### Desired but not necessary:

- Experience working with vehicles
- Experience working with tools



## Apprentice - Boat Builder

Do you have a good attitude? Do you want to build boats?

If you answered yes then keep reading. If not, please save your time.

Oceans Rivers Lakes is a leading Australian boat builder. With more than 25 years of history, supplying high-quality aluminum plate vessels to Government and Private buyers. Based in Toronto NSW, on the shores of Lake Macquarie, our modern workshop produces customized vessels, meeting the individual needs of each build. ORL Operating several brands: Seatamer Marine, Southern Cross, and Platypus House Boats.

**Interviews:** Starting the week of the 3rd August 2020

**Start:** Week starting 10th August 2020 (negotiable)

**Description:** You will learn a broad range of skills-building aluminum plate boats from start to finish. You will learn to fabricate, weld, paint, fit marine systems, marine electronics, and electrical systems. Something different every day.

**Working Week:** We work 4 days Monday - Thursday 6:30am - 4:30pm and have a 3 day weekend every week.

**TAFE:** Certificate III in Marine Craft construction at Ultimo in Sydney CBD.

This role would equally suit women or men and we will consider adult apprentices.

**NO Experience is necessary.** We are a family business. You will work directly with the owners on a daily bases. To succeed you need to know what hard work is. You should be able to demonstrate an interest in this career.

**Essentials:**

- A good attitude and willingness to work
- References from non-family members that speak to your character.
- Follow instructions.
- Work without your phone for 3 hours at a time.

**Preferable:**

- Practical skills with hand tools
- Good Maths results
- AUTO CAD software experience
- First Aid
- Drivers Lic
- 

To apply, follow instructions:

1. CV 1 page,
2. What motivates you? 250 words max,
3. attach two written references,
- 4 pages in total as one PDF. If you don't follow these instructions your application will not be considered. Unsuccessful applicants will not be contacted.

See our web site for company information [www.oceansriverslakes.com](http://www.oceansriverslakes.com)



## 1st Year Apprentice Hairdresser

### About the Business & The Role A LITTLE BIT ABOUT US

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

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

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

### THE ROLE IN A NUTSHELL

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

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

This is a full time role and we have the opportunity to select a roster to suit the perfect applicant.

### JOB TASKS AND RESPONSIBILITIES

The skills & qualities we are looking for:

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

### JOB BENEFITS AND PERKS

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

- You always get 2 Days off in a row ( Sunday & Monday)
- You get your hair done for FREE by one of our fab hairstylists
- Great STAFF DISCOUNTS on the best hair products
- You get to work in an amazing modern salon
- Excellent company culture - Entitlements & National Employment Standards

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

We are looking for a young apprentice to start their hair journey & become an amazing experienced stylist. This time we are unable to accommodate a mature age apprentice.

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

Please apply here on SEEK or email your resume to [platinum.hair@hotmail.com](mailto:platinum.hair@hotmail.com) or text contact Monique on [0421225895](tel:0421225895)





## Apprentice Hairdresser

We have been in operation for 9 years and offer a range of high quality products and services to our broad range of clientele.

If you are keen to learn and are an energetic, positive, goal oriented team player who is passionate about the industry we would like to hear from you !

### **What we can offer you**

- Flexible work environment amongst a supportive and nurturing team.
- Great training opportunities to support your professional growth.

### **Qualifications and skills**

- 1st or 2nd year apprentice looking to obtain a certificate 3 in Hairdressing.
- Excellent communication and customer service skills.
- Friendly and professional.
- Well presented
- Able to work under pressure with a " can do " attitude.

### **Responsibilities**

- Initially, assist with day-to-day salon tasks- welcome clients, answer phone, prepare clients, make and serve refreshments, shampooing and rinsing colours.
  - Maintain cleanliness of the salon and equipment.
  - Support senior staff by following directions and assisting when needed.
  - Be willing and open to ongoing training and direction.
  - Comply with OH&S standards and procedures.
- to be considered for this exciting role, email your cover letter and resume to [belindalangston@rocketmail.com](mailto:belindalangston@rocketmail.com). or contact the salon on [0249 814744](tel:0249814744)

# Youth Links

3rd August 2020

LIKE us on  
**Apprenticeship**



## Apprentice

An outstanding, entry level opportunity exists to join Komatsu's 2021 Apprenticeship Program. We are looking for customer focused, hardworking individuals who are seeking a long-term career opportunity. Our comprehensive program focusses not just on the practical skills of a trade qualification but supports individuals to be well rounded professionals with business fundamentals training in areas such as business management and customer engagement/public speaking. Our Health and Wellbeing program provides support and guidance in both your professional and personal life. These are permanent positions on offer, so this is an opportunity to build a long term, stable career with a global company.

The Apprenticeship takes the format of classroom and on the job training in workshop and/or field environments. Offering state of the art training facilities and one of the most innovative and advanced equipment ranges globally, we will have you training and learning from some of the best in the field.

Our people are the core to our success and the Komatsu Apprentice Program provides you with the best possible start – Live Your Dream...

### **What we are offering:**

- A 4-year nationally recognised trade certificate program in the following career pathways:
- Plant Mechanics
- Auto & High Voltage Electrical
- Boilermaker/Welder
- Certificate III in Business Management
- Opportunity to rotate amongst the business and departments, for a broader learning experience
- Training to build confidence and capability in public speaking and engaging with our customers
- Health and Safety and first aid training
- Opportunity to gain certification in autonomous capability
- Career planning and future pathways guidance
- Excellent work environment and conditions and a friendly team
- Access to state-of-the-art technology and tools
- Strong, supportive team culture and the opportunity to learn from the industry's best leaders

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

- A genuine interest in pursuing a career in your chosen trade
- A willingness to commit to structured, classroom based and, on the job, field training
- An aptitude for technical/mechanical work
- Well-developed written and verbal communication skills
- Someone with a strong, ongoing commitment to workplace health & safety
- Ability to work collaboratively in a team environment

### **Apprenticeship Locations**

- NSW: Sydney, Wollongong, Hunter Valley, Mudgee, Gunnedah
- QLD: Brisbane, Mackay, Gladstone, Emerald, Townsville
- VIC: Melbourne, Pakenham
- WA: Perth
- SA: Adelaide
- TAS: Hobart

**We are an equal opportunity employer and value a diverse workforce; recognising the innovation and competitive advantage it creates.**

Komatsu offers a zero-harm culture in the workplace, competitive remuneration package, and to drive success we employ people with different skills, abilities, cultural backgrounds, experiences, preferences, ethnicities and from different generations. Join the Komatsu family and you'll become a part of a dynamic, supportive and inclusive work environment, with opportunities for career progression on a global scale, training and personal growth.



## Engineering Fitting & Machining Apprenticeship

- Technical Engineering Specialist Company
- Job stability and variety in the Apprenticeship
- Cardiff Location

### THE COMPANY

MEGT are a not-for-profit organisation that specialise in making Apprenticeships and Traineeships happen.

Our Host Employer is a locally owned and operated engineering company, and they're extremely customer focused and pride themselves on their high-quality work. We are searching for a motivated, enthusiastic candidate who is genuinely interested in developing a career in engineering, Fitting & Machining. Our Host Employer is currently looking for a reliable and enthusiastic individual to join their team as a new Apprentice in the Engineering Fitting & Machining team.

### THE ROLE

Your duties will include but are not limited to:

- Operation of trade related machinery (CNC, Lathe, Milling machines etc)
- Welding and measuring of equipment
- Reading drawing plans for work scheduled, assess suitable materials
- Assisting qualified tradesmen within the workshop
- Using hand and power tools
- Attending TAFE and working towards Certificate 3 in Engineering Mechanical
- Workshop housekeeping

### SKILLS & EXPERIENCE

- Power and hand tool use
- Studied metal work or industrial subjects at School, although not essential
- Intermediate to advanced Maths skills
- Enthusiasm and dedication to learn and develop your skills
- Excellent attention to detail
- Drivers Licence, access to your own transport and clean driving record
- Strong work ethic and reliable
- Able to commit to a 4 year Apprenticeship.

### COMPANY CULTURE

Excellent opportunity based in the beautiful Lake Macquarie area, for an individual looking to gain a Trade qualification and secure long term employment close to home. This Host Employer values their staff and supports progression within the company.

### BENEFITS

- Receive a qualification whilst being paid in the job, Certificate 3 in Engineering
- Overtime rates offered
- Uniforms and PPE provided
- MEGT Field Officer for constant support in throughout the Apprenticeship

### HOW TO APPLY

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

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

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

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)



## Apprentice Hairdresser

Our dedicated team is looking for an energetic apprentice to start their hairdressing career.

The right person will be bubbly, honest and keen to learn. They will also have an interest in growing their passion for style and fashion. YOU could be the person we're looking for!

If you're this person you should email a resume and cover letter describing your suitability for the role to [carol@carolscorner.com.au](mailto:carol@carolscorner.com.au).

## 1st/2nd Year Pastry Chef Apprentice

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

### **About the role**

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

### **Benefits and perks**

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

### **Skills and experience**

Ideally we would love candidates to have food experience or be late in their 1st year/into their 2nd year of Pastry apprenticeship although this is not essential. If you have drive and eagerness to learn with a strong work ethic, we would encourage you to apply

If you are a hard working, passionate and prepared to work early morning shifts then this your time to shine!

## Plumbing Apprentice - Immediate Start!!

Are you an out of trade Plumbing Apprentice looking to continue your trade? Then we want to hear from you! HunterNet Group Training in partnership with our reputable host company are seeking a dedicated individual who is ideally in their 2nd or 3rd year of completing a Plumbing Apprenticeship. The successful applicant will complete the Certificate III in Plumbing whilst working in the Hunter Region and completing Tafe.

### **As an Apprentice your main duties will include:**

- Follow instructions from the supervisor and other relevant persons
- Assist tradesmen
- Install drainage equipment and systems
- Dig trenches
- Install sanitary systems
- Use power and hand tools
- Work at heights and in confined spaces
- Assemble mechanical plumbing devices

### **Essential Criteria:**

- Hold a current white card
- Demonstrate commitment to the trade and apprenticeship
- Drivers Licence
- Own car/reliable transport

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.*





## High Voltage Electrical Apprenticeship

Hitachi Construction Machinery Australia (HCA) is a global brand providing a variety of machinery for the Construction, Mining and Forestry industries. At the heart of HCA's trusted and reliable equipment lies a team of talented and dedicated people committed to providing industry-leading machinery and solutions.

### **The Opportunity**

As part of our 2021 Apprenticeship Intake, we are offering the Nationally Accredited Trade **Certificate III in Electrotechnology** (Electrician) based in Muswellbrook. To be successful in this role you will be mechanically minded, have a genuine passion for the industry and be determined to succeed. This exceptional opportunity is perfect for someone who is hungry to learn and wanting to develop a fulfilling and long-term career.

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

We will equip you with the skills and knowledge to diagnose, service and repair a range of Hitachi equipment - hydraulic excavators, wheel loaders and dump trucks to name a few!

In this apprenticeship, you will see firsthand how our commitment to safety is prioritised and embedded into every day life.

When you choose an apprenticeship with us, you will receive world-class training, working with and learning from some of the best people in the industry. Hitachi also offers:

- The chance to work on market leading construction and mining equipment with Original Equipment Manufacturer (OEM) level training
- Supportive management who want to see you succeed
- Friendly, goal orientated team culture
- The opportunity to work with the latest technologies and technical advancements in the industry
- State of the art facilities and a commitment to safe working conditions
- Subsidised tools
- Potential to earn bi-annual bonuses
- A culture based on recognition of effort

By the end of the program you will have all the right tools in your toolbox to start a career as a fully qualified tradesperson, with the opportunity to progress your career with Hitachi nationwide!

So what are you waiting for? **Apply Now** and submit your resume for consideration. Here at Hitachi, we believe that success comes from the partnership of our market-leading products and the quality of our people. We are an equal opportunity employer, do not discriminate on any basis and wholeheartedly value diversity at our company.



## Mobile Plant Mechanic Apprenticeship

Hitachi Construction Machinery Australia (HCA) is a global brand providing a variety of machinery for the Construction, Mining and Forestry industries. At the heart of HCA's trusted and reliable equipment lies a team of talented and dedicated people committed to providing industry-leading machinery and solutions.

### **The Opportunity**

As part of our 2021 Apprenticeship Intake, we are offering the Nationally Accredited Trade **Certificate III in Mobile Plant Technology** (Heavy Duty Diesel Fitter) based in Muswellbrook. To be successful in this role you will be mechanically minded, have a genuine passion for the industry and be determined to succeed. This exceptional opportunity is perfect for someone who is hungry to learn and wanting to develop a fulfilling and long-term career.

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

We will equip you with the skills and knowledge to diagnose, service and repair a range of Hitachi equipment - hydraulic excavators, wheel loaders and dump trucks to name a few!

In this apprenticeship, you will see firsthand how our commitment to safety is prioritised and embedded into every day life.

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## Heavy Diesel Mechanical Apprenticeship / Apprentice Mechanic

- Undertake a Certificate III in Heavy Commercial Vehicle Mechanical Technology (AUR31116)
- Outstanding opportunity to become a fully qualified Cummins Mechanic
- Gain practical experience with a global leader in engine technology

Bring your enthusiasm and determination to an apprentice mechanic role that will grow your career! Working under the supervision of a qualified Cummins Technician, you will learn everything that comes with the diagnosis and repair of Cummins engines and products.

Cummins are dedicated to diversifying our workforce and encourage Indigenous Australians, women and individuals with a disability to apply for our apprenticeship programs. Mature age applicants are also encouraged to apply.

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

- Earn while you learn
- Obtain a nationally recognized qualification
- Complete formal TAFE/Registered Training Organization study
- Receive on the job training and exposure to Cummins engines and heavy vehicles
- Product specific training with our very own Cummins Technical Trainers

### **About you**

Cummins are looking for applicants with the following attributes:

- A positive attitude and eagerness to learn
- The ability to work well in a team
- Completed or currently enrolled in Year 12 preferable or
- Completion or near completion of a pre-apprenticeship or relevant vocational training
- Good level of language, literacy and numeracy skills
- Part or full-time work experience in any field of work would be desirable
- Right to work in Australia

### **About us**

Cummins Inc., a global technology leader, is a corporation of complementary business segments that designs, manufactures, distributes and services a broad portfolio of power solutions. The company's products range from diesel and natural gas engines to hybrid and electric platforms, as well as related technologies, including transmissions, battery systems, fuel systems, controls, air handling, filtration, emission solutions, and power generation systems. Headquartered in Columbus, Indiana (U.S.), since its founding in 1919, Cummins employs approximately 62,600 people in approximately 190 countries and territories. See how Cummins is powering a world that's Always On by accessing news releases and more information at <https://www.cummins.com/always-on>. Follow Cummins on Twitter at [www.twitter.com/cummins](https://www.twitter.com/cummins) and on YouTube at [www.youtube.com/cumminsinc](https://www.youtube.com/cumminsinc).

### **How to apply**

Click the "Apply Now" button to submit your resume. Shortlisted candidates will go through a multistep selection process.

**All Apprenticeships will have a commencement date of 1st of February 2021.**

For more information or a personal discussion regarding this opportunity please e-mail the Cummins Recruitment Team at [careers.sthpacific@cummins.com](mailto:careers.sthpacific@cummins.com). For all applications please click on the link provided.



## 2021 Apprenticeships – Mechanical and Auto Electrical

Complete Parts and Equipment Solutions is a locally owned and managed company that employs more than 80 people. Situated in Maison Dieu, Singleton NSW, we specialise in used machine and parts sales, component repairs and machine overhauls. We supply an extensive range of service exchange components to all industries across Australia.

With the addition of our new purpose-built workshop we are seeking self-motivated people with a thirst for continuous learning and a passion for winning.

An Apprenticeship with Complete Parts and Equipment provides an opportunity for the right people to embark on a lifetime career, there is opportunity to work in multiple locations and gain experience in Machinery Maintenance, Warehousing, Sales and Business Management. You will be provided the opportunity to participate in a knowledgeable well-disciplined team working on a variety of Components, Cylinders and Machines. Preferred candidates would have demonstrated mechanical aptitude, current drivers' licence and a positive attitude.

Essential Criteria:

- Safety culture and willingness to follow safe work procedures
- Excellent written and verbal communication skills
- Working collaboratively in a team environment with the ability to work unsupervised as required
- Flexible to work varied hours and rosters
- Current drivers' licence and own transport

"If you want to be the best, you need to learn from the best!"

Applications fulfilling the above criteria should be submitted to:

The General Manager

PO Box 391

Singleton NSW 2330 OR

reception@completepartsandequipment.com.au

## Apprentice chefs

We are located in the Hunter Valley Vineyard area incorporating The Brewhouse By Maitilda Bay Brewing Company, Hunter Valley Cooking School, Winery, Wine Theatre, 250 pax Hermitage Function Centre, and Resort.

We are looking for enthusiastic person to join our team in a great learning environment. If you are looking for a challenge with a goal to excel in the hospitality industry then this is for you.

We are an equal opportunity employer and encourage a safe working team environment.

## Licensed Electrician and apprentice- Newcastle/ Port Stephens

We are a dynamic Newcastle based company who have secured some new projects and as such currently have a vacancy for a full-time qualified electrician and Apprentice electrician

Projects include the Multi residential developments, domestic and commercial projects around the Newcastle and Port Stephens areas

The successful applicant must have:

- A current NSW electrical license
- Domestic and commercial experience (preferably 2years+ post-trade)
- Excellent workmanship and attention to detail
- The ability to work unsupervised and also as part of a team
- Good communication skills
- A positive attitude and work ethic to understand the importance of punctuality and productivity in order to meet stringent deadlines
- Class C drivers license (Manual)
- Current White / Blue card
- Current CPR & LVR certificates

If you feel you meet the above criteria, we look forward to receiving your application.



3rd August 2020

LIKE us on  
**Traineeship**



## 1300 apprentice

### Certificate III Financial Services Traineeship East Maitland (Indigenous only)

Personal Banker Traineeship - East Maitland

Have you thought about a career in Banking?  
Are you looking for a career beyond a job?  
Do you have a keen interest in retail sales?

We are currently recruiting for a Personal Banker Trainee at East Maitland

Please apply if you are:

- Motivated
- A team player
- A people person and a good communicator
- Interested in a career in banking
- Enthusiastic about working in a customer sales role

As a Personal Banker Trainee you will:

- undertake on the job training while working full time in a branch for 18 months to 2 years
- undertake study towards a National Certificate III qualification in [e.g. Financial Services]
- be supported by a dedicated team and mentors
- have the opportunity to develop excellent customer service and sales skills
- be trained by experienced personal bankers to learn more about ANZ's retail banking products and services
- receive an income while gaining valuable experience in the banking industry (National Traineeship Award wages apply)

About your host employer:

Since 2003 they have recruited more than 1000 trainees into branches across Australia. They have an Indigenous Trainee program that is supportive, understanding and provides career opportunities for the future.

This is an opportunity to undertake a role offering exceptional opportunities for professional development with a broad range of career paths.

The host aims to create a work environment where employee differences such as gender, age, culture, disability, sexual orientation, family and caring responsibilities and religion are valued.

#### Eligibility

To be eligible for an indigenous traineeship, applicants must:

- be of Australian Aboriginal and/or Torres Strait Islander descent;
- identify as an Australian Aboriginal and/or Torres Strait Islander;
- be accepted as such by the community in which they live or have lived.

If you are interested in this opportunity, please click on Apply and attach your cover letter and resume.

Suitable candidates only will be contacted for an interview.

APPRENTICESHIP | TRAINEESHIP | CONTRACT LABOUR



Adventist  
Senior Living

### Aged Care Traineeship

#### The Opportunity

Adventist Senior Living has a number of exciting opportunities for people interested in starting a career in the aged and community sector. Be paid to complete a Certificate 3 in Individual Support and gain valuable experience caring for our clients in our Residential Aged Care and Home Care Services.

#### About Us

Adventist Senior Living is a ministry of the Seventh-day Adventist Church (Northern NSW conference) seeking to enhance the physical, spiritual, social and emotional wellbeing of older Australians through Christ centred care. Avondale Care is a care service arm of Adventist Senior Living that provides low and high residential care at Avondale House and Alton Lodge as well as a growing Home Care service to residents within ASL villages and the broader community.

#### About the Traineeship

This is a full-time position (38 hours per week) on a one-year contract with the possibility of ongoing employment.

The successful candidates will be on a rotating roster and will need to be able to work both morning and afternoon shifts (including weekends) as rostered. During the traineeship you will work in both our residential aged care facility and Home Care departments.

The pay for this traineeship will be \$16.96 per hour + any applicable shift loadings and penalty rates.

TAFE training will be provided on-site each fortnight.

#### About You

The successful candidates will be required to meet the following selection criteria:

1. National Police check – or ability to get National Police Check
2. Demonstrated skills and experience in:
  1. Working with people
  2. Adapting and responding to change
  3. Focus on customer service
  4. Coping with pressures and setbacks
  5. Following instructions and procedures
3. Drivers' licence
4. Reliable, fully insured car
5. 2020 influenza vaccination
6. Hep B vaccination
7. Commitment to a positive workplace culture

This position is only applicable to candidates who have not completed a certificate III or higher qualification in the last 7 years. Mature aged candidates are encouraged to apply.

The successful candidates must be available to start the traineeships on 2 November 2020.

Applications closes on 21 August 2020

Please contact Dawn Davison on 02 4977 0199 if you have any questions.

Applications can be submitted to [recruitment@adventistseniorliving.com.au](mailto:recruitment@adventistseniorliving.com.au)



## Trainee Administration Assistant

The Centre for Excellence in Rail Training (CERT) is a Registered Training Organisation (RTO) wholly owned by Engenco Ltd, a public company. CERT commenced operations in 2003 and its primary function is to provide responsive, flexible, innovative and cost effective training solution to the Australian Rail Industry. We now have an exciting opportunity for a driven individual to join our organisation as an Trainee Administration Officer on a full-time basis. The Trainee Administration Officer will report to the Training Co-ordinator and will be required to maintain the day-to-day administrative tasks, process student records into the student management system and assist clients when required.

The successful candidate will be supported through a Certificate III in Business Administration and other professional development opportunities.

### Responsibilities:

- Liaising with CERT Administrative staff on the scheduling and availability of programs
- Preparation of delivery rooms for classes including availability of courseware and other supplies
- Provide support to CERT personnel and customers with the enrolment process
- Process course enrolments attendance and results using CERT Student Management Systems and procedures
- Process payment-related transactions for customer services and internal business
- Provide quality customer service to all clients and customers
- Answer telephone and reception enquiries about courses and bookings
- Maintain accurate data and records
- Complete all administrative tasks
- Apply themselves to all aspects of the traineeship including training and assessment both on and off the job

### Selection Criteria:

#### Essential:

- Basic skills with MS Word, Excel and PowerPoint
- Excellent time management skills
- Excellent interpersonal, written and oral communication skills
- Excellent time management skills
- Ability to priorities tasks and meet deadlines
- Accurate data entry skills
- High level of accuracy and attention to detail

#### Desirable:

- Cert II in Business Administration

The successful candidate will be required to produce a current police check and undertake a Pre-Employment Medical including drug and alcohol screening.

We are looking to fill this role IMMEDIATELY, so please send through your application (resume & cover letter).

Only shortlisted candidates will be contacted.

*Please note this role is only open to Australian residents or those holding a relevant Visa giving rights to live and work in Australia.*

**NO AGENCIES PLEASE**



## Office Administrator Trainee

MARS Building is quickly becoming a highly renowned building company specialising in multi residential and commercial projects within the Hunter region and surrounds.

We are after an enthusiastic, highly motivated trainee to join our office staff to assist in the daily running of accounts, expressions of interest, social media updates and general office duties alongside the office manager.

The position is full-time, Monday to Friday and is based at our offices in Beresfield

Prior experience in Xero is essential and any experience in ProCore would be an advantage

Must have good IT knowledge and be able to create eye-catching presentations when required

Please send a copy of your resume to [admin@marsbuilding.com.au](mailto:admin@marsbuilding.com.au) detailing any prior experience

## Dental Assistant Traineeship

Kurri Dental Surgery are currently looking for a trainee dental assistant to join our team.

The successful candidate will be a self motivated person who is a good listener and willing to complete the learning component of their traineeship via correspondence, with on the job training completed in our surgery, duties including but not limited to.

\* Chair side assisting

\* Infection control following all required protocols

\* Reception duties, including answering phones, appointment making and general office requirements.

If this position appeals to you, please email your application to [admin@kurridentialsurgery.com.au](mailto:admin@kurridentialsurgery.com.au)

## **Raine&Horne.**

### **Junior Receptionist / Trainee**

We are looking for an enthusiastic Junior Receptionist to provide office support for our Stockton agency.

Job functions include:

- Answering and directing phone calls
- Meeting and greeting clients
- Office and administration support for residential sales and property management
- General duties

The successful candidate must meet the following selection criteria:

- Available to work some Saturdays
- Immaculate and professional presentation
- Bright and bubbly personality
- Experience with Microsoft Office
- Positive and proactive attitude

Please note that only candidates meeting the selection criteria will be considered and only shortlisted candidates will be contacted.



## Traineeship certificate III early education and care

### About the business

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

### About the role

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

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

### Benefits and perks

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

### Skills and experience

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



## Trainee Automotive Glazier Muswellbrook

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

### About us ...

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

### About the Role ...

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

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

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

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

### About you ...

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

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

Essential skills & competencies:

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

Experience and Qualifications:

- Automotive or Retail experience
- High School certificate

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

**APPLY NOW!!**

*No recruitment agencies please*

Muswellbrook 2333 NSW



# Youth Links

3rd August 2020

LIKE us on  
**Traineeship**



## Educators | Cert III Traineeship

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

We are currently seeking the positions of Educator and a Cert III Trainee, who are passionate about early childhood education and care.

Our educators build and maintain positive relationships with children, families and the local community and most importantly you will make a difference to the lives of children in our care.

### **As an Educator your role will entail:**

- Building strong relationships with the children and their families
- Apply your pedagogical knowledge and expertise to ensure the individual needs of all children are met
- Complying with the relevant government regulations
- Meet and exceed the individual needs of each child in all areas of their development
- Create a supportive, stimulating and secure learning environment for the children

### **Skills and experience:**

- Recognised Early Childhood qualification, Cert III or Diploma
- Passion for Early Childhood Education
- A strong understanding of the EYLF and NQS
- Current First Aid, CPR, Child Protection and WWCC
- Excellent verbal and written communication

### **About You:**

- Looking for a new challenge
- Place children at the heart of their decision making
- Ready to take their career to the next level
- You are exceeding in your practice
- Have a life long love of learning and want to pass that onto children
- "Can Do" attitude
- You are curious about the world and how to bring it into each child's life

### **Cert III Traineeship:**

We are seeking a full time trainee who is looking to start a career within the early childhood sector to join our supportive and dedicated team of Educators.

This is a great opportunity to gain a qualification whilst working in a most rewarding profession. You will complete a Cert III in Childrens Services whilst you gain hands on practical experience and mentoring from the existing team of educators.

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

You will need a great work ethic and be committed to completing the 12 month traineeship as well as caring for young children.

The successful candidate must:

- Be willing to be part of a team and show enthusiasm
- Demonstrate a passion for working with children and caring for their needs
- Create a supportive, stimulating and secure learning environment for the children
- Develop positive and caring relationships with the children and their parents
- Be willing to obtain a Working with Children's Check and first aid qualifications

This qualification is fully funded by the employer.

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

If this sounds like you, hit the APPLY NOW button or send your resume to: [recruitment@bristolgroup.com.au](mailto:recruitment@bristolgroup.com.au)



## Business Administration Traineeship

### **About Us**

At Premier Youthworks, you can be part of a highly talented, passionate team of like-minded professionals who believe in being a point of difference. Our environment enables everyone to do their best work.

### **The Opportunity**

Due to internal progression we have a unique and exciting opportunity for a highly organised individual to gain a combination of formal training and practical on-the-job experience whilst completing your Certificate III in Business Administration over a 12 month period.

As the successful Business Administration Trainee you will support a range of activities across the organisation including but not limited to:

- Be the first point of contact for the organisation, by answering the phone, transferring calls and responding to emails
- General administrative tasks such as mail collection and distribution, data entry, scanning, filing and archiving, document preparation and record management
- Daily cleaning and upkeep of kitchen, meeting rooms and general office area
- Assist in ordering, purchasing, collecting and unpacking of stationery, office goods or other items and errands as required

### **What you will bring**

To be successful in this role you have:

- Excellent attention to detail and a desire to get things right the first time
- A positive, professional and mature customer focused attitude
- Good verbal and written communication skills
- Sound organisation, time management and effective planning skills
- Competent in the use of Microsoft Office, particularly Word and Excel
- Current drivers licence
- A National Police Check or willingness to obtain
- Current Working with Children Check for NSW

If you think you are the one and are ready let your talent shine, do so by joining the Premier Youthworks. Don't wait! Apply Now! We are ready for our next superstar now.

If you have further questions regarding the role please contact us at [hr@pyw.com.au](mailto:hr@pyw.com.au).

Premier Youthworks is proud to be an Equal Opportunity Employer and encourages women, people of Aboriginal and Torres Strait Islander descent and people from diverse cultural and linguistic backgrounds to be part of an organisation that promotes a diverse and safe work environment.

# Youth Links

3rd August 2020

LIKE us on  
**Traineeship**



## Allied Health Assistance Traineeship

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

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

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

So what are you waiting for?

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

You will complete a [Certificate III Allied Health Assistance](#) qualification over 12 months through a combination of formal training with a Registered Training Organisation (RTO) and practical on-the-job experience with the Host Employer.

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

- Produce resources and work materials
- Print, laminate and bind
- Enter data
- Take, transfer and manage phone calls
- Interact and care for children
- Other reception and administrative duties as required

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

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

- Ability to work as part of a team
- Commitment to both on and off the job training
- A can-do attitude and willingness to learn
- Ability to work safely and follow instructions
- A demonstrated interest and passion for working in the health industry and with children
- Strong written and verbal communication skills
- Polite and friendly attitude
- Intermediate computer skills
- Demonstrated honesty, integrity and respect for others
- Willingness to undertake a Working with Children 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 11th August 2020

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



**HVTC** skills change lives

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

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

ABN 45 002 226 619

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



## Early Childhood Trainee

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

We are currently looking for 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 Greta 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.**





## Junior Reception & Administration Traineeship in Real Estate

Reece Realty Newcastle

[More jobs from this company](#)

The successful applicant will be responsible for maintaining a high volume quality customer service in a range of formats in a full administration role, supporting both the Sales and Rental Departments and manning the reception area.

We are offering:

- A full-time position which includes a rotating Saturday morning roster
- 12 Month Traineeship – NO experience preferred
- Cert III in Business Administration is provided
- A position where full on the job training is provided

As a Business Trainee your duties will include, but are not limited to;

- Maintaining a clean and safe office environment
- Answering and directing of incoming phone calls, taking detailed messages as needed
- Welcoming clients and assisting with their enquiry as required
- Maintaining in-office advertising stock levels
- Processing rental payments
- Data entry
- Administrative support and reporting as required

Essential Requirements:

- I have excellent communication skills with attention to detail
- I enjoy providing exceptional customer service
- I am excited about building a career in real estate
- I am confident and vibrant
- Immaculate presentation with a professional and corporate image

This is a busy and varied role. Being proficient in the use of computers and programs such as the Microsoft Office Suite, is essential.

We are looking for someone who has a positive work ethic, who can take this role and make it their own, initiative is welcomed.

The role is available now for the right candidate. Applications will close Monday 17th August 2020.

\*Note; Interviews will commence immediately and only short listed applicants will be contacted for an interview.

## BMT Tax Depreciation QUANTITY SURVEYORS

### Administration Traineeship

#### About BMT Tax Depreciation

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

#### What does this mean exactly?

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

#### About the role

We are looking for someone highly motivated, enthusiastic and customer focused to undertake a 12-month Business Administration Traineeship in our Tax Department.

During your 12-month Traineeship, you will complete a Certificate III in Business Administration in addition to assisting the relevant departments in carrying out a variety of administration tasks, including but not limited to:

- Answering incoming calls and directing accordingly or taking messages
- Photocopying, scanning and distributing documents as required
- Email inbox maintenance
- General workplace housekeeping
- Enter application forms into our internal software.
- Data entry into Excel, Word etc
- Gather information from council searches such as construction completion dates, land values, plans, etc
- Other necessary administrative duties

#### About you

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

- Full time availability – Monday to Friday
- Sound knowledge of Microsoft Office
- Excellent customer service skills & focus
- Strong attention to detail & the ability to perform in a fast-paced environment
- A current NSW Driver's License
- Must NOT already hold an existing Certificate III or higher in Business Administration or similar

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

BMT Tax Depreciation offers a variety of career opportunities with a great working culture and positive team environment. We are a fun and energetic workplace, who reward high achievers and recognise achievements.

- Excellent company culture with long serving employees.
- Opportunities for career progression.
- Free on-street parking.
- Bus stop just out the front of the building
- Train station just a short walk away
- Great company events, celebrations and morning teas.
- Enjoy complimentary fresh fruit in our lunchrooms each day.

If you think you have what it takes to shine, **APPLY NOW!**



### Business Administration Traineeship

- Start a career in office administration
- Receive a Certificate 3 in Business Administration
- Lake Macquarie Location

MEGT Recruitment & Management Services 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.

#### ROLE

This is an excellent opportunity for a junior looking to pursue a career within a team orientated, progressive and inclusive company. We are looking for an all-rounder who is happy to take on additional tasks and thrive on by being the oil in a finely tuned machine! You will be highly organised, procedural and methodical. The right person will also be proactive, a team player, does not shy away from hard work and will come to work and have fun. A great opportunity to start your career in business whilst completing a Certificate 3 in Business Administration (and paid!), with the opportunity for career progression with the company.

Duties will include but not limited to;

- RTO Administration and Coordination - From contacting students, printing resources through to data entry, booking trainer accommodation, record keeping and issuing certificates.
- General Administrative tasks - Answering phones, ordering office supplies and email correspondence with Students and Employers.
- Assisting with bookkeeping and payroll - Invoicing, Reconciliation, End of Month Accounts tasks.
- Assist with Marketing - Newsletters, Social media and Blog.

#### SKILLS & EXPERIENCE

- Genuine interest in Business Administration
- A strong desire to learn new software, processes and procedures
- Intermediate computer skills
- You need to be highly organised, procedural and methodical
- Proven ability to be proactive, enthusiastic and hard working
- Outgoing personality

#### COMPANY CULTURE

Our Host Employer are specialists in their area of expertise, and they are passionate about helping businesses and individuals increase their knowledge and safety. Other benefits from this Host Employer include a supportive and fun workplace, variety and an opportunity to learn. A value they believe in is the attitude to 'make it happen'.

#### BENEFITS

- Receive a qualification whilst being paid in the job, Certificate 3 in Business Administration
- No weekend work, office hours are Monday to Friday
- Career progression and the opportunity for further study

#### 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).

# Youth Links



**careerlinks**  
young people, bright futures

3rd August 2020

LIKE us on  
**Traineeship**



## Trainee Sales Manager

**Felix Young Australia** is an outsourced Sales and Marketing company that represents clients in ways that they cannot themselves, offering our clients endless growth and advancement.

From our unique and effective in-person marketing presentations, we have secured an unbeatable reputation for developing customer relationships, increasing sales and building brand advocacy for our substantial client portfolio.

**Felix Young** is committed not only to their clients, but to their team of highly motivated sales professional to ensure they too, have endless growth and progression opportunities for their careers.

We are looking for competitive, extraverted and business minded people that are looking to progress their career in sales or simply looking to change their current career path.

**Initial responsibilities would include:**

- Face-to-face customer interactions
- Professional client representations
- Sales Tracking
- Reporting directly to management
- Professional Image

We provide an in-depth sales and marketing training programme that includes on the job training throughout your employment. The areas we are looking for someone to develop in and become an expert are sales, customer service and leadership.

We are looking to train successful candidates from an entry level sales position to a leadership role, so that we can continue to grow and meet our client's goals.

We have recently invested over \$200,000 into a new Online Sales Training Platform that is available to all employees.

Ideally, we are looking for ambitious candidates, who are looking to develop new skills and start a new career path.

**Areas of Development:**

- Sales and Marketing
- Customer Service and Public Speaking
- Planning and Problem Solving
- Driving Sales and KPI's
- Leadership and Management
- Sales Training (in-house and field based)
- Setting up and running conference calls

**The Benefits:**

- Base Salary + Commissions
- Interstate & International Travel
- Team Nights Out
- Access to our Online Sales Training Platform
- One on One Coaching & Development

**The Important Bits!**

- Fluent in English
- Full-Time position only (no students/student visas/part time)

We believe the only limit is your commitment and imagination. If this sounds like you, click **APPLY** today. We will be in contact with potential applicants in the next 1-5 days with further information.

We're social too: @felixyoungaustralia

<http://www.felixyoungaustralia.com/>



## Early Childhood Education and Care Traineeship

- Local Government - Singleton Council
- Gain a Certificate 3 in Early Childhood Education
- Singleton Location

### THE COMPANY

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.

Our Host Employer, Singleton Council includes the local government area and township of Singleton and the villages of Broke, Bulga, Jerrys Plains and other rural localities. Singleton Council provide quality services to the community in an efficient and friendly manner encouraging responsible development.

### THE ROLE

Dedicated to providing a warm and nurturing environment for children to learn and grow in, you will be working with a dedicated team who will train and guide you throughout your traineeship. You will be working with children from 6 weeks to 5 years old and will be learning from childcare educators who have extensive experience in long day care management.

Your duties will include and not be limited to;

- Assist Educators in the day to day operations of the centre
- Document learning outcomes as the children progress
- Supervise and interact with the children
- Helping children with toileting times and changing nappies
- Hosting group activities
- Prepare and tidy children's sleeping area
- Serve lunch and assist children with meal times
- General centre cleaning

### SKILLS & EXPERIENCE

- A genuine love for children and their growth and development
- A strong desire to pursue childcare as a long term career
- Excellent communication and interpersonal skills
- Committed and able to complete the Traineeship
- Willingness to learn and follow instruction
- Completed Year 10 or higher

### COMPANY CULTURE

Excellent opportunity for someone looking to develop into a Childcare Educator within the council system. \*This position requires a working with children check (WWCC) to be completed prior to commencing employment.

### BENEFITS

- Receive a qualification whilst being paid in the job, Certificate 3 in Early Childhood Education
- No weekend work, hours are Monday to Friday
- MEGT Field Officer for constant support in the Traineeship

### HOW TO APPLY

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

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



3rd August 2020

LIKE us on



## Traineeship

### Indigenous Customer Service Trainee | Westpac | Singleton

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

#### About Maxima Group Training

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

#### Your Host Employer

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

#### The Opportunity

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

National traineeship wages and conditions apply.

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

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

#### Skills and Experience

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

#### Benefits

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

#### How to Apply

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

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

Only shortlisted candidates will be contacted directly.

Applications close Friday 24th of July 2020

### Trainee Front Office Receptionist

Does the idea of working in a fast paced environment appeal to you?

Are you looking for a role that offers variety?

We have a great opportunity available to start your hospitality career!

As an important member of our team, you will be responsible for assisting in the day to day operations of the front office & housekeeping department.

To be considered for this position you must:

- Be confident, enthusiastic and have a willingness to learn
- Have exceptional customer service skills and presentation
- Enjoy working in a fast paced, agile environment
- Be flexible and able to adapt to the evolving needs of the business
- Be a team player and able to work in a team environment
- Be prepared to work nights and weekends
- Have an ability to think clearly and work autonomously
- Have excellent communication skills

This role is offered as a traineeship, with salary commensurate to the experience of the successful candidate in line with the award.

In return you will be provided with the opportunity to undertake a Certificate III in Business or Certificate III in Hospitality.

Previous experience in a similar role may be an advantage, but is not essential





## Educators| Trainee in Cert III

### **As an Educator your role will entail:**

- Building strong relationships with the children and their families
- Applying your pedagogical knowledge and expertise to ensure the individual needs of all children are met
- Complying with the relevant government regulations
- Meet and exceed the individual needs of each child in all areas of their development
- Maintain a clean and safe work environment

### **Skills and experience:**

- Recognised Cert III Qualifications
- passion for early childhood education
- A strong understanding of the EYLF and NQS
- Current First Aid
- Current Anaphylaxis training
- Current CPR Training
- Child Protection Certificate
- Hold a current Working with Children Check
- Excellent verbal and written communication skills

### **About You:**

- looking for a new challenge
- place children at the heart of their decision making
- ready to take their career to the next level
- you are exceeding in their practice
- have a lifelong love of learning and want to pass that onto children
- "Can do" attitude
- You are curious about the world and how to bring it into each child's life

### **Cert III Traineeship:**

We are seeking a full time trainee who is looking to start a career within the early childhood sector to join our supportive and dedicated team of Educators.

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

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

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

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

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

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

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

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

This qualification is fully funded by the employer

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

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

If this sounds like you, hit the apply now button or send your resume to: [recruitment@bristolgroup.com.au](mailto:recruitment@bristolgroup.com.au)





## Child Care Traineeships

### Child Care Traineeship

#### About the business

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

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

#### About the role

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

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

#### Benefits

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

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

#### Skills and experience

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



## Experienced Brewer/Brewers – Fulltime role

Murray's is one of Australia's original craft brewers, producing an exciting range of beers since 2005. We are a multi-faceted company with operations in beer, distilling, wine and food.

We currently have opportunities for experienced brewers to join our team.

Our brewery is located in the beautiful NSW region of Port Stephens, just 2.5 hours from Sydney and 30mins from Newcastle.

Our beer, distillery and wine operations are focused on a fascination with all things fermentation.

We are interested in talking to you if you are interested in flexing your creative muscle in an environment that fosters traditional and out-of-the-box brewing.

Working with our Heads of Flavour, you will be involved in the development of new beers, spirits and beer/wine hybrids as well as the normal day to day operations of a nimble, yet well-equipped brewery.

Salary commensurate with experience.

Confidential inquiries in the first instance to [kelie@murraysbrewingco.com.au](mailto:kelie@murraysbrewingco.com.au)

### Trainee Brewer - Fulltime role

We currently have an opportunity to join our brewing team at entry level.

Are you a passionate home brewer, or someone with a chef background who is interested in a career in beer? Then we want to hear from you.

We are a multi-faceted company with operations in beer, distilling, wine and food. We are dedicated to the art of fermentation in all its forms.

Ideal candidate:

- A passion for beer
- Physically fit
- Team player
- Interested in spreading the word of great craft beer
- A problem solver
- The ability to think outside the box

An interesting and varied career awaits the right person.

Confidential inquiries in the first instance to [kelie@murraysbrewingco.com.au](mailto:kelie@murraysbrewingco.com.au)



**We see  
potential.**



## **Indigenous Customer Service Trainee | Westpac | Warners Bay**

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

### **About Maxima Group Training**

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

### **Your Host Employer**

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

### **The Opportunity**

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

National traineeship wages and conditions apply.

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

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

### **Skills and Experience**

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

### **Benefits**

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

### **How to Apply**

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

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

Only shortlisted candidates will be contacted directly.

**Applications close Friday 24th July 2020**





## Admin Assistant (Cert III Business Traineeship)

Gromor Enterprises Pty Ltd is seeking an administration assistant for our mushroom farm at Singleton. This is your opportunity to commence your business career, where you will be working part time for 12 months while studying a Certificate III Business.

As an Administration Assistant you will be working alongside a busy team and assisting them with their day to day tasks as required. Some of your duties will include:

- Answering and directing all incoming calls and handling enquiries
- General admin duties - document collation, filing and admin support
- Taking messages and managing emails
- Data entry, filing and scanning
- Use of the Microsoft Office Suite and MYOB
- Stock take and ordering
- Meeting and greeting clients into the office
- Customer service – in person and over the phone
- Any other tasks requested

Applicants should be keen to learn, motivated to achieve goals and eager to build a career within an office / administration environment. Applicants will ideally meet the following criteria:

- Be eligible to complete a traineeship
- Be well presented, enthusiastic, reliable and punctual
- Be motivated with a positive attitude
- Strong attention to detail
- Ability to problem solve and use initiative
- Ability to liaise with managers, employees, and clients
- Competency in using computers and Microsoft office
- Ability to multi-task
- Drivers licence and own transport preferred

We strongly encourage school leavers and juniors to apply.

Approximately 20-24 hours per week, some flexibility available.

If you would like further information please call: [0265746066](tel:0265746066)

You may apply by emailing your CV to; [admin@gromor.com.au](mailto:admin@gromor.com.au)

Or delivering to our office; 835 Mitchell line road, Whittingham Mon-Thurs 7am-3pm



## Warehouse Operations Traineeship

- Undertake a Certificate III in Warehousing Operations (TLI31616)
- Outstanding opportunity to gain a qualification as a Cummins Storeperson
- Gain practical experience with a global leader in engine technology

Bring your enthusiasm and determination to a role that will grow your career! Don't just gain experience and training in warehouse operations, gain a nationally accredited Cert III and put yourself ahead of the pack! Gain knowledge about Cummins products alongside valuable customer service and warehouse operations experience. Cummins are dedicated to diversifying our workforce and encourage Indigenous Australians, women and individuals with a disability to apply for our apprenticeship programs. Mature age applicants are also encouraged to apply.

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

- Earn while you learn
- Obtain a nationally recognized qualification
- Complete formal TAFE/Registered Training Organization study
- Receive multi-functional on the job training and exposure to Cummins products
- Product specific training with Cummins Parts, Customer Service and Warehouse Operations teams

### **About you**

Cummins are looking for applicants with the following attributes:

- A positive attitude and eagerness to learn
- The ability to work well in a team
- Completed or currently enrolled in Year 12 preferable or
- Completion or near completion of a pre-apprenticeship or relevant vocational training
- Good level of language, literacy and numeracy skills
- Part or full time work experience in any field of work would be desirable
- Right to work in Australia

### **About us**

Cummins Inc., a global technology leader, is a corporation of complementary business segments that designs, manufactures, distributes and services a broad portfolio of power solutions. The company's products range from diesel and natural gas engines to hybrid and electric platforms, as well as related technologies, including transmissions, battery systems, fuel systems, controls, air handling, filtration, emission solutions, and power generation systems. Headquartered in Columbus, Indiana (U.S.), since its founding in 1919, Cummins employs approximately 62,600 people in approximately 190 countries and territories. See how Cummins is powering a world that's Always On by accessing news releases and more information at <https://www.cummins.com/always-on>. Follow Cummins on Twitter at [www.twitter.com/cummins](https://www.twitter.com/cummins) and on YouTube at [www.youtube.com/cumminsinc](https://www.youtube.com/cumminsinc).

### **How to apply**

Click the "Apply Now" button to submit your resume. Shortlisted candidates will go through a multistep selection process. **All Apprenticeships will have a commencement date of 1st of February 2021.**

For more information or a personal discussion regarding this opportunity please e-mail the Cummins Recruitment Team at [careers.sthpacific@cummins.com](mailto:careers.sthpacific@cummins.com). For all applications please click on the link provided.



# Youth Links



**careerlinks**  
young people, bright futures

3rd August 2020

LIKE us on



## Part Time

### FIND THE ALDI IN YOU



#### Retail Assistant - Kurri Kurri

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

We're looking for high energy team members who love to keep active and busy. A Retail Assistant at ALDI needs to be able to thrive in a fast paced, team environment and always be willing to go the extra mile for their customers and team. The role is physical in nature, so you'll need to enjoy hands-on work and meeting deadlines. Our shifts can start at 8am some mornings, and finish at 10pm others, so being flexible and available for those shifts is important. Being available to work any 5 out of 7 days is also something we are looking for. Finally, prior experience in a fast paced, retail environment will be viewed favourably; however a positive attitude and hardworking spirit are an absolute must.

What's in it for you?

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

You will be responsible for:

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

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

### FIND THE ALDI IN YOU



#### Retail Assistant - Fletcher

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

We're looking for high energy team members who love to keep active and busy. A Retail Assistant at ALDI needs to be able to thrive in a fast paced, team environment and always be willing to go the extra mile for their customers and team. The role is physical in nature, so you'll need to enjoy hands-on work and meeting deadlines. Our shifts can start at 8am some mornings, and finish at 10pm others, so being flexible and available for those shifts is important. Being available to work any 5 out of 7 days is also something we are looking for. Finally, prior experience in a fast paced, retail environment will be viewed favourably; however a positive attitude and hardworking spirit are an absolute must.

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- Serving and assisting customers in a professional and efficient manner
- Operating tills and calculating change manually

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

### Bar Back

The Bar Back will assist in keeping glass wash area clean, running glasses through dishwasher and polishing glasses, preparing garnishes, ensuring the bar is well stocked with napkins, straws, glassware, garnishes, and all other necessities, and taking on other duties to support the Bartender and ensure that the bar operates smoothly

No drink service is required under 18's welcome

Working Friday and Saturday nights up until midnight is a requirement

Please email [beer@theblindmonk.com.au](mailto:beer@theblindmonk.com.au) to apply



## Junior Admin Assistant

This is an ideal role for someone looking to take the leap into an admin career in Financial Planning

Comprehensive training provided!

You will assist us in:

- Creating & sending documentation to clients
- Sorting & distributing mail
- Preparing review documents for our clients
- Data entry
- Answering the phone and directing calls
- Fulfilling all reception duties required
- General filing of client documents
- Meeting and greeting clients
- Other Admin duties as required

To be successful in this role you will have:

- Minimum of 1 year experience in an administration or reception role.
- A strong willingness to learn & a mature attitude
- Strong time management skills & work ethic
- Great written & verbal communication skills

Please note that this role is a junior position when considering applying.

Full time role Monday to Friday office hours 9 to 5pm



Australia's Leading Manufacturer of Quality Fencing

## Junior Labourer

Our Town Fencing is currently seeking an Entry Level Junior Labourer to join our industry leading team located in Hestherbrae.

Ideally this role will suit a junior applicant who is looking to get into the industry and grow their skills and experience.

To be successful for this role you would have:

- Be able to get to and from work 5 days a week for a 7am start.
- A strong work ethic and a high attention to detail
- The ability to work independently and want to learn on the job
- Basic safety knowledge
- Work as part of a team

The Role:

- Cleaning up,
- Packing stock,
- Preparing materials,
- Working in a Team
- Learning basic welding techniques,

This role is an entry level role that is an exciting opportunity for a Junior interested in working in a fast paced production environment.

Casual hourly rates apply: (Current Age)

(16) \$12.32 | (17) - \$15.04 | (18) - \$17.78 | (19) - \$21.48 | (20) - \$25.43 | (21+) \$26.03.



## *Our Town Fencing Company Profile*

Australia's Leading Manufacturer of Quality Fencing Material

We offer Australia's largest range of fencing products & accessories. Our Production facilities cover Rollforming combined with both local and over seas Fabrication, Powdercoating & Packaging services.

**Privately Owned ~ Proudly Australian**

Company sites are spread throughout NSW & Victoria where we distribute & sell our products across Australia, using both company stores combined with our extensive distributor network. Transport & Logistic networks are all fully operated in-house to ensure we have full control over our business.

To learn more about us read the "Our Town Fencing Story"

*The Story Begins* [www.ourtownfencing.com.au](http://www.ourtownfencing.com.au)



## Administrative Assistant / Office All Rounder

Due to continued growth of our organisation, ColorTile is seeking an experienced and professional Administrative Assistant / Office All Rounder to join our growing Hunter Team.

This is an opportunity to join NSW fastest growing tile supply and install company, and to work with some of largest new home builders across NSW.

With over 30 years of experience, ColorTile is a leading tile and bathroom solution provider, helping people achieve their building and renovating dreams for residential and commercial projects. ColorTile understands the importance of people and quality within its business and provides a unique opportunity for the right person to join our expanding company.

### **Duties will include but not be limited to;**

- Data entry of purchase orders and ordering of stock
- Assisting with document management (hard copy/electronic documents)
- Liaise/Assist team of estimators and sales team with documentation
- Liaise with customers/builders regarding documentation to get goods and jobs to site
- Raising necessary returns and credits
- Liaising with site supervisors regarding stock to site
- Back up and assist our sales department when required

### **The successful candidate will have the following essential attributes;**

- A minimum of 2 years' experience in similar role in building industry would be advantageous.
- Ability to liaise with a variety of departments including Sales, Estimating & Warehousing
- Excellent communication skills.
- Display a high level of attention to detail and accuracy.
- Methodical and task focused
- Familiarity with Microsoft Office including Excel
- Willing to learn and apply new skills including new software applications
- Strong computer skill set.
- Organisation skills, phone manner and presentation
- Ability to complete your work without constant supervision.

### **What we offer:**

- Permanent role
- Salary to reflect experience
- An environment where good performance is recognised and rewarded
- A flexible and positive work environment

Initial training for this role will take place at our Wentworthville Office.

If this sounds like something you are interested in, please submit your up to date resume and cover letter.

\*You must be an Australian Citizen/Permanent Resident as visa sponsorship is not available for this role.

Only Shortlisted Candidates will be contacted



## Office Junior / Receptionist

PHM Health has been providing care to people with disabilities across Sydney since 2017 and is a registered NDIS provider. We are an organisation committed to providing services of the highest quality at all times.

By living & breathing our Values it enables us to attract and retain high quality employees who in turn enact our Vision to enable our participants to reach their potential.

### THE ROLE:

There are three key areas of responsibility for this role. Applicants should be at least competent in all areas, and excellent in most areas.

Book-keeping support, using Xero

Entry of purchases and invoices

Simple reconciliation of payments

Processing of expense claims

Human resources support, using Xero

Administration of leave requests, including record-keeping

Management of personnel files

Facilitation of performance management processes (record-keeping, scheduling)

Facilitation of recruitment processes (advertising, record-keeping, scheduling)

Facilitation of onboarding process for new staff (record-keeping, scheduling)

Maintenance of internal knowledge-base (basic upkeep)

Office management support

Scheduling meetings, upkeep company calendar

Managing office supplies including stationery requests, inventory management, and purchasing

General office management and reception duties, including basic office upkeep ie: cleaning down meeting tables, filling and emptying dishwasher etc.

Arranging internal staff events such as catered meetings, birthday celebrations and Christmas parties

### IN ADDITION TO THE ABOVE, THE FOLLOWING SKILLS AND ATTRIBUTES ARE DESIRED:

Extremely strong attention to detail

Computer fluency, including competence using Excel and g-suite formulas and graphs.

Organisational ability

Time and task management, including prioritisation

Ability to remain calm and confident in all situations; having great self-control and avoiding irritation

Written and verbal communication

Cultural and interpersonal fit with our organisation

This role will be subject to and requires a current police check, Working With Children's Check - employed version;

Position requires the completion of Introduction to NDIS Workers Induction Module and NDIS COVID-19 module.

MIN red 'P' Level NSW drivers licence

What now?

Please send your covering letter and CV to [hr@phmhealth.com.au](mailto:hr@phmhealth.com.au)

# Youth Links

3rd August 2020

LIKE us on  
**Full Time**



## Office Junior / Receptionist

PHM Health has been providing care to people with disabilities across Sydney since 2017 and is a registered NDIS provider. We are an organisation committed to providing services of the highest quality at all times. By living & breathing our Values it enables us to attract and retain high quality employees who in turn enact our Vision to enable our participants to reach their potential.

What are our Values? Glad you asked!

Compassionate

Professional

Approachable

Empowering

Honourable

THE ROLE:

There are three key areas of responsibility for this role. Applicants should be at least competent in all areas, and excellent in most areas.

Book-keeping support, using Xero

- Entry of purchases and invoices
- Simple reconciliation of payments
- Processing of expense claims

Human resources support, using Xero

- Administration of leave requests, including record-keeping
- Management of personnel files
- Facilitation of performance management processes (record-keeping, scheduling)
- Facilitation of recruitment processes (advertising, record-keeping, scheduling)
- Facilitation of onboarding process for new staff (record-keeping, scheduling)
- Maintenance of internal knowledge-base (basic upkeep)

Office management support

- Scheduling meetings, upkeep company calendar
- Managing office supplies including stationery requests, inventory management, and purchasing
- General office management and reception duties, including basic office upkeep ie: cleaning down meeting tables, filling and emptying dishwasher etc.
- Arranging internal staff events such as catered meetings, birthday celebrations and Christmas parties

IN ADDITION TO THE ABOVE, THE FOLLOWING SKILLS AND ATTRIBUTES ARE DESIRED:

- Extremely strong attention to detail
- Computer fluency, including competence using Excel and g-suite formulas and graphs.
- Organisational ability
- Time and task management, including prioritisation
- Ability to remain calm and confident in all situations; having great self-control and avoiding irritation
- Written and verbal communication
- Cultural and interpersonal fit with our organisation
- This role will be subject to and requires a current police check, Working With Children's Check - employed version
- Position requires the completion of Introduction to NDIS Workers Induction Module and NDIS COVID-19 module.
- MIN red 'P' Level NSW drivers licence

What now? Please send your covering letter and CV to [hr@phmhealth.com.au](mailto:hr@phmhealth.com.au)



## Administrative Assistant Building & Construction

We are a family run building company based in Newcastle. We handle a wide range of projects including Insurance repair works, NDIS Home Modifications as well as private works.

We are looking for a dynamic individual to fill a Full-time role between the hours of 8am to 5.00pm Monday to Friday.

Are you astute, honest, reliable, efficient, a fast learner with GREAT customer service skills and enjoy getting the job done?..... If so, this may be the position for you...!

### Skills Required

- Must have advanced Computer Skills in (Simpro & Simpro Mobile, XERO, Excel, Microsoft Office – including Outlook, Word & Excel etc.
- Good understanding and experience using cloud-based computing tools
- Social media and website editing ideal but not essential
- Previous experience working in Construction or Trade business, Home Insurance
- Experience using Job Management Software (Simpro)
- A high level of communication skills, including literacy & Numeracy (Written & Verbal)
- Time Management and Job Scheduling
- Ordering Materials/Sub-Contractors
- Reconcile Supplier Orders/Invoices
- Answer queries from customers and trades
- Monitoring and reconciling staff time sheets
- Collating documents/data/reports for internal & external stakeholders
- A positive attitude and willingness to learn all aspects of the business
- Work with a high attention to detail
- Ability to juggle multiple tasks and businesses
- Ability to work independently and part of a team
- Honest & reliable, excellent work ethic
- Good sense of humour
- Self-starter and ability to work independently and diligently
- Friendly and Professional manner
- Have the ability to have FUN..!

To be considered for this role, *please make sure you include a cover letter* with your application, outlining the job description and how suited you are to the position. Please include a minimum of 2 current references,

Please email all Cover Letters and CV's to [melissa@herbertconstructions.com](mailto:melissa@herbertconstructions.com)



3rd August 2020

LIKE us on  
**Full Time**



## Administration Assistant

### The Role

A fantastic opportunity has become available for an Administration Assistant/Office All Rounder to join the **Programmed Industrial Maintenance** team based in **Newcastle**.

Reporting to the Administration Team Leader, key responsibilities of the position include:

- Front office reception duties, first point of contact for customers
- Collating of timesheets for the centralized payroll team
- Raising Vendor Purchase orders
- Capturing Safety KPI reports for Managers
- Job set up and invoicing of customer claims
- Uploading of customer claims across a number of customer portals
- Data entry of Stock Management
- Stationery, PPE and Uniform Ordering

### Skills, Experience and Attributes

The ideal candidate will possess the following;

- Ability to multitask in a fast paced environment
- Excellent customer service skills and a commitment to ensuring customer satisfaction is delivered to the client.
- A pro-active approach to resolving issues and excellent attention to detail.
- An excellent communicator with good written and verbal skills.
- Intermediate MS Office skills.

**This position would be suited to someone who is early on in their Administration career with opportunity for growth.**

Our success is built on the talent and enthusiasm of our people. We strive to create an inclusive environment for every team member to have a positive, enjoyable and rewarding work experience. Our culture is built around safety, care and empathy for people and good old fashioned customer service. We are looking for someone who appreciates the diversity of our customers, contractors and teams.

### 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.

We encourage applications from men and women of all ages, including people with disability and Indigenous Australians.

If you meet and exceed the above requirements and believe you would be an excellent fit for this integral role, don't miss out - Apply now!

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

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

<https://youtu.be/FSCNBKrk26w>

**zero/harm**

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

## Learn to Swim Instructors / Junior Coach

Just Like Fish Swim School is a privately owned indoor heated Swim School located in Rutherford. We have been open for over 9 years teaching children aged from 3 months to 16 years of age and have grown rapidly in that time. We have a strong "TEAM" culture through our business with a focus on continuous improvement.

We are currently going through a further growth phase and require 2 enthusiastic and results focused team members to deliver our fairly unique teaching program and philosophy. No previous teaching experience is required but a swimming / sporting background, passion and belief for teaching children to swim is.

### We will provide;

- A welcoming "Team" environment
- Full support and training
- Fun, Learning and growth
- Teacher Friendly Pool Water

### You must be able to;

- Want to make a difference
- Work through the week and Saturday mornings.
- Want to learn and develop your skills
- Have fun and deliver a positive learning outcomes

### What do you NEED;

- Willingness to obtain industry qualifications if successful
- Fun, CAN - DO attitude.
- Strong "customer focussed" beliefs

Applications without a cover letter will not be considered.

Applications close July 31st 2020.